



# BAY DISTRICT SCHOOLS SALARY PLACEMENT SCHEDULE 2020-2021

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**SALARY PLACEMENT SCHEDULE  
2020-2021  
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## DEFINITIONS

**YEARS OF EXPERIENCE FOR PAY PURPOSES** (applies to Administrative and Instructional Employees) shall be interpreted to mean the time an employee has been employed in a position or positions of equivalent classifications and not the total years of service as an employee of the Bay County School Board. Progressive advancement in equivalent classifications shall qualify an employee to retain his/her earned experience. Equivalent classification shall be interpreted to mean employees paid on the same Placement Schedule. An employee moving from a position paid from one Placement Schedule to a position paid from another Placement Schedule will begin the new position paygrade at the "0" years' experience on the Placement Schedule except that employee who can document experience as an administrator or as an instructional employee may transfer the approved years of experience to the appropriate Placement Schedule. The Superintendent or his designee will evaluate and recommend the experience for School Board approval.

**YEARS OF SERVICE FOR THE PURPOSE OF COMPUTING ANNUAL LEAVE** shall be interpreted to mean the years' service as an employee for the Bay County School Board in a full-time (52 weeks annually) position. Years' service in positions of employment with the Bay County School Board of less than 52 weeks annually do not qualify for annual leave and that service will not be considered when an employee transfers to a 52-week position. (Effective July 1, 1985)

### **ADMINISTRATIVE EXPERIENCE:**

Only experience in an administrative position will count toward salary computation on the Administrative Placement Schedule (Placement Schedule 2). Leadership positions held (as department head, team leader, etc.) while employed as an instructional employee may be submitted for consideration/review by the Bay District Schools Human Resources Department. Experience as an acting administrator will also count toward computing administrative experience on Placement Schedule 2. See page 32-H for Assistant Administrators.

Any employee wishing to claim administrative experience must make a written request to the Superintendent or his/her designee. Such requests must include written documentation of the specific assignments and time spent in qualifying administrative positions.

**EDUCATIONAL SUPPORT PERSONNEL REASSIGNMENTS:** A reassignment is movement of an employee from one position to another at the same work site, or from one bus route to another.

**EDUCATIONAL PERSONNEL TRANSFERS:** A transfer is movement of an employee from one work site to another.

**SPECIAL CONTRACTS** as used in this Placement Schedule are defined as contracted work performed by instructional employees in excess of the regular 196-day schedule contract.

**NORMAL WORK WEEK** is defined as beginning on each Sunday and extending through the next Saturday. Employees assigned beyond a forty (40) hour work week shall be compensated at time and one half their regular hourly rate of pay or compensatory time.

**PAYMENT TO INSTRUCTIONAL PERSONNEL FOR SERVICES OUTSIDE THE 196 DAY CONTRACT THAT INVOLVE NON-STUDENT INSTRUCTION TIME:** These services include Curriculum Development Projects, workshops, in-service training, Pre-K screening, planning fees for workshop presenters (workshop to be presented on a teacher contract day) and other activities not involving student instruction. A day will be 6 hours excluding lunch breaks.

**DIRECT DEPOSIT:** Direct Deposit participation is mandatory.

# **INSTRUCTIONAL PERSONNEL & SUBSTITUTES**

## **INSTRUCTIONAL PERSONNEL**

- A. Instructional salaries are paid according to the highest level of training and approved experience using Placement Schedule 1. (Grandfathered or Performance Schedule)
- B. The hourly rate of pay for instructional employees employed under special contract for work in excess of the regular 196 days will be computed by dividing the employees annual base pay from schedule 1 as follows: Annual rate of pay divided by 196 days = daily rate of pay divided by 7.5 hours = hourly rate of pay.
- C. The annual salary for ROTC instructors shall be as specified by an agreement between the Bay County School Board and the Department of Defense for Jr. ROTC programs. The monthly salary may vary in accordance with the information furnished by the Department of Defense and the instructors shall be paid accordingly. Contract periods for ROTC instructor positions are determined based upon the Department of Defense and dictated by the specific branch of service. Example: Twelve months and Ten months. These employees do not qualify for annual leave or paid holidays other than noted in paragraph II-D. Since the ROTC Instructor salary and supplements (housing, clothing, etc.) and COLA are determined by the Department of Defense, ROTC instructor salary increases are not part of the Bay District Schools Placement Schedule.
- D. Instructional Employees receive the following paid holidays:

Monday, September 7, 2020	Friday, December 25, 2020
Wednesday, November 11, 2020	Friday, January 1, 2021
Thursday, November 26, 2020	Monday, January 18, 2021
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Refer to the School Board Policies and Association of Bay County Educators Master Contract for other terms and conditions of employment related to instructional personnel.
- G. Placement Schedule 1 will be used to calculate the salaries of non-certificated instructional personnel authorized under the provisions of State Board Rule 6A-1.0502. Full-time instructional personnel will not be paid less than the salary for a bachelor's degree.

- H. **Curriculum Development Projects:** Beginning on the first student day of school year 2015-2016, teachers employed in curriculum development projects that involve developing and/or revising curriculum projects or district/school reports will be paid a Beginning Teacher's Hourly Rate. Teachers employed in curriculum development will produce a product at the end of the project. Curriculum Development Projects will be approved and monitored by the Division of Teaching and Learning.
- I. **Special Training/Staff Development Projects:** Beginning on the first student day of school year 2015-2016, teachers employed for special training/staff development projects that support the District Improvement Plan and School Improvement and that have funds expressly for the compensation of participants will be paid \$80.00 per day. (Rate is based upon a six (6) hour day.)
- If training occurs outside the normal school day (nights or Saturdays) during the regular school year, the rate of pay will be \$125. (Rate is based on a six (6) hour day.)
- J. Employees do not receive an automatic step on a Placement Schedule for pay increase.

# Grandfathered Instructional Pay Schedule Placement Schedule 1

*Board Approved  
11/12/2013*

BA	
PG	\$ Amount
00	34,480
01	34,480
02	34,730
03	34,980
04	35,480
05	35,980
06	36,480
07	36,980
08	37,480
09	38,230
10	38,980
11	39,730
12	40,480
13	41,230
14	41,980
15	42,980
16	43,980
17	44,980
18	45,980
19	46,980
20	48,080
21	49,180
22	50,280
23	51,380
24	52,480
25	53,980
26	55,480
27	56,980
28	57,180
29	57,380
30	57,580
31	58,180

Master's degree will earn an additional \$2,500 per year  
Specialist degree will earn an additional \$5,100 per year  
Doctorate degree will earn an additional \$7,800 per year

Base Placement Schedule includes advanced degrees



**Instructional Performance Pay Placement Schedule  
Salary Schedule 1  
Effective July 1, 2020**

<b>PG</b>	<b>\$ Amount</b>
<b>0</b>	<b>36,750</b>
<b>1</b>	<b>36,750</b>
<b>2</b>	<b>37,000</b>
<b>3</b>	<b>37,250</b>
<b>4</b>	<b>37,750</b>
<b>5</b>	<b>38,250</b>
<b>6</b>	<b>38,750</b>
<b>7</b>	<b>39,250</b>
<b>8</b>	<b>39,750</b>
<b>9</b>	<b>40,500</b>
<b>10</b>	<b>41,250</b>
<b>11</b>	<b>42,000</b>
<b>12</b>	<b>42,750</b>
<b>13</b>	<b>43,500</b>
<b>14</b>	<b>44,250</b>
<b>15</b>	<b>45,250</b>
<b>16</b>	<b>46,250</b>
<b>17</b>	<b>47,250</b>
<b>18</b>	<b>48,250</b>
<b>19</b>	<b>49,250</b>
<b>20</b>	<b>50,350</b>
<b>21</b>	<b>51,450</b>
<b>22</b>	<b>52,550</b>
<b>23</b>	<b>53,650</b>
<b>24</b>	<b>54,750</b>
<b>25</b>	<b>56,250</b>

**An Associate Teacher is a full-time employee and will be paid a salary of \$26,000 a year plus benefits.**

Master's degree will earn an additional \$2,500 per year  
 Specialist degree will earn an additional \$5,100 per year  
 Doctorate degree will earn an additional \$7,800 per year

In accordance with Florida State Statute 1012.22, all individuals hired after July 1, 2011 with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for applicable degree as a supplement as this amount will not be included in the individual's base salary.

## **INSTRUCTIONAL EXTRA PAY FOR EXTRA DUTY SCHEDULE**

1. Supplements will be based on the current Performance Placement Schedule with the salary for a BA/BS teacher with 0 years of experience as the base.
2. Outline of the duties to be performed to earn a supplement shall be written by the school administrator and signed by the teacher involved and the school administrator. One copy is to remain with the administrator, one with the teacher and another copy filed with the Superintendent's office by October 1 of each school year.
3. No supplement shall be paid when job performance is not in accordance with the agreed outline.
4. Any employee may receive more than one supplement, but not more than three (3) supplements for duties performed and shall be subject to conditions of Item Number 3 of this schedule. Miscellaneous supplements will not count as one of the three.
5. All supplements listed in this schedule are granted only on the basis of one school year.
6. No employee hired for the position contained in this schedule shall be paid less than the percentages indicated.
7. Personnel supplemented for athletics will be paid up to ten percent (10%) of their supplement for participation in post season athletic competition in the following manner: two percent (2%) will be paid for participation in each level of competition.
8. Personnel hired for the position of band director and/or choir director will automatically receive the supplement and will be expected to perform the duties described in order to retain that position.
9. To qualify as a Department Head (Sr. /Post-Secondary), the department must contain no less than four (4) full-time instructional personnel. Teachers who are assigned to departments with fewer than four full-time instructional personnel shall be given the opportunity to apply for a department head position which may be created by combining two or more departments.
10. To qualify as a Team Leader or Grade Group Chair, the team must contain no less than four (4) full-time instructional personnel. Special area personnel shall be included in grade group teams and shall be given the opportunity to apply for a team leader or grade group chair position. Any teacher, who performs the essential duties of the team leader/grade group chair on a consistent, regular basis, shall receive the supplement regardless of the title given the position.
11. Special area personnel (Art, Music, PE, Media, Guidance, etc.) may be given an opportunity to form a special area group and qualify for a grade group chair. This supplement shall be subject to the facility manager's approval.

12. In sports supplements which are seasonal in nature, the employee will be due full compensation for such. For supplemental employees who separate employment before the end of the school year, supplements will be paid as follows:
  - A. If the supplemented activities have been completed, the employee will receive the entire percentage indicated.
  - B. If the supplemented activities have not been completed, or are of a year-round nature, such supplement shall be paid on the proportion of the job completed.
  
13. Academic supplemental positions shall be filled by teachers. Non-academic, extra-curricular supplemental positions (such as athletic coaches) shall be filled on an annual basis by the most qualified, coaching-certified applicant provided that teachers who apply for such positions are interviewed for the position. Under no circumstances, however, shall the supplement be paid to an administrator.
  
14. Schools will receive school improvement team supplements based on this formula beginning in school year 2006-2007:
  - 0-799 Students receive four (4) teacher supplements
  - 800-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive eight (8) teacher supplements
  
15. Beginning in school year 2008-2009 Elementary and Middle schools will receive funding from the District for Department Heads, Team Leaders, or Grade Group Chairs according to this formula:
  - 0-599 Students receive three (3) teacher supplements
  - 600-799 Students receive four (4) teacher supplements
  - 800-1049 Students receive five (5) teacher supplements
  - 1050-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive seven (7) teacher supplements
 Middle schools will receive one additional team leader/department head for their ASPIRE teachers.

**SENIOR HIGH SCHOOL**

**PERCENT**

Athletic Director.....	14%
Head Coach – baseball, basketball, soccer, softball, track, volleyball, wrestling.....	10%
Assistant Coaches ( <i>same sports as above &amp; football</i> ).....	9%
Head Coach–golf, swimming, tennis, rhythmic gymnastics, cross country, weightlifting .....	6%
Assistant Coach ( <i>same sports as above</i> ) .....	4%
Head Coach, Boys/Girls – golf, swimming, tennis, cross country. To be paid this supplement a coach must have a minimum of five (5) boys and five (5) girls participating on each team.....	10%
Band Director .....	16%
Assistant Band Director.....	9%
Choir Director.....	8%
Cheerleader Sponsor .....	7%
Assistant Cheerleader Sponsor.....	6%
Drama Coach .....	4%

**SENIOR HIGH SCHOOL** **PERCENT**

Department Heads with administrative planning period .....	4%
Department Heads without administrative planning period .....	6%
Club Sponsors with administrative planning period .....	2%
Club Sponsors without administrative planning period .....	3%
Annual Sponsor .....	4%
Academic Team Coach ( <i>one per school</i> ) .....	3%
Newspaper Sponsor.....	4%

**MIDDLE SCHOOL** **PERCENT**

Middle School Athletic Director.....	7%
Middle School Intramural Coach.....	7%
Head Coach – basketball, football, soccer, softball, track, volleyball, wrestling.....	7%
Head Coach – tennis.....	5%
Head Coach, Boys/Girls – tennis – To be paid this supplement a coach must have a minimum of five (5) boys and girls participating on each team .....	7%
Assistant Coaches .....	5%
Band Director .....	11%
Choir Director.....	6%
Cheerleader Sponsor .....	6%
Team Leader/Grade Group Chair.....	6%
Academic Team Coach ( <i>one per school</i> ) .....	3%

**ELEMENTARY SCHOOL**

Elementary Intramural Coach .....	6%
Grade Group Chair/Team Leader.....	6%

**MISCELLANEOUS**

Resource Teacher.....	6%
Title I School-Wide Plan Coordinator.....	6%
School Psychologist .....	10%
School Social Worker .....	6%
Bus Duty with additional planning period.....	2%
Bus Duty without additional planning period .....	3%
Teachers at New Horizons, St. Andrew, Margaret K. Lewis School in Millville and DJJ .....	5%
School Improvement Team Member .....	3%
Peer Teacher ( <i>with a maximum of 4 teachers to each Peer Teacher</i> ) <i>Grant Funded</i> .....	6%
Teacher serving as: District History Fair Coordinator 6-12, District Middle School Science Fair Coordinator, District High School Science Fair Coordinator .....	5%
*Teacher with one (1) additional period of teaching/full year (two (2) per department) .....	15%
*Teacher with one (1) additional period of teaching/semester (two (2) per department) .....	7.5%
*Teacher on Block Schedule with one (1) additional period of teaching/ Full year (two (2) per department) .....	20%
*Teacher on Block Schedule with one (1) additional period of teaching/ Semester (two (2) per department) .....	10%

*\*Teachers must be certified for the course they are selected to teach. Positions will be advertised as specified in Article X (10.2) of the contract.*

Mentor Teacher (with a maximum of 2 teachers to each Mentor Teacher)  
 (For Professional Development Certification Program Only)

1<sup>st</sup> Mentee ..... \$1,200.00  
 2<sup>nd</sup> Mentee ..... \$600.00

*In accordance with Florida State Statute 1012.22, all individuals hired after July 1, 2011 with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for applicable degree as a supplement as this amount will not be included in the individual's base salary.*

**CONSULTANT FEES FOR INSTRUCTIONAL STAFF EMPLOYEES**

- \$100.00 per day for individuals without degrees but certified in specific areas of expertise (CPR, First Aid, etc.)
- \$150.00 per day of presentations for consultants with degrees and expertise/training in the area(s) of presentation for services which do not occur within the normal 196 days of contracted services.
- \$250.00 per day of presentation for workshops lasting five or more days having ten or more participants. Consultants must have a degree and expertise/training in the areas of presentation for services which do not occur within the normal 196 days of contracted services.
- \$ 55.00 planning fee may be paid for each day of presentation.

**Informational Notes**

**PART-TIME HOURLY RATE:** Teachers employed less than 7 ½ hours per day during the regular school year and teachers employed on additional contracts or for curriculum development projects or special training/staff development projects shall be paid an hourly rate in accordance with their position on the Placement Schedule.

**Instructional Personnel Compensation:** In accordance with State Statute, beginning July 1, 2014 all instructional personnel must receive an Effective or Highly Effective performance evaluation rating in order to qualify for a salary increase. Such salary increases are not automatic and they are not necessarily a movement from one level on the Placement Schedule to another. Any salary increase will be determined through negotiation and will conform to all applicable Florida Statutes.

- BA/BS is equivalent to a Bachelor's Degree earned at a standard institution of higher learning.
- MA/MS is equivalent to a Master's Degree earned at a standard institution of higher learning.
- 6<sup>th</sup> YR is equivalent to a Specialist Ed. Degree from a standard institution of higher learning. Those who have completed the course requirements for planned doctoral program and have been approved for their dissertation will be paid at this level.
- DOCTORAL is equivalent to a Doctorate Degree earned at a standard institution of higher learning.

## **2020 -2021 Differentiated Pay For Instructional Staff**

### **Critical Shortage Areas**

Autism	Biology
Chemistry	Math 6-12
Reading–Secondary Teachers Only (6-12)	Hearing Impaired
Visually Impaired	ESE Pre-K
Physics	

Categories are added to the Critical Shortage Areas of employment when five (5) or less qualified and certified applicants apply for positions with Bay District Schools (as evidenced by data in the Human Resources Department).

### **Critical Shortage Incentives**

1. Teachers adding an endorsement or certification to their Teacher Certification in a subject area the District has declared a critical shortage (listed above) will receive a one-time bonus of \$1,000 provided they complete a school year (as defined by the Florida retirement system rules) teaching in the critical shortage area and obtain an Effective or higher rating on his/her Instructional Practice and Deliberate Practice. This will not be retroactive for those teachers already having such certification/endorsement.
2. Teachers hired later in the year (after the date required to complete a full school year as defined by the Florida Retirement System rules) may qualify for this bonus if:
  1. The teacher’s contract is renewed for another consecutive year.
  2. He/she teaches the second full year in the same critical shortage area.
  3. He/she obtains an effective or higher rating on his/her Instructional Practice and Deliberate Practice.

Bonuses to these teachers will be paid at the conclusion of the second year if all qualifying criteria are met and the teacher submits an application.

### **Endorsements**

Once Certification Reimbursement Process is completed, the District will pay the certification test fees for the addition of ESOL and/or Gifted subject area/endorsements to the teaching certificate.

### **Instructional Supplements Paid for Additional Responsibilities**

Athletics – Coaching Positions  
Extracurricular Sponsors – Band, Drama, Choir, etc.  
Department Heads  
Grade Group Chair  
Team Leader  
Academic Team Coach  
School Improvement Team Member  
Resource Teachers

### **Level of Job Performance Difficulties**

Teachers at "center" schools with high risk of personal injury due to students with a history of aggressive behavior will be paid a supplement: New Horizons, St. Andrew, and Margaret K. Lewis School in Millville.

## **Appendix F Concerning "Educational Emergency" Provisions of "D" or "F" Schools**

The BDSB and the ABCE acknowledge schools that have been rated by the state as a "D" or an "F" must take necessary steps to improve student achievement in order to move the district out of Educational Emergency Status.

To comply with the requirement that an Educational Emergency exists in Bay District Schools when one or more schools receive a school grade of D or F, the Board and ABCE agree to the following for teachers at schools rated with a first-year school grade of D (Differentiated Accountability):

- The District and/or External Partner/Operator has the freedom to structure the length of the school day for students and teachers in order to implement new strategies and curriculum to address student learning. This may include extending the instructional load up to 360 minutes per day.
- Upon initial appointment of a new principal, he/she shall have discretion to renew contracts or initiate transfers for any and all instructional positions. Those instructional staff members who are continuing contract teachers or who may have been renewed by the previous principal prior to school grades being released will be employed within the district.
- The District and/or External Partner/Operator may recruit and hire qualified teachers who meet certification requirements. Vacancies that occur shall be advertised in accordance with the contract, but may be filled after forty-eight hours (2 workdays), if an available, certified and qualified applicant is available.
- The principal has the authority to select qualified instructional applicants or to refuse the placement or transfer of instructional personnel. The school average of teachers with a state VAM must at least mirror the district's state VAM average or may exceed HE/E percentages. For those without a state VAM, principals shall hire teachers who received an overall evaluation rating of HE or E in the most recent year available, if such data exists.
- Once a teacher signs a contract at a school rated D, he/she shall adhere to the assignment for the duration of that contract year. He/she may not apply, interview, or accept an instructional position within the Bay District Schools for that contracted school year without the principal's permission. After a year of service, a teacher wishing to transfer at the end of the year may apply for any position.

- If at any time, the principal decides the teacher is not to be retained, the teacher, unless they are in probationary status, will be transferred to another position within the district. The Executive Director of HR will work with the teacher to determine the most appropriate placement and every effort will be made to place the teacher in a position for which he or she is certified.
- In the case of an External Operator (E.O.), instructional staff evaluated by the E.O. will use the Bay District Schools evaluation system, unless otherwise directed by D.O.E.
- Teachers shall adhere to the District and/or External Partner/Operator's curricular/instructional expectations including but not limited to:
  - following district curriculum and district pacing guides, district lesson planning protocols (unless otherwise directed by an External Partner/Operator);
  - devoting reasonable time to additional professional development and preparatory time required to achieve and maintain high-quality education. This shall not exceed 9 hours per nine weeks, and shall be approved by the district office. Teachers will also be afforded regular preparatory time during their workday as defined by the ABCE contract. Such preparatory time may include common planning periods. Teachers shall be paid in accordance with the contract for weekend and/or summer PD.
  - participating in academic coaching and improvement cycles including the use of electronic recording devices for the sole purposes of professional development. Teachers shall be given 24 hours' notice prior to the use of the electronic device and each individual teacher shall not be recorded more than three times per nine-week grading period, unless the teacher requests additional recordings.
  - participating in announced and unannounced walkthroughs using data collection forms which may be used in teacher evaluations (appropriate and timely written feedback will be provided to teachers);

**Turnaround Years 1 and 2:**

- The District and/or External Partner/Operator has the freedom to structure the length of the school day for students and teachers in order to implement new strategies and curriculum to address student learning. This may include extending the instructional load up to 360 minutes per day.
- Upon initial appointment of a new principal, he/she shall have discretion to renew contracts or initiate transfers for any and all instructional positions. Those instructional staff members who are continuing contract teachers or who may have been renewed by the previous principal prior to school grades being released will be employed within the district,



- The District and/or External Partner/Operator may recruit and hire qualified teachers who meet certification requirements. Vacancies that occur shall be advertised in accordance with the contract, but may be filled after forty-eight hours (2 workdays), if an available, certified and qualified applicant is available.
- The principal has the authority to select qualified instructional applicants or to refuse the placement or transfer of instructional personnel. The school average of teachers with a state VAM must at least mirror the district's state VAM average or may exceed HE/E percentages. For those without a state VAM, principals shall hire teachers who received an overall evaluation rating of HE or E in the most recent year available, if such data exists.
- Once a teacher signs a contract at a school rated D or F, he/she shall adhere to the assignment for the duration of that contract year. He/she may not apply, interview, or accept an instructional position within the Bay District Schools for that contracted school year without the principal's permission. After a year of service, a teacher wishing to transfer at the end of the year may apply for any position.
- If at any time, the principal decides the teacher is not to be retained, the teacher, unless they are in probationary status, will be transferred to another position within the district. The Executive Director of HR will work with the teacher to determine the most appropriate placement and every effort will be made to place the teacher in a position for which he or she is certified.
- In the case of an External Operator (E.O.), instructional staff evaluated by the E.O. will use the Bay District Schools evaluation system, unless otherwise directed by D.O.E.
- Teachers shall adhere to the District and/or External Partner/Operator's curricular/instructional expectations including but not limited to:
  - following district curriculum and district pacing guides, district lesson planning protocols (unless otherwise directed by an External Partner/Operator);
  - devoting reasonable time to additional professional development and preparatory time required to achieve and maintain high-quality education, this shall not exceed 32 hours per nine weeks, and shall be approved by the district office. Teachers will also be afforded regular preparatory time during their workday as defined by the ABCE contract. Such preparatory time may include common planning periods. Teachers shall be paid in accordance with the contract for weekend and/or summer PD.

- participating in academic coaching and improvement cycles including the use of electronic recording devices for the sole purposes of professional development. Teachers shall be given 24 hours' notice prior to the use of the electronic device and each individual teacher shall not be recorded more than three times per nine-week grading period, unless the teacher requests additional recordings.
- participating in announced and unannounced walkthroughs using data collection forms which may be used in teacher evaluations (appropriate and timely written feedback will be provided to teachers);
- completing home visitations by teachers may be required but shall not be completed in isolation. An SRD, social worker, parent liaison, guidance counselor or administrator, must be in attendance with the teacher. Teachers shall receive training on home visitations before being required to perform such visitations. Instructional staff participating in home visits shall be offered compensatory time.

**Recruitment/Retention Bonuses (for Schools in Differentiated Accountability or Turnaround Status):**

- The total amount of the bonuses will not exceed \$500,000.00 annually. This amount does not include Turnaround Years 3 or more.
- Teachers selected to work at these schools shall receive a bonus of up to \$5,000.00. Beginning in the 2019-2020 school year, teachers at Differentiated Accountability schools shall receive a one-half share of the bonus paid to teachers at a Turnaround School. The full amount of the bonus will be paid for teachers who work the full school year and those who work less than the full school year will receive a pro-rated amount. Payment of the bonus shall begin with the second paycheck after the FTE mini count.
- If the school grade increases to "C" or better, and at the recommendation of the Superintendent and the approval of the Board, a one-half share bonus will be given to returning instructional staff and newly recruited instructional staff. Bonus payments will begin within two pay periods of the release and finalization of school grades and pro-rated accordingly for late hires.
- For the purpose of the recruitment/retention bonus, the term "teacher" is defined as all personnel paid on the Instructional Salary Schedule.

**Recruitment/Retention Bonuses (Turnaround Years 3 or more):**

- Teachers selected to work at a school in Year 3 of Turnaround will receive a uniform turnaround bonus of an amount to be negotiated between the District, ABCE and the External Partner/Operator, but will not be less than \$5,000.00. The full amount of the bonus will be paid for teachers who work the full school year and those who work less than the full school year will receive a pro-rated amount. Payment of the bonus shall begin with the second paycheck after the FTE mini count.

- When the school grade increases to "C" or better, the school exits Turnaround Status. At the recommendation of the Superintendent and the approval of the Board, a turnaround bonus may be negotiated between the District and the External Partner/Operator for the year following the D or F school grade rating. This applies to returning instructional staff and newly recruited instructional staff. Bonus payments will begin within two pay periods of the release and finalization of school grades and pro-rated accordingly for late hires.

No teacher shall be involuntarily transferred to a school under the provisions of Educational Emergency.

All teachers who are hired under the provisions of this memorandum shall be given a contract outlining their duties and potential bonuses. Duties and bonuses shall be consistent with this MOU. The teacher and hiring administrator must sign this document upon hiring for the teacher to remain at the location. ABCE will receive a copy of the agreement to be presented, as well as the opportunity to be present at any faculty meetings called to discuss the terms/specifications contained thereof.

After school grades are released each summer, the District and the Association shall meet to review the list of schools to whom this MOU applies and will discuss a plan to communicate the changes to the affected staff.

For the 2018-2019 school year, the bonus paid to teachers at Differentiated Accountability schools shall be calculated based on money that was previously allocated to schools under Appendix F which were closed due to Hurricane Michael. This money will be paid on the remaining checks for this school year.

The calculation will be done based on active teachers on the day of ratification.

## BEACON

Teachers employed as Beacon Center Course Facilitators that involve online mentoring will be paid for each assessment for which they have responded and provided feedback. The facilitator working in this capacity would be working outside of the contracted day, must be approved in advance by a project administrator, and would provide appropriate documentation. The funding for this payment would be provided exclusively from the Beacon Learning Center Enterprise Fund dba Beacon Educator. No funding from any other district funding source shall be used to fund this supplement. Assessments shall be paid per the following schedule.

- Level 1 summative \$2.00 each
- Level 2 summative \$7.00 each
- Level 3 summative \$12.00 each
- Level 4 summative \$14.00 each
- Level 5 summative \$17.00 each
- Level 6 summative \$34.00 each

Teachers employed as Adjunct Online Instructors for Bay Virtual School that involves online student facilitation for grades 6-12 will be paid as identified according to the following schedule. The funding for this payment would be provided exclusively from the Virtual School budget.

Course Type	Payment Amount
AM	\$140 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
BM	\$150 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
CM	\$160 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
DM	\$170 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
AH	\$140 per one half credit course per student for grades 9 through 12 based on credits earned.
BH	\$150 per one half credit course per student for grades 9 through 12 based on credits earned.
CH	\$160 per one half credit course per student for grades 9 through 12 based on credits earned.
DH	\$170 per one half credit course per student for grades 9 through 12 based on credits earned.

# **INSTRUCTIONAL SUBSTITUTES**

## **Daily Instructional Substitute Pay**

Instructional substitutes are required to have a minimum of a high school diploma. Rate of pay will be \$10.00 per hour.

Instructional substitutes with a Master's Degree will be paid \$12.00 per hour.

## **On-Call Instructional Substitute Pay**

On-Call instructional substitutes as designated by the Human Resources Department will be paid \$14.28 per hour.

## **Instructional Aviation Substitute Pay**

Instructional Aviation Substitutes for Haney Technical Center will be paid \$22.50 per hour. This substitute classification requires the substitute to be Federal Aviation Administration qualified and certified.

## **Pre-Conditional and Conditional Substitute Pay**

Pre-Conditional and Conditional Substitutes will be paid \$22.50 per hour. This substitute classification requires the substitute to complete and sign an agreement issued by the Human Resources Department. Individuals in this classification are working towards certification by the Florida Department of Education and are filling a vacant instructional position on a full-time basis.

# **LICENSED PERSONNEL**

## LICENSED PERSONNEL

- A. Licensed salaries are paid according to the highest level of training and approved experience using Placement Schedule 5.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions.
- C. Full-time Licensed individuals receive the following paid holidays:

Monday, September 7, 2020	Friday, December 25, 2020
Wednesday, November 11, 2020	Friday, January 1, 2021
Thursday, November 26, 2020	Monday, January 18, 2021
- D. The Board shall provide full-time Licensed Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Licensed Personnel, who are employed for a ten (10) month period or one hundred ninety-six (196) days, will receive payments processed over a twenty (20) check payment cycle.
- G. Positions for Contract Salary Licensed Personnel will be established for eight (8) working hours per day. Positions for Hourly Licensed Personnel can be established at varying hours per day based upon position requirements.

All Licensed Personnel working six (6) or more hours a day shall be provided an unpaid, duty free meal period of no less than thirty (30) minutes.
- H. Licensed Personnel will be paid \$65.00 per day for participation (outside of normal contract period) in workshops and/or special curriculum development projects. (Rate is based upon a six (6) hour day.)
- I. Employees do not receive an automatic step on a Placement Schedule for pay increase.
- J. Salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to licensed personnel receiving an evaluation of Highly Effective or Effective.
- K. Employees on Placement Schedule 5 are on annual contract.

**2020-2021 CLASSIFICATION AND PAYGRADES  
FOR LICENSED PERSONNEL**  
(Refer to Placement Schedule 5)

<b>LICENSED PERSONNEL</b>	<b>PAYGRADE</b>
School Psychologist .....	7M
Speech Language Therapist/Masters .....	7M
Occupational Therapist .....	7
Occupational Therapist/Master's Degree.....	7M
Physical Therapist .....	7
Physical Therapist/Master's Degree .....	7M
Audiologist/Masters .....	7M
Behavior Analyst.....	7
Behavior Analyst/Master's Degree .....	7M
Supervisory Nurse.....	4
Supervisory Nurse/Master's Degree .....	4M
Registered Nurse/Associates Degree.....	3
Registered Nurse/Bachelor's Degree .....	3B
Registered Nurse/Master's Degree.....	3M
Physical Therapy Assistant .....	2
Certified Occupational Therapy Assistant.....	2
Social Worker/Master's Degree w/License in Florida.....	7
Licensed Mental Health Professional (LMHC or LMFT) .....	7M

<b>NON-LICENSED PERSONNEL</b>	
Social Worker/Master's Degree w/MSW.....	6
Social Worker/Bachelor's Degree w/BSW .....	5
Registered Mental Health Professional (MHC or MFT) .....	6
Student Supportive Care Manager.....	4

**Educational Interpreter for Hearing Impaired**

National Registry of Interpreters for the Deaf Certification, Educational Interpreter Performance Assessment (EIPA) Score of 4.0 or above. LH5 Educational Interpreter Evaluation, Quality Assurance	
(QA) III, or EIPA Score of 3.0 – 3.9.....	LH4
(QA) II, or EIPA Score of 2.5 – 2.9.....	LH3
(QA) I, or EIPA Score of 2.0 – 2.4.....	LH2
No Certification or Qualifying Credentials .....	LH1

**NOTES:**

Licensed personnel, upon the recommendation of their supervisor, may be granted up to the maximum number of years allowed on the pay schedule. These years of experience must be approved by the Human Resources Department and recommended by the Superintendent.

A therapist designated as the coordinating therapist will receive a supplement equal to the supplement paid to resource teachers.

Educational Interpreter for the Hearing Impaired designated as the Coordinating Educational Interpreter will receive a supplement of \$1,500.00.

Educational Interpreter for Hearing Impaired are annual contract employees and are employed student days only.



A current licensed employee moving to another licensed position with a higher pay grade on Salary Placement Schedule 5 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the 0 level.

The Licensed Placement Schedule 5 will be used to determine an employee's beginning salary for the following situations:

- a licensed position being hired from outside the District
- an employee that is currently being paid from another Salary Placement Schedule
- a current licensed employee moving to another licensed position with a lesser pay grade on Placement Schedule 5

**Placement Schedule 5 Licensed Personnel**

**Effective: July 1, 2013**

**Salaried Positions**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
L01	26,020	26,020	26,020	26,020	26,020	26,127	26,135	26,226	26,684	27,375	28,067	28,739	29,429	30,120	30,793	31,484	32,175	32,847	33,539	34,231	34,902	35,593	36,285	36,959	37,648	37,657
L02	27,382	27,382	27,382	27,382	27,382	27,490	27,497	27,589	28,126	28,878	29,632	30,385	31,138	31,890	32,641	33,395	34,129	34,901	35,654	36,406	37,158	37,932	38,665	39,418	40,170	40,179
L03	31,025	31,025	31,025	31,025	31,025	31,133	31,140	31,230	31,789	32,541	33,272	34,026	34,778	35,553	36,305	37,038	37,790	38,541	39,315	40,069	40,802	41,554	42,305	43,079	43,831	43,843
L3B	34,128	34,128	34,128	34,128	34,128	34,246	34,254	34,353	34,968	35,795	36,599	37,429	38,256	39,108	39,936	40,742	41,569	42,395	43,247	44,076	44,882	45,709	46,536	47,387	48,214	48,227
L3M	36,628	36,628	36,628	36,628	36,628	36,746	36,754	36,853	37,468	38,295	39,099	39,929	40,756	41,608	42,436	43,242	44,069	44,895	45,747	46,576	47,382	48,209	49,036	49,887	50,714	50,727
L04	34,687	34,687	34,687	34,687	34,687	34,795	34,802	34,892	35,431	36,162	36,935	37,688	38,441	39,193	39,926	40,699	41,452	42,205	42,958	43,689	44,461	45,216	45,969	46,722	47,475	47,483
L4M	37,187	37,187	37,187	37,187	37,187	37,295	37,302	37,392	37,931	38,662	39,435	40,188	40,941	41,693	42,426	43,199	43,952	44,705	45,458	46,189	46,961	47,716	48,469	49,222	49,975	49,983
L05	38,328	38,328	38,328	38,328	38,328	38,435	38,443	38,534	39,071	39,823	40,578	41,331	42,104	42,835	43,588	44,340	45,095	45,865	46,599	47,352	48,105	48,858	49,629	50,383	51,115	51,125
L06	41,970	41,970	41,970	41,970	41,970	42,077	42,084	42,174	42,713	43,487	44,239	44,993	45,725	46,477	47,251	48,002	48,756	49,488	50,241	51,014	51,767	52,520	53,271	54,004	54,777	54,786
L07	57,431	57,431	57,431	57,431	57,431	57,538	57,546	57,638	58,053	58,704	59,336	60,006	60,659	61,331	62,000	62,670	63,362	64,075	64,768	65,479	66,212	66,924	67,655	68,387	69,139	69,150
L7M	59,931	59,931	59,931	59,931	59,931	60,038	60,046	60,138	60,553	61,204	61,836	62,506	63,159	63,831	64,500	65,170	65,862	66,575	67,268	67,979	68,712	69,424	70,155	70,887	71,639	71,650

**Hourly Positions (Interpreters)**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
LH1	16.5944	16.5944	16.5944	16.5944	16.5944	16.6626	16.6677	16.7258	17.0179	17.4585	17.8999	18.3284	18.7685	19.2092	19.6384	20.0791	20.5198	20.9483	21.3897	21.8310	22.2589	22.6996	23.1409	23.5708	24.0102	24.0159
LH2	17.4630	17.4630	17.4630	17.4630	17.4630	17.5319	17.5364	17.5950	17.9375	18.4171	18.8980	19.3782	19.8584	20.3380	20.8170	21.2978	21.7659	22.2583	22.7385	23.2181	23.6977	24.1913	24.6588	25.1390	25.6186	25.6244
LH3	19.7864	19.7864	19.7864	19.7864	19.7864	19.8552	19.8597	19.9171	20.2736	20.7532	21.2194	21.7003	22.1798	22.6741	23.1537	23.6212	24.1008	24.5797	25.0733	25.5542	26.0217	26.5013	26.9802	27.4739	27.9534	27.9611
LH4	22.1218	22.1218	22.1218	22.1218	22.1218	22.1907	22.1952	22.2526	22.5963	23.0625	23.5555	24.0357	24.5159	24.9955	25.4630	25.9560	26.4362	26.9165	27.3967	27.8629	28.3552	28.8367	29.3170	29.7972	30.2774	30.2825
LH5	24.4439	24.4439	24.4439	24.4439	24.4439	24.5121	24.5172	24.5753	24.9177	25.3973	25.8788	26.3591	26.8520	27.3182	27.7985	28.2781	28.7596	29.2506	29.7188	30.1990	30.6792	31.1594	31.6511	32.1320	32.5989	32.6052

# **ADMINISTRATIVE/ SUPERVISORY PERSONNEL**

## **ADMINISTRATIVE/SUPERVISORY PERSONNEL**

- A. All full-time Administrative/Supervisory employees employed for 12 months will be paid an annual salary commensurate with experience, classification and paygrade, using Placement Schedule 2.
- B. All full time Administrative/Supervisory employees employed for 12 months receive the following paid holidays:
- |                              |                             |
|------------------------------|-----------------------------|
| Thursday, July 2, 2020       | Thursday, December 24, 2020 |
| Monday, September 7, 2020    | Friday, December 25, 2020   |
| Wednesday, November 11, 2020 | Friday, January 1, 2021     |
| Thursday, November 26, 2020  | Monday, January 18, 2021    |
| Friday, November 27, 2020    | Monday, May 31, 2021        |
- C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |
- Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:
- June 29 – July 3, 2020  
December 21, 2020 – January 1, 2021  
March 15 - 19, 2021
- June 28 – July 2, 2021 (FY 2021 – 2022)*
- E. Administrative/Supervisory Certificated employees holding a specialist's degree will be paid a supplement of \$1,382. Those certificated employees holding a doctorate degree will be paid a supplement of \$2,764.
- F. The Board shall provide Administrative/Supervisory Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- G. In special circumstances and with the approval of the School Board, the Superintendent may appoint additional members to the Board's collective bargaining team.
- H. Interim or Acting Administrators will be paid at the appropriate paygrade.

- I. Individuals assigned to paygrade 00 may be paid on an hourly basis. The hourly rate will be calculated by dividing the appropriate paygrade and experience level by the total annual hours required for the full-time positions.
- J. Instructional Specialists will be paid \$65.00 per day for participation (outside of normal contract period) in workshops and/or special curriculum development projects. (Rate is based upon a six (6) hour day.)
- K. Instructional Specialist
  1. Employed 196 days annually.
  2. Paid monthly in 11 equal payments.
  3. Teaching experience will be counted toward years of experience on the paygrade for this position. If moved into Assistant Principal or district-level administrative positions, teaching experience will not be considered.
- L. Employees do not receive an automatic step on a Placement Schedule for pay increase.
- M. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective.

**2020-2021 CLASSIFICATION AND PAYGRADES  
FOR ADMINISTRATIVE/SUPERVISORY PERSONNEL**

(Refer to Placement Schedule 2)

**CERTIFICATED PERSONNEL** **PAYGRADE**

Deputy Superintendent .....	48
Assistant Superintendent for Teaching and Learning Services .....	45
Executive Director .....	43
Director .....	39
Project Director, Beacon Learning Center .....	37
Supervisor .....	37
Coordinator .....	35
Content Development Leader for Beacon.....	35
Projects Coordinator for Beacon .....	35
Program Specialist .....	28
Administrator on Special Assignment .....	TBD*
Title IX Coordinator – Lateral Transfer .....	TBD*
Instructional Specialist.....	A/6-7
Instructional Specialist with a Bachelor’s Degree A6	
Instructional Specialist with a Master’s Degree A7	

**NON-CERTIFICATED PERSONNEL**

Executive Director for Business Support Services (CFO) .....	43
General Manager of Purchasing, Contracting and Materials Management....	42
Director of Management Information Systems .....	39
Director of Facilities.....	39
Director of Transportation .....	39
Director of Communications .....	39
Manager of Financial Services .....	29
Insurance & Risk Manager.....	39
Supervisor of Maintenance .....	37
Deputy Director of Information Services .....	39
Chief of Security Management/Network Operations .....	39
Chief Community Relations Officer for Tom P. Haney Technical Center .....	36
Budget & Business Services Manager.....	29
Food Service Program Specialist .....	28
Payroll Officer.....	25
Purchasing Agent .....	22
Transportation Operations Supervisor .....	20
District Safety, Security, and Police Chief.....	19
Stadium Manager.....	19
Project Manager Audio/Visual ITV: Media Services .....	19
Finance Officer.....	18
Fleet Manager (Transportation).....	15
Public Relations Specialist .....	15
Assistant Stadium Manager .....	14
Logistics Support Supervisor .....	11
Internal Accounts Auditor.....	11
District Safety, Security, and Assistant Police Chief .....	11
Assistant Finance Officer .....	9
Assistant Payroll Officer .....	9
Property Records Manager .....	9

**NON-CERTIFICATED PERSONNEL (Continued)**

**PAYGRADE**

Assistant Purchasing Agent .....	9
Warehouse Manager.....	9
Carpenter Shop Supervisor .....	7
HVAC Shop Supervisor.....	7
Plumbing/Heating Shop Supervisor .....	7
Electrical Shop Supervisor.....	7
Route Manager .....	5
Material Controller/Fleet Manager (Maintenance) .....	5
Bay Base Site Manager .....	00

*\*TBD – To Be Determined*

## **SCHOOL-BASED INSTRUCTIONAL ADMINISTRATIVE PERSONNEL**

- A. All full-time School-Based Instructional Administrative Personnel will be paid an annual salary commensurate with experience, classification and paygrade, using Placement Schedule 2.
- B. All full time School-Based Instructional Administrative Personnel employed for 12 months receive the following paid holidays:
- |                              |                             |
|------------------------------|-----------------------------|
| Thursday, July 2, 2020       | Thursday, December 24, 2020 |
| Monday, September 7, 2020    | Friday, December 25, 2020   |
| Wednesday, November 11, 2020 | Friday, January 1, 2021     |
| Thursday, November 26, 2020  | Monday, January 18, 2021    |
| Friday, November 27, 2020    | Monday, May 31, 2021        |
- C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:
- June 29 – July 3, 2020  
December 21, 2020 – January 1, 2021  
March 15 - 19, 2021
- June 28 – July 2, 2021 (FY 2021 – 2022)*
- E. Administrative/Supervisory Certificated employees holding a specialist's degree will be paid a supplement of \$1,382. Those certificated employees holding a doctorate degree will be paid a supplement of \$2,764.
- F. The Board shall provide full-time School-Based Instructional Administrative Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- G. Principals and Assistant Principals are employed for 12 months.



- H. Assistant Administrators
  - 1. Employed 196 days annually
  - 2. Paid monthly in 11 equal payments
  - 3. Teaching experience will be counted toward years of experience on the paygrade for this position. If moved into Assistant Principal or district-level administrative positions, teaching experience will not be considered.
  - 4. Years of experience spent as Assistant Administrator will be counted as years of administrative experience for pay purposes on Placement Schedule 2.
  - 5. If an Assistant Administrator holds a bachelor's degree instead of a master's degree, they will be paid on Placement Schedule 2, paygrade 4.
  
- I. Assistant Administrators will be paid \$65.00 per day for participation (outside of normal contract period) in workshops and/or special curriculum development projects. (Rate is based upon a six (6) hour day.)
  
- J. Individuals assigned to paygrade 0 may be paid on an hourly basis. The hourly rate will be calculated by dividing the appropriate paygrade and experience level by the total annual hours required for the full-time positions.
  
- K. Interim or Acting School-Based Administrators will be paid at the appropriate paygrade.
  
- L. Employees do not receive an automatic step on a Placement Schedule for pay increase.
  
- M. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective (conform to all applicable Florida Statutes).

**ADMINISTRATIVE ALLOCATIONS – Per Staffing Formula**  
**Board Approved 04/28/20**

**Elementary Schools**

1 Principal

1 Assistant Administrator (10 month)

*\*Beginning with 2010-2011 School Year, APs were no longer assigned to elementary schools. Current elementary Assistant Principals were "Grandfathered in".*

- *Beginning with the 2019-2020 School Year, Lucille Moore Elementary will have an additional Assistant Administrator assigned.*
- *Beginning with the 2020-2021 School Year, Cedar Grove Elementary will have an additional Assistant Administrator assigned.*

**K through 8 School**

1 Principal

2 Assistant Principals (12 month)

1 Assistant Administrator (10 month)

**Pre-K through 12 School**

1 Principal

2 Assistant Principals (12 month)

Assistant Administrator (10 month) for enrollment:

Enrollment 0-900 = 1

Enrollment 901-1200 = 2

Enrollment 1201-1500 = 3

Enrollment 1501 - 1800 = 4

**Middle Schools**

1 Principal

1 Assistant Principal (12 month)

Assistant Administrator (10 month) for enrollment:

Enrollment 0-750 = 1

Enrollment 751-1000 = 2

Enrollment 1001-1300 = 3

**High Schools**

1 Principal

2 Assistant Principals (12 month)

Assistant Administrator (10 month) for enrollment:

Enrollment 0-900 = 1

Enrollment 901-1499 = 2

Enrollment 1500-1799 = 3

Enrollment 1800+ = 4

**Rosenwald High School (6-12 school)**

- 1 Principal
- 1 Assistant Principal (12 month)
- 1 Assistant Administrator (10 month)

**Haney (funded through Workforce)**

- 1 Director
- 1 Assistant Director
- 2 Assistant Administrators (11 month) Funded thru Workforce

**New Horizons (oversees DJJ)**

- 1 Principal
- 1 Assistant Principal (12 month)

**Margaret K. Lewis School in Millville**

- 1 Principal
- 1 Assistant Principal (12 month)

**St. Andrew School**

- 1 Principal
- 1 Assistant Administrator (10 month)

**Rutherford High School (6-12 school)**

- 1 Principal
- 3 Assistant Principals (12 month)
- 2 Assistant Administrators (10 month)

**Arnold Pre-K**

- 1 Assistant Administrator

**2020-2021 CLASSIFICATION AND PAYGRADES  
FOR SCHOOL-BASED ADMINISTRATIVE PERSONNEL**  
(Refer to Placement Schedule 2)

<b>CERTIFICATED PERSONNEL</b>	<b>PAYGRADE</b>
Principal of High Schools & Bozeman.....	44
Principal/Director of Haney Technical Center .....	44
Principal of Middle Schools, New Horizons, Margaret K. Lewis in Millville, Rosenwald High School & Breakfast Point Academy .....	42
Principal of Elementary Schools .....	39
Assistant Principal of High Schools, Bozeman .....	36
Assistant Director for Haney/Workforce Education .....	36
Assistant Principal of Middle Schools, Rosenwald, Breakfast Point Academy, & New Horizons .....	34
Head Football Coach/Athletic Director .....	34
Head Football Coach .....	32
Assistant Principal of Margaret K. Lewis in Millville .....	30
Assistant Principal of Elementary Schools .....	28
Assistant Administrator .....	A7
Administrator on Special Assignment .....	TBD*
Turnaround Principal – Lateral Transfer .....	TBD*

*\*TBD – To Be Determined*

## **SALARIED ADMINISTRATIVE, NON-SUPERVISORY & TECHNICAL PERSONNEL**

- A. All full-time Salaried Administrative, Non-Supervisory & Technical personnel employed for 12 months will be paid on annual salary commensurate with experience, classification and paygrade using Placement Schedule 2.
- B. All full time Salaried Administrative, Non-Supervisory & Technical employees employed for 12 months receive the following paid holidays:
- |                              |                             |
|------------------------------|-----------------------------|
| Thursday, July 2, 2020       | Thursday, December 24, 2020 |
| Monday, September 7, 2020    | Friday, December 25, 2020   |
| Wednesday, November 11, 2020 | Friday, January 1, 2021     |
| Thursday, November 26, 2020  | Monday, January 18, 2021    |
| Friday, November 27, 2020    | Monday, May 31, 2021        |
- C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |
- Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- D. As part of a cost saving measure to conserve energy, all facilities will be closed and all twelve-month employees will be off for four weeks. The four weeks are:
- June 29 – July 3, 2020  
December 21, 2020 – January 1, 2021  
March 15 - 19, 2021
- June 28 – July 2, 2021 (FY 2021 – 2022)*
- E. The Board shall provide Salaried Administrative, Non-Supervisory & Technical Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- F. Employees do not receive an automatic step on a Placement schedule for pay increase.
- G. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective.

**2020-2021 CLASSIFICATION AND PAYGRADES  
SALARIED ADMINISTRATIVE, NON-SUPERVISORY  
& TECHNICAL PERSONNEL**

(See Placement Schedule 2)

**PAYGRADE**

Project Supervisor/Technology and eLearning .....	39
Project Manager/Programming Systems .....	32
Project Manager/Building Code Inspector/Plans Examiner .....	30
Project Manager/Building Official .....	30
Property Manager .....	30
Supervisor of Security Management/Network Operations .....	30
Project Manager .....	28
Senior Systems Administrator .....	28
Web Database Manager.....	28
System Consultant I .....	28
System Consultant II .....	26
System Consultant III .....	18
Certification/Compliance HR Administrator .....	20
Installation and Maintenance Manager.....	18
Project Manager/IT Support Services .....	18
Project Manager/Network Operations .....	18
Building Automation Systems/Energy Conservation Systems Manager.....	17
Budget Analyst.....	15
Webmaster .....	14
Lead Program Manager for Online Learning.....	13
System Analyst .....	12
Data Specialist .....	12
Network Analyst .....	11
Security Analyst .....	11
Claims Investigator.....	10
Capital Projects Contracts Manager .....	9
Contracts Manager/Inspector .....	9
Program Manager for Online Learning .....	9
Technical Support Analyst .....	6
Remote Systems Analyst.....	6
Telecom Analyst .....	6
Food Service System Support Specialist .....	6
User Support Analyst .....	6
Sales and Marketing Assistant for Beacon Learning Center.....	2
Employee Benefits Manager .....	2
Enterprise Office Manager for Beacon Learning Center .....	1
Web Technician .....	1
Safety Officer/Trainer.....	1

**10 Month Employees on Placement Schedule 2**

ITV Technology Manager .....	A6
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**Part Time Employees on Placement Schedule 2**

Fine Arts Operations Coordinator.....	22
(Position will always be paid at level zero in regard to experience.)	
Live Events Technical Operations Coordinator.....	22
(Position will always be paid at level zero in regard to experience.)	

# 2020-2021 DIFFERENTIATED PAY FOR ADMINISTRATORS

## High Risk of Personal Injury

Principals, Assistant Principals and Assistant Administrators at schools with high risk of personal injury due to students with a history of aggressive behavior will receive an annual supplement of \$3,150 if they are assigned to: Margaret K. Lewis School in Millville, St. Andrew, and New Horizons Learning Center.

## Evaluation Rating

School-based instructional administrators' annual evaluation will include a student growth component. School-based instructional administrators are Principals, Assistant Principals, Assistant Administrators, and the Assistant Director and Director of Haney Technical Center.

Pay increases for administrative personnel will be based upon individuals' final evaluation ratings and will be differentiated between Highly Effective and Effective.

## District Bargaining Team

An annual supplement shall be paid to those approved by the Board as designated negotiators as follows:

For negotiating a full year contract:	
Chairman	\$2,000
Members (6)	\$1,300
For negotiating a partial contract:	
Chairman	\$1,500
Members (6)	\$900

**DIFFERENTIATED PAY FOR BAY DISTRICT SCHOOL-BASED PRINCIPALS, ASSISTANT PRINCIPALS, AND/OR ASSISTANT ADMINISTRATORS LEADING SCHOOLS THAT HAVE BEEN RATED BY THE FLDOE AS A "D" OR AN "F" AND ARE OPERATING IN TURNAROUND STATUS AS DEFINED BY THE FLDOE**

- In order to better assist schools in Turnaround Status as defined by the Florida Department of Education, the Superintendent may assign a one-time supplement of up to \$10,000.00 (paid throughout the school year) to principals and up to \$5,000.00 (paid throughout the school year) to assistant principals and/or assistant administrators ***recommended by the Superintendent to transfer and lead schools in Turnaround Status.***
- Principals, assistant principals, and/or assistant administrators who ***previously transferred or are currently assigned to a school in Turnaround Status*** may be assigned a supplement by the Superintendent of up to \$5,000.00 for the principal and up to \$2,500.00 for the assistant principal and/or assistant administrator.
- When the school grade increases to "C" or better, the school exits Turnaround Status. ***At the recommendation of the Superintendent and the approval of the Board, a recruitment/retention bonus*** in the amount of up to \$5,000.00 for the principal and up to \$2,500.00 for the assistant principal and/or assistant administrator may be paid for the year following the D or F school grade rating.

**School-based principals, assistant principals, and/or assistant administrators are only eligible to receive one (1) Turnaround Status supplement per year and eligibility will be evaluated on a yearly basis.**





The new Placement Schedule 2 will be used for all administrators paid from Schedule 2 and hired July 1, 2017 or after. Administrators hired before 7/1/2017 will not be affected by the new schedule.

A current 12-month administrator moving to another 12-month administrative position with a higher pay grade on Placement Schedule 2 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the 0 level.

The Administrative Placement Schedule 2 will be used to determine an employee's beginning salary for the following situations:

- an administrator being hired from outside the District
- an employee that is currently being paid from another Salary Schedule
- an employee that is changing from a 10 month pay grade within the administrative schedule
- a current 12-month administrator moving to another 12-month position with a lesser pay grade on Placement Schedule 2

A new 12-month administrator moving from the 12-month Support Personnel Salary Schedule may be granted up to 15 years of related experience in Bay District Schools.

# **EDUCATIONAL SUPPORT PERSONNEL**

## EDUCATIONAL SUPPORT PERSONNEL

- A. All educational support employees are paid an hourly rate according to the employee's paygrade and years' experience using Placement Schedule 3 & 3A.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions. Less than full-time employees are classified in School Board Policy 5.101. A temporary position is an employment position which will not exist beyond six (6) consecutive calendar months. A position which exists for any part of a month is considered to be in existence for the entire month. Substitute employees render temporary non-contractual service on an on-call basis.
- C. All full-time educational support personnel employed for less than 52 weeks are entitled to insurance and the following holidays:
- |                              |                           |
|------------------------------|---------------------------|
| Monday, September 7, 2020    | Friday, December 25, 2020 |
| Wednesday, November 11, 2020 | Friday, January 1, 2021   |
| Thursday, November 26, 2020  | Monday, January 18, 2021  |

Personnel employed for six (6) hours or more daily for 52 weeks are entitled to insurance, leave benefits and the following paid holidays:

Thursday, July 2, 2020	Thursday, December 24, 2020
Monday, September 7, 2020	Friday, December 25, 2020
Wednesday, November 11, 2020	Friday, January 1, 2021
Thursday, November 26, 2020	Monday, January 18, 2021
Friday, November 27, 2020	Monday, May 31, 2021

- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:
- June 29 – July 3, 2020
  - December 21, 2020 – January 1, 2021
  - March 15 - 19, 2021

*June 28 – July 2, 2021 (FY 2021 – 2022)*

- E. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |

\*These hours are based on an 8-hour scheduled workday; therefore, 12-month employees who work less than 8 hours would receive a pro-rated amount.

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

- F. All part-time educational support employees are entitled to the following paid holidays:
  - Friday, December 25, 2020
  - Friday, January 1, 2021
- G. Refer to the School Board Policies and the Bay Educational Support Personnel Association Master Contract for terms and conditions of employment related to educational support personnel.
- H. Hours and duties are assigned by the administrator responsible for the employee's daily routine and payroll.
- H. Insurance benefits for Educational Support are detailed in the Master Contract.
- I. Support Personnel will be paid \$60.00 per day for participation (outside of normal contract period) in workshops and/or special curriculum development projects. (Rate is based upon a six (6) hour day.)
- J. Employees do not receive an automatic step on a Placement Schedule for pay increase. Beginning July 1, 2014, all employees must receive an overall evaluation rating of "Highly Effective" or "Effective" in order to qualify for a salary increase. Such increases are not automatic but will be determined through negotiations.

**2020-2021 CLASSIFICATION AND PAYGRADES FOR  
EDUCATIONAL SUPPORT PERSONNEL**  
(Hourly Employees Refer to Placement Schedule 3)  
(Annual Salaried Employees Refer to Placement Schedule 3A)

**GENERAL CLERICAL** **PAYGRADE**

Clerk III .....	3
Clerk II .....	6
Clerk I.....	8
Office Clerk II .....	14
Office Clerk I.....	16
Instructional Specialist Assistant .....	17
Secretary II .....	21
Secretary I .....	25

**TEACHER ASSISTANTS**

Parent Liaison .....	6
Language Assistant.....	6
Support Paraprofessional.....	6
Instructional Paraprofessional (passing score on the Parapro test) .....	8
Instructional Paraprofessional (AA, AS, 60 college credit hours) .....	10
Paraprofessional III (Current employees only).....	8
Haney GED Specialist.....	21
Behavioral Paraprofessional .....	30
Registered Behavior Technician .....	42
ESOL Instructional Paraprofessional .....	30
Guidance Paraprofessional .....	30

**ACCOUNTING AND FINANCE**

Inventory Audit Clerk I.....	16
Accounting Clerk .....	21
Bookkeeper II .....	21
Bookkeeper I .....	25
Inventory Clerk I.....	24
Benefits Specialist .....	25
Payroll Specialist I .....	25
Payroll Specialist II .....	32
Payroll Specialist III.....	36

**MISCELLANEOUS**

Aide, Community Services .....	4
Activity Leader .....	6
Student Screener .....	6
Mail Attendant.....	6
Clerk I – Media Services.....	8
Job Coach –Exceptional Student Education .....	16
Child Find Assistant.....	21

**MISCELLANEOUS (continued)****PAYGRADE**

Purchasing Clerk.....	21
Records Clerk II: Media Services Instructional Materials.....	21
Records Clerk II: Media Services .....	21
Records Clerk II: Circulation.....	21
Records Clerk II .....	21
Records Clerk I .....	25
Testing Clerk.....	25
Data Entry Manager III .....	21
Data Entry Manager II.....	25
Data Entry Manager I.....	30
District Safety Officer.....	35
Licensed Practical Nurse .....	43
Voluntary Pre-Kindergarten Associate .....	50
AYP Mentor/Parent Educator .....	50
Employment Specialist – ESE .....	50

**HUMAN RESOURCES**

District Receptionist.....	14
Substitute Teacher Registrar .....	27
Instructional Staffing Specialist I (current employee only) .....	32

**TECHNICAL**

Instructional Television Technician: Media Services.....	16
Application Support Analyst .....	35
Instructional Television Specialist: Media Services .....	38
Programmer/Analyst .....	50

**OPERATIONS**

Student Helper .....	Minimum wage
Laborer.....	6
Maid .....	6
Telephone Receptionist.....	8
Laborer & Deliveryman.....	10
Courier II .....	16
Courier III .....	16
Background Check Specialist .....	21
Safety & Security Tele-Communicator and Video Specialist .....	21
District Media Services Multimedia Technician .....	26
Warehouseman I (Warehouse).....	35
Warehouseman II (Warehouse).....	26
Drug Dog Handler (part-time) .....	35
Custodian III.....	10
Custodian II .....	14
Head Custodian IV.....	19
Head Custodian III .....	21
Head Custodian II.....	24
Head Custodian I.....	26

**TRANSPORTATION****PAYGRADE**

School Bus Paraprofessional.....	6
Transportation Specialist.....	8
Transportation Van Driver.....	13
School Bus Driver .....	22
Transportation Operations Dispatcher .....	24
Mechanics Helper.....	26
Mechanic II.....	30
Router.....	32
Service Attendant.....	35
Service Dispatcher.....	39
Service Manager.....	39
Certified Mechanic.....	39
Vehicle Electronic Technician.....	47

**MAINTENANCE**

Semi-skilled Craftsman .....	10
Stadium Custodian II .....	14
Equipment Operator.....	30
Logistics Supply Clerk .....	24
Work Control Technology Specialist.....	26
Painter .....	30
Treatment Plant Operator/Exterminator.....	35
Carpenter Helper.....	26
Carpenter .....	35
Plumber Helper .....	26
Plumber.....	35
Warehouseman II (Maintenance).....	26
Locksmith Helper.....	26
Locksmith.....	35
Electrical Helper .....	26
Electrician.....	38
HVAC Helper .....	26
HVAC Refrigeration Mechanic .....	38
HVAC Controls Mechanic.....	45
Welding/Sheet metal Mechanic.....	38
Automotive Mechanic (Maintenance) .....	39
Brick/Block Mason .....	35
Boiler man .....	38
Equipment Mechanic .....	38
Kitchen Equipment Technician .....	38
Turf and Irrigation Specialist.....	30

**NOTES:**

Substitute and temporary help, with the exception of custodial, will be paid at the "0" experience level on the lowest level paygrade for the classification for which they are hired. Custodial substitutes will be paid minimum wage.



## **2020-2021 Differentiated Pay for Educational Support Personnel**

### **High Risk of Personal Injury**

- A. Full-time paraprofessionals (6 hours or more) at Margaret K. Lewis School in Millville, St. Andrew and New Horizons (schools with high risk of personal injury due to students with a history of aggressive behavior) will receive a supplement of \$535.00 to be paid in two equal installments. Those paraprofessionals working less than full-time will receive a prorated supplement amount based on the number of hours they work per day at a qualifying site. The first installment will be paid the last check in December. The second installment will be paid in the final check of the school year.
  
- B. Full-time bus paraprofessionals who work more than half the year on routes to and/or from Margaret K. Lewis School in Millville, St. Andrews and/ or New Horizons will receive an annual supplement of \$250 per year. To be eligible for this supplement, bus paraprofessionals must not miss more than five (5) full or partial days of work annually and be employed at the end of the school year. This will be paid in the final check of the school year.

### **Autism**

Full-time paraprofessionals (6 hours or more) working in the District's specially designed classes for children with autism (excluding those at ESE center schools) will receive a supplement of \$535 to be paid in two equal installments. Those paraprofessionals working less than full-time will receive a prorated supplement amount based on the number of hours they work per day in a specially designed class for autism. The first installment will be paid the last check in December. The second installment will be paid in the final check of the school year.





**CONFIDENTIAL  
PERSONNEL**

## **CONFIDENTIAL PERSONNEL**

- A. All Confidential employees are paid according to the employee's paygrade and years' experience using Placement Schedule 4.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions. Less than full-time employees are classified in School Board Policy 5.101. A temporary position is an employment position which will not exist beyond six (6) consecutive calendar months. A position which exists for any part of a month is considered to be in existence for the entire month. Substitute employees render temporary non-contractual service on an on-call basis.
- C. All full-time Confidential personnel employed for six (6) hours or more daily for 52 weeks are entitled to insurance, leave benefits and the following paid holidays:
- |                              |                             |
|------------------------------|-----------------------------|
| Thursday, July 2, 2020       | Thursday, December 24, 2020 |
| Monday, September 7, 2020    | Friday, December 25, 2020   |
| Wednesday, November 11, 2020 | Friday, January 1, 2021     |
| Thursday, November 26, 2020  | Monday, January 18, 2021    |
| Friday, November 27, 2020    | Monday, May 31, 2021        |
- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:
- June 29 – July 3, 2020
  - December 21, 2020 – January 1, 2021
  - March 15 - 19, 2021
- June 28 – July 2, 2021 (FY 2021 – 2022)*
- E. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

- F. Refer to the School Board Policies for terms and conditions of employment related to confidential personnel.
- G. Hours and duties are assigned by the administrator responsible for the employee's daily routine and payroll.
- H. The Board shall provide Confidential Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- I. Employees do not receive an automatic step on a Placement Schedule for pay increase. Beginning July 1, 2014, all employees must receive an overall evaluation rating of "Effective" or "Highly Effective" in order to qualify for a salary increase.
- J. Salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to Confidential Personnel receiving an evaluation of Highly Effective or Effective.
- K. A current confidential employee moving to another confidential position with a higher pay grade on Salary Placement Schedule 4 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the 0 level.

The Confidential Placement Schedule 4 will be used to determine an employee's beginning salary for the following situations:

- a confidential position being hired from outside the District
- an employee that is currently being paid from another Salary Placement Schedule
- a current confidential employee moving to another confidential position with a lesser pay grade on Placement Schedule 4

**2020-2021 CLASSIFICATIONS AND PAYGRADES FOR  
CONFIDENTIAL PERSONNEL**  
(Refer to Placement Schedule 4)

**PAYGRADE**

Assistant to the School Board Members .....	50
Administrative Assistant to the Superintendent .....	50
Assistant to the Deputy Superintendent.....	45
Assistant to the Superintendent .....	45
Assistant to the Assistant Superintendent for Teaching and Learning Services .....	43
Assistant to the Executive Director .....	40
Assistant to the Executive Director for Business Support Services.....	40
Assistant to the Executive Director for Operational Support Services.....	40
Assistant to the Executive Director of Human Resources & Employee Support Services .....	40
Safety & Security Operational Specialist .....	35
Assistant to the Director.....	30
Assistant to the Director of K-12 & Adult Instructional Services .....	30
Assistant to the Director of Student Services.....	30
Assistant to the Director of Facilities .....	30
Assistant to the Information Services Director.....	30
High School Administrative Secretary (Haney & Bozeman).....	30
Administrative Secretary II (current employees) .....	30
Assistant to the Coordinator.....	25
Assistant to the Coordinator of Pre-K (VPK & ESE) Education .....	25
Assistant to the Coordinator of Bay BASE .....	25
Assistant to the Coordinator of Staff Development and Title II.....	25
Assistant to the Coordinator of Extra-Curricular Activities & Title IX Compliance.....	25
Assistant to the Title I Supervisor .....	25
Assistant to Supervisor of Instructional Media Services.....	25
Assistant to Supervisor of Maintenance .....	25
Assistant to General Manager of Purchasing, Contracting and Materials Management.....	25
Assistant to the Business Office.....	25
Middle School Administrative Secretary (New Horizons, Margaret K. Lewis in Millville, Rosenwald High School & Breakfast Point).....	25
Elementary School Administrative Secretary .....	25
Human Resources Specialist.....	25
Food Service Specialist I.....	25
Food Service Specialist II .....	21

**Placement Schedule 4**

**Confidential Personnel**

**Effective: July 1, 2013**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
21	26,607	26,607	26,607	26,607	26,607	26,712	26,720	26,809	26,945	27,420	27,689	28,107	28,479	28,901	29,247	29,616	29,987	30,488	30,781	31,204	31,914	32,288	32,712	33,029	33,266	33,507
25	27,797	27,797	27,797	27,797	27,797	27,903	27,910	27,998	28,188	28,611	29,034	29,405	29,907	30,252	30,675	31,097	31,572	31,970	32,315	32,712	33,577	33,877	34,323	34,800	34,987	35,200
30	29,013	29,013	29,013	29,013	29,013	29,118	29,125	29,214	29,405	29,907	30,330	30,727	31,203	31,627	32,023	32,444	32,868	33,370	33,743	34,085	34,953	35,486	35,779	36,227	36,494	36,706
35	30,335	30,335	30,335	30,335	30,335	30,440	30,448	30,537	30,779	31,280	31,808	32,208	32,657	33,160	33,556	34,033	34,535	34,984	35,406	35,988	36,649	37,152	37,629	38,207	38,401	38,585
40	31,551	31,551	31,551	31,551	31,551	31,656	31,664	31,751	32,100	32,526	33,130	33,452	34,031	34,403	34,983	35,406	35,988	36,465	36,916	37,389	38,311	38,739	39,190	39,796	40,010	40,276
43	32,305	32,305	32,305	32,305	32,305	32,410	32,419	32,506	32,906	33,385	33,912	34,337	34,957	35,278	35,884	36,358	36,939	37,419	37,854	38,421	39,304	39,797	40,314	40,816	41,042	41,361
45	33,059	33,059	33,059	33,059	33,059	33,164	33,173	33,262	33,712	34,243	34,693	35,221	35,883	36,152	36,783	37,312	37,890	38,370	38,792	39,452	40,296	40,856	41,437	41,835	42,075	42,444
50	34,909	34,909	34,909	34,909	34,909	35,014	35,022	35,112	35,405	36,040	36,649	37,126	37,679	38,208	38,714	39,397	39,876	40,457	40,961	41,570	42,541	42,998	43,604	44,212	44,481	44,693



# **SAFETY & SECURITY PERSONNEL**

## **SAFETY & SECURITY PERSONNEL**

- A. Safety & Security salaries are paid using Placement Schedule "6".
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions.
- C. Full-time Safety & Security individuals receive the following paid holidays:

Monday, September 7, 2020	Friday, December 25, 2020
Wednesday, November 11, 2020	Friday, January 1, 2021
Thursday, November 26, 2020	Monday, January 18, 2021
- D. The Board shall provide full-time Safety & Security Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Safety & Security Personnel who are employed for a ten (10) month period and are scheduled to work student days. Individuals in this classification receive payments processed over a twenty (20) check payment cycle.
- G. Regular positions for Safety & Security Personnel will be established for eight (8) working hours per day. Positions for Hourly Safety & Security Personnel can be established at varying hours per day based upon position requirements.

All Safety & Security Personnel working six (6) or more hours a day shall be provided an unpaid, duty free meal period of no less than thirty (30) minutes.
- H. Safety & Security Personnel will be paid \$65.00 per day for participation (outside of the normal contract period) in workshops and/or training sessions. (Rate is based upon a six (6) hour day.)
- I. Employees do not receive an automatic step on a Placement Schedule for pay increases.
- J. Safety & Security Personnel designated as a Lieutenant will be paid a supplement of \$4,000.00 (only one (1) is applicable). Safety & Security Personnel designated as a Sergeant will be paid a supplement of \$2,000.00 (two (2) are applicable: one (1) serves multiple sites and one (1) is stationed at a school site).

**2020-2021 CLASSIFICATION AND PAYGRADES  
FOR SAFETY & SECURITY PERSONNEL**  
(Refer to Placement Schedule 6)

- K. Salary Incentive Program for full-time officers includes supplements for education with proper documentation and verification of any claimed training or education per Florida Statute 943.22.
1. Any full-time officer who has a community college degree or equivalent or higher, shall receive a supplement in the amount of \$30.00 per month.
  2. Any full-time officer who completed 480 hours of approved career development program training courses on or before June 30, 1985, shall receive a supplement in the amount of \$120.00 per month.
  3. On or after July 1, 1985, any full-time officer who completes a combination of 480 hours of approved advanced and career development training courses shall receive the supplement in the amount of \$120.00 per month. Proportional amounts for courses completed in 80-hour units may be received with official documentation.
  4. The maximum aggregate amount any full-time officer may receive is \$130 per month. No education incentive payments shall be made for any state law enforcement or correctional position for which the class specification requires the minimum of a 4-year degree or higher.
  5. A community college degree or equivalent means graduation from an accredited community college or having been granted a degree or successful completion of 60 semester hours or 90 quarter hours and eligibility to receive an associate degree from an accredited college, university, or community college.
- L. Employees on Placement Schedule 6 are on annual contract.

***SAFETY & SECURITY PERSONNEL***

**PAYGRADE**

District Police Officer ..... 10  
(Position will always be paid at level zero in regard to experience).

**Placement Schedule 6**

**Safety & Security Personnel**

**Effective: July 1, 2018**

**Salaried Positions**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
S10	28,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Hourly Positions**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
SH10	19.4672	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# **PAYROLL SCHEDULES**

**BAY DISTRICT SCHOOLS  
ADMINISTRATIVE PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Pay Type 001 / 12 Checks  
Board & Superintendent**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	12	<b>7/30/2020</b>	7/1/2020	7/18/2020	18	7/21/2020	August
NO. 2	14	<b>8/31/2020</b>	7/19/2020	8/15/2020	28	8/18/2020	September
NO. 3	16	<b>9/30/2020</b>	8/16/2020	9/12/2020	28	9/15/2020	October
NO. 4	18	<b>10/30/2020</b>	9/13/2020	10/10/2020	28	10/15/2020	November
NO. 5	20	<b>11/30/2020</b>	10/11/2020	11/14/2020	35	11/17/2020	December
NO. 6	22	<b>12/18/2020</b>	11/15/2020	12/12/2020	28	12/11/2020 **	January
NO. 7	24	<b>1/29/2021</b>	12/13/2020	1/16/2021	35	1/19/2021	February
NO. 8	26	<b>2/26/2021</b>	1/17/2021	2/13/2021	28	2/17/2021	March
NO. 9	28	<b>3/31/2021</b>	2/14/2021	3/13/2021	28	3/22/2021	April
NO. 10	30	<b>4/30/2021</b>	3/14/2021	4/17/2021	35	4/20/2021	May
NO. 11	32	<b>5/28/2021</b>	4/18/2021	5/15/2021	28	5/18/2021	June
NO. 12	34	<b>6/24/2021</b>	5/16/2021	6/30/2021	46	6/17/2021 *	July
					365		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on monthly basis and insurance deductions are for the month indicated. If more than one month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
ADMINISTRATIVE PAYROLL  
SCHEDULE FISCAL YEAR 2020 - 2021**

**Pay Type 002 / 12 Checks  
Pay Type 043 / Part-Time Hourly**

**Administrative, Supervisory, Non-Administrative, Non-Supervisory & Technical Personnel**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	12	<b>7/30/2020</b>	7/1/2020	7/18/2020	11	7/21/2020	August
NO. 2	14	<b>8/31/2020</b>	7/19/2020	8/15/2020	20	8/18/2020	September
NO. 3	16	<b>9/30/2020</b>	8/16/2020	9/12/2020	20	9/15/2020	October
NO. 4	18	<b>10/30/2020</b>	9/13/2020	10/10/2020	20	10/15/2020	November
NO. 5	20	<b>11/30/2020</b>	10/11/2020	11/14/2020	25	11/17/2020	December
NO. 6	22	<b>12/18/2020</b>	11/15/2020	12/12/2020	20	12/11/2020 **	January
NO. 7	24	<b>1/29/2021</b>	12/13/2020	1/16/2021	18	1/19/2021	February
NO. 8	26	<b>2/26/2021</b>	1/17/2021	2/13/2021	20	2/17/2021	March
NO. 9	28	<b>3/31/2021</b>	2/14/2021	3/13/2021	20	3/22/2021	April
NO. 10	30	<b>4/30/2021</b>	3/14/2021	4/17/2021	20	4/20/2021	May
NO. 11	32	<b>5/28/2021</b>	4/18/2021	5/15/2021	20	5/18/2021	June
NO. 12	34	<b>6/24/2021</b>	5/16/2021	6/30/2021	30	6/17/2021 *	July
					244		

**Pay Type 003 / 11 Checks  
Administrative Assistants & Instructional Specialists**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	7/29/2020	8/15/2020	11	8/18/2020	Aug. & Sept.
NO. 2	16	<b>9/30/2020</b>	8/16/2020	9/12/2020	20	9/15/2020	October
NO. 3	18	<b>10/30/2020</b>	9/13/2020	10/10/2020	20	10/15/2020	November
NO. 4	20	<b>11/30/2020</b>	10/11/2020	11/14/2020	24	11/17/2020	December
NO. 5	22	<b>12/18/2020</b>	11/15/2020	12/12/2020	16	12/11/2020 **	January
NO. 6	24	<b>1/29/2021</b>	12/13/2020	1/16/2021	17	1/19/2021	February
NO. 7	26	<b>2/26/2021</b>	1/17/2021	2/13/2021	20	2/17/2021	March
NO. 8	28	<b>3/31/2021</b>	2/14/2021	3/13/2021	19	3/22/2021	April
NO. 9	30	<b>4/30/2021</b>	3/14/2021	4/17/2021	19	4/20/2021	May
NO. 10	32	<b>5/28/2021</b>	4/18/2021	5/15/2021	20	5/18/2021	June
NO. 11	34	<b>6/24/2021</b>	5/16/2021	6/30/2021	10	6/17/2021 *	July
					196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

**Insurance Deductions -**

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on monthly basis and insurance deductions are for the month indicated. If more than one month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
CONFIDENTIAL & 12 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Pay Type 009, 019, 023, 033, 040 & 041 / 24 Checks**

**Including Substitute Clerical, Temporary Employees & Custodial - Pay Type 010,  
025 & 034 (No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	11	<b>7/16/2020</b>	7/1/2020	7/4/2020	1	7/7/2020	1/2 August
NO. 2	12	<b>7/30/2020</b>	7/5/2020	7/18/2020	10	7/21/2020	1/2 August
NO. 3	13	<b>8/14/2020</b>	7/19/2020	8/1/2020	10	8/4/2020	1/2 September
NO. 4	14	<b>8/31/2020</b>	8/2/2020	8/15/2020	10	8/18/2020	1/2 September
NO. 5	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 6	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 7	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 8	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 9	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	10	10/29/2020	1/2 December
NO. 10	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 11	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	10	12/1/2020	1/2 January
NO. 12	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 January
NO. 13	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	8	1/5/2021	1/2 February
NO. 14	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 February
NO. 15	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 March
NO. 16	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 March
NO. 17	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	10	3/2/2021	1/2 April
NO. 18	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April
NO. 19	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	4/6/2021	1/2 May
NO. 20	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May
NO. 21	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June
NO. 22	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June
NO. 23	33	<b>6/16/2021</b>	5/16/2021	5/29/2021	10	6/2/2021	1/2 July
NO. 24	34	<b>6/24/2021</b>	5/30/2021	6/30/2021	20	6/17/2021 *	1/2 July
					244		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).



**BAY DISTRICT SCHOOLS  
BAY BASE 12 MONTH STAFF PAYROLL  
SCHEDULE FISCAL YEAR 2020 - 2021 Pay  
Type 027 & 028 / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	11	<b>7/16/2020</b>	7/1/2020	7/4/2020	3	7/7/2020	1/2 August
NO. 2	12	<b>7/30/2020</b>	7/5/2020	7/18/2020	10	7/21/2020	1/2 August
NO. 3	13	<b>8/14/2020</b>	7/19/2020	8/1/2020	10	8/4/2020	1/2 September
NO. 4	14	<b>8/31/2020</b>	8/2/2020	8/15/2020	10	8/18/2020	1/2 September
NO. 5	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 6	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 7	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 8	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 9	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	10	10/29/2020	1/2 December
NO. 10	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 11	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	10	12/1/2020	1/2 January
NO. 12	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 January
NO. 13	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	15	1/5/2021	1/2 February
NO. 14	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 February
NO. 15	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 March
NO. 16	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 March
NO. 17	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	10	3/2/2021	1/2 April
NO. 18	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April
NO. 19	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	15	4/6/2021	1/2 May
NO. 20	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May
NO. 21	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June
NO. 22	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June
NO. 23	33	<b>6/16/2021</b>	5/16/2021	5/29/2021	10	6/2/2021	1/2 July
NO. 24	34	<b>6/24/2021</b>	5/30/2021	6/30/2021	23	6/17/2021 *	1/2 July
					261		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021 Pay Type 005 & 051 / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	13	<b>8/14/2020</b>	7/29/2020	8/1/2020	2	8/4/2020	1/2 September
NO. 2	14	<b>8/31/2020</b>	8/2/2020	8/15/2020	9	8/18/2020	1/2 September
NO. 3	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 4	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 5	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 6	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 7	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	9	10/29/2020	1/2 December
NO. 8	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 9	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	12/1/2020	1/2 January
NO. 10	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 January
NO. 11	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	1/5/2021	1/2 February
NO. 12	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 February
NO. 13	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 March
NO. 14	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 March
NO. 15	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	3/2/2021	1/2 April
NO. 16	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April
NO. 17	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	9	4/6/2021	1/2 May
NO. 18	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May
NO. 19	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June
NO. 20	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June
NO. 21	33	<b>6/16/2021</b>	5/16/2021	5/28/2021	10	6/2/2021	1/2 July
NO. 22	35	<b>6/16/2021</b>			0		1/2 July
NO. 23	36	<b>6/16/2021</b>			0		1/2 August
NO. 24	37	<b>6/16/2021</b>			0		1/2 August
					196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL AND LICENSED PAYROLL SCHEDULE  
FISCAL YEAR 2020 – 2021**

**Instructional - Pay Type 004, 006, & 042 / 20 Checks  
Licensed - Pay Type 030 & 031 / 20 Checks**

**Including Substitute Teachers & Licensed - Pay Type 007, 026, & 035  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	7/29/2020	8/15/2020	11	8/18/2020	September
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	9	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	9	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/28/2021	10	6/2/2021	1/2 July
					196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL ROTC PAYROLL SCHEDULE FISCAL  
YEAR 2020 - 2021**

**Pay Type 024 (12 Month) / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	11	<b>7/16/2020</b>	7/1/2020	7/4/2020	1	7/7/2020	1/2 August
NO. 2	12	<b>7/30/2020</b>	7/5/2020	7/18/2020	10	7/21/2020	1/2 August
NO. 3	13	<b>8/14/2020</b>	7/19/2020	8/1/2020	10	8/4/2020	1/2 September
NO. 4	14	<b>8/31/2020</b>	8/2/2020	8/15/2020	10	8/18/2020	1/2 September
NO. 5	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 6	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 7	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 8	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 9	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	10	10/29/2020	1/2 December
NO. 10	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 11	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	10	12/1/2020	1/2 January
NO. 12	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 January
NO. 13	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	8	1/5/2021	1/2 February
NO. 14	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 February
NO. 15	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 March
NO. 16	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 March
NO. 17	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	10	3/2/2021	1/2 April
NO. 18	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April
NO. 19	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	4/6/2021	1/2 May
NO. 20	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May
NO. 21	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June
NO. 22	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June
NO. 23	33	<b>6/16/2021</b>	5/16/2021	5/29/2021	10	6/2/2021	1/2 July
NO. 24	34	<b>6/24/2021</b>	5/30/2021	6/30/2021	20	6/17/2021 *	1/2 July
					244		

\* Leave Due - Projected Payroll

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL / AIR FORCE & ARMY ROTC PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021  
Pay Type 037 (10 Month) / 20 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	7/29/2020	8/15/2020	11	8/18/2020	1/2 September
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	10	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	9	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	10	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	10	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	9	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	10	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/28/2021	10	6/2/2021	1/2 July
					196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2020 – 2021**

**Pay Type 020 / 20 Checks  
Voluntary Pre-K Associate**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	7/29/2020 8/15/2020	11	8/18/2020	September
NO. 2	15	<b>9/16/2020</b>	8/16/2020 8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020 9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020 9/26/2020	10	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020 10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020 10/24/2020	9	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020 11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020 11/28/2020	6	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020 12/12/2020	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020 1/2/2021	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021 1/16/2021	10	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021 1/30/2021	10	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021 2/13/2021	10	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021 2/27/2021	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021 3/13/2021	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021 4/3/2021	9	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021 4/17/2021	10	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021 5/1/2021	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021 5/15/2021	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021 5/28/2021	10	6/2/2021	1/2 July
				196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE FISCAL YEAR 2020 - 2021**

**Pay Type 008, 015, 029 & 032 / 20 Checks  
Clerical, Paraprofessionals, 10 Month Bay Base & Custodial  
Including Substitute Paraprofessionals - Pay Type 016  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS		LEAVE DUE	* INSURANCE DEDUCTIONS
					Full Time	Part Time		
NO. 1	14	<b>8/31/2020</b>	8/11/2020	8/15/2020	4	4	8/18/2020	September (if needed)
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	9	9	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	8	8	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	14	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	5	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	9	9	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	9	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	9	9	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	10	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	9	9	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/26/2021	8	8	6/2/2021	1/2 July
					183	179		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium

**BAY DISTRICT SCHOOLS  
LICENSED AND SAFETY & SECURITY PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Safety & Security - Pay Type 031 / 20 Checks**

**Licensed Educational Interpreter - Pay Type 031 / 20 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	8/11/2020 8/15/2020	4	8/18/2020	September
NO. 2	15	<b>9/16/2020</b>	8/16/2020 8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020 9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020 9/26/2020	9	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020 10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020 10/24/2020	8	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020 11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020 11/28/2020	6	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020 12/12/2020	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020 1/2/2021	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021 1/16/2021	9	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021 1/30/2021	10	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021 2/13/2021	9	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021 2/27/2021	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021 3/13/2021	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021 4/3/2021	10	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021 4/17/2021	9	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021 5/1/2021	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021 5/15/2021	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021 5/26/2021	8	6/2/2021	1/2 July
				183		

\* Leave Due - Projected payroll

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium



**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL  
SCHEDULE FISCAL YEAR 2020-2021**

**Pay Type 017 / 20 Checks  
Bus Drivers & Bus Paraprofessionals**

**Including Substitute Bus Drivers - Pay Type 018  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	8/11/2020	8/15/2020	4	8/18/2020	September (if needed)
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	9	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	8	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	12/1/2020	1/2 Jan. & Summer
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 Jan. & Summer
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	1/5/2021	1/2 Feb. & Summer
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	9	1/19/2021	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 Mar. & Summer
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	9	2/17/2021	1/2 Mar. & Summer
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	3/2/2021	1/2 April & Summer
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April & Summer
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	4/6/2021	1/2 May & Summer
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	9	4/20/2021	1/2 May & Summer
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June & Summer
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June & Summer
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/26/2021	8	6/2/2021	1/2 July
					183		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2020-2021 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2021 premium

Six (6) deductions for August 2021 premium

Three (3) deductions for 1/2 of September 2021 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Pay Type 038 / 24 Checks  
Bus Drivers & Bus Paraprofessionals  
(Election for payment in this manner is required)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2020</b>	8/11/2020	8/15/2020	4	8/18/2020	September
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	9/1/2020	1/2 October
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	10	9/15/2020	1/2 October
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	9	9/29/2020	1/2 November
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	10/15/2020	1/2 November
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	8	10/29/2020	1/2 December
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	15	11/17/2020	1/2 December
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	6	12/1/2020	1/2 January
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	12/11/2020 **	1/2 January
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	7	1/5/2021	1/2 February
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	9	1/19/2021	1/2 February
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	10	2/2/2021	1/2 March
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	9	2/17/2021	1/2 March
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	3/2/2021	1/2 April
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	3/22/2021	1/2 April
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	4/6/2021	1/2 May
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	9	4/20/2021	1/2 May
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	5/4/2021	1/2 June
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	5/18/2021	1/2 June
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/26/2021	8	6/2/2021	1/2 July
NO. 21	35	<b>6/24/2021</b>			0		1/2 July
NO. 22	36	<b>6/24/2021</b>			0		1/2 August
NO. 23	37	<b>6/24/2021</b>			0		1/2 August
NO. 24	34	<b>6/24/2021</b>			0		1/2 September
					183		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Pay Type 062 / 20 Checks**

**Extended Instructional Hours  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	STUDENT DAYS ONLY
NO. 1	14	<b>8/31/2020</b>	8/11/2020	8/15/2020	4	
NO. 2	15	<b>9/16/2020</b>	8/16/2020	8/29/2020	10	
NO. 3	16	<b>9/30/2020</b>	8/30/2020	9/12/2020	9	
NO. 4	17	<b>10/16/2020</b>	9/13/2020	9/26/2020	9	
NO. 5	18	<b>10/30/2020</b>	9/27/2020	10/10/2020	10	
NO. 6	19	<b>11/16/2020</b>	10/11/2020	10/24/2020	8	
NO. 7	20	<b>11/30/2020</b>	10/25/2020	11/14/2020	14	
NO. 8	21	<b>12/16/2020</b>	11/15/2020	11/28/2020	5	
NO. 9	22	<b>12/18/2020</b>	11/29/2020	12/12/2020	10	
NO. 10	23	<b>1/15/2021</b>	12/13/2020	1/2/2021	5	
NO. 11	24	<b>1/29/2021</b>	1/3/2021	1/16/2021	9	
NO. 12	25	<b>2/16/2021</b>	1/17/2021	1/30/2021	9	
NO. 13	26	<b>2/26/2021</b>	1/31/2021	2/13/2021	9	
NO. 14	27	<b>3/12/2021</b>	2/14/2021	2/27/2021	9	
NO. 15	28	<b>3/31/2021</b>	2/28/2021	3/13/2021	10	
NO. 16	29	<b>4/16/2021</b>	3/14/2021	4/3/2021	10	
NO. 17	30	<b>4/30/2021</b>	4/4/2021	4/17/2021	9	
NO. 18	31	<b>5/14/2021</b>	4/18/2021	5/1/2021	10	
NO. 19	32	<b>5/28/2021</b>	5/2/2021	5/15/2021	10	
NO. 20	33	<b>6/16/2021</b>	5/16/2021	5/26/2021	8	
					177	

**BAY DISTRICT SCHOOLS  
SUMMER PAYROLL SCHEDULE  
FISCAL YEAR 2020 - 2021**

**Instructional Staff**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE
	12	<b>7/30/2020</b>	7/1/2020	7/18/2020	8	7/21/2020
	13	<b>8/14/2020</b>	7/19/2020	7/28/2020	6	8/4/2020
	34	<b>6/24/2021</b>	6/1/2021	6/30/2021	15	6/17/2021 *
					29	

**Support Staff**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE
	12	<b>7/30/2020</b>	7/1/2020	7/18/2020	8	7/21/2020
	13	<b>8/14/2020</b>	7/19/2020	8/1/2020	8	8/4/2020
	14	<b>8/31/2020</b>	8/2/2020	8/10/2020	5	8/18/2020
	34	<b>6/24/2021</b>	5/27/2021	6/30/2021	15	6/17/2021 *
					36	

\* Leave Due - Projected payroll.

\*\* Leave Due the same day as payroll ending date.

# **SCHOOL CALENDAR**

BAY DISTRICT SCHOOLS' CALENDAR

2020-2021

	Day	Month	Date
District Inservice Day	Wednesday	July	29
District Inservice Day (may be reassigned to School-Based at Superintendent's discretion)	Thursday	July	30
Inservice (School-Based)	Monday	August	3
Inservice (School-Based)	Tuesday	August	4
Pre-School Planning	Wednesday	August	5
Pre-School Planning	Thursday	August	6
Pre-School Planning	Monday	August	10
First Day of School	Tuesday	August	11
Labor Day (Holiday for All)	Monday	September	7
**Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	September	23
End of First Nine Weeks	Friday	October	9
Columbus Day (School out for Students & Teachers)	Monday	October	12
**Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	October	21
Veterans Day (Holiday for All)	Wednesday	November	11
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	23
Thanksgiving Day (Holiday for all)	Thursday	November	26
Return from Thanksgiving Holidays	Monday	November	30
High School Testing Day (7th period exams)	Wednesday	December	16
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Thursday	December	17
High School Testing Day (4/5/6 period exams)/End of Second Nine Weeks/End of First Semester/Early Release for ALL STUDENTS	Friday	December	18
Christmas Holiday Begin	Monday	December	21
Records Workday for Teachers (School out for Students)	Monday	January	4
Return from Christmas Holidays	Tuesday	January	5
Martin Luther King Jr Birthday (Holiday for All)	Monday	January	18
**Teacher PLC Planning Day (School Out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	February	3
Presidents' Day (School Out for Students & Teachers)	Monday	February	15
End of Third Nine Weeks	Friday	March	12
Spring Holidays Begin	Monday	March	15
Return from Spring Holidays	Monday	March	22
Good Friday (School Out for Students & Teachers)	Friday	April	2
High School Testing Day (7th period exams)	Monday	May	24
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Tuesday	May	25
High School Testing Day (4/5/6 period exams)/End of Fourth Nine Weeks/End of Second Semester/Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS	Wednesday	May	26
Post Planning for Teachers	Thursday	May	27
Post Planning for Teachers	Friday	May	28

\*\* pending union ratification

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION			
Month	Days	Month	Instruct	Other			School	Month	Day	
August	15	August	15	7	Progress reports are available through the District's PARENT PORTAL. Hard copy progress reports will no longer be printed. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	Bay Virtual	May	18	
September	20	September	20	2			Bay	May	19	
October	20	October	20	1			Mosley	May	20	
November	15	November	15	2			MKL	May	20	
December	14	December	14	1			Bozeman	May	21	
January	18	January	18	3	REPORT CARDS	OPEN HOUSE DATES	New Horizons	May	21	
February	18	February	18	1			Rutherford	May	24	
March	18	March	18				High School:	Rosenwald	May	24
April	21	April	21				*Selected Mon. In Sept.	Arnold	May	25
May	18	May	18	2			Middle School:	Haney	May	27
June							*Selected Tues. In Sept.			
Total	177	Total	196		Elementary School:					
					*Selected Thurs. In Sept.					
					*Contact school for specific date					
						Board Approved:	11/12/19			