

## Contents

### SECTION 3D - CLASSIFIED PERSONNEL

3D.1	Classified Personnel Definition	Page 3D-1
3D.2	Unrequested Leave of Absence	Page 3D-1
3D.3	Classified Personnel Assignments and Transfers	Pages 3D-1 & 3D-2
3D.4	Social Security	Page 3D-3
3D.5	Employment, Evaluation Procedure, Duties and Daily Work Schedule	Pages 3D-3 - 3D-5
3D.6	Classified Personnel Length of Agreement, Number of Hours Worked Per Day and Holidays	Pages 3D-5 - 3D-8
3D.7	Qualifications for Specific Classified Positions	Pages 3D-9 - 3D-12
3D.8	Sick Leave	Pages 3D-12 & 3D-13
	3D.8.1 Special Requests	Page 3D-13
	3D.8.2 Accumulated Time	Page 3D-13
	3D.8.3 Notice of Absence	Page 3D-13
	3D.8.4 Extended Absence	Page 3D-14
	3D.8.5 Part-time Employees	Page 3D-14
	3D.8.6 Pregnancy/Adoption Leave	Pages 3D-14 & 3D-15
	3D.8.7 Bereavement Leave	Page 3D-15
3D.9	Leave of Absence	Pages 3D-15 & 3D-16
3D.10	Vacations	Page 3D-16
3D.11	Salary	Page 3D-17
	3D.11.1 Overtime	Page 3D-18
	3D.11.2 Probationary Period	Page 3D-18
3D.12	Workshops	Page 3D-18
3D.13	Classified Substitutes	Page 3D-18
3D.14	Payment for College Credit	Pages 3D-18 & 3D-19
3D.15	Classified Staff Grievance Procedure	Pages 3D-19 - 3D-22
3D.16	Uniform	Page 3D-22

Appendix 3D(1) thru 3D(70)

## SECTION 3D - CLASSIFIED PERSONNEL

### 3D.1 Classified Personnel Definition (March, 2010)

Classified personnel are employees who hold a position that does not require a Missouri teaching certificate and are not engaged in classroom teaching.

Classified personnel also include the category "professionally trained and licensed staff" who have a B.S./B.A. and/or are currently licensed by the State of Missouri to practice and are employed by the school board in the area of their registration or license.

Rev. 9/01, Rev. 3/10

### 3D.2 Unrequested Leave of Absence (March, 2010)

Whenever it is necessary to decrease the number of classified employees because of insufficient funds, decrease in pupil enrollment, or lack of work, the board of education may cause the necessary number of employees to be placed on leave of absence without pay, but only in the reverse order of their employment by job class for a period of three (3) years. This policy applies to full-time classified. Each employee placed on leave of absence shall be reinstated in reverse order of placement on leave of absence by job class. Such reemployment shall not result in a loss of status or credit for previous periods of service; however, time on unrequested leave of absence shall not be counted for salary purposes. Written notice of recall shall be hand delivered or mailed, (certified mail, return receipt requested), to the employee at the last known address. No new appointments shall be made while there are available employees on leave of absence and who are adequately qualified to fill the vacancy in the particular department. Employees must advise the district within thirty days from date of notification that positions are available to them that they will return to employment. Employees must assume the duties of the position to which they are appointed within 45 days from the date of notification that positions are available to them.

Rev. 7/92, Rev. 3/10

### 3D.3 Classified Personnel Assignments and Transfers (March, 2010)

Assignment of classified employees shall be under the direction of the superintendent of schools or his/her designee. The transfer of classified personnel to positions in the various schools and departments of the district shall be made by the superintendent of schools or his/her designee. Such transfer shall be based on providing the most effective teaching/learning situation in each individual instance and for the district as a whole.

Assignments within buildings are made by the building principal and may be adjusted as the enrollment pattern changes and as work needs change.

3D.3 (continued)

A classified person may request to transfer to another building, program, or assignment by submitting such request through the district website. If more than one classified person has applied for the same vacant position, the transfer decision shall be based on the person's seniority in the district, qualifications, including applicable certification and experience in the department or area, and the overall staffing or work needs of the district.

The receiving building principal or supervisor with input from the site or work team, whenever practical, will make a recommendation to the assistant superintendent-human resources regarding approval or disapproval of the transfer request. Final approval or denial of transfer request shall be made by the assistant superintendent-human resources. Disposition of transfer requests shall be based on (1) qualifications, including applicable certification and experience in the department or area, (2) the receiving administrator's or principal's determination of the needs of the building or department and (3) current evaluations.

#### Staff Initiated Transfers

Classified personnel may make written application for transfer prior to May 1 utilizing the district website, for positions which may become available the ensuing school year. All requests for transfers will expire at the beginning of the ensuing school year, unless notification is received for continuation of the transfer request. If an employee's request for transfer has been denied, the employee shall be informed in writing and/or via e-mail in a timely manner.

#### Administrative Initiated Transfers

Necessary administrative initiated transfers shall have precedence over all other requests for transfers. Examples of necessary transfers are those which may be needed to achieve staff balance, to strengthen problem areas and to accommodate enrollment change.

#### Posting of Vacancies

All vacant classified positions determined by the administration to be open shall be posted. The notice of vacancies shall be posted on the district website, on an established bulletin board in the district office and on an established bulletin board in all schools for at least five (5) school days prior to the vacancy being filled. During the months of June, July and August, vacancies will be posted at the district office and on the district website. After filling a posted position, resultant vacancies in classified positions may be posted, at the discretion of the administration, in a similar manner, but such subsequent posting is not required.

Rev. 8/95, Rev. 3/10

3D-2

#### **3D.4** Social Security (October, 2001)

Non-teaching personnel shall present to the payroll clerk their social security number before payment will be made for services.

**3D.5 Employment, Evaluation Procedure, Duties and Daily Work Schedule of Classified Personnel (July, 2009)**

All classified employees shall have a high school diploma or general equivalence diploma, or shall meet the educational requirements listed in policy 3D.7. Classified personnel shall possess qualifications commensurate with the position for which they are employed and shall be willing to secure any additional training necessary to adequately perform the duties of their position. Specific duties shall be as designated in the job description for each classification on file in the human resources department office.

All classified personnel shall know and observe all regulations and policies of the board of education and the assigned school or department in which they are employed.

The superintendent of schools and/or his/her designee shall be responsible for the employment of all classified personnel. Recommendations for employment of classified personnel shall be made as indicated below.

Daily work schedule for classified personnel shall be determined by the same individual designated to recommend employment as indicated below.

All classified personnel shall receive a minimum of two performance-based evaluations during their first year of employment (one during first semester and one during second semester) and an annual evaluative report thereafter by the third quarter of each school year. Three copies of this report shall be made. One copy is to remain with the supervisor in charge; one copy is to be forwarded to the department of human resources; and one copy is to be retained by the employee. Performance of evaluations shall be the responsibility of the same individual designated to recommend employment as indicated below.

Accompanist - principal or designated administrator of the building in which they are assigned.

Audiologist - coordinator of multi-district deaf/hard of hearing program.

Public Safety Officer - executive director of public safety.

Custodial Personnel - principal or designated administrator of the building in which they are assigned.

**3D.5 (continued)**

Director of Even Start - principal or designated administrator

of the building in which they are assigned.

District Drug Abatement Coordinator -director of emergency services.

Food Service Personnel - director of food services.

Health Aide Personnel - principal or designated administrator of the building in which they are assigned.

Interpreter Personnel - principal or designated administrator of the building in which they are assigned.

Library Aide Personnel - principal or designated administrator of the building in which they are assigned.

Maintenance Personnel - director of buildings & grounds

Occupational Therapist Personnel - principal or designated administrator of the building in which they are assigned.

Orientation & Mobility Specialist - principal or designated administrator of the building in which they are assigned.

Paraprofessional - principal or designated administrator of the building in which they are assigned.

Parents as Teachers Personnel - program director.

Physical Therapist Personnel - principal or designated administrator of the building in which they are assigned.

Prime Time Coordinator Personnel - principal or administrator of the building in which they are assigned

Psychologist - director of special education

Registered Nurse Personnel - superintendent of schools or his/her designee

School Social Worker Personnel - superintendent of schools or his/her designee

Secretarial/Clerical Personnel - principal or designated administrator of the building or department to which the employee is assigned

3D-4

**3D.5** (continued)

Support Personnel:

Transportation Support - director of transportation  
Management Support - designated administrator  
Technical Support - designated administrator

Teacher Aide Personnel - building principal

Transportation Personnel - director of transportation

The superintendent of schools shall have the authority to transfer, demote and terminate classified employees.

Rev. 11/96, Rev. 4/06, Rev. 7/09

**3D.6 Classified Personnel Length of Agreement, Number of Hours Worked Per Day and Holidays (July, 2009)**

Length of agreement, (days may fluctuate based upon the school calendar and/or Leap Year), number of hours worked per day and holidays for classified employees shall be as follows:

Accompanist:

179-day agreement - 6 hours per day - holidays coincide with students, four (4) of which are paid

Audiologist:

182 day agreement - 7 hours per day

Public Safety Officer:

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Custodial Personnel:

179-day agreement - 8 hours per day - holidays coincide with students, four (4) of which are paid

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Director of Even Start:

237-day agreement - 7 hours per day

District Drug Abatement Coordinator:

204-day agreement - 8 hours per day - holidays coincide with students, four (4)of which are paid

Food Service Personnel:

179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

3D-5

**3D.6 (continued)**

Health Aide Personnel:

183-day agreement - 7 hours per day - holidays coincide with

students, four (4) of which are paid and works four (4) additional non-student days to be determined by building principal

Interpreter Personnel:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

Library Aide Personnel:

182-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works three (3) additional non-student days to be determined by building principal

Maintenance Personnel:

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Occupational Therapist:

182 day agreement - 7 hours per day

Certified Occupational Therapist Assistant:

181-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works two (2) additional non-student days to be determined by supervisor

Orientation and Mobility Specialist:

182 day agreement - 7 hours per day

Paraprofessional Personnel:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

Paraprofessional at Liggett Trail Education Center Personnel:

179-day agreement - 6 hours per day - holidays coincide with students, four (4) of which are paid

Parents as Teachers Personnel (full-time):

182-day agreement - 7 hours per day

Physical Therapist:

182-day agreement - 7 hours per day

Physical Therapist Assistant:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

**3D.6** (continued)

Prime Time Coordinator Personnel:

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Prime Time Assistant:

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

260-day agreement - 8 hours per day - 13 paid holidays as listed

Psychologist:

182-day agreement - 7 hours per day

Registered Nurse Personnel:

189-day agreement- 7 hours per day - holidays coincide with students, four(4) of which are paid and works ten (10) additional non-student days to be determined by supervisor

School Social Worker Personnel:

182-day agreement - 7 hours per day

Secretarial Personnel (Central Office):

Secretary - 218-day agreement - 7.5 hours per day - paid holidays same as 260-day employees during 218-day employment period

Secretary- 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

Secretarial Personnel (Schools):

Secretary A - 179-day or 199-day agreement - 7.5 hours per day - holidays coincide with students, four (4) of which are paid

Secretary B - 204-day agreement - 7.5 hours per day - holidays coincide with teachers, four(4) of which are paid

Secretary C - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

Teacher Aide Personnel:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

3D.6 (continued)

Support Personnel:

A -Transportation Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

B -Community Education Support - 204-day agreement - 7.5 hours per day - holidays coincide with teachers, four (4) of which are paid

C -Management Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

D -Technical Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

Transportation Personnel:

Driver - 179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

Bus Aide - 179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

Mechanic - 260-day agreement - 8 hours per day - 13 paid holidays as listed below

The thirteen paid holidays referred to in this policy are:

Independence Day

Labor Day

Thanksgiving Day & Friday following

Christmas plus one additional day during winter vacation as approved by the administrator in charge

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Two (2) days during spring vacation to be determined by the superintendent of schools

Memorial Day plus one additional day, to be taken in June or July, as approved by the administrator in charge

The four (4) paid holidays referred to in this policy are:

Thanksgiving Day

December 25

Martin Luther King's Birthday

President's Day

Rev. 6/04, Rev. 4/06, Rev. 12/07, Rev. 7/09

3D.7 Qualifications for Specific Classified Positions (March, 2010)

Athletic Trainer

Must hold a Bachelor's or Master's Degree from an accredited professional athletic training education program and pass a comprehensive test administered by the Board of Certification and hold NATA (National Athletic Trainers' Association) certification.

Audiologist

Must hold appropriate credential required by state education agency and local school district and meet licensing requirements of the State of Missouri.

Bus Driver

A driver shall undergo a physical examination annually by a licensed physician and present a signed physical examination to the board of education. The examination shall be provided by a physician designated by the district. The cost of this examination will be paid by the district. A driver shall be in good physical and mental health. Vision and hearing shall be adequate to meet the requirements for securing a Commercial Drivers License (CDL) and a Missouri School Bus Driving Permit.

A driver must be duly licensed by the State of Missouri and hold a valid Commercial Drivers License (CDL) and Missouri School Bus Driving Permit. Both licenses must contain appropriate endorsements by the State of Missouri.

School bus drivers whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by a physician designated by the district, must submit a release by the attending physician prior to resuming school bus operation. School bus drivers who miss more than twenty (20) days, in one school year, may be required to obtain a second physical. The physical examination shall be provided by a physician designated by the district. The cost of this examination will be paid by the district.

A driver shall keep his/her person neat and clean, abstain from the use of tobacco in the bus, driving under the influence or intoxicating liquor and conduct themselves in such a manner as to exercise good influence over pupils. He/she shall not be addicted to the use of drugs and shall not use obscene language. He/she shall be courteous, prompt, trustworthy and industrious.

A driver shall have a safe driving record.

A driver should have reliable references.

The age limits for bus drivers shall be a minimum of twenty-one.

**Drug and Alcohol Testing**

All Blue Springs School District employees who are required to have a commercial drivers license (CDL) must comply with the alcohol and drug-testing program, as required in the Omnibus Transportation Employee Testing Act of 1991 for safety-sensitive employees. Compliance with the Act will begin January 1, 1995. The testing required under this act is:

- (1) Pre-employment
- (2) Post-accident
- (3) Reasonable suspicion
- (4) Random
- (5) Return to duty and follow-up

The program tests for five drugs: Marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCPs). The drug test is a split urine sampling of each CDL employee (that is, two urine samples taken at the same time). The program also calls for an alcohol test, using a federally approved device.

The Blue Springs School District will contract testing services with an agency that will provide all requirements under the Act. All employees, included under this Act, will be provided information and training about all provisions of the Act and their rights and responsibilities under the Act.

Those who receive a positive test for alcohol or drug use will be subject to disciplinary action as outlined below:

- (1) Employees who test 0.02 alcohol or greater shall have their employment terminated.
- (2) Employees who test positive for illicit drug use shall have their employment terminated.
- (3) Retesting shall be at the cost of the employee.
- (4) The District is not required under this policy to provide rehabilitation or pay for treatment.
- (5) All appeals will follow board policy.

**Certified Occupational Therapist Assistant (COTA)**

The Occupational Therapy Assistant (COTA) must have an Associate's Degree in Occupational Therapy from an approved and accredited Occupational Therapy Assistant Program and must be licensed to practice in the State of Missouri.

### **Health Room Aide and Substitute Health Room Aide**

Must hold current certification in CPR (adult, child/infant) and standard first aid. To change health room aide classification or remain in current classification, certification/licensure must be current.

### **Occupational Therapist Personnel Policies**

Must have completed an accredited educational program and all fieldwork education requirements. All baccalaureate, post baccalaureate certificate, and professional master's programs are accredited by American Medical Association and the American Occupational Therapy Association.

Must hold the appropriate credential required by the state education agency and local school district. Should the State of Missouri institute the requirement for state license, district occupational therapist would be required to comply.

### **Orientation and Mobility Specialist**

Must have completed Bachelor's program with Master's Degree preferred from an accredited college or university with specialization in Orientation and Mobility.

Current certification in O&M issued by ACVREP (**Academy for Certification of Vision Rehabilitation and Education Professionals.**)

### **Paraprofessional**

Must have a minimum of 60 college hours issued by an accredited institution. Assist special needs students and teachers in classroom setting.

Some assignments may require training in feeding techniques, including gastrostomy tube, cardiopulmonary resuscitation, monitoring seizures, augmentative communication systems including sign language, lifting techniques, wheelchair usage and maintenance, and correct positioning for individuals.

### **Physical Therapist, Licensed (RPT)**

Must have graduated from a physical therapy school approved by the Council on Medical Education of the American Medical Association in collaboration with the American Physical Therapy Association.

Must hold, or be eligible for, a Missouri State physical therapy license.

### **Physical Therapist Assistant**

Must have an Associate's Degree from an approved and accredited Physical Therapy Assistant program and must be licensed to practice in the State of Missouri.

3D.7 (continued)

**Prevention Services and Drug Abatement Coordinator**

State of Missouri Licensed Psychologist  
State of Missouri Certified Substance Abuse Prevention  
Professional (CSAPP)  
Certified in Critical Incident Stress Management

**Psychologist**

State of Missouri Licensed Psychologist

**Public Safety Officer**

High School diploma or equivalent required.  
College degree or training in criminal justice, public safety  
or related field  
Commissioned police officer with Class A certification required.

**Registered Nurse**

Must have graduated from an appropriately accredited school of  
nursing, preferably have a B.S.N. degree or comparable  
qualification.

Must be licensed to practice as a registered nurse in the State of  
Missouri (R.N).

Should have acquired the professional competencies necessary for  
beginning practice in school nursing.

Expertise in hazardous and illicit narcotics identification.

**Regular Educational Classroom Teacher Aides**

Must have minimum of 60 college hours issued by an accredited  
institution.

**School Social Worker**

Must hold a Master's Degree in social work from an accredited  
college or university.

*Rev. 11/96, Rev. 12/08, Rev. 7/09, Rev. 3/10*

3D.8 **Sick Leave** (October, 2008)

The board of education shall grant, to each insurance-eligible  
classified employee, \*sick leave each agreement period on the  
following basis.

nine & ten month employees-ten (10) days per agreement period

eleven month employees-eleven (11) days per agreement period

Twelve-month employees-twelve (12) days per agreement period

**3D.8** (continued)

The sick leave will be granted for the following reasons: (1) illness or injury of the employee; (2) illness or death in the immediate family-parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent upon the employee; (3) pregnancy-refer to pregnancy leave policy 3D.8.6. Any unused portion shall be allowed to accumulate to an unlimited number of days. Employees in their first year in the R-IV Schools shall be granted sick leave during the first semester as follows:

- nine & ten month employees - 5 days
- eleven-month employees - 5 1/2 days
- twelve-month employees - 6 days

Sick leave days for classified employees working less than a full agreement period will be prorated. Sick leave benefits do not apply to summer employment.

Reimbursement for unused sick leave shall be allowed for staff members who voluntarily leave the employment of the district after 20 years of service, or who leave the employment of the district and are eligible to receive benefits under The Public Education Employee Retirement System of Missouri. Payment for unused sick leave shall be at 50% of substitute pay.

No payment for unused sick leave shall be made when employment ceases because of involuntary termination, or death. For use of unused sick leave days upon retirement see policy 3A.15.

Rev. 9/01, Rev. 10/08

**3D.8.1** Special Requests (October, 2001)

If illness or death occurs to others of close relationship or connection to the staff member, absence if requested, may be granted by the principal and/or supervisor.

**3D.8.2** Accumulated Time (June, 1995)

Any sick leave time used will be deducted from the accumulated time. At the beginning of the year following any deductions for illness, a number of days not to exceed the appropriate number of days as per section 3D.8 will be added to the accumulated days.

**3D.8.3** Notice of Absence (October, 2001)

Each employee should notify their supervisor a day in advance when they are to be absent, whenever this is possible. The employee should report, as soon as possible, any emergency that will require the employee to be absent so that a substitute can be secured, if necessary.

**3D.8.4**     **Extended Absence**     (September, 2010)

If the absence of the employee extends beyond the limit of two (2) consecutive workdays, a statement from the attending physician may be required before sick leave is granted. If an employee is absent two (2) or more days and does not call in to provide notice of absence, this action will be considered job abandonment and voluntary termination by the employee.

**3D.8.5**     **Part-time Employees**     (October, 2001)

Sick leave for any half-time employee shall be one-half of the provisions for a full-time employee.

**3D.8.6**     **Pregnancy/Adoption Leave**     (July, 2009)

(1) Application for pregnancy leave shall be made a minimum of 30 days in advance of the first day of leave and shall be accompanied by a physician's statement indicating anticipated date of incapacitation.     **See Appendix 3C(5)**

(2) Actual performance of duties will terminate at a time mutually agreed upon by the employee, employer and her physician. Her physician's written statement is required.

(3) Accumulated sick leave and personal business leave shall be used through the duration of her incapacity as verified in writing by her physician. When available, vacation leave may also be used for pregnancy leave.

(4) An employee who is ineligible for FMLA leave may take up to six (6) weeks of leave for the birth of his/her child, adoption, first-year care or foster care using a combination of accumulated sick leave or personal business leave or vacation leave or unpaid leave. Pregnant employees who need more than six (6) weeks of paid or unpaid leave for pregnancy-related incapacity must provide certification of the medical necessity for such leave.

(5) A physician's statement indicating that the employee is physically able to resume her full duties shall be presented prior to returning. If the employee does not return to her position at the conclusion of the incapacity, this voids the leave protection and shall automatically be treated as a voluntary resignation.

(6) Refer to **3D.9** for a year's leave of absence for pregnancy reasons.

(7) An employee who is a prospective parent requesting leave for the adoption, will notify the district that an adoption is pending and provide the district with a statement from the social agency handling the adoption. The prospective parent will also be required to notify the district as soon as they receive notification from the adoption agency that the adoption has been scheduled.

(8) Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law. **See Section 3A.27 for policy on Compliance with the Family and Medical Leave Act of 1993.**

Rev. 11/96, Rev. 7/09

**3D.8.7 Bereavement Leave** (July, 2009)

After all sick leave and personal business leave days have been used as outlined in policy 3D.8, the board of education shall grant to each classified employee up to three (3) days paid leave each agreement period for the death of an immediate family member - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the employee. Any unused portion of the three (3) days each contract period shall not be allowed to accumulate.

The district may require verification for the need for the leave.

Rev. 5/98, Rev. 7/09

**3D.9 Leave of Absence** (March, 2010)

A leave of absence of not more than one year may be granted to full-time insurance eligible employee for the purpose of additional study, travel, prolonged illness or self and/or immediate family, pregnancy, childcare following childbirth, or child adoption. In case of national emergency a leave of absence will be granted to obligatory military service as required by statute. Requests for leave of absence shall be submitted in writing, to the immediate supervisor and superintendent of schools or designee at least forty-five (45) days in advance of the first day of the leave of absence stating the expected duration of the absence and the reason. In cases where an emergency makes it impractical to give forty-five (45) days notice, requests for leave of absence shall be given immediately in writing to the immediate supervisor and Superintendent of Schools or his/her designee. The staff member shall have been a full-time insurance eligible employee for not less than three (3) consecutive years immediately preceding the request for leave.

An employee who have been granted a leave of absence will be rehired provided a position is available for which the employee is qualified and the employee makes application for the position. Where obligatory military service was served during a national emergency, upon return, the classified employee will be re-employed to his/her former position, or a similar one.

No credit for time served during the leave of absence will be counted for pay purposes except for the years spent in obligatory military service, and no penalty will be assessed the employee for this absence. The leave of absence shall be without pay or benefits by the school district. An employee who is granted the leave of absence will be rehired at the step on the salary schedule he or she would have been paid during the year of absence.

Rev. 5/90, Rev. 3/10

**3D.10 Vacations** (July, 2009)

Classified personnel on twelve months employment will be entitled to vacation according to the following schedule:

An employee in his/her first year of service will accrue vacation on a pro-rata basis for use in the following fiscal year, based upon the number of months they have been employed by the Blue Springs School District July 1 through June 30 of the current fiscal year.

<u>Years of Service</u>	<u>Days Accrued</u>	
	<u>Per Month</u>	<u>Days Per Year</u>
1 - 5 Years	.833	10 days per year
Greater than 5 years	1.25	15 days per year
Greater than 15 years	1.66	20 days per year

Vacation time earned by June 30 of any fiscal year must be taken during the next fiscal year, July 1 through June 30.

All vacations must be approved in advance by the superintendent or his designee. Classified personnel on less than twelve months employment are not entitled to vacation time. However, years of service as a full-time, 179 day or more employee will count towards vacation entitlement when assigned to a twelve month position. This would apply to years of employment in the Blue Springs School District only. When a resignation occurs before the end of the fiscal year, unused vacation days will be paid. When retirement occurs at the end of the fiscal year, unused vacations days will be paid.

Payment to the estate or legally identified heir(s) for earned vacation shall be made when employment ceases because of death.

Rev. 12/00, Rev. 7/09

**3D.11 Salary** (March, 2010)

Part-time employees shall be paid on a pro-rata basis.

Temporary employees are defined as individuals whose employment is expected to be for a period of less than six months. Employees in this category will not be entitled to fringe benefits, (sick leave, vacation, health and dental insurance).

Classified personnel may be given credit for like work experience when employed and placed on the appropriate step up to Step 11.

The board of education may, by mutual consent, suspend the salary in special instances where it is advantageous to both the school and the employee.

Increment increases must be approved annually by the board. If an annual increment increase is approved, classified employees will be granted an increment July 1, if employed prior to February 1 of the previous year. Classified employees may not advance more than one step on the same salary schedule in any one year.

For consideration for a change of classification, eligible classified personnel must submit an official transcript (no on-line grade reports or transcripts will be accepted), which must include the following information:

1. Must verify course was completed prior to the first day of school.
2. Must indicate grade awarded if applicable.
3. Must verify number of credit hours.
4. Must verify that the course was for undergraduate or graduate credit as applicable to position held.
5. Must include name, address, etc. of accredited college/university.

Any college credit earned during school hours will not be counted toward a change of classification.

**See Appendix 3D(1) through 3D(70)** for all classified salary schedules.

*Rev. 8/02, Rev. 3/10*

**3D.11.1 Overtime** (March, 2010)

Overtime for classified employees shall be compensated at one and one-half times their "regular rate of pay" as shown on the approved salary schedule for each position for hours worked in excess of 40 hours per week, unless covered by a special exemption. Compensatory time shall be granted at the rate of one and one-half time the hours worked in excess of 40 hours per week in lieu of overtime pay. All overtime and compensatory time must be approved by the administrator or director in charge prior to scheduling. Compensatory time must be used by the employee within 30 days of accrual when possible, but continuity of services must be maintained. Time accrued for overtime and compensatory time must be documented on a time card/sheet. Payment for overtime and compensatory time must be approved by the administrator or director in charge.

**3D.11.2 Probationary Period** (September, 2010)

All new classified employees who are employed to fill a benefits eligible, full-time position shall serve a probationary period of sixty (60) calendar days and shall be evaluated at the end of this period. All benefits will commence the first of the following month after satisfactory completion of this probationary period.

*Rev. 11/96, Rev. 3/10*

**3D.12 Workshops** (October, 2001)

No classified employee shall be absent from his/her regular assignment for the purpose of attending workshops without the prior approval and authorization of his/her supervisor.

**3D.13 Classified Substitutes** (October, 2001)

The administrative staff may, with the approval of the superintendent, employ classified substitutes at a rate of pay not to exceed the first step on the salary schedule in the category of employment.

**3D.14 Payment for College Credit** (March, 2010)

Full-time classified employees, insurance eligible, who earn college credit may be granted reimbursement equal to the cost of the class, not to exceed \$50 per semester hour, (not to exceed 8 hours per school year), provided the employee has accepted reemployment by the district for the ensuing school term. A "school year" for reimbursement purposes is defined as beginning the first day of a regular school year and ending the day before the first day of the following school year.

For reimbursement for qualifying college credit hours, classified personnel must submit an official transcript which must include the following information:

**3D.14** (continued)

1. Must verify course was completed prior to the first day of school.
2. Must indicate grade awarded, if applicable.
3. Must verify number of credit hours received.
4. Must verify that the course was for undergraduate or graduate credit.
5. Must include name, address, etc. of accredited college/university.

The official transcript for college credit must be submitted to the human resources office within 90 days after the termination of the semester in which the class was completed to qualify for reimbursement.

Payment for college credit will be made twice a year, November and February. Classified personnel attending the winter, spring or summer terms and not returning to the district for the following school year will not be reimbursed in November. Classified personnel attending the fall term and not returning to the district after January 1, will not be reimbursed in February. Individuals returning from leave of absence will be reimbursed at the time he/she commences active employment.

To be eligible for college credit reimbursement the college class must begin after the first day of employment.

*Rev. 8/02, Rev. 6/04, Rev. 3/10*

**3D.15** **Classified Staff Grievance Procedure** (August, 1998)

Introduction

The Blue Springs School District shall provide an effective internal means for resolving employee grievances. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she has filed a complaint. The employee and supervisor will have attempted to informally resolve the situation prior to filing a grievance.

Definitions

1. Grievant: A grievant shall mean any classified employee of the Blue Springs School District; further defined as an individual holding an employment agreement and employed in that job classification.
2. Grievance Committee: The assistant superintendent-human resources shall serve as chairperson of the committee and shall appoint four members to the committee, with the superintendent of schools appointing four members to the committee. If there is a tie vote of the grievance committee the chairperson will vote to break the tie.

### 3D.15 (continued)

If there is still a tie vote the grievance will go to Level

3. Grievance: Any violation, misapplication, or misinterpretation of school policies, rules, practices and the regulations; any condition which might create a hardship, or be injurious to the employee's health and/or safety. The evaluation process, and/or employment, and/or termination of employment of an employee is not a grievable issue, (including, but not limited to Performance Improvement Plan)
4. Day: A working day.
5. Classified Personnel: Paid individuals working in the Blue Springs R-IV School District.
6. Signature Form for Participation in Staff Grievance Procedures: **See Appendix 3C(6) & 3C(7)**
7. External Representative: A representative of choice.
8. Internal Representative: An employee of the Blue Springs School District.

#### Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to problems which may from time to time arise affecting the welfare or working conditions of classified staff members. All parties agree that these proceedings will be kept confidential and all proceedings and records will be closed.
2. The time limits may be extended by mutual agreement committed in writing, prior to expiration of the time limit.
3. Once the grievance has been initiated it will be the responsibility of the grievant to see that the signature form is filled out at each level.

#### General Procedure

1. A grievant may be represented at all levels of the grievance procedure with a Blue Springs School District internal representative. At Level 2 and at Level 4 an external representative may be present in lieu of the internal representative.
2. It shall be the responsibility of the assistant superintendent-human resources to see that all documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel file of any of the participants.

### 3D.15 (continued)

3. Five years after the grievance decision is final, all documents, communications, and records dealing with the process of a grievance shall be destroyed.
4. Failure to render a decision within the prescribed time at any level will be interpreted as automatic movement to the next step.
5. A grievant who fails to process a grievance within the requisite time limits shall be deemed to have accepted the last response given and to have waived any further right of appeal.
6. Grievances may be withdrawn at any level of the grievance procedures.
7. The district may expedite grievances to a higher level of process without completion of earlier levels.
8. The district may consolidate grievances which raise similar issues; however, if such consolidation occurs, the decision as to each grievance shall be issued separately.

#### Procedures

##### Level One

Within five (5) days of the occurrence of facts giving rise to a grievance, grievant may file a first-level grievance with the grievant's immediate supervisor. The immediate supervisor shall meet with grievant within five (5) days to discuss the grievance on a one to one basis and shall respond in writing to grievant within five (5) days after meeting with the grievant. The immediate supervisor's response shall be either: (1) state the agreed upon basis for resolution of the grievance signed by grievant and the immediate supervisor; or (2) state the immediate supervisor's decision and the rationale therefore.

##### Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant may choose one of two options; either option must be filed within five (5) days of completion of Level One:

- (a) the grievant may submit the written grievance to the assistant superintendent-human resources who will convene the grievance committee, (appointed by the assistant superintendent-human resources and the superintendent of schools), for the purpose of examining evidence of the grievance in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. The grievant may be represented at this level by an internal representative of his/her choice.

### 3D.15 (continued)

The names of all individuals who will testify before the committee shall be submitted to the committee chairperson, with the grievant and the grievance committee members being given a list of those individuals prior to the convening of the grievance committee.

- (b) the grievant may move directly to Level Three and will meet on a one to one basis with the superintendent of schools.

#### Level Three

In the event the grievant selects option "a" at Level Two and the grievant is not satisfied with the recommendation of the grievance at that level, the grievant may submit the written grievance within five (5) days after the committee's decision to the superintendent. A meeting with the superintendent and the grievant may occur at the discretion of the superintendent within ten (10) days of receipt of the grievance. If a meeting between the grievant and the superintendent does occur the grievant may be represented at this level by an internal representative. The superintendent will consider the recommendations of the Grievance Committee, may accept, deny or modify the recommendations, and will respond to the grievance within five (5) days after meeting with the grievant.

In the event the grievant selects option "b" at Level Two the grievant will meet with the superintendent to discuss the grievance. The grievant may be represented at this level by a Blue Springs employee representative. The superintendent will consider the grievance and will respond within five (5) days after meeting with the grievant.

#### Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance within five (5) days thereafter to the board of education. Upon receipt of the appeal, the board shall place the appeal on the agenda of the earliest practical meeting of the board following receipt of the record of the grievance. The board will hear and decide the appeal in closed executive session.

The board of education will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the board. The grievant may be represented at this level by a Blue Springs School District employee representative or an external representative. If the representative is an attorney, the board president must be notified, in writing, at least 24 hours in advance of the hearing so the district may also arrange for legal representation at the hearing, as it is not normal procedure

**3D.15** (continued)

for the district to have an attorney present at a hearing. The board shall issue a decision within twenty-five (25) days after the hearing. The decision of the board of education shall be final.

**3D.16** Uniform (November, 1996)

Uniforms for custodial and maintenance personnel shall be as provided by the district and shall be worn at all times when on duty. Uniforms for cafeteria personnel shall be determined by the director of food service.

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**MANAGEMENT SUPPORT SPECIALIST B - 260 DAY**  
**(12**

**Contract Days = 260**      **MONTHS)**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	33,039.00
2	33,950.00
3	34,770.00
4	35,560.00
5	36,363.00
6	37,337.00
7	38,134.00
8	38,955.00
9	39,749.00
10	40,714.00
11	41,508.00
12	42,308.00
13	43,527.00
14	44,347.00
15	45,167.00
16	45,972.00
17	47,237.00
18	48,489.00
18L	57,416.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 01

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## CLASSIFIED SALARY SCHEDULE

2011 - 2012

### TECHNICAL SUPPORT SPECIALIST C - 260 DAY

Contract Days = 260 (12 MONTHS)

Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	37,827.00
2	38,779.00
3	39,569.00
4	40,375.00
5	41,164.00
6	42,162.00
7	42,971.00
8	43,777.00
9	44,588.00
10	45,554.00
11	46,352.00
12	47,164.00
13	48,431.00
14	49,250.00
15	50,054.00
16	50,876.00
17	52,124.00
18	53,391.00
18L	64,546.00

*Full time employees who complete 28 years or more of service with the Full Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 02

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## CLASSIFIED SALARY SCHEDULE

2011 - 2012

### TRANSPORTATION SUPPORT SPECIALIST A - 260 DAY

Contract Days = 260 (12 MONTHS)

Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	30,460.00
2	31,085.00
3	31,593.00
4	32,099.00
5	32,610.00
6	33,281.00
7	33,793.00
8	34,316.00
9	34,813.00
10	35,459.00
11	35,970.00
12	36,497.00
13	37,344.00
14	37,862.00
15	38,380.00
16	38,912.00
17	39,705.00
18	40,494.00
18L	49,256.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 03

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**CENTRAL OFFICE SECRETARY 260 DAY**

**Contract Days = 260 (12 MONTHS)**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	28,861.00
2	29,335.00
3	29,687.00
4	30,053.00
5	30,407.00
6	30,925.00
7	31,295.00
8	31,662.00
9	32,018.00
10	32,524.00
11	32,908.00
12	33,336.00
13	34,082.00
14	34,514.00
15	34,973.00
16	35,462.00
17	36,267.00
18	37,087.00
18L	43,065.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 04

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## CLASSIFIED SALARY SCHEDULE

2011 - 2012

### CLASSIFIED SUPERVISOR

Contract Days = 260 (12 MONTHS)  
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	45,000.00
2	45,600.00
3	46,320.00
4	47,105.00
5	47,995.00
6	48,806.00
7	49,568.00
8	50,405.00
9	51,445.00
10	52,800.00
11	53,775.00
12	54,760.00
13	55,600.00
14	56,400.00
15	57,222.00
16	58,105.00
17	59,300.00
18	60,740.00
18L	67,626.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 05

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SECRETARY TO SUPERINTENDENT**

**Contract Days = 260 (12 MONTHS)**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	43,378.00
2	44,411.00
3	45,287.00
4	46,148.00
5	47,037.00
6	48,134.00
7	49,000.00
8	49,894.00
9	50,758.00
10	51,834.00
11	52,702.00
12	53,601.00
13	54,987.00
14	55,879.00
15	56,769.00
16	57,662.00
17	58,539.00
18	59,415.00
18L	68,168.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 06

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**BUILDING SECRETARY C - 260 DAY  
(12**

**Contract Days = 260 (12 MONTHS)**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	28,720.00
2	29,178.00
3	29,546.00
4	29,899.00
5	30,266.00
6	30,769.00
7	31,154.00
8	31,521.00
9	31,875.00
10	32,381.00
11	32,765.00
12	33,194.00
13	33,922.00
14	34,369.00
15	34,829.00
16	35,289.00
17	36,122.00
18	36,943.00
18L	42,858.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**CENTRAL OFFICE SECRETARY 218 DAY**

**Contract Days = 218**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	24,050.00
2	24,443.00
3	24,738.00
4	25,045.00
5	25,338.00
6	25,771.00
7	26,079.00
8	26,384.00
9	26,682.00
10	27,103.00
11	27,424.00
12	27,779.00
13	28,401.00
14	28,760.00
15	29,144.00
16	29,551.00
17	30,222.00
18	30,906.00
18L	35,887.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 09

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**BUILDING SECRETARY A - 199 DAY**

**Contract Days = 199**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	22,434.00
2	22,680.00
3	22,857.00
4	23,022.00
5	23,187.00
6	23,477.00
7	23,643.00
8	23,809.00
9	23,986.00
10	24,256.00
11	24,457.00
12	24,671.00
13	25,118.00
14	25,346.00
15	25,598.00
16	25,850.00
17	26,365.00
18	26,880.00
18L	30,872.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**BUILDING SECRETARY B - 204 DAY**

**Contract Days = 204**

**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	23,485.00
2	23,821.00
3	24,092.00
4	24,362.00
5	24,634.00
6	25,014.00
7	25,287.00
8	25,546.00
9	25,819.00
10	26,201.00
11	26,499.00
12	26,794.00
13	27,372.00
14	27,695.00
15	28,055.00
16	28,412.00
17	29,036.00
18	29,683.00
18L	34,377.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 11

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**CUSTODIAN B DAY - 260 DAY**  
**(12**

**Contract Days = 260**  
**Hours Per Day = 8.00**  
**MONTHS)**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	30,592.00
2	30,903.00
3	31,100.00
4	31,285.00
5	31,468.00
6	31,822.00
7	32,006.00
8	32,191.00
9	32,389.00
10	32,698.00
11	32,883.00
12	33,067.00
13	33,587.00
14	33,789.00
15	33,975.00
16	34,176.00
17	34,679.00
18	35,196.00
18L	40,279.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*



**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**HEAD CUSTODIAN**

**(12  
MONTHS)**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	31,456.00
2	31,779.00
3	31,961.00
4	32,146.00
5	32,343.00
6	32,687.00
7	32,872.00
8	33,068.00
9	33,268.00
10	33,579.00
11	33,766.00
12	33,963.00
13	34,479.00
14	34,666.00
15	34,867.00
16	35,052.00
17	35,570.00
18	36,103.00
18L	41,220.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**CUSTODIAN B DAY - 218 DAY**

**Contract Days = 218**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	25,493.00
2	25,753.00
3	25,918.00
4	26,070.00
5	26,225.00
6	26,518.00
7	26,671.00
8	26,826.00
9	26,991.00
10	27,246.00
11	27,402.00
12	27,556.00
13	27,989.00
14	28,157.00
15	28,314.00
16	28,479.00
17	28,900.00
18	29,332.00
18L	33,567.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 18

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**CUSTODIAN - 179 DAY**

**Contract Days = 179**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	20,888.00
2	21,185.00
3	21,404.00
4	21,625.00
5	21,844.00
6	22,160.00
7	22,390.00
8	22,598.00
9	22,819.00
10	23,127.00
11	23,349.00
12	23,569.00
13	24,017.00
14	24,241.00
15	24,453.00
16	24,687.00
17	25,133.00
18	25,609.00
18L	29,541.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**SKILLED MAINTENANCE - 260 DAY**

**(12  
MONTHS)**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	39,387.00
2	39,980.00
3	40,418.00
4	40,843.00
5	41,294.00
6	41,937.00
7	42,363.00
8	42,803.00
9	43,256.00
10	43,848.00
11	44,289.00
12	44,717.00
13	45,593.00
14	46,053.00
15	46,483.00
16	46,929.00
17	47,605.00
18	48,296.00
18L	57,793.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**MECHANIC APPRENTICE - 260 DAY**

**(12  
MONTHS)**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	30,705.00
2	31,072.00
3	31,327.00
4	31,581.00
5	31,821.00
6	32,220.00
7	32,475.00
8	32,715.00
9	32,956.00
10	33,352.00
11	33,595.00
12	33,851.00
13	34,420.00
14	34,666.00
15	34,924.00
16	35,170.00
17	35,773.00
18	37,397.00
18L	41,693.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**MECHANIC - 260 DAY**

<b>Contract Days =</b>	<b>260</b>	<b>(12</b>
<b>Hours Per Day =</b>	<b>8.00</b>	<b>MONTHS)</b>

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	36,114.00
2	36,551.00
3	36,833.00
4	37,144.00
5	37,426.00
6	37,907.00
7	38,192.00
8	38,489.00
9	38,773.00
10	39,206.00
11	39,518.00
12	39,803.00
13	40,488.00
14	40,776.00
15	41,078.00
16	41,366.00
17	42,070.00
18	44,011.00
18L	49,061.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**DIESEL MECHANIC - 260 DAY  
(12**

**Contract Days = 260 (12 MONTHS)  
Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	39,387.00
2	39,980.00
3	40,418.00
4	40,843.00
5	41,294.00
6	41,937.00
7	42,363.00
8	42,803.00
9	43,256.00
10	43,848.00
11	44,289.00
12	44,717.00
13	45,593.00
14	46,053.00
15	46,483.00
16	46,929.00
17	47,605.00
18	51,849.00
18L	57,793.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**HEAD MECHANIC - 260 DAY**

**(12  
MONTHS)**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	46,569.00
2	47,195.00
3	47,618.00
4	48,055.00
5	48,494.00
6	49,159.00
7	49,613.00
8	50,051.00
9	50,477.00
10	51,110.00
11	51,566.00
12	51,995.00
13	52,940.00
14	53,372.00
15	53,817.00
16	54,277.00
17	55,023.00
18	59,812.00
18L	66,670.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## CLASSIFIED SALARY SCHEDULE

2011 - 2012

BUS DRIVER 6 HOUR

Contract Days = 179

Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	13,962.00
2	14,076.00
3	14,254.00
4	14,429.00
5	14,606.00
6	14,856.00
7	15,034.00
8	15,212.00
9	15,389.00
10	15,626.00
11	15,806.00
12	15,983.00
13	16,317.00
14	16,497.00
15	16,690.00
16	16,896.00
17	17,230.00
18	17,461.00
18L	20,891.00

Shuttle pay \$10.50/hour; Trip pay \$12.00/hour

Early Childhood/Vo-Tec will be paid at driver's step rate

Drivers must attend eight safety meetings to qualify for step increase next year.

Performance incentive - \$70/quarter

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 27

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**BUS DRIVER 6.5 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	15,126.00
2	15,248.00
3	15,440.00
4	15,631.00
5	15,824.00
6	16,094.00
7	16,287.00
8	16,479.00
9	16,672.00
10	16,929.00
11	17,122.00
12	17,313.00
13	17,677.00
14	17,872.00
15	18,082.00
16	18,305.00
17	18,666.00
18	18,918.00
18L	22,629.00

Shuttle pay \$10.50/hour; Trip pay \$12.00/hour  
 Early Childhood/Vo-Tec will be paid at driver's step rate  
 Drivers must attend eight safety meetings to qualify for step increase next year.  
 Performance incentive - \$70/quarter

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**  
**BUS DRIVER 5 HOUR**

**Contract Days = 179**  
**Hours Per Day = 5.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	11,635.00
2	11,730.00
3	11,879.00
4	12,024.00
5	12,171.00
6	12,381.00
7	12,529.00
8	12,677.00
9	12,823.00
10	13,022.00
11	13,170.00
12	13,318.00
13	13,598.00
14	13,748.00
15	13,908.00
16	14,079.00
17	14,359.00
18	14,551.00
18L	17,409.00

Shuttle pay \$10.50/hour; Trip pay \$12.00/hour  
 Early Childhood/Vo-Tec will be paid at driver's step rate  
 Drivers must attend eight safety meetings to qualify for step increase next year.  
 Performance incentive - \$70/quarter

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**

2011 - 2012

**BUS AIDE 4 HOUR**

**Contract Days = 179**  
**Hours Per Day = 4.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	7,057.00
2	7,227.00
3	7,371.00
4	7,522.00
5	7,657.00
6	7,847.00
7	8,000.00
8	8,135.00
9	8,276.00
10	8,463.00
11	8,600.00
12	8,744.00
13	8,983.00
14	9,128.00
15	9,282.00
16	9,429.00
17	9,651.00
18	9,901.00
18L	11,511.00

Bus aides must attend five safety meetings to qualify for step increase next year.  
 Performance Incentive - \$55.00 per quarter.

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## CLASSIFIED SALARY SCHEDULE

2011 - 2012

BUS DRIVER 8 HOUR

Contract Days = 179

Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	18,616.00
2	18,767.00
3	19,003.00
4	19,239.00
5	19,476.00
6	19,807.00
7	20,046.00
8	20,283.00
9	20,519.00
10	20,835.00
11	21,073.00
12	21,312.00
13	21,756.00
14	21,994.00
15	22,253.00
16	22,527.00
17	22,973.00
18	23,283.00
18L	27,853.00

Shuttle pay \$10.50/hour; Trip pay \$12.00/hour

Early Childhood/Vo-Tec will be paid at driver's step rate

Drivers must attend eight safety meetings to qualify for step increase next year.

Performance incentive - \$70/quarter

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 35

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**  
**MANAGER - CATERING - SNACK BAR - 4 HOUR**

**Contract Days = 179**  
**Hours Per Day = 4.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	8,552.00
2	8,691.00
3	8,794.00
4	8,894.00
5	9,003.00
6	9,160.00
7	9,261.00
8	9,363.00
9	9,465.00
10	9,609.00
11	9,712.00
12	9,814.00
13	10,011.00
14	10,124.00
15	10,226.00
16	10,338.00
17	10,552.00
18	10,759.00
18L	12,457.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**Contract Days =**                   **CLASSIFIED HOURLY**  
**Hours Per Day =**               **TIME CARD**  
   **TIME CARD**

<b>STEP</b>	<b>HOURLY SALARY</b>
1	9.85
2	10.02
3	10.13
4	10.26
5	10.37
6	10.57
7	10.67
8	10.79
9	10.91
10	11.10
11	11.22
12	11.32
13	11.56
14	11.68
15	11.81
16	11.94
17	12.18
18	12.41
18L	14.37

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**FOOD SERVICE TECHNICIAN - 4 HOUR**

**Contract Days = 179**

**Hours Per Day = 4.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	7,057.00
2	7,227.00
3	7,363.00
4	7,507.00
5	7,640.00
6	7,821.00
7	7,966.00
8	8,100.00
9	8,237.00
10	8,412.00
11	8,548.00
12	8,684.00
13	8,914.00
14	9,050.00
15	9,197.00
16	9,343.00
17	9,575.00
18	9,814.00
18L	11,483.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 38

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**  
**FOOD SERVICE TECHNICIAN - 6 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	10,584.00
2	10,842.00
3	11,044.00
4	11,257.00
5	11,460.00
6	11,733.00
7	11,947.00
8	12,150.00
9	12,355.00
10	12,618.00
11	12,822.00
12	13,025.00
13	13,371.00
14	13,576.00
15	13,794.00
16	14,013.00
17	14,361.00
18	14,722.00
18L	17,224.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 39

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**MANAGER - CATERING - SNACK BAR - 6 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	12,828.00
2	13,040.00
3	13,193.00
4	13,342.00
5	13,507.00
6	13,738.00
7	13,891.00
8	14,042.00
9	14,194.00
10	14,415.00
11	14,570.00
12	14,722.00
13	15,018.00
14	15,186.00
15	15,340.00
16	15,507.00
17	15,826.00
18	16,136.00
18L	18,686.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**KITCHEN COORDINATOR**

**Contract Days = 179**  
**Hours Per Day = 6.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	16,726.00
2	17,015.00
3	17,247.00
4	17,481.00
5	17,701.00
6	18,007.00
7	18,241.00
8	18,460.00
9	18,679.00
10	18,988.00
11	19,221.00
12	19,441.00
13	19,867.00
14	20,091.00
15	20,312.00
16	20,550.00
17	20,967.00
18	21,412.00
18L	25,077.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**MANAGER - PREP KITCHEN - 6 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	14,906.00
2	15,126.00
3	15,301.00
4	15,478.00
5	15,642.00
6	15,885.00
7	16,049.00
8	16,227.00
9	16,391.00
10	16,620.00
11	16,787.00
12	16,965.00
13	17,296.00
14	17,476.00
15	17,655.00
16	17,822.00
17	18,157.00
18	18,518.00
18L	21,388.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2011 - 2012**

**MANAGER - PREP KITCHEN - 6.5 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	16,148.00
2	16,385.00
3	16,577.00
4	16,769.00
5	16,945.00
6	17,208.00
7	17,388.00
8	17,581.00
9	17,760.00
10	18,005.00
11	18,186.00
12	18,379.00
13	18,736.00
14	18,931.00
15	19,125.00
16	19,308.00
17	19,671.00
18	20,061.00
18L	23,170.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**MANAGER - CATERING - SNACK BAR - 6.5 HOUR**

**Contract Days = 179**  
**Hours Per Day = 6.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	13,898.00
2	14,125.00
3	14,289.00
4	14,455.00
5	14,633.00
6	14,883.00
7	15,049.00
8	15,213.00
9	15,379.00
10	15,617.00
11	15,783.00
12	15,949.00
13	16,271.00
14	16,450.00
15	16,616.00
16	16,799.00
17	17,148.00
18	17,482.00
18L	20,245.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 47

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE ASSISTANT 260 DAY**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	25,650.00
2	26,174.00
3	26,597.00
4	27,020.00
5	27,431.00
6	27,978.00
7	28,416.00
8	28,814.00
9	29,239.00
10	29,806.00
11	30,206.00
12	30,647.00
13	31,358.00
14	31,775.00
15	32,207.00
16	32,638.00
17	33,357.00
18	34,149.00
18L	39,948.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE ASSISTANT 218 DAY 25 HR**

**Contract Days = 218 25 HOURS A WEEK**  
**Hours Per Day = 5.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	13,464.00
2	13,741.00
3	13,961.00
4	14,187.00
5	14,399.00
6	14,689.00
7	14,918.00
8	15,130.00
9	15,349.00
10	15,651.00
11	15,857.00
12	16,094.00
13	16,464.00
14	16,678.00
15	16,910.00
16	17,132.00
17	17,511.00
18	17,928.00
18L	20,969.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary  
Schedule #: 2 53

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PARENTS AS TEACHERS BS-BA**

**Contract Days = 182**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	24,606.00
2	25,471.00
3	26,240.00
4	27,021.00
5	27,789.00
6	28,697.00
7	29,482.00
8	30,241.00
9	31,025.00
10	31,917.00
11	32,407.00
12	32,896.00
13	33,225.00
14	33,722.00
15	34,439.00
16	34,999.00
17	35,700.00
18	36,293.00
18L	40,048.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PARAPROFESSIONAL II & TEACHER AIDE - CLASSIFIED**

**Contract Days = 179**  
**Hours Per Day = 7**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	12,348.00
2	12,649.00
3	12,900.00
4	13,165.00
5	13,401.00
6	13,732.00
7	14,001.00
8	14,236.00
9	14,488.00
10	14,810.00
11	15,048.00
12	15,301.00
13	15,719.00
14	15,974.00
15	16,244.00
16	16,499.00
17	16,890.00
18	17,327.00
18L	20,143.00

*Effective 2005-2006*

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PARAPROFESSIONAL II & TEACHER AIDE - DEGREE**

**Contract Days**  
 = 179  
**Hours Per Day**  
 = 7.00

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	15,425.00
2	15,729.00
3	15,994.00
4	16,244.00
5	16,482.00
6	16,828.00
7	17,080.00
8	17,319.00
9	17,584.00
10	17,919.00
11	18,157.00
12	18,424.00
13	18,857.00
14	19,113.00
15	19,367.00
16	19,622.00
17	20,057.00
18	20,537.00
18L	24,004.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PARAPROFESSIONAL I**

**Contract Days = 179**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	15,749.00
2	16,068.00
3	16,318.00
4	16,569.00
5	16,821.00
6	17,154.00
7	17,420.00
8	17,657.00
9	17,925.00
10	18,259.00
11	18,498.00
12	18,750.00
13	19,200.00
14	19,440.00
15	19,695.00
16	19,968.00
17	20,417.00
18	20,672.00
18L	24,388.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 58

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PARAPROFESSIONAL I - 6 HR**

**Contract Days = 179**  
**Hours Per Day = 6.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	13,499.00
2	13,773.00
3	13,987.00
4	14,202.00
5	14,417.00
6	14,703.00
7	14,931.00
8	15,135.00
9	15,364.00
10	15,652.00
11	15,855.00
12	16,072.00
13	16,459.00
14	16,664.00
15	16,884.00
16	17,115.00
17	17,501.00
18	17,719.00
18L	20,904.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 59

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**ACCOMPANIST**

**Contract Days = 179**  
**Hours Per Day = 6.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	10,584.00
2	10,842.00
3	11,056.00
4	11,284.00
5	11,486.00
6	11,770.00
7	11,998.00
8	12,201.00
9	12,419.00
10	12,694.00
11	12,900.00
12	13,114.00
13	13,472.00
14	13,690.00
15	13,924.00
16	14,142.00
17	14,476.00
18	14,849.00
18L	17,266.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 60

**2011 - 2012  
DESIGNATED CLASSIFIED PROFESSIONALS**

**Contract Days = 182  
Hours per Day = 7**

Step	A	B	C	D	E	F	G	H	I	J
	B.S Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	M.S Degree	M.S. + 8 Grad. Hrs.	M.S. + 16 Grad. Hrs.	M.S. + 24 Grad. Hrs.	M.S. + 32 Grad. Hrs.	Spec. or M.S. + 40
19										\$70,775
18							\$57,013	\$57,964	\$58,933	\$60,801
17							\$55,753	\$56,705	\$57,674	\$59,227
16					\$52,157	\$53,049	\$54,496	\$55,446	\$56,414	\$57,907
15					\$51,028	\$51,913	\$53,236	\$54,188	\$55,157	\$56,586
14					\$49,774	\$50,657	\$51,789	\$52,740	\$53,707	\$55,073
13					\$48,709	\$49,586	\$50,657	\$51,572	\$52,576	\$53,908
12			\$41,768	\$42,384	\$47,642	\$48,516	\$49,522	\$50,405	\$51,444	\$52,745
11			\$41,180	\$41,797	\$46,640	\$47,509	\$48,454	\$49,241	\$50,372	\$51,645
10			\$40,591	\$41,210	\$45,826	\$46,689	\$47,604	\$48,390	\$49,522	\$50,764
9	\$38,492	\$39,048	\$39,636	\$40,253	\$44,632	\$45,493	\$46,376	\$47,163	\$48,296	\$49,506
8	\$37,905	\$38,460	\$39,048	\$39,665	\$43,818	\$44,677	\$45,526	\$46,312	\$47,446	\$48,653
7	\$37,317	\$37,874	\$38,460	\$39,078	\$43,002	\$43,857	\$44,677	\$45,463	\$46,598	\$47,805
6	\$36,730	\$37,286	\$37,874	\$38,492	\$42,188	\$43,042	\$43,825	\$44,614	\$45,747	\$46,955
5	\$36,142	\$36,699	\$37,286	\$37,905	\$40,920	\$42,016	\$42,767	\$43,551	\$44,678	\$45,880
4	\$35,187	\$35,742	\$36,330	\$36,945	\$39,734	\$40,826	\$41,546	\$42,330	\$43,456	\$44,656
3	\$34,661	\$35,216	\$35,803	\$36,421	\$39,142	\$40,230	\$40,951	\$41,734	\$42,862	\$44,038
2	\$34,134	\$34,691	\$35,277	\$35,896	\$38,549	\$39,635	\$40,355	\$41,139	\$42,266	\$43,418
1	\$34,000	\$34,164	\$34,753	\$35,371	\$37,957	\$39,040	\$39,761	\$40,543	\$41,672	\$42,797

**Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.**  
Salary Schedule

#: 2 61

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**VISION & SIGN LANGUAGE SUPPORT**

**Contract Days = 179**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	16,461.00
2	17,276.00
3	18,057.00
4	18,809.00
5	19,561.00
6	20,429.00
7	21,184.00
8	21,953.00
9	22,708.00
10	23,555.00
11	24,328.00
12	25,086.00
13	26,092.00
14	26,873.00
15	27,639.00
16	28,420.00
17	29,485.00
18	30,552.00
18L	37,135.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**CERTIFIED SIGN LANGUAGE INTERPRETER**

**Contract Days = 179**

**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	24,193.00
2	25,045.00
3	25,812.00
4	26,579.00
5	27,329.00
6	28,220.00
7	28,990.00
8	29,746.00
9	30,515.00
10	31,392.00
11	32,148.00
12	32,922.00
13	34,005.00
14	34,771.00
15	35,551.00
16	36,316.00
17	37,457.00
18	38,599.00
18L	46,172.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**PHYSICAL THERAPIST ASSISTANT**

**Contract Days = 179**

**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	24,203.00
2	25,052.00
3	25,808.00
4	26,578.00
5	27,330.00
6	28,224.00
7	28,996.00
8	29,742.00
9	30,514.00
10	31,393.00
11	32,152.00
12	32,927.00
13	34,000.00
14	34,767.00
15	35,552.00
16	36,320.00
17	37,459.00
18	38,597.00
18L	45,495.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 64

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**COTA - 7 HR**

**Contract Days = 181**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	24,463.00
2	25,325.00
3	26,100.00
4	26,874.00
5	27,635.00
6	28,535.00
7	29,314.00
8	30,078.00
9	30,857.00
10	31,740.00
11	32,507.00
12	33,291.00
13	34,385.00
14	35,158.00
15	35,949.00
16	36,724.00
17	37,877.00
18	39,030.00
18L	46,687.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**REGISTERED NURSE -189 DAY**

**Contract Days = 189**  
**Hours Per Day = 7.50**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	32,944.00
2	33,752.00
3	34,432.00
4	35,111.00
5	35,791.00
6	36,651.00
7	37,334.00
8	38,017.00
9	38,682.00
10	39,514.00
11	40,200.00
12	40,887.00
13	41,966.00
14	42,658.00
15	43,353.00
16	44,026.00
17	45,156.00
18	46,288.00
18L	54,464.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 66

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**HEALTH AIDE**

**Contract Days = 183**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	14,052.00
2	14,294.00
3	14,474.00
4	14,671.00
5	14,867.00
6	15,123.00
7	15,303.00
8	15,487.00
9	15,679.00
10	15,924.00
11	16,105.00
12	16,287.00
13	16,638.00
14	16,823.00
15	17,019.00
16	17,203.00
17	17,559.00
18	17,896.00
18L	20,750.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 67

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**HEALTH AIDE - CNA**

**Contract Days = 183**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	15,853.00
2	16,086.00
3	16,283.00
4	16,463.00
5	16,646.00
6	16,924.00
7	17,121.00
8	17,303.00
9	17,484.00
10	17,733.00
11	17,929.00
12	18,111.00
13	18,464.00
14	18,649.00
15	18,849.00
16	19,032.00
17	19,401.00
18	19,770.00
18L	22,785.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 68

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**HEALTH AIDE - LPN/PARM**

**Contract Days = 183**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	18,334.00
2	18,594.00
3	18,778.00
4	18,956.00
5	19,152.00
6	19,426.00
7	19,608.00
8	19,807.00
9	20,001.00
10	20,262.00
11	20,443.00
12	20,625.00
13	21,010.00
14	21,201.00
15	21,381.00
16	21,563.00
17	21,947.00
18	22,332.00
18L	25,586.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 69

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**LIBRARY AIDE CLASSIFIED**

**Contract Days = 182**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	13,261.00
2	13,505.00
3	13,686.00
4	13,878.00
5	14,074.00
6	14,326.00
7	14,505.00
8	14,686.00
9	14,881.00
10	15,120.00
11	15,301.00
12	15,484.00
13	15,830.00
14	16,014.00
15	16,211.00
16	16,392.00
17	16,746.00
18	17,083.00
18L	19,859.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 71

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**LIBRARY AIDE DEGREE**

**Contract Days = 182**  
**Hours Per Day = 7.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	16,810.00
2	17,072.00
3	17,251.00
4	17,432.00
5	17,626.00
6	17,894.00
7	18,074.00
8	18,272.00
9	18,466.00
10	18,717.00
11	18,901.00
12	19,080.00
13	19,463.00
14	19,647.00
15	19,830.00
16	20,012.00
17	20,394.00
18	20,776.00
18L	23,888.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 72

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE ASSISTANT 260 DAY 25 HR**

**Contract Days = 260 (12 Month)**  
**Hours Per Day = 5.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	16,030.00
2	16,359.00
3	16,623.00
4	16,889.00
5	17,144.00
6	17,485.00
7	17,760.00
8	18,009.00
9	18,275.00
10	18,629.00
11	18,879.00
12	19,154.00
13	19,598.00
14	19,860.00
15	20,129.00
16	20,398.00
17	20,848.00
18	21,341.00
18L	24,967.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 74

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**DIRECTOR OF EVEN START**

**Contract Days = 237**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	36,556.00
2	37,853.00
3	38,994.00
4	40,152.00
5	41,309.00
6	42,662.00
7	43,823.00
8	44,988.00
9	46,135.00
10	47,464.00
11	48,632.00
12	49,784.00
13	51,440.00
14	52,619.00
15	53,784.00
16	54,960.00
17	56,676.00
18	58,415.00
18L	69,752.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 75

**2011 - 2012**  
**PREVENTION SERVICES / DRUG ABATEMENT COORDINATOR**

**Contract Days = 204**

**Hours per Day = 8**

Step	A	B	C	D	E	F	G	H	I	J
	B.S Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	M.S Degree	M.S. + 8 Grad. Hrs.	M.S. + 16 Grad. Hrs.	M.S. + 24 Grad. Hrs.	M.S. + 32 Grad. Hrs.	Spec. or M.S. + 40
19										\$70,775
18							\$57,013	\$57,964	\$58,933	\$60,801
17							\$55,753	\$56,705	\$57,674	\$59,227
16					\$52,157	\$53,049	\$54,496	\$55,446	\$56,414	\$57,907
15					\$51,028	\$51,913	\$53,236	\$54,188	\$55,157	\$56,586
14					\$49,774	\$50,657	\$51,789	\$52,740	\$53,707	\$55,073
13					\$48,709	\$49,586	\$50,657	\$51,572	\$52,576	\$53,908
12			\$41,768	\$42,384	\$47,642	\$48,516	\$49,522	\$50,405	\$51,444	\$52,745
11			\$41,180	\$41,797	\$46,640	\$47,509	\$48,454	\$49,241	\$50,372	\$51,645
10			\$40,591	\$41,210	\$45,826	\$46,689	\$47,604	\$48,390	\$49,522	\$50,764
9	\$38,492	\$39,048	\$39,636	\$40,253	\$44,632	\$45,493	\$46,376	\$47,163	\$48,296	\$49,506
8	\$37,905	\$38,460	\$39,048	\$39,665	\$43,818	\$44,677	\$45,526	\$46,312	\$47,446	\$48,653
7	\$37,317	\$37,874	\$38,460	\$39,078	\$43,002	\$43,857	\$44,677	\$45,463	\$46,598	\$47,805
6	\$36,730	\$37,286	\$37,874	\$38,492	\$42,188	\$43,042	\$43,825	\$44,614	\$45,747	\$46,955
5	\$36,142	\$36,699	\$37,286	\$37,905	\$40,920	\$42,016	\$42,767	\$43,551	\$44,678	\$45,880
4	\$35,187	\$35,742	\$36,330	\$36,945	\$39,734	\$40,826	\$41,546	\$42,330	\$43,456	\$44,656
3	\$34,661	\$35,216	\$35,803	\$36,421	\$39,142	\$40,230	\$40,951	\$41,734	\$42,862	\$44,038
2	\$34,134	\$34,691	\$35,277	\$35,896	\$38,549	\$39,635	\$40,355	\$41,139	\$42,266	\$43,418
1	\$34,000	\$34,164	\$34,753	\$35,371	\$37,957	\$39,040	\$39,761	\$40,543	\$41,672	\$42,797

**Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.**

Salary Schedule  
#:

2 76

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE LEAD 218 DAY**

**Contract Days = 218**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	26,568.00
2	27,473.00
3	28,145.00
4	28,782.00
5	29,438.00
6	30,241.00
7	30,882.00
8	31,557.00
9	32,197.00
10	32,981.00
11	33,621.00
12	34,279.00
13	35,275.00
14	35,934.00
15	36,610.00
16	37,268.00
17	38,299.00
18	39,313.00
18L	44,339.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE LEAD 260 DAY**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	31,879.00
2	32,961.00
3	33,757.00
4	34,524.00
5	35,305.00
6	36,250.00
7	37,023.00
8	37,821.00
9	38,592.00
10	39,528.00
11	40,299.00
12	41,075.00
13	42,260.00
14	43,055.00
15	43,851.00
16	44,633.00
17	45,861.00
18	47,076.00
18L	53,063.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

Salary Schedule #: 2 85

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**SITE LEAD 260 EFF 7-1-11**

**Contract Days = 260**  
**Hours Per Day = 8.00**

<b>STEP</b>	<b>ANNUAL SALARY</b>
1	23,512.00
2	24,312.00
3	24,908.00
4	25,470.00
5	26,051.00
6	26,763.00
7	27,332.00
8	27,930.00
9	28,497.00
10	29,191.00
11	29,757.00
12	30,339.00
13	31,220.00
14	31,802.00
15	32,401.00
16	32,985.00
17	33,897.00
18	34,794.00
18L	40,012.00

*Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**  
**2011 - 2012**

**POOL EMPLOYEES**

**Contract Days =**                   **TIME CARD**  
**Hours Per Day =**                   **TIME CARD**

<b>TITLE</b>	<b>HOURLY SALARY</b>
INSTRUCTOR	8.48
LIFEGUARD	9.85
HEAD LIFEGUARD	11.00
ASSISTANT MANAGER	15.00

Salary  
Schedule #: 2 87

**2011 - 2012  
OCCUPATIONAL - PHYSICAL THERAPIST**

**Contract Days = 182**

**Hours per Day = 7**

Step	A	B	C	D	E	F	G	H	I	J
	B.S. Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	B.S. + 32 Grad. Hrs.	B.S. + 40 Grad. Hrs.	B.S. + 48 Grad. Hrs.	B.S. + 56 Grad. Hrs.	B.S. + 64 Grad. Hrs.	B.S. + 72 Grad. Hrs.
19										\$70,775
18							\$57,013	\$57,964	\$58,933	\$60,801
17							\$55,753	\$56,705	\$57,674	\$59,227
16					\$52,157	\$53,049	\$54,496	\$55,446	\$56,414	\$57,907
15					\$51,028	\$51,913	\$53,236	\$54,188	\$55,157	\$56,586
14					\$49,774	\$50,657	\$51,789	\$52,740	\$53,707	\$55,073
13					\$48,709	\$49,586	\$50,657	\$51,572	\$52,576	\$53,908
12			\$41,768	\$42,384	\$47,642	\$48,516	\$49,522	\$50,405	\$51,444	\$52,745
11			\$41,180	\$41,797	\$46,640	\$47,509	\$48,454	\$49,241	\$50,372	\$51,645
10			\$40,591	\$41,210	\$45,826	\$46,689	\$47,604	\$48,390	\$49,522	\$50,764
9	\$38,492	\$39,048	\$39,636	\$40,253	\$44,632	\$45,493	\$46,376	\$47,163	\$48,296	\$49,506
8	\$37,905	\$38,460	\$39,048	\$39,665	\$43,818	\$44,677	\$45,526	\$46,312	\$47,446	\$48,653
7	\$37,317	\$37,874	\$38,460	\$39,078	\$43,002	\$43,857	\$44,677	\$45,463	\$46,598	\$47,805
6	\$36,730	\$37,286	\$37,874	\$38,492	\$42,188	\$43,042	\$43,825	\$44,614	\$45,747	\$46,955
5	\$36,142	\$36,699	\$37,286	\$37,905	\$40,920	\$42,016	\$42,767	\$43,551	\$44,678	\$45,880
4	\$35,187	\$35,742	\$36,330	\$36,945	\$39,734	\$40,826	\$41,546	\$42,330	\$43,456	\$44,656
3	\$34,661	\$35,216	\$35,803	\$36,421	\$39,142	\$40,230	\$40,951	\$41,734	\$42,862	\$44,038
2	\$34,134	\$34,691	\$35,277	\$35,896	\$38,549	\$39,635	\$40,355	\$41,139	\$42,266	\$43,418
1	\$34,000	\$34,164	\$34,753	\$35,371	\$37,957	\$39,040	\$39,761	\$40,543	\$41,672	\$42,797

**Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.**

Salary Schedule

#:

2 OT/PT

**011 - 2012  
PUBLIC SAFETY OFFICER/ATHLETIC TRAINER**

**Contract Days = 260  
Hours per Day = 8**

Step	A	B	C	D	E	F	G	H	I	J
	B.S Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	M.S Degree	M.S. + 8 Grad. Hrs.	M.S. + 16 Grad. Hrs.	M.S. + 24 Grad. Hrs.	M.S. + 32 Grad. Hrs.	Spec. or M.S. + 40
19										\$70,775
18							\$57,013	\$57,964	\$58,933	\$60,801
17							\$55,753	\$56,705	\$57,674	\$59,227
16					\$52,157	\$53,049	\$54,496	\$55,446	\$56,414	\$57,907
15					\$51,028	\$51,913	\$53,236	\$54,188	\$55,157	\$56,586
14					\$49,774	\$50,657	\$51,789	\$52,740	\$53,707	\$55,073
13					\$48,709	\$49,586	\$50,657	\$51,572	\$52,576	\$53,908
12			\$41,768	\$42,384	\$47,642	\$48,516	\$49,522	\$50,405	\$51,444	\$52,745
11			\$41,180	\$41,797	\$46,640	\$47,509	\$48,454	\$49,241	\$50,372	\$51,645
10			\$40,591	\$41,210	\$45,826	\$46,689	\$47,604	\$48,390	\$49,522	\$50,764
9	\$38,492	\$39,048	\$39,636	\$40,253	\$44,632	\$45,493	\$46,376	\$47,163	\$48,296	\$49,506
8	\$37,905	\$38,460	\$39,048	\$39,665	\$43,818	\$44,677	\$45,526	\$46,312	\$47,446	\$48,653
7	\$37,317	\$37,874	\$38,460	\$39,078	\$43,002	\$43,857	\$44,677	\$45,463	\$46,598	\$47,805
6	\$36,730	\$37,286	\$37,874	\$38,492	\$42,188	\$43,042	\$43,825	\$44,614	\$45,747	\$46,955
5	\$36,142	\$36,699	\$37,286	\$37,905	\$40,920	\$42,016	\$42,767	\$43,551	\$44,678	\$45,880
4	\$35,187	\$35,742	\$36,330	\$36,945	\$39,734	\$40,826	\$41,546	\$42,330	\$43,456	\$44,656
3	\$34,661	\$35,216	\$35,803	\$36,421	\$39,142	\$40,230	\$40,951	\$41,734	\$42,862	\$44,038
2	\$34,134	\$34,691	\$35,277	\$35,896	\$38,549	\$39,635	\$40,355	\$41,139	\$42,266	\$43,418
1	\$34,000	\$34,164	\$34,753	\$35,371	\$37,957	\$39,040	\$39,761	\$40,543	\$41,672	\$42,797

**Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.**

Salary Schedule

#:

2 CO

Appendix 3D(62)



