

8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

Enter your District’s salary schedule for this policy which must accurately reflect your district’s actual pay practices and is not required by law to include step increases for additional years of experience.¹ State law requires each District to include its classified employee’s salary schedule in its written personnel policies. Your district is required to have a salary schedule for at least the following five categories of classified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aids and Paraprofessionals. The District is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year classified policies and salary schedule.

Fy 24 Projected Total		0	Fy 22 Total		#ERROR!				Difference		#% Diff	
Classified Salary Schedule FY 24												
POSITION	Hourly	Code	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
	@ Step 0		0	1	2	3	4	5	6	7		
Paraprofessional	\$12.50	1	18,500	19,055	19,627	20,215	20,822	21,447	22,090	22,753		
Administrative Assistant/HR	\$12.92	2	25,323	26,083	26,865	27,671	28,501	29,356	30,237	31,144		
Bookkeeper II	\$13.05	3	25,578	26,345	27,136	27,950	28,788	29,652	30,541	31,458		
Treasurer/Bookkeeper I												
Custodians	\$12.50	5	24,500	25,235	25,992	26,772	27,575	28,402	29,254	30,132		
Maintenance Supervisor	\$14.00	6	27,440	28,263	29,111	29,984	30,884	31,810	32,765	33,748		
Bookkeeper III	\$12.92	7	25,323	26,083	26,865	27,671	28,501	29,356	30,237	31,144		
Fleet Manager	\$15.02	8	29,439	30,322	31,232	32,169	33,134	34,128	35,152	36,206		
Transportation & Facilities Director												
School Nurse-Lpn	\$15.70	10	23,236	23,933	24,651	25,391	26,152	26,937	27,745	28,577		
School Nurse- Rn	\$16.82	11	24,894	25,641	26,410	27,202	28,018	28,859	29,725	30,616		
School Secretaries	\$12.92	12	25,323	26,083	26,865	27,671	28,501	29,356	30,237	31,144		
Bus Driver- 2 Hours Daily	\$18.25	13	6,570	6,767	6,970	7,179	7,395	7,616	7,845	8,080		
Bus Driver- 2.5 Hours Daily	\$18.25	14	8,213	8,459	8,713	8,975	9,244	9,521	9,807	10,101		
Bus Driver- 3 Hours Daily	\$18.25	15	9,855	10,151	10,455	10,769	11,092	11,425	11,767	12,120		
Bus Driver- 3.5 Hours Daily	\$18.25	16	11,498	11,843	12,198	12,564	12,941	13,329	13,729	14,141		
Bus Driver- 4 Hours Daily	\$18.25	17	13,140	13,534	13,940	14,358	14,789	15,233	15,690	16,161		
Bus Driver- 4.5 Hours Daily	\$18.25	18	14,783	15,226	15,683	16,154	16,638	17,138	17,652	18,181		
Bus Driver- 5 Hours Daily	\$18.25	19	16,425	16,918	17,425	17,948	18,486	19,041	19,612	20,201		
Child Nutrition Director	\$13.26	20	22,277	22,945	23,634	24,343	25,073	25,825	26,600	27,398		
Lunchroom Worker -8 Hour	\$12.50	21	18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,138		
Lunchroom Worker -7 Hour	\$12.50	22	15,750	16,223	16,709	17,210	17,727	18,259	18,806	19,371		
Lunchroom Worker -6 Hour	\$12.50	23	13,500	13,905	14,322	14,752	15,194	15,650	16,120	16,603		
Lunchroom Worker -5 Hour	\$12.50	24	11,250	11,588	11,935	12,293	12,662	13,042	13,433	13,836		
Transportation Helper	\$12.50	25	24,500	25,235	25,992	26,772	27,575	28,402	29,254	30,132		
Technology Technician	\$14.96	26	29,322	30,202	31,108	32,041	33,002	33,992	35,012	36,062		
Cafeteria Manager	\$12.92	27	18,605	19,163	19,738	20,330	20,940	21,568	22,215	22,882		
Maintenance Helper	\$12.50	28	24,500	25,235	25,992	26,772	27,575	28,402	29,254	30,132		
Network Administrator	\$15.28	29	29,949	30,847	31,773	32,726	33,708	34,719	35,761	36,833		
Night Custodial Supervisor	\$14.00	30	27,440	28,263	29,111	29,984	30,884	31,810	32,765	33,748		
Registrar	\$12.92	31	25,323	26,083	26,865	27,671	28,501	29,356	30,237	31,144		
Special Education Records Clerk	\$12.50	1	18,500	19,055	19,627	20,215	20,822	21,447	22,090	22,753		
12 Month APSCN Stipend			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
Substitute			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
School Board Recording Secretary			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
Clerk Stipend for Athletic Director Duties			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
Substitute Bus Driver			\$17.02	\$17.53	\$18.06	\$18.60	\$19.16	\$19.73	\$20.32	\$20.93		
Bus Shuttles/Activity Trip Rate Per Hour		32	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00		
Substitute Bus Drivers Will Be Assigned A "Step" Position At The Beginning Of The Fiscal Year Based On Previous Driving Experience												

Fy 24 Projected Total		0												
Classified Salary Schedule FY 24														
POSITION	Hourly	Code	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15				
	@ Step 0	0	8	9	10	11	12	13	14	15				
Paraprofessional	\$12.50	1	23,435	24,138	24,862	25,608	26,377	27,168	27,983	28,822				
Administrative Assistant/HR	\$12.92	2	32,078	33,041	34,032	35,053	36,105	37,188	38,303	39,452				
Bookkeeper II	\$13.05	3	32,401	33,373	34,375	35,406	36,468	37,562	38,689	39,850				
Treasurer/Bookkeeper I														
Custodians	\$12.50	5	31,036	31,967	32,926	33,914	34,931	35,979	37,058	38,170				
Maintenance Supervisor	\$14.00	6	34,760	35,803	36,877	37,983	39,123	40,297	41,505	42,751				
Bookkeeper III	\$12.92	7	32,078	33,041	34,032	35,053	36,105	37,188	38,303	39,452				
Fleet Manager	\$15.02	8	37,292	38,411	39,564	40,750	41,973	43,232	44,529	45,865				
Transportation & Facilities Director														
School Nurse-Lpn	\$15.70	10	29,435	30,318	31,227	32,164	33,129	34,123	35,147	36,201				
School Nurse- Rn	\$16.82	11	31,535	32,481	33,455	34,459	35,493	36,558	37,654	38,784				
School Secretaries	\$12.92	12	32,078	33,041	34,032	35,053	36,105	37,188	38,303	39,452				
Bus Driver- 2 Hours Daily	\$18.25	13	8,323	8,572	8,830	9,094	9,367	9,648	9,938	10,236				
Bus Driver- 2.5 Hours Daily	\$18.25	14	10,404	10,716	11,038	11,369	11,710	12,061	12,423	12,796				
Bus Driver- 3 Hours Daily	\$18.25	15	12,484	12,859	13,244	13,642	14,051	14,472	14,907	15,354				
Bus Driver- 3.5 Hours Daily	\$18.25	16	14,565	15,002	15,452	15,916	16,393	16,885	17,392	17,914				
Bus Driver- 4 Hours Daily	\$18.25	17	16,645	17,145	17,659	18,189	18,734	19,297	19,875	20,472				
Bus Driver- 4.5 Hours Daily	\$18.25	18	18,727	19,288	19,867	20,463	21,077	21,709	22,361	23,031				
Bus Driver- 5 Hours Daily	\$18.25	19	20,807	21,431	22,074	22,736	23,418	24,121	24,844	25,590				
Child Nutrition Director	\$13.26	20	28,220	29,066	29,938	30,837	31,762	32,715	33,696	34,707				
Lunchroom Worker -8 Hour	\$12.50	21	22,802	23,486	24,190	24,916	25,664	26,434	27,227	28,043				
Lunchroom Worker -7 Hour	\$12.50	22	19,952	20,550	21,167	21,802	22,456	23,129	23,823	24,538				
Lunchroom Worker -6 Hour	\$12.50	23	17,101	17,614	18,143	18,687	19,248	19,825	20,420	21,033				
Lunchroom Worker -5 Hour	\$12.50	24	14,251	14,679	15,119	15,573	16,040	16,521	17,017	17,527				
Transportation Helper	\$12.50	25	31,036	31,967	32,926	33,914	34,931	35,979	37,058	38,170				
Technology Technician	\$14.96	26	37,144	38,259	39,406	40,589	41,806	43,060	44,352	45,683				
Cafeteria Manager	\$12.92	27	23,568	24,275	25,004	25,754	26,526	27,322	28,142	28,986				
Maintenance Helper	\$12.50	28	31,036	31,967	32,926	33,914	34,931	35,979	37,058	38,170				
Network Administrator	\$15.28	29	37,938	39,077	40,249	41,456	42,700	43,981	45,301	46,660				
Night Custodial Supervisor	\$14.00	30	34,760	35,803	36,877	37,983	39,123	40,297	41,505	42,751				
Registrar	\$12.92	31	32,078	33,041	34,032	35,053	36,105	37,188	38,303	39,452				
Special Education Records Clerk	\$12.50	1	23,435	24,138	24,862	25,608	26,377	27,168	27,983	28,822				
12 Month APSCN Stipend			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000				
Substitute			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500				
School Board Recording Secretary			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500				
Clerk Stipend for Athletic Director Duties			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500				
Substitute Bus Driver			\$21.56	\$22.21	\$22.87	\$23.56	\$24.27	\$24.99	\$25.74	\$26.52				
Bus Shuttles/Activity Trip Rate Per Hour		32	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00				
Substitute Bus Drivers Will Be Assigned A "Step" Position At The Begin														

Fy 24 Projected Total		0										
Classified Salary Schedule FY 24												
POSITION	Hourly	Code	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23		
	@ Step 0	0	16	17	18	19	20	21	22	23		
Paraprofessional	\$12.50	1	29,687	30,578	31,495	32,440	33,413	34,415	35,448	36,511		
Administrative Assistant/HR	\$12.92	2	40,636	41,855	43,111	44,404	45,736	47,108	48,521	49,977		
Bookkeeper II	\$13.05	3	41,045	42,277	43,545	44,851	46,197	47,583	49,010	50,480		
Treasurer/Bookkeeper I												
Custodians	\$12.50	5	39,315	40,495	41,710	42,961	44,250	45,577	46,945	48,353		
Maintenance Supervisor	\$14.00	6	44,033	45,354	46,715	48,116	49,560	51,048	52,578	54,155		
Bookkeeper III	\$12.92	7	40,636	41,855	43,111	44,404	45,736	47,108	48,521	49,977		
Fleet Manager	\$15.02	8	47,241	48,658	50,118	51,621	53,170	54,765	56,408	58,100		
Transportation & Facilities Director												
School Nurse-Lpn	\$15.70	10	37,287	38,406	39,558	40,744	41,967	43,226	44,523	45,858		
School Nurse- Rn	\$16.82	11	39,948	41,146	42,380	43,652	44,961	46,310	47,699	49,130		
School Secretaries	\$12.92	12	40,636	41,855	43,111	44,404	45,736	47,108	48,521	49,977		
Bus Driver- 2 Hours Daily	\$18.25	13	10,543	10,859	11,185	11,521	11,866	12,222	12,589	12,966		
Bus Driver- 2.5 Hours Daily	\$18.25	14	13,179	13,575	13,982	14,402	14,834	15,279	15,737	16,209		
Bus Driver- 3 Hours Daily	\$18.25	15	15,814	16,289	16,777	17,281	17,799	18,333	18,883	19,450		
Bus Driver- 3.5 Hours Daily	\$18.25	16	18,451	19,004	19,575	20,162	20,767	21,390	22,031	22,692		
Bus Driver- 4 Hours Daily	\$18.25	17	21,086	21,718	22,370	23,041	23,732	24,444	25,178	25,933		
Bus Driver- 4.5 Hours Daily	\$18.25	18	23,722	24,434	25,167	25,922	26,700	27,501	28,326	29,176		
Bus Driver- 5 Hours Daily	\$18.25	19	26,357	27,148	27,962	28,801	29,665	30,555	31,472	32,416		
Child Nutrition Director	\$13.26	20	35,748	36,820	37,925	39,063	40,235	41,442	42,685	43,966		
Lunchroom Worker -8 Hour	\$12.50	21	28,885	29,751	30,644	31,563	32,510	33,485	34,490	35,525		
Lunchroom Worker -7 Hour	\$12.50	22	25,274	26,032	26,813	27,618	28,446	29,300	30,179	31,084		
Lunchroom Worker -6 Hour	\$12.50	23	21,664	22,313	22,983	23,672	24,383	25,114	25,867	26,643		
Lunchroom Worker -5 Hour	\$12.50	24	18,053	18,595	19,152	19,727	20,319	20,928	21,556	22,203		
Transportation Helper	\$12.50	25	39,315	40,495	41,710	42,961	44,250	45,577	46,945	48,353		
Technology Technician	\$14.96	26	47,053	48,465	49,919	51,416	52,959	54,548	56,184	57,870		
Cafeteria Manager	\$12.92	27	29,856	30,751	31,674	32,624	33,603	34,611	35,649	36,719		
Maintenance Helper	\$12.50	28	39,315	40,495	41,710	42,961	44,250	45,577	46,945	48,353		
Network Administrator	\$15.28	29	48,059	49,501	50,986	52,516	54,091	55,714	57,385	59,107		
Night Custodial Supervisor	\$14.00	30	44,033	45,354	46,715	48,116	49,560	51,048	52,578	54,155		
Registrar	\$12.92	31	40,636	41,855	43,111	44,404	45,736	47,108	48,521	49,977		
Special Education Records Clerk	\$12.50	1	29,687	30,578	31,495	32,440	33,413	34,415	35,448	36,511		
12 Month APSCN Stipend			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
Substitute			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
School Board Recording Secretary			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
Clerk Stipend for Athletic Director Duties			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500		
Substitute Bus Driver			\$27.31	\$28.13	\$28.98	\$29.84	\$30.74	\$31.66	\$32.61	\$33.59		
Bus Shuttles/Activity Trip Rate Per Hour		32	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00		
Substitute Bus Drivers Will Be Assigned A "Step" Position At The Beginn												

Fy 24 Projected Total		0							
Classified Salary Schedule FY 24									
POSITION	Hourly	Code	Step 24	Data	Contract	Longevity	Credit	End of year	
									@ Step 0
Paraprofessional	\$12.50	1	37,607	185 days		0	0	1	
Administrative Assistant/HR	\$12.92	2	51,476	245 days		1	0	2	
Bookkeeper II	\$13.05	3	51,995	245 days		2	0	3	
Treasurer/Bookkeeper I									
Custodians	\$12.50	5	49,803	245 days		4	0	5	
Maintenance Supervisor	\$14.00	6	55,780	245 days		5	500	6	
Bookkeeper III	\$12.92	7	51,476	245 days		6	500	7	
Fleet Manager	\$15.02	8	59,843	245 days		7	500	8	
Transportation & Facilities Director									
School Nurse-Lpn	\$15.70	10	47,234	185 days		9	500	10	
School Nurse- Rn	\$16.82	11	50,604	185 days		10	750	11	
School Secretaries	\$12.92	12	51,476	245 Days		11	750	12	
Bus Driver- 2 Hours Daily	\$18.25	13	13,355	180 days		12	750	13	
Bus Driver- 2.5 Hours Daily	\$18.25	14	16,695	180 days		13	750	14	
Bus Driver- 3 Hours Daily	\$18.25	15	20,033	180 days		14	750	15	
Bus Driver- 3.5 Hours Daily	\$18.25	16	23,373	180 days		15	1,000	16	
Bus Driver- 4 Hours Daily	\$18.25	17	26,711	180 days		16	1,000	17	
Bus Driver- 4.5 Hours Daily	\$18.25	18	30,051	180 days		17	1,000	18	
Bus Driver- 5 Hours Daily	\$18.25	19	33,389	180 days		18	1,000	19	
Child Nutrition Director	\$13.26	20	45,285	210 days		19	1,000	20	
Lunchroom Worker -8 Hour	\$12.50	21	36,590	180 days		20	1,250	21	
Lunchroom Worker -7 Hour	\$12.50	22	32,017	180 days		21	1,250	22	
Lunchroom Worker -6 Hour	\$12.50	23	27,443	180 days		22	1,250	23	
Lunchroom Worker -5 Hour	\$12.50	24	22,869	180 days		23	1,250	24	
Transportation Helper	\$12.50	25	49,803	245 days		24	1,250	25	
Technology Technician	\$14.96	26	59,606	245 days		25	1,500	26	
Cafeteria Manager	\$12.92	27	37,820	180 days		26	1,500	27	
Maintenance Helper	\$12.50	28	49,803	245 days		27	1,500	28	
Network Administrator	\$15.28	29	60,880	245 days		28	1,500	29	
Night Custodial Supervisor	\$14.00	30	55,780	245 days		29	1,500	30	
Registrar	\$12.92	31	51,476	245 Days		30	1,500	31	
Special Education Records Clerk	\$12.50	1	37,607	185 days		0	0		
12 Month APSCN Stipend			1,000	per year					
Substitute			1,500	per year					
School Board Recording Secretary			1,500	per year					
Clerk Stipend for Athletic Director Duties			1,500	per year					
Substitute Bus Driver			\$34.60	per Hour					
Bus Shuttles/Activity Trip Rate Per Hour		32	\$16.00	per Hour					
Substitute Bus Drivers Will Be Assigned A "Step" Position At The Beginn									

**LOCAL LONGEVITY SALARY CREDITS
CERTIFIED AND CLASSIFIED EMPLOYEES
GENTRY PUBLIC SCHOOLS**

When you have completed **5 years** at Gentry Public Schools you will receive a **\$500** stipend in your next year's contract and will continue to receive such until—

you have completed **10 years** at Gentry Public Schools at which time you will receive a **\$750** stipend in your next year's contract and will continue to receive such until—

you have completed **15 years** at Gentry Public Schools at which time you will receive a **\$1000** stipend in your next year's contract and will continue to receive such until—

you have completed **20 years** at Gentry Public Schools at which time you will receive a **\$1250** stipend in your next year's contract and will continue to receive such until—

you have completed **25 years** at Gentry Public Schools at which time you will receive a **\$1500** stipend in your next year's contract and will continue to receive such until you leave service in the district.

CLASSIFIED EMPLOYEES

Work Hours

A 1.00 FTE classified employee's work day is considered to be 8 hours and the contracted employee's per hourly rate may be computed by dividing the contracted amount by the number of contracted days and dividing that result by 8 hours.

Any assigned duties performed in excess of the resulting 40-hour workweek shall be paid a one and one-half (1½) times the hourly rate. By mutual agreement between the employee's supervisor and the employee, the employee may receive one and one-half (1½) times the number hours worked in excess of the forty-hour workweek of release time, which shall be taken in the following 40-hour work period.

Bus drivers and non-supervisory cafeteria employees will be contracted on a per hour basis. The same provisions regarding overtime and release time as described above shall apply.

Each classified employee may receive a fifteen (15) minute paid break within each four (4) hours period worked.

Each classified shall have a 30 minute paid, duty-free lunch break within the eight (8) hour workday.

A workweek shall begin at 12:00 a.m. on Sunday and conclude at 11:59:59 p.m. on Saturday

Classified Stipend Schedule

APSCN Stipend eSchool/eFinance Data Entry	per year	\$1,000
Campus Substitute Scheduler	per year	\$1,500
School Board Recording Secretary	per year	\$1,500
Clerk Stipend for Athletic Director Duties	per year	\$1,500
Bus Shuttles/Activity Trip Rate Per Hour	per hour	\$14
Arkansas School Certified Stipend	per year	\$1,500

School Nurse Supervisor Stipend	per year	\$1,500
Associate Degree in Related Field to Work	per year	\$1,000
Bachelor’s Degree in Related Field to Work	per year	\$2,000

All full day or part-time classified substitutes, excluding teacher substitutes, will be assigned a “step position” on the first day of employment based on previous work history. The Supervisor and/or Director of such employee will make the “step” recommendation to the Superintendent. If the Superintendent is in agreement, s/he shall make such recommendation to the School Board for approval.

For the purposes of this policy, an employee must work two thirds (2/3) of the number of their regularly assigned annual work days to qualify for a step increase.²

The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.³

Notes: The salary schedule does not have to, but certainly may, contain steps, nor does it have to be listed specifically, i.e. John Doe = \$9.25 per hour, Jane Doe = \$9.55 per hour. You may list the spread in salaries per category. For example, Janitors = \$8.75 to \$11.00 per hour, Bus drivers = \$9.75 to \$12.00 per hour, etc.

¹ Your district's salary schedule should be inserted in place of this paragraph. The remainder of the policy should remain in the policy. It's important to note that any changes to the salary schedule must go through the PPC and the Board adopt the policy with the actual salary schedule included in the adopted policy. The following definition can be used to ensure you have included the data they will be looking for when you are reviewed:

Classified Salary Schedule is a set of matrices that are updated and published each school year, which contains the minimum salaries for all five classifications of classified employees and includes ranges, steps, and rates of pay. The salary schedule is required to reflect the actual pay practices of the district.

² Include this sentence only if your district has step increases built into its classified salary schedule. Two thirds (2/3) is merely offered as a suggestion.

³ This is optional language, but can be useful when trying to attract employees from the private work sector.

Cross Reference: Policy 1.9—POLICY FORMULATION Legal References:A.C.A. § 6-17-2203
A.C.A. § 6-17-2301

ADE Rules Governing School District Requirements for Personnel Policies, Salary\Schedules,
Minimum Salaries, and Documents Posted to District Websites

Date Adopted: 6/13/2019

Last Revised:7.1.21, 6.19.23