

**GLENDALE UNION HIGH SCHOOL DISTRICT  
GLENDALE, ARIZONA**

**SALARY SCHEDULE**

**AND**

**RELATED PROVISIONS**

**FOR**

**SECRETARIAL AND CLERICAL EMPLOYEES**

**FOOD SERVICE EMPLOYEES**

**CUSTODIAL AND MAINTENANCE EMPLOYEES**

**TRANSPORTATION EMPLOYEES**

**2023-2024**

**ADOPTED**

**July 5, 2023**

**SUPPORT STAFF SALARY SCHEDULE**  
**2023-2024**

The following salary schedules shall become effective as of July 1, 2023, and shall not be considered retroactive. These salaries shall be in effect through June 30, 2024.

**GENERAL PROVISIONS APPLICABLE TO EMPLOYEES IN ALL CLASSIFICATIONS:**

1. Changes in classifications and salary adjustments shall be determined in the following manner:
  - a. Requests for change of assignment shall be made to the Human Resources Office. Persons who make such requests will be interviewed and will be considered for change of assignment.
  - b. Unrequested transfers may be made by the Human Resources Office when such a transfer is considered to be in the best interest of the District.
  - c. Salary adjustments for a change to a higher schedule at the start of a new fiscal year shall be made by placing the employee on the new schedule at a level equal to or greater than the salary (excluding longevity stipend) being received and then advancing one step (if increments are granted). If reclassification occurs during the fiscal year, the new salary shall result in an increase of at least \$40 per month or the next higher step will be granted. Longevity considerations will be advanced again after appropriate salary placement has been determined.
  - d. Annual step increases are awarded by the Governing Board on July 1 of each school year. Probationary employees who have not completed the 90-day probationary period will not be granted step increases until the following fiscal year.
  - e. Salary adjustments for a change to a lower schedule shall be made by moving the person to the new schedule and a corresponding step comparable to the employee's present salary.
2. Support staff members entering Glendale Union High School District from outside the district may, as an exception, be placed on Step 3 of the Support Staff Salary Schedule. A recommendation must be made in writing by the Principal and approved by the Human Resources Office.
3. Staff contracted through ESI (Educational Services Inc.) will be paid the higher of 70% of current salary OR step 1 of respective salary schedule. Six (6) sick leave days will be granted for 12 month employees and four (4) sick leave days will be granted for all others.

ASRS retired staff newly hired or re-hired with the district cannot exceed step 5 of respective salary schedule.

Percentage increases to base salary amounts will continue as approved by the Governing Board. ASRS retired staff are not eligible for step advancement beyond step 5 or longevity increases. Allowances, Stipends and Extra Duty will be paid at 100%.

4. All 12-month employees shall be entitled to two weeks vacation (10 working days) between the first and fifth years of service. With the completion of five years of service, the employee will be entitled to three weeks vacation (15 working days). With the completion of the tenth year of service, the employee will be entitled to four weeks vacation (20 working days).

All 12-month support staff employees may transfer a maximum of seven (7) vacation days annually to their accumulated sick leave days that remain unused.

A maximum of ten (10) vacation days may be carried over to a new year from the previous years. In accordance with Policy GDD, vacations are to be taken at the convenience of the district.

5. A holiday schedule for all support staff shall be established each year. (See GUHSD Support Staff Guide Book.) Employees scheduled to work 20 hours or more shall be paid for the following holidays which occur within the employee's start and end dates: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Independence Day.

After five (5) years of employment, all part-time regular employees who work less than 20 hours per week will be paid for legal holidays which occur during the beginning and ending dates of their employment.

6. All support staff are protected by Worker's Compensation Insurance for injuries sustained while fulfilling the duties of their jobs. Should an injury occur, the Nurse's office, Worker's Compensation office and the immediate supervisor shall be notified immediately.
7. All support staff employees scheduled to work 20 or more hours per week will contribute to the Arizona State Retirement System and can participate in all benefits as prescribed by law.
8. All contractual employees, working 30 hours or more per week, will be covered by a major medical plan, a dental insurance plan, an employee medical assistance plan, short and long term disability programs and term life insurance in the amount of \$50,000 by the district. Employees may purchase family coverage, supplemental life and accident insurance and contribute to a dependent care account and/or a medical savings account. (Beginning with the 2010 school year, all employees will be charged \$100 for employee major medical insurance coverage.)
9. Sick leave is accrued as follows:
  - a. Employees working 20 or more hours per week
    - 12 month employees = 14 days a year
    - 10 month employees = 12 days a year
    - 9 month employees = 11 days a year

20-29 hours per week = 11 days a year (hours per day worked = hours accrued per day in sick leave).

This sick leave may be accumulated without limitation.

b. Employees working less than 20 hours per week

Accrue 1 hour of sick leave for every 30 hours worked.

Total accrued leave may not exceed 40 hours.

No other leave provisions identified in this salary schedule apply.

Staff will earn number of leave days per the table above for the school year. The first ten (10) days of absence will be granted to staff as discretionary leave with the remaining days being granted as sick leave. Automatically, the first ten (10) days are discretionary - even if a reason is stated. Beyond the ten (10) discretionary days, however, a reason must be given; i.e., illness, family illness, bereavement. Beginning with the eleventh (11) day, one day's pay (per diem rate) will be deducted from pay for each unlabeled day beyond the ten (10) discretionary days. Unused days of leave accumulate from year to year and staff may carry-over an unlimited number of unused leave days from year to year.

- a. The District Administration and the GUEA agree to have days of leave used under the district FMLA policy be coded as Illness or family Illness. Leave days used under the district FMLA policy will be deducted from the employee's bank of leave as illness or family illness. If an employee has leave days available, and is returning from FMLA, yet has not used the ten "Discretionary Leave" coded days, the employee may then do so as this policy states.

10. Support staff employees may exchange 30 days of accrued sick leave for a one-year increase of **\$1,646** to the employee contract. The employee must have worked 15 years with the district and must maintain a minimum of 30 days of accrued sick leave after the exchange. All part-time support staff employees would be pro-rated by the number of hours worked.

The 30-day exchange is not considered compensation under ASRS (Arizona State Retirement System) regulations and thus not subject to ASRS contributions for ASRS membership that begins on or after January 1, 2020.

11. Overtime and/or compensatory time will be compensated only for time worked over 40 hours. Overtime will be paid to employees at a rate of time and one-half. Pre-approved compensatory time may accumulate at a rate of time and one-half and may be used for time off or payment upon resignation/retirement.

Under district guidelines, employees may accumulate up to 40 hours of compensatory time. Hours beyond 40 should be used at the earliest convenience of both the district and employee. Under Department of Labor guidelines, individuals may not accumulate in excess of 240 hours of compensatory time.

12. Callout/Callback/Catering Rate will be paid on the following schedule:

- a. If called out on a work day = minimum of 2 hours pay;
- b. Excluding meetings, if called out on a non-work day/holiday = minimum of 3 hours pay;
- c. If called out on a non-work day for a meeting = minimum of 2 hours pay.

13. Support staff attending district committee meetings or instructional workshops will be paid at their regular rate of pay. Over 40 hours in a work week will constitute overtime.

14. In recognition of long and faithful service to the Glendale Union High School District, upon retirement, or after 15 years, an employee voluntarily leaving the district shall receive an added pay for unused accumulated sick leave equal to the number of accumulated sick leave days multiplied by .485 times the daily rate (based on 238 days) for maintenance/custodial Maint. III, Step 1.

Accumulated sick days in excess of 100 may be cashed in during the last five (5) years prior to retirement. The reimbursement will be calculated utilizing the schedules below.

The buy-back percentage will increase by .0107 per year beginning with the 16<sup>th</sup> year of continuous service in the district and continuing through the 29<sup>th</sup> year of service as shown on the schedules below.

Year 15	\$68.42	Year 20	\$75.97	Year 25	\$83.52
Year 16	\$69.93	Year 21	\$77.48	Year 26	\$85.03
Year 17	\$71.44	Year 22	\$78.99	Year 27	\$86.54
Year 18	\$72.95	Year 23	\$80.50	Year 28	\$88.05
Year 19	\$74.46	Year 24	\$82.01	Year 29	\$89.55

If an employee who has retired dies before receiving such payment, or an employee who is presently working for the district dies, then such payment shall be made to the estate of the deceased employee. There are no minimum years of service required to qualify for this benefit.

ASRS retired staff hired (new to the district) or re-hired with the district must meet the 15 year requirement based on the most recent hire/rehire date.

Sick Leave Conversion

When an employee moves from one category (Support, Certified, Admin.) to another, the sick leave balance will maintain the value from within the employee category in which the days were earned.

15. Support staff qualified for benefits are able to request parental leave to care for children up to three (3) years of age. Included is the right to use sick leave without documented illness up to thirty (30) consecutive working days as accrued leave per child or per adoption incident.

16. Professional growth credit toward a salary stipend increase may be awarded to support staff upon completing their first year of full-time employment with the district. A salary stipend of \$250 will be added to the employee's annual salary after completing six college credits or 90 seminar hours of coursework *relevant to their current position*. Master's-level and pre-100-

level courses are not eligible. Employees may apply for two stipends, totaling \$500, in one fiscal year. Four salary stipends, for a total of \$1,000, may be granted during an employee's career. The employee must receive an A or B for the course or, if no grade is offered, a certificate of completion. The employee enrolls in the course, pays the tuition and/or fees and applies for approval through the Professional Growth Committee. At the end of the course, the employee submits a grade report or certificate of completion and, *if approved by the committee*, receives a salary stipend.

Alternatively, support staff employed full-time for at least one year may apply for tuition reimbursement for coursework *relevant to their current position*. Support staff enrolled in a program of study leading to a bachelor's degree in secondary education, or a post-baccalaureate certificate in secondary education, may also apply for tuition reimbursement. Approved 100- and 200-level courses are reimbursed at the district's current community college reimbursement rate. Approved 300- and 400-level courses will be reimbursed at the district's current university reimbursement rate. Master's-level and pre-100-level courses are not eligible. The employee enrolls in the course, pays the tuition and/or fees and applies for approval through the Professional Growth Committee. At the end of the course, the employee submits a grade report with a final grade of A or B and, *if approved by the committee*, receives a tuition reimbursement check.

17. Notification of openings within the District shall be posted in prominent places throughout the District in order that interested persons may apply.
18. Other information concerning personnel practices is contained in the Board Policy Book and/or GUHSD Support Staff Guide Book.

### **PROVISIONS FOR PROBATIONARY EMPLOYEES:**

1. All new support staff employees are to be hired on a probationary basis for a period of three (3) months. During the probationary period, their performance will be evaluated in writing by their supervisor at 30 days, 60 days and 90 days. Any time during this 90-day period, the employee may be released because of deficient performance, inadequate skills, lack of qualifications or other employment problems.
2. Health insurance benefits will be made available to a qualifying probationary employee on the first of the month following the successful completion of a minimum of ten (10) working days. (Beginning with the 2010 school year, qualifying probationary employees will be charged \$100 for employee major medical insurance coverage.)
3. Initial employment or re-employment after a twelve (12) month break from the district shall be on a probationary basis during which an investigation of previous employment and history will be conducted. Each new employee will be informed that he/she will be fingerprinted and a background check will be made. If the employee refuses to cooperate, refuses to be fingerprinted, is found to have falsified information during the application process or is discovered through the background investigation to be unfit to work with children, the employee may be dismissed.

## **PROVISIONS FOR SUBSTITUTE EMPLOYEES**

Substitutes are employees who are replacing a contractual employee during the contractual employee's absence. Substitute employees schedules are as follows:

<b><u>Secretarial and Clerical Employees</u></b>	<b><u>Hourly Pay</u></b>
Schedule 1	\$15.62
Schedule 2	\$15.87
Schedule 3	\$17.36
Schedule 4	\$18.43
<b><u>Food Service</u></b>	<b><u>Hourly Pay</u></b>
Schedule 3	\$ 13.85
<b><u>Custodial and Maintenance Employees</u></b>	<b><u>Hourly Pay</u></b>
Schedule 1	\$15.06
Schedule 2	\$16.08
<b><u>Bus Drivers</u></b>	<b><u>Hourly Pay</u></b>
	\$17.64

The substitute pay for all classifications not listed shall be established from the salary schedule based on Step 1 for the classification of the contractual employee who is absent. Substitutes get Prop 206 leave when they are sick. Substitutes do not qualify for vacation, or medical benefits. Exceptions may be made for long-term extended substitutes as recommended by the Human Resources administrator.

Retired substitute educational support staff employees will be paid on Step 3 of the appropriate salary schedule when they substitute within the district.

SECRETARIAL AND CLERICAL

2023-2024

Clerical Aides and Parking Lot Attendants		\$14.13/hour until Dec 2023 and adjusted to Min Wage Jan 2024 if higher											
SCHEDULE		1	2	3	4	5	6	7	8	9	10	Longevity	
												1	2
1	Attendance Assistant COOP Assistant Director Receptionist (Hourly)	2,718 15.62	2,852 16.39	2,989 17.18	3,130 17.99	3,260 18.74	3,368 19.36	3,476 19.98	3,589 20.63	3,705 21.29	0 0.00	137 0.79	272 1.56
2	Attendance Secretary Accts. Payable Clerk Assistant Buyer Behavior Coach Career Center Specialist Career Transition Service Support Counseling Secretary Credentials Secretary Instructional Assistant O/R Secretary Spec. Prog. Secretary Transition Specialist (Hourly)	2,762 15.87	2,898 16.66	3,038 17.46	3,171 18.22	3,306 19.00	3,444 19.79	3,557 20.44	3,669 21.09	3,782 21.74	3,903 22.43	137 0.79	272 1.56
3	Bookstore Manager Campus Tech. Asst. COOP Director Data Process. Operator Food Service Secretary Printer Trans. Secretary (Hourly)	3,020 17.36	3,152 18.11	3,287 18.89	3,422 19.67	3,564 20.48	3,695 21.24	3,815 21.93	3,934 22.61	4,058 23.32	4,184 24.05	137 0.79	272 1.56
4	Accounting I Accounting Specialist Admin. Asst. Sch. Safety Admin. Admin. Asst. to CTE Dir. Admin. Asst. to Principal Buyer Communications Asst. District Curriculum Secretary Facilities Secretary IT Communications Manager Parent Community Liason Payroll Clerk Personnel Records Spec. Special Educ. Secretary Substitute Coordinator (Hourly)	3,206 18.43	3,344 19.22	3,479 19.99	3,617 20.79	3,749 21.55	3,886 22.33	4,011 23.05	4,134 23.76	4,262 24.49	4,392 25.24	137 0.79	272 1.56
5	Admin. Asst. to CFO, Assoc./Asst. Supt. Sign Language Intrpr. Speech Lang. Pathology Asst. (Hourly)	3,635 20.89	3,778 21.71	3,927 22.57	4,068 23.38	4,204 24.16	4,348 24.99	4,483 25.76	4,628 26.60	4,779 27.47	4,934 28.36	137 0.79	272 1.56
6	Admin. Asst. to Supt/ Gov. Bd. (Hourly)	4,195 24.11	4,345 24.97	4,493 25.82	4,646 26.70	4,799 27.58	4,952 28.46	5,114 29.39	5,274 30.31	5,441 31.27	5,612 32.25	137 0.79	272 1.56

Rates based on a 261 day year (12 months)

**PROVISIONS FOR SECRETARIAL/CLERICAL**

1. There shall be four 12-month clerical employees at each school.
2. Office personnel will be permitted to work extra-duty assignments at the designated rate of pay for extra-duty assignments (ticket sellers, workers at games and activities).
3. Clerical employees are obligated to an 8-hour day except the last working day of each week, they are obligated to a 7 1/2-hour day.

**Longevity 1:** Support staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.

**Longevity 2:** Support staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

(Longevity stipend may be earned at any step on the salary schedule)

New longevity stipends for those who qualify **will be** granted for the 2023-24 school year.



CUSTODIAL & MAINTENANCE STAFF

2023-2024

SCHEDULE												Longevity		
		1	2	3	4	5	6	7	8	9	10	1	2	
<b>CUSTODIAL &amp; MAINTENANCE SCHEDULE</b>														
1	Custodian	2,620	2,740	2,853	2,975	3,088	3,209	3,311	3,417	3,526	3,637	137	272	
	(Hourly)	15.06	15.75	16.40	17.10	17.75	18.44	19.03	19.64	20.26	20.90	0.79	1.56	
2	Maintenance III	2,798	2,931	3,069	3,211	3,349	3,489	3,598	3,712	3,833	3,959	137	272	
	(Hourly)	16.08	16.84	17.64	18.45	19.25	20.05	20.68	21.33	22.03	22.75	0.79	1.56	
3	Maintenance II	2,956	3,088	3,231	3,369	3,505	3,644	3,765	3,881	4,020	4,146	137	272	
	(Hourly)	16.99	17.75	18.57	19.36	20.14	20.94	21.64	22.30	23.10	23.83	0.79	1.56	
4	Maintenance I	3,069	3,211	3,349	3,489	3,628	3,767	3,881	4,008	4,137	4,272	137	272	
	(Hourly)	17.64	18.45	19.25	20.05	20.85	21.65	22.30	23.03	23.78	24.55	0.79	1.56	
5	Asst. Facilities Spvr Dispatch/Router/Trainer	3,643	3,797	3,959	4,115	4,279	4,437	4,571	4,718	4,867	5,021	137	272	
	(Hourly)	20.94	21.82	22.75	23.65	24.59	25.50	26.27	27.11	27.97	28.86	0.79	1.56	
<b>DISTRICT OFFICE SKILLED MAINTENANCE SCHEDULE</b>														
6	Auto Mechanic District Special Crew	3,715	3,871	4,029	4,180	4,339	4,491	4,638	4,786	4,941	5,100	137	272	
	(Hourly)	21.35	22.25	23.16	24.02	24.94	25.81	26.66	27.51	28.40	29.31	0.79	1.56	
<b>SKILLED TECH SCHEDULE</b>														
7	Computer Repair HVAC Garage Lead	3,798	3,958	4,115	4,223	4,379	4,540	4,732	4,881	5,035	5,196	137	272	
	(Hourly)	21.83	22.75	23.65	24.27	25.17	26.09	27.20	28.05	28.94	29.86	0.79	1.56	

Rates based on a 261 day year (12 months)

**PROVISIONS FOR CUSTODIAL/MAINTENANCE EMPLOYEES**

1. Custodial and maintenance personnel will be on a 40-hour work week.
2. Night custodial lead will receive an additional \$80 per month and remain on the custodial schedule.
3. Maintenance workers assigned to bus driver duties shall be reimbursed the full cost of a commercial driver's license and the full cost of a renewal.

**TRANSPORTATION STAFF**

												Longevity	
		1	2	3	4	5	6	7	8	9	10	1	2
1	Bus Drivers	17.64	18.45	19.25	20.05	20.85	21.65	22.30	23.03	23.78	24.55	0.79	1.56
2	Spec.Ed. Bus Aides or minimum wage, whichever is greater	14.32	14.84	15.37	15.97	16.49	17.01	17.79	18.37	0.00	0.00	0.79	1.56

**PROVISIONS FOR TRANSPORTATION EMPLOYEES**

1. Employees involved in transporting students must submit to an annual drug test. Additionally, bus drivers must pass an annual physical examination.
2. Hours assigned to employees fluctuate to meet the transportation needs of the Glendale Union High School District.
3. Minimum Wage will be adjusted in January 2024.

**Longevity 1:** Maintenance/transportation staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.

**Longevity 2:** Maintenance/transportation staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

New longevity stipends for those who qualify will be granted for the 2023-24 school year.

**FOOD SERVICE SCHEDULE 2023 - 2024**

		1	2	3	4	5	6	7	8	9	10	Longevity	
												1	2
1	School Supervisor* School Food Pgm Spec.*  (Hourly)	32,747 19.13	34,206 19.98	35,692 20.85	37,150 21.70	38,663 22.58	40,098 23.42	41,327 24.14	42,686 24.93	44,018 25.71	45,427 26.53	1,370 0.79	2,720 1.56
2	Lead/Production Lead (Hourly)	15.13	15.82	16.54	17.26	17.83	18.38	19.16	19.73	0.00	0.00	0.79	1.56
3	Cafeteria Asst. Sched. 1 (Hourly)	12.63	12.86	13.10	13.27	13.55	14.09	14.50	14.98	15.76	16.26	0.79	1.56

Steps 1-6 will be paid \$14.13/hour through Dec 2023 and adjusted to min wage in Jan 2024 if higher

**PROVISIONS FOR FOOD SERVICE**

1 Probationary period is 90 days.

2 Hours assigned to cafeteria employees will fluctuate to meet the needs and sales volume of the cafeterias.

3 Minimum Wage will be adjusted in January.

**Longevity 1:** Food service staff must have worked 17 years with GUHSD. The longevity 1 stipend will go into effect the 18th year.

**Longevity 2:** Food service staff must have worked 19 years with GUHSD. The longevity 2 stipend will go into effect the 20th year.

New longevity stipends for those who qualify will be granted for the 2023-24 school year.

Contract for Food Service Supervisors will be based on 193 work days from 7-24-23 through 5-22-24.  
193 work days, 21 paid holidays (214 paid days) and 5 non-work days (fall break)

**\*Food service supervisors and the mentor manager** are exempt employees as defined by the Fair Labor Standards Act (FLSA) under the U. S. Department of Labor guidelines.