

**COMPENSATION PLAN AND STRUCTURE****3.07****Effective Date: March 6, 2017****Approved By: Governing Board** **PURPOSE:**

To provide a wage and salary schedule which equitably groups staff into salary levels with similar duties and responsibilities.

**POLICY:**

- A. It is the policy of the Governing Board that the wage and salary scale be based on the following principles and requirements:
1. No position will be compensated at a rate less than the federal and/or state minimum wage.
  2. The plan shall provide a logical, consistent salary structure for all employees that assure the same treatment for all positions with comparable responsibilities.
  3. Each position will be placed within a salary classification by the Executive Director.
  4. A supervisory position will be at least one level higher than the position supervised.
  5. There will be a 2.5% salary increase at the end of the instructional period, except when the instructional period is as a result of lateral or same level, job transfer.
  6. A promotion will result in not less than a 6.25% salary increase including the instructional period increase. If the promotion is more than one level, the employee receives an initial 3.75% increase or advancement to the appropriate instructional period level whichever is greatest.
  7. Positions at salary level 14 and below shall receive a 1.5% increase in base pay after 2080 hours of service. For every additional 2080 hours of service, employees will receive an additional 1.5% increase up to a total of 10400 hours or 7.5%. Prior merit raises will add the appropriate percentage to base salary up to a maximum of 5%. Employees who at the implementation of this scale received more than they are entitled to by virtue of longevity and/or merit raises will suffer no decrease in salary. Effective January 1, 1995 employees will receive \$500 longevity bonuses beginning with their 10<sup>th</sup> year of employment and at five (5) year intervals thereafter.
  8. Persons in salary levels 15 and above will not receive longevity increases; an amount equal to longevity increases is reflected in the scale. Merit raises prior to 11/25/85 will add an additional 5% to the salary regardless of the number of merit

increases. Merit raises granted by the Board after 11/25/85 will be included in the salary calculation at the rate approved by the Board.

B. On-Call Breastfeeding Peer Helper.

1. The Breastfeeding Peer Helper is required to be available after hours to assist breastfeeding mothers with questions/problems.
2. On-call Breastfeeding Peer Helper shall receive compensation in the sum of ten dollars (\$10) for each 24 hour period that the employee is in on-call status.
3. Time spent on-call when not responding to a call shall not be counted as hours worked for the purposes of overtime, employee benefits, longevity increases, or any other purpose.
4. When the Breastfeeding Peer Helper is called to a client's home, the employee shall document the time spent responding to the call, and will be paid wages at the employee's regular rate for the time spent responding to the call.
5. It will be the responsibility of the staff member to maintain a log of all after-hours calls received and submit the report weekly to the WIC Director. The WIC Director will submit the log to the fiscal department each week when time cards are submitted.

C. Employment and Training Participants: Individuals participating in employment and training programs will be paid no less than state/federal minimum wage.

D. Davis-Bacon Act (DBA) Prevailing Wages: The U.S. Department of Labor has determined that the Community Action Committee of Pike County Agency Repair Crews performing the duties of laborers or mechanics must be paid at least the Davis-Bacon Act (DBA) prevailing wages when required.

E. Wage Scales

**Salary Level 1:** \$17,971 (\$8.64) - \$24,261 (\$11.66)

Instructional

Period Salary: \$17,527 (\$8.43)

Positions: Temporary Laborer  
Special Project Trainees

**Salary Level 2:** \$19,095 (\$9.18) - \$25,778 (\$12.39)

Instructional

Period Salary: \$18,603 (\$8.94)

Positions: Senior Program Rental Host

<b>Salary Level 3:</b>	\$20,288 (\$9.75) - \$27,389 (\$13.17)
Instructional	
Period Salary:	\$19,773 (\$9.51)
Positions:	Substitute Housekeeper Housekeeper Social Service Intake Interviewer Home Maintenance Worker Senior Nutrition Assistant Senior Program Assistant (Sub) Temporary Food Services Driver/Kitchen Clean Up Crew Food Service Driver/Kitchen Clean-Up Crew Substitute Tax Assistant Food Service Driver/Kitchen Clean-Up Crew Meal Time Aide
<b>Salary Level 4:</b>	\$21,552 (\$10.36) - \$29,095 (\$13.99)
Instructional	
Period Salary:	\$21,037 (\$10.11)
Positions:	Maintenance Assistant E & T Case Management Assistant OMJ Career Center Coordinator Assistant Child Care Center Aide Assistant Cook Bus-Van Driver (No CDL)
<b>Salary Level 5:</b>	\$22,885 (\$11.00) - \$30,895 (\$14.85)
Instructional	
Period Salary:	\$22,347 (\$10.74)
Positions:	Data Entry/Customer Service Clerk Lead Cook Bus/Van Driver Bus/Van Driver Substitute Vehicle Mechanic Aide/Auto Detailer Energy Crew Member Early Childhood Clerk Child Care Center Aide w/CDA with Degree Social Service HEAP/PIPP Reception Specialist
<b>Salary Level 6:</b>	\$24,313 (\$11.69) - \$32,822 (\$15.78)
Instructional	
Period Salary:	\$23,728 (\$11.41)
Positions:	Senior Programs Data Entry and Activity Specialist Vehicle Mechanic Heating Unit Specialist Energy Crew Leader

Patient Access Representative  
WIC/Prenatal Medical and Clerical Assistant  
WIC Breastfeeding Peer Helper  
Health/Office Clerk  
EHS Assistant Teacher w/CDA

**Salary Level 7:** \$25,834 (\$12.42) - \$34,876 (\$16.77)  
Instructional  
Period Salary: \$25,225 (\$12.13)  
Positions: Social Service Specialist  
Vehicle Mechanic with CDL  
E & T Transition Assistant  
E & T Specialist  
OMJ Career Center Coordinator  
VV Medical/Dental Billing Specialist  
VV Medical Assistant I  
Data Entry/Customer Service Clerk/Social Work Assistant  
Energy & Maintenance Clerk  
Enrollment Clerk  
Early Head Start Assistant Teacher w/Early Childhood Degree  
Transit Operations Specialist  
Maintenance & Housekeeping Supervisor

**Salary Level 8:** \$27,472 (\$13.21) - \$37,087 (\$17.83)  
Instructional  
Period Salary: \$26,817 (\$12.89)  
Positions: Supervisor 1 and II  
Vehicle Mechanic with CDL and ASE Certifications  
VV Satellite Health Center Supervisor II  
Human Resources Assistant  
Center Teacher/Family Services Worker w/CDA (Full Year Sub)  
HS MIECHV Home Visitor  
Early Head Start Home Visitor

**Salary Level 9:** \$29,180 (\$14.03) - \$39,393 (\$18.94)  
Instructional  
Period Salary: \$28,478 (\$13.69)  
Positions: Supervisor III  
Dental Assistant I  
Executive Assistant  
Mobility Management Specialist  
MIECHV Home Visitor w/Degree or License  
Early Head Start Home Visitor w/Degree or License  
Center Teacher/Family Services Worker w/AA Degree (FY)  
VV Outreach Assistant  
WIC/Prenatal Medical Assistant II (LPN/RMA)

Education Staff Mentor w/ CDA or AA (FY)  
Quality Control Inspector

**Salary Level 10:** \$31,005 (\$14.91) - \$41,857 (\$20.12)

Instructional

Period Salary: \$30,233 (\$14.54)

Positions:

HEAP Supervisor  
Dental Assistant II  
VV Medical Assistant II (LPN/RMA)  
Senior Nutrition Supervisor  
Transit Operations Supervisor  
Fiscal Assistant  
WIC/Perinatal Medical and Clerical Assistant  
Center Teacher/Family Services Worker w/BA (FY)  
Education Staff Mentor w/ BA (FY)  
Business Development Specialist

**Salary Level 11:** \$32,947 (\$15.84) - \$44,479 (\$21.38)

Instructional

Period Salary: \$32,152 (\$15.46)

Positions:

Registered Dietitian/Registered Nurse/Dietetic Technician  
E & T Business Resource Network (BRN) Account Executive  
VV Case Manager  
VV Case Manager/Community Outreach  
VV Patient/Provider Resource Assistant  
VV Health Center Case Manager  
VV Medical Assistant II (LPN/RMA)  
Perinatal Educator  
Certified Coder  
Fiscal Specialist  
Financial Administrative Assistant  
Payroll Clerk  
Accounts Payable Clerk  
Energy Programs Supervisor  
WIC Perinatal Educator/WIC Assistant  
WIC/Prenatal Medical Assistant II w/3+ years exp.

**Salary Level 12:** \$35,007 (\$16.83) - \$47,259 (\$22.72)

Instructional

Period Salary: \$34,164 (\$16.43)

Positions:

E & T Services Manager  
Health Center EHR Support Specialist  
VV Satellite Health Center Satellite Coordinator  
Medical Assistant II (LPN) Lead Nurse  
Transportation/Education Supervisor

<b>Salary Level 13:</b>	\$37,183 (\$17.88) - \$50,197 (\$24.13)
Instructional	
Period Salary:	\$36,270 (\$17.44)
Positions:	VV Assistant Nurse Manager Internal Controls/Fiscal Support Coordinator Medical/Dental Billing Supervisor Front Office Coordinator WIC Health Professional/ Breastfeeding Coordinator/Peer Sup. Disabilities/Mental Health Coordinator Parent Involvement/Human Resources Coordinator Enrollment Coordinator VVHC E.H.R. Support Specialist VVHC Information Technology Operations Support Specialist Information Technology Specialist Patient Access Manager
<b>Salary Level 14:</b>	\$39,499 (\$18.99) - \$53,324 (\$25.64)
Instructional	
Period Salary:	\$38,540 (\$18.53)
Positions:	Information Technology Coordinator 340B Compliance Coordinator VV Registered Assistant Social Worker VV Outreach/Enrollment Specialist Administrative Support Specialist Family Services Coordinator Health/Nutrition Coordinator
<b>Salary Level 15:</b>	\$45,232 (\$21.75) - \$61,064 (\$29.36)
Instructional	
Period Salary:	\$44,133 (\$21.22)
Positions:	Assistant to Perinatal Manager Quality & Performance Improvement Manager Education Services Manager
<b>Salary Level 16:</b>	\$48,040 (\$23.10) - \$64,855 (\$31.18)
Instructional	
Period Salary:	\$46,870 (\$22.53)
Position:	Social Service Program Liaison Nurse Manager Special Projects Coordinator/Physician Services Specialist
<b>Salary Level 17:</b>	\$51,059 (\$24.55) - \$68,930 (\$33.14)
Instructional	
Period Salary:	\$49,819 (\$23.95)
Position:	WIC/Perinatal Project Manager E & T Assistant Director

**Salary Level 18:** \$54,242 (\$26.08) - \$73,226 (\$35.20)  
Instructional  
Period Salary: \$52,931 (\$25.45)  
Position: Assistant Health Center Manager  
Staff Accountant  
Assistant Director of Oral Health Services

**Salary Level 19:** \$57,635 (\$27.71) - \$77,807 (\$37.41)  
Instructional  
Period Salary: \$56,231 (\$27.03)  
Position: Human Resources Director  
Information Technology Director  
Assistant Finance Director-Health Center

**Salary Level 20:** \$61,238 (\$29.44) - \$82,672 (\$39.75)  
Instructional  
Period Salary: \$59,741 (\$28.72)  
Position: Director II  
Business Development Director  
Employment & Training Director  
Energy Director  
Director of Senior/Transit Services  
Social Services Director

**Salary Level 21:** \$65,076 (\$31.29) - \$87,852 (\$42.24)  
Instructional  
Period Salary: \$63,485 (\$30.52)  
Position: Early Childhood Director

**Salary Level 22:** \$69,147 (\$33.24) - \$93,349 (\$44.88)  
Instructional  
Period Salary: \$67,439 (\$32.42)  
Position:

**Salary Level 23:** \$73,453 (\$35.31) - \$99,162 (\$47.67)  
Instructional  
Period Salary: \$71,675 (\$34.46)  
Position: Family Health Center Director

**Salary Level 24:** \$78,054 (\$37.53) - \$105,372 (\$50.66)  
Instructional  
Period Salary: \$76,164 (\$36.62)  
Position: Assistant Executive Director for Finance

**Salary Level 25:** \$93,669 (\$45.03) - \$126,453 (\$60.79)  
Instructional  
Period Salary: \$91,393 (\$43.94)  
Position: Executive Director

**Salary Level X:**  
Instructional  
Period Salary:  
Position: Medical Director  
Physician  
Nurse Practitioner  
Dentist  
Psychologist  
Psychiatrist  
General Counsel  
Dental Director  
Expanded Function Dental Auxiliary EFDA  
Collaborating Physician  
Dental Hygienist



**School Year Based Employees**

**Effective 03/06/17**

<b>Level:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
	<b>0 - 3,200</b>	<b>3,201 - 6,400</b>	<b>6,401 - 9,600</b>	<b>9,601 - 12,800</b>	<b>12,801 - 16,000 +</b>
<b>Bus Monitors</b>					
w/high school diploma	<b>\$16,793</b>	<b>\$17,216</b>	<b>\$17,640</b>	<b>\$18,080</b>	<b>\$18,536</b>
<b>Level 4</b>	\$10.50	\$10.76	\$11.02	\$11.30	\$11.58
<b>Center Aides &amp; Bus Monitors</b>					
w/Diploma, CDA, CDL, Degree	<b>\$18,633</b>	<b>\$19,106</b>	<b>\$19,578</b>	<b>\$20,067</b>	<b>\$20,572</b>
<b>Level 5</b>	\$11.65	\$11.94	\$12.24	\$12.54	\$12.86
<b>Center Aide/Drivers &amp; Center Aides</b>					
w/CDA, CDL, Degree	<b>\$20,686</b>	<b>\$21,207</b>	<b>\$21,744</b>	<b>\$22,282</b>	<b>\$22,836</b>
<b>Level 6</b>	\$12.93	\$13.25	\$13.59	\$13.93	\$14.27
<b>Home Visitors &amp; Family Advocates</b>					
<b>Center Aide/Drivers</b>					
w/ CDA, CDL, License	<b>\$22,966</b>	<b>\$23,536</b>	<b>\$24,123</b>	<b>\$24,725</b>	<b>\$25,344</b>
<b>Level 7</b>	\$14.35	\$14.71	\$15.08	\$15.45	\$15.84
<b>Mentors &amp; Teachers</b>					
<b>Home Visitors &amp; Family Advocates</b>					
w/CDA, AA, Degree, License	<b>\$25,491</b>	<b>\$26,126</b>	<b>\$26,777</b>	<b>\$27,445</b>	<b>\$28,146</b>
<b>Level 8</b>	\$15.93	\$16.33	\$16.74	\$17.15	\$17.59
<b>Mentors &amp; Teachers</b>					
w/BA Degree	<b>\$28,292</b>	<b>\$29,009</b>	<b>\$29,726</b>	<b>\$30,475</b>	<b>\$31,240</b>
<b>Level 9</b>	\$17.68	\$18.13	\$18.58	\$19.05	\$19.53

**Note: Salaries are based on 1,600 hours per year**