

ADMINISTRATIVE AND SUPERVISORY SALARY SURVEY, 2010-2011

PART ONE: *CENTRAL OFFICE*

SCHOOL DISTRICT NAME: _____

INSTRUCTIONS

1. This survey of administrative and supervisory salaries and benefits is intended to be a comprehensive, ONCE A YEAR, project. It should be filled out as completely as possible as soon as salaries and benefits have been determined for the year. The survey form is designed to make entries easily processable for computerized reporting and analysis.

The finished document should produce for comparative use not only the wages paid for stipulated positions (e.g., Assistant Superintendent) but as well wages paid for performance of identified functions (e.g., Chief Financial Officer). It should also reflect the general administrative make-up of the district and serve as a guide to matching title and function(s).

2. Please enter all responses in the appropriate boxes to the right of each item.
3. Leave blank spaces to indicate that an item does not apply.
4. There are four Separate sections to this survey.

SECTION I - District Information (identification and description)

SECTION II - Fringe Benefit Information. If different benefits are provided for different administrative groups (i.e., assistant superintendent/director level personnel as distinguished from non-certified supervisory level personnel) fill out both Benefit Group 1 and Benefit Group 2 data sheets (respectively). If your benefits are the same, or essentially the same, for all central administrators, submit only the Benefit Group 1 data sheets of the Section II benefit survey form. (Two sets are included for use as necessary.) Where benefits vary slightly, please select the most representative ones to report. Please also include Benefit Group numbers as appropriate for the Section IV Position by Function Codes.

SECTION III - Wage/Work Year Information. Position by **TITLE**, Central Office. Using position identification codes found on page 2, report each position title listed in your district's administrative table of organization. Position by Title codes have been pre-entered for you on the Section III survey forms. If you have or use no such title as any one of those listed, leave that column blank.

SECTION IV - Wage/Work Year Information. Position by **FUNCTION**. Using position identification codes (301-906) found on page 2, report data for the functions assigned to your administrative titles, including functions assigned to Section III titles. It is expected that Section III data will be in many cases repeated in Section IV (e.g., if your Chief Financial Officer is an Assistant Superintendent, report the data under the 104 code in Section III and under the 301 code in Section IV).

Position by Function codes (selected) have been pre-entered for you on the Section IV survey forms. If you have one administrator performing more than one of the listed functions, enter the data twice (duplicating as necessary), but identifying percent of time spent on each function. Report full annual salaries, whether or not the function described is full-time.

5. PLEASE: Report all monies recieved as salary whether reflected in the bi-weekly paycheck or deferred under an annuity plan (etc.)
6. If you have any questions, call the Bureau (313) 577-1611.

POSITION BY TITLE, CENTRAL OFFICE

102 Deputy Superintendent
103 Associate Superintendent
104 Assistant Superintendent
105 Executive Director
106 Central Office Director (certificated personnel)
107 Assistant to the Superintendent
108 Administrative Assistant, Central Office
109 Business Manager (by title, if different from above)
110 Coordinator
111 Supervisor

POSITION BY FUNCTION

301 Chief Financial Officer
304 Chief Data Processor (if different from 301)
307 Chief Accountant (if different from above)

401 Chief Personnel Officer
402 Subordinate Personnel Officer (additional to 401)
403 Chief Employment Relations Officer (if different from 401)

501 Chief Instructional/Curriculum Officer
502 Chief Secondary Education Officer (if different from 501)
503 Chief Elementary Education Officer (if different from 501)

611 Director of Athletics (non teacher unit)

701 Pupil Personnel Services Administrator
702 Special Education Administrator (if different from 701 and 222)
704 Adult/Continuing Education Administrator

802 Public Information Officer

901 Field/Auxiliary Services Administrator (Operations)
902 Food Services (Cafeteria) Supervisor
903 Transportation Supervisor
904 Custodian Supervisor
905 Buildings and Grounds Supervisor
906 Skilled Trades Supervisor

SECTION II - COMPENSATION INFORMATION - Group 1

ITEM DESCRIPTION

7. **Benefit Group Number 1** - *Benefits for Assistant Superintendent level (codes 102-104) and Central Office Director (codes 105-109)* **1**
8. **Dollar Differential for MA+30** (*over base*) Enter : 1=Yes, 2=No
9. **Dollar Differential for a Specialist** (*over base*) Enter : 1=Yes, 2=No
10. **Dollar Differential for a Doctorate** (*over base*) Enter : 1=Yes, 2=No
11. **Building Enrollment Differential** - Enter : 1=Yes, 2=No
12. **Longevity Pay** Enter : 1=Yes, 2=No
13. **Longevity Pay** (Enter Dollar Amount or Percentage)
- Maximum Dollar Amount \$
- Percentage %
15. **Administrative Salary Index** (*based on Teacher Schedule*) - Enter: 1=Yes, 2=No
16. **Terminal Pay** (*formula*)
- Enter: 1 = % of salary 4 = Flat Rate
2 = Days for each year 8 = None
3 = Portion of accumulated sick leave 9 = Other
17. **Retirement Pay** (*formula*)
- Enter: 1 = % of salary 4 = Flat Rate
2 = Days for each year 5 = Same as terminal pay
3 = Portion of accumulated sick leave 9 = Other
19. **Tax Shelter** (*Board paid only in addition to employee option*) - Enter: 1=Yes, 2=No
20. **Number of Sick Days** -*Enter actual number of days per year, 99 = unlimited*
21. **Number of Sick Days Accumulation** - *Enter actual number of days, 99 = unlimited*
22. **Administrative Sick Leave Bank** - Enter: 1=Yes, 2=No
23. **Number of Sick/Personal Business Days**

24. Long Term Care Insurance - Enter: 1=Yes, 2=No

25. Medical Insurance Costs

Office Visit Co-Pay \$
Deductible (single and family) \$ \$
Monthly Co-Pay \$
Prescription Co-Pay (ie., 10/20/30) \$ / /

26. Prescription Carrier

Enter: 1=Blue Cross/Blue Shield
2=MESSA
3=PharmaCare
4=Other
5=_____

27. Medical Carrier

Enter: 1=Blue Cross/Blue Shield 6=HMO + 2
2=MESSA 7=HMO + Other
3=VEBA 8=Different combination of above
4=SET/SEG 9=Other
5=HMO + 1 10=MEWA

28. Health Savings Account (HSA) - Enter: 1=Yes, 2=No

If yes, is it funded - Enter: 1=Yes, 2=No

29. Short-Term Disability Waiting Period

Enter the waiting period (in days) required before disability income insurance is paid

30. Short-Term Disability Percent of Income %

Enter the % of regular income paid under short-term disability program

31. Long-Term Disability Waiting Period (days)

32. Long-Term Disability Percent Of Income %

Enter the % of regular income paid

35. Dental Carrier

Enter: 1=Blue Cross/Blue Shield 5=Equitable
2=Delta 6=Prudential
3=AETNA 7=ADN
4=SET/SEG 8=Self Funded
 9=Other

37. Optical Carrier

Enter: 1=Blue Cross/Blue Shield
2=Delta

3=AETNA
4=VSP

5=Self Funded
9=Other

39. **Maximum Amount of Life Insurance Paid by Board** (Enter Dollar Amount or Percentage)

Maximum Dollar Amount

\$

Percentage

%

40. **Is There A Differing \$ Amount Of Life Insurance Provided Within This Employee Unit Or Group?** - Enter: 1=Yes, 2=No

42. **Vehicle Allowance** (Cents per mile) - Enter: 00 - 99

¢

44. **Paid Professional Membership** - Enter: 1=As Needed & Approved, 2=Specific Allowance

45. **Formalized Procedure For Administrative Evaluation** - Enter: 1=Yes, 2=No

SECTION II - COMPENSATION INFORMATION - Group 2

ITEM DESCRIPTION

7. **Benefit Group Number 2** – *Benefits For Non-Certified Supervisory Level Personnel (codes 110-111) If different from Benefit Group 1* 2
8. **Dollar Differential for MA+30** (*over base*) Enter : 1=Yes, 2=No
9. **Dollar Differential for a Specialist** (*over base*) Enter : 1=Yes, 2=No
10. **Dollar Differential for a Doctorate** (*over base*) Enter : 1=Yes, 2=No
11. **Building Enrollment Differential** - Enter : 1=Yes, 2=No
12. **Longevity Pay** Enter : 1=Yes, 2=No
13. **Longevity Pay**
Maximum Dollar Amount \$
- OR**
Percentage %
15. **Administrative Salary Index** (*based on Teacher Schedule*) - Enter: 1=Yes, 2=No
16. **Terminal Pay** (*formula*)
Enter: 1 = % of salary 4 = Flat Rate
2 = Days for each year 8 = None
3 = Portion of accumulated sick leave 9 = Other
17. **Retirement Pay** (*formula*)
Enter: 1 = % of salary 4 = Flat Rate
2 = Days for each year 5 = Same as terminal pay
3 = Portion of accumulated sick leave 9 = Other
19. **Tax Shelter** (*Board paid only in addition to employee option*) - Enter: 1=Yes, 2=No
20. **Number of Sick Days** -*Enter actual number of days per year, 99 = unlimited*
21. **Number of Sick Days Accumulation** - *Enter actual number of days, 99 = unlimited*
22. **Administrative Sick Leave Bank** - Enter: 1=Yes, 2=No
23. **Number of Sick/Personal Business Days**

24. Long Term Care Insurance - Enter: 1=Yes, 2=No

25. Medical Insurance Costs

Office Visit Co-Pay \$
Deductible (single family) \$
Monthly Co-Pay \$
Prescription Co-Pay (ie., 10/20/30) / /

26. Prescription Carrier

Enter: 1=Blue Cross/Blue Shield
2=MESSA
3=PharmaCare
4= _____
5= _____

27. Medical Carrier

Enter: 1=Blue Cross/Blue Shield
2=MESSA
3=VEBA
4=SET/SEG
5=HMO + 1
6=HMO + 2
7=HMO + Other
8=Different combination of above
9=Other
10=MEWA

28. Health Savings Account (HSA) - Enter: 1=Yes, 2=No

If yes, is it funded - Enter: 1=Yes, 2=No

29. Short-Term Disability Waiting Period

Enter the waiting period (in days) required before disability income insurance is paid

30. Short-Term Disability Percent of Income %

Enter the % of regular income paid under short-term disability program

31. Long-Term Disability Waiting Period (days)

32. Long-Term Disability Percent Of Income %

Enter the % of regular income paid

35. Dental Carrier

Enter: 1=Blue Cross/Blue Shield
2=Delta
3=AETNA
4=SET/SEG
5=Equitable
6=Prudential
7=ADN
8=Self Funded
9=Other

37. Optical Carrier

Enter: 1=Blue Cross/Blue Shield 3=AETNA 5=Self Funded

2=Delta

4=VSP

9=Other

39. Maximum Amount of Life Insurance Paid by Board

Maximum Dollar Amount

\$

OR

Percentage

%

40. Is There A Differing \$ Amount Of Life Insurance Provided Within This Employee Unit Or Group? - Enter: 1=Yes, 2=No

42. Vehicle Allowance (Cents per mile) - Enter: 00 - 99

¢

44. Paid Professional Membership - Enter: 1=As Needed & Approved, 2=Specific Allowance

45. Formalized Procedure For Administrative Evaluation - Enter: 1=Yes, 2=No

24. Long Term Care Insurance - Enter: 1=Yes, 2=No

25. Medical Insurance Costs

Office Visit Co-Pay \$
Deductible (single family) \$
Monthly Co-Pay \$
Prescription Co-Pay (ie., 10/20/30) / /

26. Prescription Carrier

Enter: 1=Blue Cross/Blue Shield
2=MESSA
3=PharmaCare
4= _____
5= _____

27. Medical Carrier

Enter: 1=Blue Cross/Blue Shield
2=MESSA
3=VEBA
4=SET/SEG
5=HMO + 1
6=HMO + 2
7=HMO + Other
8=Different combination of above
9=Other
10=MEWA

28. Health Savings Account (HSA) - Enter: 1=Yes, 2=No

If yes, is it funded - Enter: 1=Yes, 2=No

29. Short-Term Disability Waiting Period

Enter the waiting period (in days) required before disability income insurance is paid

30. Short-Term Disability Percent of Income %

Enter the % of regular income paid under short-term disability program

31. Long-Term Disability Waiting Period (days)

32. Long-Term Disability Percent Of Income %

Enter the % of regular income paid

35. Dental Carrier

Enter: 1=Blue Cross/Blue Shield
2=Delta
3=AETNA
4=SET/SEG
5=Equitable
6=Prudential
7=ADN
8=Self Funded
9=Other

37. Optical Carrier

Enter: 1=Blue Cross/Blue Shield 3=AETNA 5=Self Funded

2=Delta

4=VSP

9=Other

39. Maximum Amount of Life Insurance Paid by Board

Maximum Dollar Amount

\$

OR

Percentage

%

40. Is There A Differing \$ Amount Of Life Insurance Provided Within This Employee Unit Or Group? - Enter: 1=Yes, 2=No

42. Vehicle Allowance (Cents per mile) - Enter: 00 - 99

¢

44. Paid Professional Membership - Enter: 1=As Needed & Approved, 2=Specific Allowance

45. Formalized Procedure For Administrative Evaluation - Enter: 1=Yes, 2=No

ADMINISTRATIVE AND SUPERVISORY SALARY SURVEY, 2010-11

PART TWO: BUILDING LEVEL

SCHOOL DISTRICT NAME: _____

DIRECTIONS

1. This survey of administrative and supervisory salaries and benefits is intended to be a comprehensive, ONCE A YEAR, project. It should be filled out as completely as possible as soon as salaries and benefits have been determined for the year. The survey form is designed to make entries easily processable for computerized reporting and analysis.
2. Please enter all responses in the appropriate boxes to the right of each item.
3. Leave blank spaces to indicate that an item does not apply.
4. There are three separate sections to this survey.

SECTION I - District Information (identification and description)

SECTION II - Fringe Benefit Information. Please select the benefits that are most representative of those provided to this class of administrative personnel. If they are the same as those provided central level administrators, no additional benefit information need be reported. **BUT:** be sure to include the proper Benefit Group number for item 52, page 6.

SECTION III - Wage/Work Year Information. Position by **TITLE**, Building Level. Using position identification codes found on page 2, report each position title listed in your district's administrative table of organization. Position by Title codes have been pre-entered for you on the Section III survey forms. If you have or use no such title as any one of those listed, leave that column blank.

5. Please: Report all monies received as salary whether reflected in the bi-weekly paycheck or deferred under an annuity plan (etc.)
6. If you have any questions, call the Bureau (313) 577-1611.

POSITION BY TITLE, BUILDING LEVEL

- 201 High School Principal
- 202 Junior High (Middle, Intermediate) School Principal
- 203 Elementary School Principal
- 211 High School Assistant Principal
- 212 High School Administrative Assistant
- 213 Junior High (Middle, Intermediate) Assistant Principal
- 214 Junior High (Middle, Intermediate) Administrative Assistant
- 215 Elementary Assistant Principal
- 221 Vocational Education Building/Center Administrator
- 222 Special Education Building/Center Administrator
- 223 Alternative Education Building/Center Administrator

SECTION III
POSITION BY TITLE INFORMATION, CENTRAL OFFICE

ITEM DESCRIPTION (102-106)

		Deputy Superintendent	Associate Superintendent	Assistant Superintendent	Executive Director	Central Office Director
46	Position Code Number (from page 2)	102	103	104	105	106
52	Benefit Group from Section 2, item 7 (enter 1 or 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Authority/Responsibility level in absence of Superintendent, rank per relevant position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Number of People in this position (enter 01-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
56	Length of individual contract after probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
59	Lowest salary paid (actual)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
60	Highest salary paid (actual)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
64	Number of steps to max (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number of paid holidays (whole days only (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number of paid vacation days per year (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

* Items 59 and 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include the amount of any annuity or other deferred income.

SECTION III

POSITION BY *TITLE* INFORMATION, *CENTRAL OFFICE*

ITEM *DESCRIPTION (107-111)*

Assistant to Superintendent **Administrative Assistant- CO** **Business Manager** **Coordinator** **Supervisor**

46	Position Code Number <i>(from page 2)</i>	107	108	109	110	111
52	Benefit Group from Section 2, item 7 <i>(enter 1 or 2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Authority/Responsibility level in absence of Superintendent, rank per relevant position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Number of People in this position <i>(enter 01-99)</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
56	Length of individual contract after probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In a Bargaining Unit? <i>(1=yes, 2=no)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
59	Lowest salary paid (actual)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
60	Highest salary paid (actual)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
64	Number of steps to max <i>(0-99)</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
65	Number of days actually worked per year <i>(0-999) Note: Total of 65-68 should equal 260.</i>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number of paid holidays <i>(whole days only 0-99)</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number of paid vacation days per year <i>(0-99)</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid <i>(0-99) Note: Total of 65-68 should equal 260</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

*** Items 59 and 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include the amount of any annuity or other deferred income.**

SECTION IV (1)

POSITION BY *FUNCTION* INFORMATION

ITEM	DESCRIPTION (301-402)	Chief Financial Officer	Chief Data Processor	Chief Accountant	Chief Personnel Officer	Subordinate Personnel Officer
M		301	304	307	401	402
46	Position Code Number (from page 2)					
47	Position 1, % of time spent on this Function (00-99, Note 00=100%)	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %
52	Benefit Group, from Section 2, item 7 (enter 1 or 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Authority/Responsibility level If relevant (enter: 1-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Length of individual contract after probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
60	Actual Salary Paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number paid holidays (whole days only (0-99))	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number paid vacation days per year (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

***Item 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include also the amount of any annuity or other deferred income.**

SECTION IV (2)

POSITION BY *FUNCTION* INFORMATION

ITEM	DESCRIPTION (403-611)	Chief Employment Relations Officer	Chief Instruction/ Curriculum Officer	Chief Secondary Education Officer	Chief Elementary Education Officer	<i>Director of Athletics</i>
46	Position Code Number (from page 2)	403	501	502	503	611
47	Position 1, % of time spent on this Function (00-99, Note 00=100%)	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %
52	Benefit Group, from Section 2, item 7 (enter 1 or 2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
53	Authority/Responsibility level If relevant (enter: 1-9)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
56	Length of individual contract after probationary period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
60	Actual Salary Paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number paid holidays (whole days only (0-99))	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number paid vacation days per year (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

***Item 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include also the amount of any annuity or other deferred income.**

SECTION IV (3)

POSITION BY *FUNCTION* INFORMATION

ITEM	DESCRIPTION (701-901)	Pupil Personnel Services Administrator	Special Education Administrator	Adult/Continuing Educ. Administrator	Public Information Officer	Field/Auxiliary Services Administrator
46	Position Code Number (from page 2)	701	702	704	802	901
47	Position 1, % of time spent on this Function (00-99, Note 00=100%)	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %
52	Benefit Group, from Section 2, item 7 (enter 1 or 2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
53	Authority/Responsibility level If relevant (enter: 1-9)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
56	Length of individual contract after probationary period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
60	Actual Salary Paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number paid holidays (whole days only (0-99))	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number paid vacation days per year (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

***Item 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include also the amount of any annuity or other deferred income.**

SECTION IV (4)

POSITION BY *FUNCTION* INFORMATION

ITEM	DESCRIPTION (902-906)	Food Services Administrator	Transportation Supervisor	Custodian Supervisor	Buildings & Grounds Supervisor	Skilled Trades Supervisor
M		902	903	904	905	906
46	Position Code Number (from page 2)					
47	Position 1, % of time spent on this Function (00-99, Note 00=100%)	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> %
52	Benefit Group, from Section 2, item 7 (enter 1 or 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Authority/Responsibility level If relevant (enter: 1-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Length of individual contract after probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
60	Actual Salary Paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
66	Number paid holidays (whole days only (0-99))	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
67	Number paid vacation days per year (0-99)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

***Item 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include also the amount of any annuity or other deferred income.**

SECTION III

POSITION BY TITLE INFORMATION, BUILDING LEVEL

ITEM	DESCRIPTION	High School Principal	Jr./Middle School Principal	Elementary Principal	H.S. Assistant Principal	H. S. Admin. Assistant	Jr./Middle School Asst. Principal
		201	202	203	211	212	213
46	Position Code Number (from page 2)	<input type="text" value="201"/>	<input type="text" value="202"/>	<input type="text" value="203"/>	<input type="text" value="211"/>	<input type="text" value="212"/>	<input type="text" value="213"/>
52	Benefit Group from Section 2, item 7 (enter 1, 2 or 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Authority/Responsibility level rank per relevant position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Number of People in this position (enter 01-99)	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
56	Length of individual contract after probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	In a Bargaining Unit? (1=yes, 2=no)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	If in a Bargaining Unit give contract expiration year	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
62	Salary Schedule, MIN	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>
63	Salary Schedule, MAX	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>	\$ <input type="text" value="0000"/> , <input type="text" value="00"/>
64	Number of steps to max (0-99)	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
65	Number of days actually worked per year (0-999) Note: Total of 65-68 should equal 260.	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>
66	Number of paid holidays, whole days only (0-99)	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
67	Number of paid vacation days per year (0-99)	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
68	Number of days not paid (0-99) Note: Total of 65-68 should equal 260	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>

***Items 59 and 60 should be the total of all wages actually paid, including cash bonuses, merit increases, degree differentials, etc. Please be sure to include also the amount of any annuity or other deferred income.**

