

Classified Staffing Guidelines

The Student Based budget worksheet for classified employee records the FTE and average cost associated with each position.

You will use the Student Based budget worksheet as a planning tool to develop your staffing for the year. Once it has been developed and submitted to the Budget office, you will be able to view your current staffing through an Oracle report on your G/L.

Staffing Report for Up-to-date Information

Select the DCS Staffing Report on your G/L to view each classified employee's current position and FTE in the system.

To Access Classified Staffing Report

To Print Report	To View Report
1. General Ledger User/Inquiry	1. General Ledger User/Inquiry
2. Select “Submit Request”	2. Select “Submit Request”
3. Defaults to “Single Request” – click OK	3. Defaults to “Single Request” – click OK
4. Click in Name . Use list of values (3 dots) and select <u>DCS Classified Staffing Report</u> . Click OK .	4. Click in Name . Use list of values (3 dots) and select <u>DCS Classified Staffing Report</u> . Click OK .
5. ‘Parameters’ screen will appear. In ‘HR Organization’ field select your site. Click OK . Then click OK on ‘Parameters.’	5. ‘Parameters’ screen will appear. In ‘HR Organization’ field select your site. Click OK . Then click OK on ‘Parameters.’
6. Make sure options are correct for printer and # of copies.	6. Set options to zero copies.
7. Click Submit .	7. Click Submit .
8. Click “Refresh Data” The “Phase” column will change from ‘Pending’ to ‘Completed.’	8. Click “Refresh Data” The “Phase” column will change from ‘Pending’ to ‘Completed.’
9. Click “View Output.”	9. Click “View Output.”

Student Based Budget Worksheet

When viewing the Student Based budget worksheet, notice the FTE and average cost per position is calculated based on your projected student enrollment. You may use your discretion when assigning positions.

1. Record the total annual hours for each type of position in the “annual hours” column. Your current staffing can be obtained by viewing the DCSD Staffing Report off of your G/L. (You may need to combine hours for multiple positions.) This will populate the FTE and average cost of each position. (FTE is calculated by dividing the employee’s total annual hours by 2088.)
2. Record the annual hours in the “District Allocation” section for the following positions:
 - a. Campus Monitor(s)
 - b. Health Assistant
 - c. Special Services Education Assistants
 - d. Volunteer Coordinator
 - e. The Custodian staffing will be maintained in O&M
3. Record the annual hours in the “Other Funding Sources” section for the following:
 - a. Planning Grant
 - b. Additional Growth
 - c. Level II staffing
 - d. Gifted and Talented funding
 - e. Etc.
4. Record any positions your site is funding through extra-curricular dollars in the “Other Funding Sources” section.
5. Use all of your allocation before submitting to the Finance Office. In order to accomplish this, you may need to create vacant positions.
6. Follow-up with Recommendation to Hire/Change of Status forms for any positions you have adjusted.

Classified Substitute Allocation

- Each school is given additional funds to use for classified coverage or additional projects. The funds are based on your site’s projected student enrollment multiplied by \$4.17
- Calculate an additional 13.95% for PERA and Medicare in the

substitute's hourly rate.

Small School Factor

Cherry Valley, Alternative schools and new schools may be staffed individually by positions, not by formula.

Classified Reassignments Due to Downsizing (DCFCE Contract II.A.3)

When a circumstance results in a reduced number of positions for employees at an existing site or department, current employees whose positions will be eliminated will be offered a vacant position in the same classification at the same rate of pay at another District location. The District has no further obligation to an employee who does not accept the offered position. Positions filled in this fashion will not be subject to the posting requirement.

Reassignment Procedures

- Notify HR of any staff reductions
- Notify classified employee(s) of staff reductions as soon as staffing numbers are firm.
- If the employee has not secured a position by the end of their current position, HR will offer the employee a vacant position in the same classification.

Classified Position Costs per Hour

Position	Range	Avg. Salary w/Benefits
Bookkeeper - Elementary	7	\$18.40
Bookkeeper - Secondary	10	\$22.24
Campus Security	7	\$17.59
Clerical - Elementary Office	7	\$17.27
Copy Room - Secondary	5	\$15.58
Educational Assistant	3	\$14.09
Educational Assistant – Mod. Needs	6	\$15.89
Educational Assistant – Severe Needs	7	\$17.17
Health Assistant (Adl. Hrs.)	5	\$14.59

I.A. - Health	6	\$15.60
I.A. - Spanish	6	\$15.54
I.A. - Tech	6	\$16.31
Librarian - Alternate	5	\$15.52
Librarian - Elementary	8	\$19.14
Library Media Tech. - Secondary	5	\$16.47
Receptionist - Secondary	6	\$15.63
Registrar - Elementary	8	\$18.68
Registrar - Secondary	9	\$20.86
Secretary - Attendance	8	\$19.63
Secretary - Counseling	7	\$17.58
Secretary to A.P. - Secondary	8	\$19.62
Secretary to Athletics	8	\$18.90
Secretary to Principal - Alternative School	10	\$23.06
Secretary to Principal - Elementary	10	\$22.53
Secretary to Principal - High School	10	\$22.72
Secretary to Principal - Middle School	10	\$22.71
Secretary to Principal < 250 students	10	\$20.33

Classified Calendars 2007 - 2008

Min Hrs/Week	Min. Days/Weeks	Days per Year	Track	Salary Basis
20	5	169	Pre-School	Accrual
20	5	172	A-D Tracks	Accrual
20	5	176	A-D Tracks	Accrual
20	5	176	Conventional	Accrual
20`	5	176	Modified	Accrual
20	5	176	Sped Pre-School	Accrual
20	5	180	A-D Tracks	Accrual
20	5	180	Conventional	Accrual
20	5	180	Modified	Accrual

20	5	181	Trad - Security	Accrual
20	5	185	Trad/Library Media	Accrual
20	5	205	10 Month	Accrual
20	5	222	11 Month	Accrual
20	5	240	12 Month-Nutr Serv	Accrual
20	5	240	12 Month-Child Care	Accrual
20	5	240	12 Month-Trans	Accrual
20	5	261	12 Month	Accrual

Revised June 2007

Variations: Any variation to the calendars listed above will result in an employee being placed on an Hourly Wage Basis.

Definitions

Hourly Wage Basis: These employees are paid for the actual hours worked each month on their following month's paycheck.

Accrual Wages: The total wages earned for the school year are equally divided over the remaining pay periods with that school year. This results in equalized monthly paychecks.

Classified Salary: These employees are paid one-twelfth of their annual salary each pay period. This results in equalized monthly paychecks.

Note: Employees who work additional days over and above their assigned days per year, log these additional hours in the additional hours column on their timesheet in the month that they were worked.

Note: These calendars do not apply to self-funded programs.

Salary Basis Definitions:

Hourly Wage Basis: These employees are paid for the actual hours worked each month on their following month's paycheck.

Accrual Wages: The total wages earned for the school year are equally divided over the remaining pay periods within that school year. This results in equalized monthly paychecks.

Classified Salary: These employees are paid one-twelfth of their

annual salary each pay period. This results in equalized monthly paychecks.

Note: If employees work additional days over and above their assigned days per year, put the additional hours in the additional hours column on their timesheet in the month that they were worked.

Note: These calendars do not apply to self-funded programs.

Classified Staffing Benefits - Based on Position

Student Contact Days

4-Track Student Contact Days:	169 days
Traditional Student Contact Days:	173 days
Total Student Contact Days:	232 days

Less than 20 hours per week and less than 169 days per year

Benefits:

- Not eligible for accrual of and leave benefits
- Not eligible for insurance benefits
- Not eligible for Exemplary Option
- Eligible for Skill Blocks and Incentive Blocks
- Hourly Salary basis (paid one month in arrears for actual hours worked)

Min. 20 hours per week and 169 – 199 days per year

Benefits:

2 paid holidays
Sick leave
Accrual Salary basis (12 equal paychecks)
Insurance benefits
Skill Blocks, Incentive Blocks and Exemplary Option

Min. 20 hours per week and 200 – 214 days per year

Benefits:

5 paid holidays
Sick leave
Accrual Salary basis (12 equal paychecks)
Insurance benefits
Skill Blocks, Incentive Blocks and Exemplary Option

Min. 20 hours per week and 215 – 250 days per year

Benefits:

7 paid holidays / sick leave
Accrual Salary basis (12 equal paychecks)
Insurance benefits
Skill Blocks, Incentive Blocks and Exemplary Option

Min. 20 hours per week and 251 days per year

Benefits:

10 paid holidays
Sick leave
Accrual Salary basis (12 equal paychecks)
Insurance benefits
Skill Blocks, Incentive Blocks and Exemplary Option

Note: When staffing, **add the paid holidays to the actual days worked** (example: 251 days plus 10 paid holidays = 261 days recorded on the Recommendation to hire and the Classified Staffing Worksheet.)

Insurance:

Min. 676 - 1182 annual hours = 50% District paid single coverage

Min. 1183 annual hours = 100% District paid single coverage