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Appendix 3D(1) thru 3D(56)

Section 3D - CLASSIFIED PERSONNEL

3D.1 Classified Personnel Definition (March, 2010)

Classified personnel are employees who hold a position that does not require a Missouri teaching certificate and are not engaged in classroom teaching.

Classified personnel also include the category "professionally trained and licensed staff" who have a B.S./B.A. and/or are currently licensed by the State of Missouri to practice and are employed by the school board in the area of their registration or license.

Rev. 9/01, Rev. 3/10

3D.2 Unrequested Leave of Absence (March, 2010)

Whenever it is necessary to decrease the number of classified employees because of insufficient funds, decrease in pupil enrollment, or lack of work, the board of education may cause the necessary number of employees to be placed on leave of absence without pay, but only in the reverse order of their employment by job class for a period of three (3) years. This policy applies to full-time classified. Each employee placed on leave of absence shall be reinstated in reverse order of placement on leave of absence by job class. Such reemployment shall not result in a loss of status or credit for previous periods of service; however, time on unrequested leave of absence shall not be counted for salary purposes. Written notice of recall shall be hand delivered or mailed, (certified mail, return receipt requested), to the employee at the last known address. No new appointments shall be made while there are available employees on leave of absence and who are adequately qualified to fill the vacancy in the particular department. Employees must advise the district within thirty days from date of notification that positions are available to them that they will return to employment. Employees must assume the duties of the position to which they are appointed within 45 days from the date of notification that positions are available to them.

Rev. 7/92/ Rev. 3/10

3D.3 Classified Personnel Assignments and Transfers (March, 2010)

Assignment of classified employees shall be under the direction of the superintendent of schools or his/her designee. The transfer of classified personnel to positions in the various schools and departments of the district shall be made by the superintendent of schools or his/her designee. Such transfer shall be based on providing the most effective teaching/learning situation in each individual instance and for the district as a whole.

Assignments within buildings are made by the building principal and may be adjusted as the enrollment pattern changes and as work needs change.

A classified person may request to transfer to another building, program or assignment by submitting such request through the district website. If more than one classified person has applied for the same vacant position, the transfer decision shall be based on the person's seniority in the district, qualifications, including applicable certification and experience in the department or area, and the overall staffing or work needs of the district.

3D.3 (continued)

The receiving building principal or supervisor with input from the site or work team, whenever practical, will make a recommendation to the assistant superintendent-human resources regarding approval or disapproval of the transfer request. Final approval or denial of transfer request shall be made by the assistant superintendent-human resources. Disposition of transfer requests shall be based on (1) qualifications, including applicable certification and experience in the department or area, (2) the receiving administrator's or principal's determination of the needs of the building or department or area, and (3) current evaluations.

Staff Initiated Transfers

Classified personnel may make written application for transfer prior to May 1 utilizing the district website, for positions which may become available the ensuing school year. All requests for transfers will expire at the beginning of the ensuing school year, unless notification is received for continuation of the transfer request. If an employee's request for transfer has been denied, the employee shall be informed in writing and/or via e-mail in a timely manner.

Administrative Initiated Transfers

Necessary administrative initiated transfers shall have precedence over all other requests for transfers. Examples of necessary transfers are those which may be needed to achieve staff balance, to strengthen problem areas and to accommodate enrollment change.

Posting of Vacancies

All vacant classified position determined by the administration to be open shall be posted. The notice of vacancies shall be posted on the district website, on an established bulletin board in the district office and on an established bulletin board in all schools for at least five (5) school days prior to the vacancy being filled. During the months of June, July and August, vacancies will be posted at the district office and on the district website. After filling a posted position, resultant vacancies in classified positions may be posted at the discretion of the administration, in a similar manner, but such subsequent posting is not required.

Rev. 8/95, Rev. 3/10

3D.4 Social Security (October, 2001)

Non-teaching personnel shall present to the payroll clerk their social security number before payment will be made for services.

3D.5 Employment, Evaluation Procedures, Duties and Daily Work Schedule of Classified Personnel (July, 2009)

All classified employees shall have a high school diploma or general equivalence diploma, or shall meet the educational requirements listed in policy 3D.7. Classified personnel shall possess qualifications commensurate with the position for which they are employed and shall be willing to secure any additional training necessary to adequately perform the duties of their position. Specific duties shall be as designated in the job description for each classification on file in the human resources department office.

3D.5 (continued)

All classified personnel shall know and observe all regulations and policies of the board of education and the assigned school or department in which they are employed.

The superintendent of schools and/or his/her designee shall be responsible for the employment of all classified personnel. Recommendations for employment of classified personnel shall be made as indicated below.

Daily work schedule for classified personnel shall be determined by the same individual designated to recommend employment as indicated below.

All classified personnel shall receive a minimum of two performance-based evaluations during their first year of employment (one during first semester and one during second semester) and an annual evaluative report thereafter by the third quarter of each school year. Three copies of this report shall be made. One copy is to remain with the supervisor in charge; one copy is to be forwarded to the department of human resources; and one copy is to be retained by the employee. Performance of evaluations shall be the responsibility of the same individual designated to recommend employment as indicated below.

Accompanist - principal or designated administrator of the building in which they are assigned.

Audiologist - coordinator of multi-district deaf/hard of hearing program.

Custodial Personnel - principal or designated administrator of the building in which they are assigned.

Family Literacy Coordinator - principal or designated administrator of the building in which they are assigned.

Food Service Personnel - director of food services.

Health Aide Personnel - principal or designated administrator of the building in which they are assigned.

Interpreter Personnel - principal or designated administrator of the building in which they are assigned.

Library Aide Personnel - principal or designated administrator of the building in which they are assigned.

Maintenance Personnel - director of buildings and grounds.

Occupational Therapist Personnel - principal or designated administrator of the building in which they are assigned.

Paraprofessional - principal or designated administrator of the building in which they are assigned.

Parents as Teachers Personnel - program director.

Physical Therapist Personnel - principal or designated administrator of the building in which they are assigned.

3D.5 (continued)

Prevention Services/Drug Abatement Coordinator - executive director of public safety.

Prime Time Site Lead Personnel - principal or administrator of the building in which they are assigned.

Psychologist - director of special education.

Public Safety Officer - executive director of public safety.

Registered Nurse Personnel - superintendent of schools or his/her designee.

School Social worker Personnel - superintendent of schools or his/her designee.

Secretarial/Clerical Personnel - principal or designated administrator of the building or department to which they employee is assigned.

Support Personnel:

Transportation Support - director of transportation

Management Support - designated administrator

Technical Support - designated administrator

Teacher Aide Personnel - building principal

Transportation Personnel - director of transportation

The superintendent of schools shall have the authority to transfer, demote and terminate classified employees

Rev. 11/96, Rev. 4/06, Rev. 7/09

3D.6 Classified Personnel Length of Agreement, Number of Hours Worked Per Day and Holidays (July, 2009)

Length of agreement (days may fluctuate based upon the school calendar and/or Leap Year), number of hours worked per day and holidays for classified employees shall be as follows:

Accompanist:

179-day agreement - 6 hours per day - holidays coincide with students, four (4) of which are paid

Audiologist:

182-day agreement - 7 hours per day

Custodial Personnel:

179-day agreement - 8 hours per day - holidays coincide with students, four (4) of which are paid

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Family Literacy Coordinator:

237-day agreement - 7 hours per day

3D.6 (continued)

Food Service Personnel:

179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

Health Aide Personnel:

183-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works four (4) additional non-student days to be determined by building principal

Interpreter Personnel:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

Library Aide Personnel:

182-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works three (3) additional non-student days to be determined by building principal

Maintenance Personnel:

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Occupational Therapist:

182-day agreement - 7 hours per day

Certified Occupational Therapist Assistant:

181-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works two (2) additional non-student days to be determined by supervisor

Paraprofessional Personnel:

179-day agreement - 7 hours per day - holidays coincide with students - four (4) of which are paid

Paraprofessional at Liggett Trail Education Center Personnel:

179-day agreement - 6 hours per day - holidays coincide with students, four (4) of which are paid

Parents as Teachers Personnel:

182-day agreement - 7 hours per day

Physical Therapist:

182-day agreement - 7 hours per day

Physical Therapist Assistant:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

Prevention Services/Drug Abatement Coordinator:

204-day agreement - 8 hours per day - holidays coincide with students, four (4) of which are paid

Prime Time Site Lead Personnel:

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

3D.6 (continued)

Prime Time Site Lead Personnel:

218-day agreement - 8 hours per day - paid holidays same as 260-day employees during 218-day employment period

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Psychologist:

182-day agreement - 7 hours per day

Public Safety Officer:

260-day agreement - 8 hours per day - 13 paid holidays as listed below

Registered Nurse Personnel:

189-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid and works ten (10) additional non-student days to be determined by supervisor

School Social Worker Personnel:

182-day agreement - 7 hours per day

Secretarial Personnel (Central Office):

Secretary - 218 day agreement - 7.5 hours per day - paid holidays same as 260-day employees during 218-day employment period

Secretary - 260 day agreement - 7.5 hours per day - 13 paid holidays as listed below

Secretary Personnel (Schools):

Secretary A - 199-day agreement - 7.5 hours per day - holidays coincide with students, four (4) of which are paid

Secretary B - 204-day agreement - 7.5 hours per day - holidays coincide with teachers, four (4) of which are paid

Secretary C - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

Teacher Aide Personnel:

179-day agreement - 7 hours per day - holidays coincide with students, four (4) of which are paid

Support Personnel:

A- Transportation Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

B- Management Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

C- Technical Support - 260-day agreement - 7.5 hours per day - 13 paid holidays as listed below

Transportation Personnel:

Driver - 179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

Bus-Aide - 179-day agreement - hours per day vary - holidays coincide with students, four (4) of which are paid

3D.6 (continued)

Mechanic - 260-day agreement - 8 hours per day - 13 paid holidays as listed below

The thirteen paid holidays referred to in this policy are:

Independence Day
Labor Day
Thanksgiving Day and Friday following
Christmas plus one additional day during winter vacation as approved by the administrator in charge
New Year's Day
Martin Luther King's Birthday
Presidents' Day
Two (2) days during spring break to be determined by the superintendent of schools
Memorial Day plus one additional day, to be taken in June or July, as approved by the administrator in charge

The four (4) paid holidays referred to in this policy are:

Thanksgiving Day
December 25
Martin Luther King's Birthday
President's Day

Rev. 6/04, 4/06, 12/07, 7/09

3D.7 Qualifications for Specific Classified Positions (October, 2016)

Athletic Trainer

Must hold a Bachelor's or Master's Degree from an accredited professional athletic training education program and pass a comprehensive test administered by the Board of Certification and hold NATA (National Athletic Trainers' Association) certification.

Audiologist

Must hold appropriate credential required by state education agency and local school district and meet licensing requirements of the State of Missouri.

Bus Driver

A driver shall undergo a physical examination annually by a licensed physician and present a signed physical examination to the board of education. The examination shall be provided by a physician designated by the district. The cost of this examination will be paid by the district. A driver shall be in good physical and mental health. Vision and hearing shall be adequate to meet the requirements for securing a Commercial Drivers License (CDL) and a Missouri School Bus Driving Permit. Must pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing the duties assigned.

A driver must be duly licensed by the State of Missouri and hold a valid Commercial Drivers License (CDL) and Missouri School Bus

3D.7 (continued)

Driving Permit. Both licenses must contain appropriate endorsements by the State of Missouri.

School Bus drivers whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by a physician designated by the district, must submit a release by the attending physician prior to resuming school bus operation. School bus drivers who miss more than twenty (20) days in one school year may be required to obtain a second physical. The physical examination shall be provided by a physician designated by the district. The cost of this examination will be paid by the district.

A driver shall have a safe driving record.

A driver should have reliable references.

The age limits for bus drivers shall be a minimum of twenty-one.

Drug and Alcohol Testing

All Blue Springs School District employees who are required to have a commercial driver's license (CDL) must comply with the alcohol and drug-testing program, as required in the Omnibus Transportation Employee Testing Act of 1991 for safety-sensitive employees. Compliance with the Act will begin January 1, 1995. The testing required under this act is:

- (1) Pre-employment
- (2) Post-accident
- (3) Reasonable suspicion
- (4) Random
- (5) Return to duty and follow-up

The program tests for five drugs: marijuana, cocaine, opiates, amphetamines and phencyclidines (PCPs). The drug test is a split urine sampling of each CDL employee (that is, two urine samples taken at the same time). The program also calls for an alcohol test, using a federally approved device.

The Blue Springs School District will contract testing services with an agency that will provide all requirements under the Act. All employees included under this Act will be provided information and training about all provisions of the Act and their rights and responsibilities under the Act.

Those who receive a positive test for alcohol or drug use will be subject to disciplinary action as outlined below:

- (1) Employees who test 0.02 alcohol or greater shall have their employment terminated.
- (2) Employees who test positive for illicit drug use shall have their employment terminated.
- (3) Retesting shall be at the cost of the employee.
- (4) The District is not required under this policy to provide rehabilitation or pay for treatment.
- (5) All appeals will follow board policy

3D.7 (continued)

Bus Aide

A bus aide shall undergo a physical examination annually by a licensed physician and present a signed physical examination to the board of education. The examination shall be provided by a physician designated by the district. The cost of this examination will be paid by the district. A bus aide shall be in good physical and mental health. Vision and hearing shall be adequate to meet the requirements of the job. Must pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing the duties assigned.

Certified Occupational Therapist Assistant (COTA)

The Occupational Therapy Assistant (COTA) must have an Associate's Degree in Occupational Therapy from an approved and accredited Occupational Therapy Assistant Program and must be licensed to practice in the State of Missouri

Custodian

Must pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing duties assigned.

Food Service Employees

Must have a current Food Handlers Permit and pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing the duties assigned.

Health Room Aide and Substitute Health Room Aide

Must hold current certification in CPR (adult, child/infant) and standard first aid. To change health room aide classification or remain in current classification, certification/licensure must be current.

Maintenance

Must pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing duties assigned.

Occupational Therapist Personnel Policies

Must have completed an accredited educational program and all field work education requirements. All baccalaureate, post baccalaureate certificate, and professional Master's programs are accredited by American Medical Association and the American Occupational Therapy Association.

Must hold the appropriate credential required by the state education agency and local school district. Should the State of Missouri institute the requirement for state license, district occupational therapist would be required to comply.

3D.7 (continued)

Orientation and Mobility Specialist

Must have completed Bachelor's program with Master's Degree preferred from an accredited college or university with specialization in Orientation and Mobility.

Current certification in O & M issued by ACVREP (Academy for Certification of Vision Rehabilitation and Education Professionals).

Paraprofessional

Must have a minimum of 60 college hours issued by an accredited institution. Assist special needs students and teachers in classroom setting. Must pass the Post Offer Employment Test provided by the district. Employees must be capable of physically completing the tasks essential to the job and the district has the right to reassess the employee at any time to determine if they are capable of performing duties assigned.

Some assignments may require training in feeding techniques, including gastrostomy tube, cardiopulmonary resuscitation, sign language, lifting techniques, wheelchair usage and maintenance and correct positioning for individuals.

Physical Therapist, Licensed (RPT)

Must have graduated from a physical therapy school approved by the Council on Medical Education of the American Medical Association in collaboration with the American Physical Therapy Association.

Must hold or be eligible for a Missouri State physical therapy license.

Physical Therapist Assistant

Must have an Associate's degree from an approved and accredited Physical Therapy Assistant program and must be licensed to practice in the State of Missouri.

Pool Employees

Must be at least 16 years of age and be currently enrolled as a student in good standing in the Blue Springs School District or hold a high school diploma or equivalent.

1. Must be certified in CPR/AED and first aid training
2. Must successfully complete Red Cross lifeguard training course

Prevention Services and Drug Abatement Coordinator

State of Missouri Licensed Psychologist

State of Missouri Certified Substance Abuse Prevention Professional (CSAPP)

Certified in Critical Incident Stress Management

Prime Time Associate

Must be at least 16 years of age and be currently enrolled as a student in good standing in the Blue Springs School District or hold a high school diploma or equivalent.

Psychologist

State of Missouri Licensed Psychologist

3D.7 (continued)

Public Safety Officer

High school diploma or equivalent required.

College degree or training in criminal justice, public safety or related field.

Commissioned police officer with Class A certification required.

Registered Nurse

Must have graduated from an appropriately accredited school of nursing, preferably have a B.S.N. degree or comparable qualification.

Must be licensed to practice as a registered nurse in the State of Missouri (R.N.)

Should have acquired the professional competencies necessary for beginning practice in school nursing.

Expertise in hazardous and illicit narcotics identification.

Regular Educational Classroom Teacher Aide

Must have minimum of 60 college hours issued by accredited institution.

School Social Worker

Must hold a Master's Degree in social work from an accredited college or university.

Rev. 11/96, 12/08, 7/09, 3/10, 10/16

3D.8 Sick Leave (June, 2022)

The board of education shall grant sick leave to each full-time classified employee each agreement period on the following basis:

Nine- and ten-month employees - eight (8) days per agreement period

Twelve-month employees - ten (10) days per agreement period

Part-time employees who work at least one-half of a regular agreement shall be granted sick leave on a pro-rated basis.

The sick leave will be granted for the following reasons: (1) illness or injury of the employee; (2) illness or death in the immediate family - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent upon the employee; (3) pregnancy: refer to pregnancy leave policy 3D.8.6. Any unused portion shall be allowed to accumulate to an unlimited number of days. Employees in their first year in the Blue Springs R-IV School District may use up to half of their sick leave days they have been granted in the first semester.

Sick leave benefits do not apply to summer employment, employees paid only by submitting a timecard, or substitutes.

Reimbursement for unused sick leave shall be allowed for staff members who voluntarily leave the employment of the district after 20 years of service, or who leave the employment of the district and

3D.8 (continued)

are eligible to receive benefits under The Public Education Employment Retirement System of Missouri. Payment for unused sick leave shall be at 50% of substitute pay.

No payment for unused sick leave shall be made when employment ceases because of involuntary termination, or death. For use of unused sick leave days upon retirement, see **policy 3A.15**.

Rev. 9/01, 10/08, 6/22

- 3D.8.1** **Special Requests** (October, 2001)
If illness or death occurs to others of close relationship or connection to the staff member, absence if requested may be granted by the principal and/or supervisor.
- 3D.8.2** **Accumulated Time** (June, 1995)
Any sick leave time used will be deducted from the accumulated time. At the beginning of the year following any deductions for illness, a number of days not to exceed the appropriate number of days as per section 3D.8 will be added to the accumulated days.
- 3D.8.3** **Notice of Absence** (October, 2001)
Each employee should notify their supervisor a day in advance when they are to be absent, whenever this is possible. The employee should report as soon as possible any emergency that will require the employee to be absent so that a substitute can be secured if necessary.
- 3D.8.4** **Extended Absence** (April, 2021)
If the absence of the employee extends beyond the limit of two (2) consecutive workdays, a statement from the attending physician may be required before sick leave is granted. If an employee is absent two (2) or more days and does not call in to provide notice of absence, this action will be considered job abandonment and voluntary termination by the employee. Prior to returning to work, employees that have an extended absence and under medical care must provide a medical release from the treating physician setting forth any restrictions to the employee's ability to perform their job. If the medical release sets forth restrictions, the employee will not be allowed to return to work until the Human Resources department determines that they can perform the essential functions of their job with reasonable accommodation or when the treating physician provides them with a release without restrictions.
Rev. 12/13, 3/21
- 3D.8.5** **Part-time Employees** (October, 2001)
Sick leave for any half-time employee shall be one-half of the provisions for a full-time employee.
- 3D.8.6** **Pregnancy/Adoption Leave** (July, 2009)
(1) Application for pregnancy leave shall be made a minimum of 30 days in advance of the first day of leave and shall be accompanied by a physician's

3D.8 (continued)

statement indicating anticipated date of incapacitation. **See Appendix 3C(5)**

- (2) Actual performance of duties will terminate at a time mutually agreed upon by the employee, employer and her physician. Her physician's written statement is required.
- (3) Accumulated sick leave and personal business leave shall be used through the duration of her incapacity as verified in writing by her physician. When available, vacation leave may also be used for pregnancy leave.
- (4) An employee who is ineligible for FMLA leave may take up to six (6) weeks of leave for the birth of his/her child, adoption, first-year care or foster care using a combination of accumulated sick leave or personal business leave or vacation leave or unpaid leave. Pregnant employees who need more than six (6) weeks of paid or unpaid leave for pregnancy-related incapacity must provide certification of the medical necessity for such leave.
- (5) A physician's statement indicating that the employee is physically able to resume her full duties shall be presented prior to returning. If the employee does not return to her position at the conclusion of the incapacity, this voids the leave protection and shall automatically be treated as a voluntary resignation.
- (6) Refer to **3D.9** for a year's leave of absence for pregnancy reasons.
- (7) An employee who is a prospective parent requesting leave for the adoption will notify the district that an adoption is pending and provide the district with a statement from the social agency handling the adoption. The prospective parent will also be required to notify the district as soon as they receive notification from the adoption agency that the adoption has been scheduled.
- (8) Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law. **See Section 3A27 for policy on Compliance with the Family and Medical Leave Act of 1993.**

Rev. 11/96, 7/09

3D.8.7 Bereavement Leave (April, 2021)

The board of education shall grant to each classified employee up to three (3) days paid leave each agreement period for the death of an immediate family member - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the

3D.8 (continued)

employee. Any unused portion of the three (3) days each contract period shall not be allowed to accumulate. With their supervisor's approval, employees may be permitted to use additional vacation or personal business days following the use of paid bereavement leave.

The district may require verification for the need for the leave.

Rev. 5/98, 7/09, 4/21

3D.8.8 **Staff Absences and Tardiness** (January, 2018)

Consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive or unreasonable absences, which includes situations where employees repetitively come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, an employee's absence, tardiness or early departure (hereinafter "absence") will be considered excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave under Board policy or law; or
- The absence results in the employee exceeding the amount of leave granted by the Board; or
- The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show); or
- The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required; or
- The employee does not obtain prior permission to be absent from the appropriate authorized supervisor (unless the authorized supervisor deems that obtaining prior permission was impractical and that special circumstances warrant authorizing the absence); or
- The absence is for any reason other than the one given for the absence; or

3D.8 (continued)

- The employee has failed to comply with the district's policies and regulations on short and/or long-term leaves, as well as specific building reporting protocols.

An employee who has unauthorized absences will be subject to disciplinary action up to and including termination from employment.

Even if the absence is authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's pay will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

(This policy is also listed as 3B.5.3 and 3C.14.8.)

3D.9 Leave of Absence (April, 2021)

A leave of absence of not more than one year may be granted to full-time insurance eligible employees for the purpose of additional study, travel, prolonged illness or self and/or immediate family, pregnancy, childcare following childbirth, or child adoption. In case of national emergency a leave of absence will be granted to obligatory military service as required by statute. Requests for leave of absence shall be submitted in writing, to the immediate supervisor and superintendent of schools or designee at least forty-five (45) days in advance of the first day of the leave of absence stating the expected duration of the absence and the reason. In cases where an emergency makes it impractical to give forty-five (45) days notice, requests for leave of absence shall be given immediately in writing to the immediate supervisor and superintendent of schools or his/her designee. The staff member shall have been a full-time insurance eligible employee for not less than three (3) consecutive years immediately preceding the request for leave.

An employee who has been granted a leave of absence will be rehired provided a position is available for which the employee is qualified and the employee makes application for the position. The district reserves the right in its sole discretion to place a rehired employee in a position and location to best fit the needs of the district. Where obligatory military service was served during a

3D.9 (continued)

national emergency, upon return, the classified employee will be re-employed to his/her former position, or a similar one.

No credit for time served during the leave of absence will be counted for pay purposes except for the years spent in obligatory military service, and no penalty will be assessed the employee for this absence. The leave of absence shall be without pay or benefits by the school district. An employee who is granted the leave of absence will be rehired at the step on the salary schedule he or she would have been paid during the year of absence.

Rev. 5/90, 3/10, 4/21

3D.10 Vacations (November, 2018)

Classified personnel on twelve months employment will be entitled to vacation according to the schedule below. An employee in his/her first year of service will accrue vacation on a pro-rata basis, based upon the number of months they have been employed by the Blue Springs School District July 1 through June 30 of the current fiscal year.

<u>Years of Service</u>	<u>Days Accrued Per Month</u>	<u>Days Per Year</u>
1 - 5 Years	.833	10 days per year
Greater than 5 years	1.25	15 days per year
Greater than 12 years	1.66	20 days per year

Vacation time earned by June 30 of any fiscal year must be taken prior to July 1 of that fiscal year. All vacations must be approved in advance by the superintendent or his designee. Classified personnel on less than twelve months employment are not entitled to vacation time. However, years of service as a full-time, 179 day or more employee will count towards vacation entitlement when assigned to a twelve month position. This would apply to years of employment in the Blue Springs School District only.

When employment ends prior to the conclusion of the fiscal year, unused vacation days will be paid. Payment to the estate or legally identified heir(s) for earned vacation shall be made when employment ceases because of death.

Rev. 12/00, 7/09, 12/13, 11/18

3D.11 Salary (November, 2018)

Part-time employees shall be paid on a pro-rate basis.

Temporary employees are defined as individuals whose employment is expected to be for a period of less than six months. Employees in this category will not be entitled to fringe benefits, (sick leave, vacation, health and dental insurance).

Classified personnel may be given credit for like work experience when employed and placed on the appropriate step as of November, 2018.

The board of education may, by mutual consent, modify the salary in special instances where it is advantageous to both the district and the employee.

3D.11 (continued)

Increment increases must be approved annually by the board. If an annual increment increase is approved, classified employees will be granted an increment July 1, if employed prior to February 1 of the previous year. Classified employees may not advance more than one step on the same salary schedule in any one year.

For consideration for a change of classification, eligible classified personnel must submit an official transcript (no on-line grade reports or transcripts will be accepted), which must include the following information:

1. Must verify course was completed prior to the first day of school.
2. Must indicate grade awarded, if applicable.
3. Must verify number of credit hours.
4. Must verify that the course was for undergraduate or graduate credit as applicable to position held.
5. Must include name, address, etc. of accredited college/university.

Any college credit earned during school hours will not be counted toward a change of classification.

See **Appendix 3D(1)** through **3D(56)** for all classified salary schedules.

Rev. 8/02, 3/10, 11/18

3D.11.1 Overtime (March, 2010)

Overtime for classified employees shall be compensated at one and one-half times their "regular rate of pay" as shown on the approved salary schedule for each position shown on the approved salary schedule for each position for hours worked in excess of 40 hours per week, unless covered by a special exemption. Compensatory time shall be granted at the rate of one and one-half time the hours worked in excess of 40 hours per week in lieu of overtime pay. All overtime and compensatory time must be approved by the administrator or director in charge prior to scheduling. Compensatory time must be used by the employee within 30 days of accrual when possible, but continuity of services must be maintained. Time accrued for overtime and compensatory time must be documented on a time card/sheet. Payment for overtime and compensatory time must be approved by the administrator or director in charge.

3D.12 Workshops (October, 2001)

No classified employee shall be absent from his/her regular assignment for the purpose of attending workshops without the prior approval and authorization of his/her supervisor.

3D.13 Classified Substitutes (October, 2001)

The administrative staff may, with the approval of the superintendent, employ classified substitutes at a rate of pay not to exceed the first step on the salary schedule in the category of employment.

3D.14 Payment for College Credit (March, 2010)

Full-time classified employees, insurance eligible, who earned college credit may be granted reimbursement equal to the cost of the class, not to exceed \$50 per semester hour, (Not to exceed 8 hours per school year), provided the employee has accepted reemployment by the district for the ensuing school term. A "school year" for reimbursement purposes is defined as beginning the first day of a regular school year and ending the day before the first day of the following school year.

For reimbursement for qualifying college credit hours, classified personnel must submit an official transcript which must include the following information:

1. Must verify course was completed prior to the first day of school.
2. Must indicate grade awarded, if applicable.
3. Must verify number of credit hours received.
4. Must include name, address, etc. of accredited college/university.

The official transcript for college credit must be submitted to the human resources office within 90 days after the termination of the semester in which the class was completed to qualify for reimbursement.

Payment for college credit will be made twice a year, November and February. Classified personnel attending the winter, spring or summer terms and not returning to the district for the following school year will not be reimbursed in November. Classified personnel attending the fall term and not returning to the district after January 1, will not be reimbursed in February. Individuals returning from leave of absence will be reimbursed at the time he/she commences active employment.

To be eligible for college credit reimbursement, the college class must begin after the first day of employment.

Rev. 8/02, 6/04, 3/10

3D.15 Classified Staff Grievance Procedure (November, 2022)

Introduction

The Blue Springs School District shall provide an effective internal means for resolving employee grievances. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because he/she has filed a complaint. The employee and supervisor will have attempted to informally resolve the situation prior to filing a grievance.

Definitions

1. Grievant: A grievant shall mean any classified employee of the Blue Springs School District; further defined as an individual holding an employment agreement and employed in that job classifications.
2. Grievance: Any violation, misapplication, or misinterpretation of school policies, rules, practices, and

3D.15 (continued)

the regulations; any condition which might create a hardship or be injurious to the employee's health and/or safety. The evaluation process, and/or employment, and/or termination of employment of an employee is not a grievable issue (including, but not limited to Performance Improvement Plan).

3. Day: A working day.
4. Classified Personnel: Paid individuals working in the Blue Springs R-IV School District.
5. Signature Form for Participation in Staff Grievance Procedures: See **Appendix 3C(6) & 3C(7)**.

Purpose

1. The purpose of this procedure is to secure at the lowest possible administrative level equitable solution to grievances which may from time to time arise affecting the welfare or working conditions of classified staff members. All parties agree that these proceedings will be kept confidential, and all proceedings and records will be closed.
2. The time limits may be extended for good cause and as deemed necessary by district administration.
3. Once the grievance has been initiated, it will be the responsibility of the grievant to see that the signature form is filled out at each level.

General Procedure

A grievant may be represented at all levels of the grievance procedure by a representative.

1. It shall be the responsibility of the assistant superintendent - human resources to see that all documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel file of any of the participants.
2. Five years after the grievance decision is final, all documents, communications and records dealing with the process of a grievance shall be destroyed.
3. A grievant who fails to process a grievance within the requisite time limits shall be deemed to have accepted the last response given and to have waived any further right of appeal.
4. Grievances may be withdrawn at any level of the grievance procedures.
5. The district may expedite grievances to a higher level of process without completion of earlier levels.
6. The district may consolidate grievances which raise similar issues; however, if such consolidation occurs, the decision as to each grievance shall be issued separately.

Procedures

Level One

Within five (5) days of the occurrence of facts giving rise to a grievance, grievant may file a first-level grievance with the

3D.15 (continued)

grievant's immediate supervisor. If the grievance pertains to the grievant's immediate supervisor, the grievance shall be elevated to Level Two without the necessity of the Level One process.

The immediate supervisor shall meet with grievant within five (5) days to discuss the grievance on a one-to-one basis and shall respond in writing to grievant within five (5) days after meeting with the grievant. The immediate basis for resolution of the grievance signed by grievant and the immediate supervisor; or (2) state the immediate supervisor's decision and the rationale, therefore.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant may appeal the matter to Level Two within five (5) days of receiving the Level One decision. The Level Two appeal shall be submitted in writing to the principal or designee. This step may be omitted if the principal or designee serves as the immediate supervisor of the grievant or if the grievant's supervisor is not under the direct supervision of a principal.

Within ten (10) days of receiving the Level Two appeal, the principal or designee will review the Level One decision, gather any additional information deemed necessary, and render a decision in writing to the grievant.

Level Three

In the event the grievant is not satisfied with the decision reached at Level Two of the grievance appeal, the grievant may submit the written grievance within five (5) days after the Level Two decision to the superintendent or designee. A meeting with the superintendent or designee and the grievant may occur at the discretion of the superintendent or designee within ten (10) days of receipt of the grievance. The superintendent or designee will consider and review the Level One and Level Two decisions on appeal of a Level Two Grievance. The Superintendent or designee may accept, deny, or modify the recommendations and will respond to the grievance within ten (10) days after meeting with the grievant.

Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance, within ten (10) days of the Level Three decision, to the board of education. The grievant shall provide the original grievance, responses and appeals from previous levels, supporting documents, exhibits, any relevant new information, and a list of potential witnesses and/or their statements to the board members for their consideration. If the written grievance, as submitted, provides all the relevant information to render a decision, the board may decide the grievance without a formal hearing. This provision does not provide the grievant with the authority to compel statements from potential witnesses.

If the board decides to hold an appeal hearing, it will occur in closed executive session. The board may place the appeal on the

3D.15 (continued)

agenda of the earliest practical meeting of the board following receipt of the grievance. It is the intent of the board to afford staff members an opportunity to present their perspective before rendering a decision.

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated during the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in board policy or required by law.

Rev. 08/1998, 11/2022

3D.16 **Uniform** (November, 1996)

Uniforms for custodial and maintenance personnel shall be as provided by the district and shall be worn at all times when on duty. Uniforms for cafeteria personnel shall be determined by the director of food service.

3D.17 **Classified Staff Dismissal, Suspension, Resignation, and Voluntary Termination** (August, 2023)

Classified staff members without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board of Education.

During the term of the employment assignment, a classified staff member may be suspended with pay pending review of the Board. Prior to suspension or termination, such classified staff member will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Upon request of the employee, the Board of Education shall schedule a meeting to review the recommendation for suspension or dismissal. Classified employees who are not offered a new assignment are not entitled to meet with the Board of Education. However, in such situations, the employee may review the nonrenewal with the Superintendent/designee.

Classified employees who for any reason intend to retire or resign are required to provide two weeks' notice in writing to the Board.

When an individual voluntarily terminates his/her employment, any accumulated business leave is relinquished. If at some future time the individual returns to full-time employment with the district, sick leave and business leave benefits accrued at the time of prior separation will be reinstated.

For use of unused sick leave days upon retirement, see policies **3A.15, 3B.5, 3C.14.1, and 3D.8.**

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

MANAGEMENT SUPPORT SPECIALIST - 260 DAY
Contract Days = 260
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	37,951.00
2	38,862.00
3	39,682.00
4	40,472.00
5	41,275.00
6	42,249.00
7	43,046.00
8	43,867.00
9	44,661.00
10	45,626.00
11	46,420.00
12	47,220.00
13	48,439.00
14	49,259.00
15	50,079.00
16	50,884.00
17	52,149.00
18	53,401.00
19	58,474.00
20	63,547.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 01

**BLUE SPRINGS R-IV SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2023 - 2024**

TECHNICAL SUPPORT SPECIALIST - 260 DAY
 Contract Days = 260
 Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	43,233.00
2	44,185.00
3	44,975.00
4	45,781.00
5	46,570.00
6	47,568.00
7	48,377.00
8	49,183.00
9	49,994.00
10	50,960.00
11	51,758.00
12	52,570.00
13	53,837.00
14	54,656.00
15	55,460.00
16	56,282.00
17	57,530.00
18	58,797.00
19	65,046.00
20	71,294.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 02

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

TRANSPORTATION SUPPORT SPECIALIST - 260 DAY

Contract Days = 260

Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	35,006.00
2	35,631.00
3	36,139.00
4	36,645.00
5	37,156.00
6	37,827.00
7	38,339.00
8	38,862.00
9	39,359.00
10	40,005.00
11	40,516.00
12	41,043.00
13	41,890.00
14	42,408.00
15	42,926.00
16	43,458.00
17	44,251.00
18	45,040.00
19	49,914.00
20	54,787.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 03

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

TIER 2 TECHNICAL SUPPORT

Contract Days = 260
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	51,101.00
2	51,701.00
3	52,421.00
4	53,206.00
5	54,096.00
6	54,907.00
7	55,669.00
8	56,506.00
9	57,546.00
10	58,901.00
11	59,876.00
12	60,861.00
13	61,701.00
14	62,501.00
15	63,323.00
16	64,206.00
17	65,401.00
18	66,841.00
19	70,961.00
20	75,080.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 05

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

SECRETARY TO SUPERINTENDENT

Contract Days = 260
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	49,322.00
2	50,355.00
3	51,231.00
4	52,092.00
5	52,981.00
6	54,078.00
7	54,944.00
8	55,838.00
9	56,702.00
10	57,778.00
11	58,646.00
12	59,545.00
13	60,931.00
14	61,823.00
15	62,713.00
16	63,606.00
17	64,483.00
18	65,359.00
19	70,417.00
20	75,475.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 06

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

TIER 3 ADMIN SUPPORT - 260

Contract Days = 260
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	35,295.00
2	36,173.00
3	37,050.00
4	37,928.00
5	38,805.00
6	39,683.00
7	40,560.00
8	41,438.00
9	42,315.00
10	43,193.00
11	44,070.00
12	44,948.00
13	45,825.00
14	46,703.00
15	47,580.00
16	48,458.00
17	49,335.00
18	50,213.00
19	51,090.00
20	52,358.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 07

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

CLASSIFIED SUPERVISOR

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	51,101.00
2	51,701.00
3	52,421.00
4	53,206.00
5	54,096.00
6	54,907.00
7	55,669.00
8	56,506.00
9	57,546.00
10	58,901.00
11	59,876.00
12	60,861.00
13	61,701.00
14	62,501.00
15	63,323.00
16	64,206.00
17	65,401.00
18	66,841.00
19	70,961.00
20	75,080.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 08

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

TIER 3 ADMIN SUPPORT - 204

Contract Days = 204
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	27,693.00
2	28,382.00
3	29,070.00
4	29,759.00
5	30,447.00
6	31,136.00
7	31,824.00
8	32,513.00
9	33,201.00
10	33,890.00
11	34,578.00
12	35,267.00
13	35,955.00
14	36,644.00
15	37,332.00
16	38,021.00
17	38,709.00
18	39,398.00
19	40,086.00
20	41,081.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

TIER 2 ADMIN SUPPORT - 204

Contract Days = 204
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	27,081.00
2	27,693.00
3	28,305.00
4	28,917.00
5	29,529.00
6	30,141.00
7	30,753.00
8	31,365.00
9	31,977.00
10	32,589.00
11	33,201.00
12	33,813.00
13	34,425.00
14	35,037.00
15	35,649.00
16	36,261.00
17	36,873.00
18	37,485.00
19	38,097.00
20	39,015.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 12

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

TIER 1 ADMIN SUPPORT - 179

Contract Days = 179
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	19,466.00
2	19,869.00
3	20,272.00
4	20,675.00
5	21,077.00
6	21,480.00
7	21,883.00
8	22,286.00
9	22,688.00
10	23,091.00
11	23,494.00
12	23,897.00
13	24,299.00
14	24,702.00
15	25,105.00
16	25,508.00
17	25,910.00
18	26,313.00
19	26,716.00
20	27,521.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 13

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

CUSTODIAN DAY - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	35,157.00
2	35,468.00
3	35,665.00
4	35,850.00
5	36,033.00
6	36,387.00
7	36,571.00
8	36,756.00
9	36,954.00
10	37,263.00
11	37,448.00
12	37,632.00
13	38,152.00
14	38,354.00
15	38,540.00
16	38,741.00
17	39,244.00
18	39,761.00
19	42,706.00
20	45,650.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

CUSTODIAN NIGHT - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	35,819.00
2	36,144.00
3	36,326.00
4	36,511.00
5	36,694.00
6	37,050.00
7	37,235.00
8	37,419.00
9	37,603.00
10	37,928.00
11	38,127.00
12	38,312.00
13	38,837.00
14	39,026.00
15	39,211.00
16	39,397.00
17	39,916.00
18	40,448.00
19	43,422.00
20	46,396.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

HEAD CUSTODIAN

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	36,144.00
2	36,467.00
3	36,649.00
4	36,834.00
5	37,031.00
6	37,375.00
7	37,560.00
8	37,756.00
9	37,956.00
10	38,267.00
11	38,454.00
12	38,651.00
13	39,167.00
14	39,354.00
15	39,555.00
16	39,740.00
17	40,258.00
18	40,791.00
19	43,762.00
20	46,732.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

HIGH SCHOOL HEAD CUSTODIAN

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	38,973.00
2	39,573.00
3	40,173.00
4	40,773.00
5	41,373.00
6	41,973.00
7	42,573.00
8	43,173.00
9	43,773.00
10	44,373.00
11	44,973.00
12	45,573.00
13	46,173.00
14	46,773.00
15	47,373.00
16	47,973.00
17	48,573.00
18	49,173.00
19	49,773.00
20	50,973.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Salary Schedule #: H 17

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

SKILLED MAINTENANCE - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	44,945.00
2	45,538.00
3	45,976.00
4	46,401.00
5	46,852.00
6	47,495.00
7	47,921.00
8	48,361.00
9	48,814.00
10	49,406.00
11	49,847.00
12	50,275.00
13	51,151.00
14	51,611.00
15	52,041.00
16	52,487.00
17	53,163.00
18	53,854.00
19	59,181.00
20	64,507.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

MECHANIC APPRENTICE - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	35,287.00
2	35,654.00
3	35,909.00
4	36,163.00
5	36,403.00
6	36,802.00
7	37,057.00
8	37,297.00
9	37,538.00
10	37,934.00
11	38,177.00
12	38,433.00
13	39,002.00
14	39,248.00
15	39,506.00
16	39,752.00
17	40,355.00
18	41,979.00
19	44,544.00
20	47,109.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 22

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

MECHANIC - 260 DAY

**Contract Days = 260
Hours Per Day = 8.00**

STEP	ANNUAL SALARY
1	41,354.00
2	41,791.00
3	42,073.00
4	42,384.00
5	42,666.00
6	43,147.00
7	43,432.00
8	43,729.00
9	44,013.00
10	44,446.00
11	44,758.00
12	45,043.00
13	45,728.00
14	46,016.00
15	46,318.00
16	46,606.00
17	47,310.00
18	49,251.00
19	52,267.00
20	55,282.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 23

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

DIESEL MECHANIC - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	44,945.00
2	45,538.00
3	45,976.00
4	46,401.00
5	46,852.00
6	47,495.00
7	47,921.00
8	48,361.00
9	48,814.00
10	49,406.00
11	49,847.00
12	50,275.00
13	51,151.00
14	51,611.00
15	52,041.00
16	52,487.00
17	53,163.00
18	57,407.00
19	60,957.00
20	64,507.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

HEAD MECHANIC - 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	52,821.00
2	53,447.00
3	53,870.00
4	54,307.00
5	54,746.00
6	55,411.00
7	55,865.00
8	56,303.00
9	56,729.00
10	57,362.00
11	57,818.00
12	58,247.00
13	59,192.00
14	59,624.00
15	60,069.00
16	60,529.00
17	61,275.00
18	66,064.00
19	70,160.00
20	74,255.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 25

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

BUS DRIVER 6 HOUR

Contract Days = 179
Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	20,728.20
2	21,050.40
3	21,372.60
4	21,694.80
5	22,017.00
6	22,339.20
7	22,661.40
8	22,983.60
9	23,305.80
10	23,628.00
11	23,950.20
12	24,272.40
13	24,594.60
14	24,916.80
15	25,239.00
16	25,561.20
17	25,883.40
18	26,205.60
19	26,527.80
20	26,850.00
21	27,172.20
22	27,494.40
23	27,816.60
24	28,138.80
25	28,461.00

Shuttle pay \$13.00/hour; Trip pay \$17.00/hour
 Early Childhood/Vo-Tec will be paid at driver's step rate
 Drivers must attend 8 safety meetings to qualify for step increase next year
 Meeting pay rate \$12.00 per hour
 Performance incentive - \$70/quarter

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

BUS AIDE 6 HOUR

Contract Days = 179
Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	14,337.90
2	14,627.88
3	14,917.86
4	15,207.84
5	15,497.82
6	15,787.80
7	16,077.78
8	16,367.76
9	16,657.74
10	16,947.72
11	17,237.70
12	17,527.68
13	17,817.66
14	18,107.64
15	18,397.62
16	18,687.60
17	18,977.58
18	19,267.56
19	19,557.54
20	19,847.52
21	20,137.50
22	20,427.48
23	20,717.46
24	21,007.44
25	21,297.42

Bus aides must attend five safety meetings to qualify for step increase next year.
 Performance Incentive - \$55.00 per quarter.
Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 34

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

CLASSIFIED HOURLY

Contract Days = TIME CARD

Hours Per Day = TIME CARD

STEP	HOURLY SALARY
1	12.00
2	12.23
3	12.35
4	12.48
5	12.59
6	12.84
7	13.09
8	13.34
9	13.59
10	13.84
11	14.09
12	14.34
13	14.59
14	14.84
15	15.09
16	15.34
17	15.59
18	15.79
19	16.09
20	16.45

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 37

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

PRIME TIME HIGH SCHOOL

Contract Days = TIME CARD
Hours Per Day = TIME CARD

STEP	HOURLY SALARY
1	12.00
2	12.00
3	12.00
4	12.00
5	12.00
6	12.00
7	12.00
8	12.00
9	12.00
10	12.00
11	12.00
12	12.00
13	12.00
14	12.00
15	12.00
16	12.00
17	12.00
18	12.00
19	12.00
20	12.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 38

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

FOOD SERVICE TECHNICIAN - 6 HOUR

Contract Days = 179
Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	13,532.00
2	13,747.00
3	13,962.00
4	14,176.00
5	14,391.00
6	14,606.00
7	14,821.00
8	15,036.00
9	15,250.00
10	15,465.00
11	15,680.00
12	15,895.00
13	16,110.00
14	16,324.00
15	16,539.00
16	16,754.00
17	16,969.00
18	17,613.00
19	18,687.00
20	20,030.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

EXECUTIVE CHEF

Contract Days = 200
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	51,485.00
2	52,985.00
3	54,485.00
4	55,985.00
5	57,485.00
6	58,985.00
7	60,485.00
8	61,985.00
9	63,485.00
10	64,985.00
11	66,485.00
12	67,985.00
13	69,485.00
14	70,985.00
15	72,485.00
16	73,985.00
17	75,485.00
18	76,985.00
19	81,485.00
20	84,485.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 40

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

FOOD TRUCK OPERATOR

Contract Days = 260
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	31,376.00
2	32,376.00
3	33,376.00
4	34,376.00
5	35,376.00
6	36,376.00
7	37,376.00
8	38,376.00
9	39,376.00
10	40,376.00
11	41,376.00
12	42,376.00
13	43,376.00
14	44,376.00
15	45,376.00
16	46,376.00
17	47,376.00
18	48,376.00
19	49,376.00
20	51,876.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 41

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

FOOD SERVICE HOSTESS SERVER

Contract Days = TIME CARD

Hours Per Day = TIME CARD

STEP	HOURLY SALARY
1	12.60
2	12.80
3	13.00
4	13.20
5	13.40
6	13.60
7	13.80
8	14.00
9	14.20
10	14.40
11	14.60
12	14.80
13	15.00
14	15.20
15	15.40
16	15.60
17	15.80
18	16.00
19	16.40
20	17.40

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 42

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

FS ELEMENTARY KITCHEN MANAGER

Contract Days = 179
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	20,048.00
2	20,361.00
3	20,675.00
4	20,988.00
5	21,301.00
6	21,614.00
7	21,928.00
8	22,241.00
9	22,554.00
10	22,867.00
11	23,181.00
12	23,494.00
13	23,807.00
14	24,120.00
15	24,434.00
16	24,747.00
17	25,060.00
18	26,313.00
19	27,566.00
20	28,819.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 43

**BLUE SPRINGS R-IV SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2023 - 2024**

**FS MIDDLE SCHOOL KITCHEN MANAGER
 Contract Days = 179
 Hours Per Day = 7.00**

STEP	ANNUAL SALARY
1	21,301.00
2	21,614.00
3	21,928.00
4	22,241.00
5	22,554.00
6	22,867.00
7	23,181.00
8	23,494.00
9	23,807.00
10	24,120.00
11	24,434.00
12	24,747.00
13	25,060.00
14	25,373.00
15	25,687.00
16	26,000.00
17	26,313.00
18	27,566.00
19	28,819.00
20	30,072.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

FS HIGH SCHOOL KITCHEN MANAGER

Contract Days = 179
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	22,554.00
2	22,867.00
3	23,181.00
4	23,494.00
5	23,807.00
6	24,120.00
7	24,434.00
8	24,747.00
9	25,060.00
10	25,373.00
11	25,687.00
12	26,000.00
13	26,313.00
14	26,626.00
15	26,940.00
16	27,253.00
17	27,566.00
18	28,818.00
19	30,385.00
20	31,952.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 45

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

PARENTS AS TEACHERS BS-BA

Contract Days = 182
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	28,318.00
2	29,183.00
3	29,952.00
4	30,733.00
5	31,501.00
6	32,409.00
7	33,194.00
8	33,953.00
9	34,737.00
10	35,629.00
11	36,119.00
12	36,608.00
13	36,937.00
14	37,434.00
15	38,151.00
16	38,711.00
17	39,412.00
18	40,005.00
19	41,883.00
20	43,760.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

HEAD START LEAD

Contract Days = 206
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	17,611.00
2	18,061.00
3	18,551.00
4	19,041.00
5	19,531.00
6	20,020.00
7	20,510.00
8	21,000.00
9	21,490.00
10	21,980.00
11	22,470.00
12	22,960.00
13	23,450.00
14	23,940.00
15	24,430.00
16	24,919.00
17	25,409.00
18	25,899.00
19	26,389.00
20	26,879.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 55

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

CUB CARE LEAD - 206

Contract Days = 206
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	20,600.00
2	20,960.21
3	21,320.42
4	21,681.79
5	22,042.00
6	22,402.21
7	22,762.42
8	23,123.79
9	23,484.00
10	23,844.21
11	24,204.42
12	24,565.79
13	24,926.00
14	25,286.21
15	25,646.42
16	26,007.79
17	26,368.00
18	26,728.21
19	28,891.79
20	31,054.21

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

PARAPROFESSIONAL, TEACHER AIDE & SUPPORT

Contract Days = 179

Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	20,809.00
2	21,144.00
3	21,480.00
4	21,816.00
5	22,151.00
6	22,487.00
7	22,823.00
8	23,158.00
9	23,494.00
10	23,829.00
11	24,165.00
12	24,501.00
13	24,836.00
14	25,172.00
15	25,508.00
16	25,843.00
17	26,179.00
18	26,514.00
19	27,857.00
20	30,206.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 57

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

PARAPROFESSIONAL - 6 HR (LTEC)

Contract Days = 179
Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	16,647.00
2	16,915.00
3	17,184.00
4	17,453.00
5	17,721.00
6	17,990.00
7	18,258.00
8	18,526.00
9	18,795.00
10	19,063.00
11	19,332.00
12	19,601.00
13	19,869.00
14	20,138.00
15	20,406.00
16	20,674.00
17	20,943.00
18	21,211.00
19	22,286.00
20	24,165.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 59

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

ACCOMPANIST

Contract Days = 179
Hours Per Day = 6.00

STEP	ANNUAL SALARY
1	18,175.00
2	18,444.00
3	18,712.00
4	18,981.00
5	19,249.00
6	19,518.00
7	19,786.00
8	20,055.00
9	20,323.00
10	20,592.00
11	20,860.00
12	21,129.00
13	21,397.00
14	21,666.00
15	21,934.00
16	22,203.00
17	22,471.00
18	22,740.00
19	23,545.00
20	24,619.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 60

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

CLASSIFIED PROFESSIONALS SALARY SCHEDULE

Contract Days = 182

Hours per Day = 7

Step	A	B	C	D	E	F	G	H	I	J	K	L
	B.S	B.S.+ 8	B.S. + 16	B.S. + 24	M.S	M.S. + 8	M.S. + 16	M.S. + 24	M.S. + 32	M.S. +40	Specialist*	Doctorate
	Degree	Grad. Hrs.	Grad. Hrs.	Grad. Hrs.	Degree	Grad. Hrs.	Grad. Hrs.	Grad. Hrs.	Grad. Hrs.			
25											\$88,000	\$90,000
24											\$87,000	\$89,000
23											\$86,000	\$88,000
22									\$71,500	\$84,000	\$85,000	\$87,000
21									\$70,500	\$83,000	\$84,000	\$86,000
20							\$66,500	\$67,500	\$69,500	\$82,000	\$83,000	\$85,000
19							\$65,500	\$66,500	\$68,000	\$77,000	\$78,000	\$80,000
18					\$61,500	\$62,500	\$64,500	\$65,500	\$66,500	\$74,000	\$75,000	\$77,000
17					\$60,500	\$61,500	\$63,000	\$64,000	\$65,000	\$71,500	\$72,500	\$74,500
16					\$59,500	\$60,500	\$61,500	\$62,500	\$63,500	\$69,500	\$70,500	\$72,500
15					\$58,500	\$59,500	\$60,500	\$61,500	\$62,500	\$67,500	\$68,500	\$70,500
14			\$48,000	\$49,000	\$57,500	\$58,500	\$59,500	\$60,500	\$61,500	\$66,000	\$67,000	\$69,000
13			\$48,000	\$49,000	\$56,500	\$57,500	\$58,500	\$59,500	\$60,500	\$64,500	\$65,500	\$67,500
12			\$47,500	\$48,500	\$55,500	\$56,500	\$57,500	\$58,500	\$59,500	\$63,000	\$64,000	\$66,000
11	\$44,500	\$45,500	\$47,000	\$48,000	\$54,500	\$55,500	\$56,500	\$57,500	\$58,500	\$61,500	\$62,500	\$64,500
10	\$44,500	\$45,500	\$46,500	\$47,500	\$53,500	\$54,500	\$55,500	\$56,500	\$57,500	\$59,500	\$60,500	\$62,500
9	\$44,000	\$45,000	\$46,000	\$47,000	\$52,500	\$53,500	\$54,500	\$55,500	\$56,500	\$58,500	\$59,500	\$61,500
8	\$43,500	\$44,500	\$45,500	\$46,500	\$51,500	\$52,500	\$53,500	\$54,500	\$55,500	\$57,500	\$58,500	\$60,500
7	\$43,000	\$44,000	\$45,000	\$46,000	\$50,500	\$51,500	\$52,500	\$53,500	\$54,500	\$56,500	\$57,500	\$59,500
6	\$42,500	\$43,500	\$44,500	\$45,500	\$49,500	\$50,500	\$51,500	\$52,500	\$53,500	\$55,500	\$56,500	\$58,500
5	\$42,000	\$43,000	\$44,000	\$45,000	\$48,500	\$49,500	\$50,500	\$51,500	\$52,500	\$54,500	\$55,500	\$57,500
4	\$41,500	\$42,500	\$43,500	\$44,500	\$47,500	\$48,500	\$49,500	\$50,500	\$51,500	\$53,500	\$54,500	\$56,500
3	\$41,000	\$42,000	\$43,000	\$44,000	\$46,500	\$47,500	\$48,500	\$49,500	\$50,500	\$52,500	\$53,500	\$55,500
2	\$40,500	\$41,500	\$42,500	\$43,500	\$45,500	\$46,500	\$47,500	\$48,500	\$49,500	\$51,500	\$52,500	\$54,500
1	\$40,000	\$41,000	\$42,000	\$43,000	\$44,500	\$45,500	\$46,500	\$47,500	\$48,500	\$50,500	\$51,500	\$53,500

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Salary Schedule #: **H 61**

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

CERTIFIED SIGN LANGUAGE INTERPRETER

Contract Days = 179
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	27,846.00
2	28,698.00
3	29,465.00
4	30,232.00
5	30,982.00
6	31,873.00
7	32,643.00
8	33,399.00
9	34,168.00
10	35,045.00
11	35,801.00
12	36,575.00
13	37,658.00
14	38,424.00
15	39,204.00
16	39,969.00
17	41,110.00
18	42,252.00
19	46,611.00
20	50,970.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 63

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

PHYSICAL THERAPIST ASSISTANT

Contract Days = 179
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	27,857.00
2	28,706.00
3	29,462.00
4	30,232.00
5	30,984.00
6	31,878.00
7	32,650.00
8	33,396.00
9	34,168.00
10	35,047.00
11	35,806.00
12	36,581.00
13	37,654.00
14	38,421.00
15	39,206.00
16	39,974.00
17	41,113.00
18	42,251.00
19	46,252.00
20	50,253.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 64

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

COTA - 7 HR
Contract Days = 181
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	28,154.00
2	29,016.00
3	29,791.00
4	30,565.00
5	31,326.00
6	32,226.00
7	33,005.00
8	33,769.00
9	34,548.00
10	35,431.00
11	36,198.00
12	36,982.00
13	38,076.00
14	38,849.00
15	39,640.00
16	40,415.00
17	41,568.00
18	42,721.00
19	47,129.00
20	51,536.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 65

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

REGISTERED NURSE -189 DAY

Contract Days = 189
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	41,816.25
2	42,383.25
3	42,950.25
4	43,517.25
5	44,084.25
6	44,651.25
7	45,218.25
8	45,785.25
9	46,352.25
10	46,919.25
11	47,486.25
12	48,195.00
13	48,903.75
14	49,612.50
15	50,321.25
16	51,030.00
17	52,093.13
18	53,298.00
19	57,408.75
20	60,952.50
21	62,015.63
22	63,078.75
23	64,141.88
24	65,205.00
25	66,268.13

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

HEALTH AIDE
Contract Days = 183
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	17,934.00
2	18,254.25
3	18,574.50
4	18,894.75
5	19,215.00
6	19,535.25
7	19,855.50
8	20,175.75
9	20,496.00
10	20,816.25
11	21,136.50
12	21,456.75
13	21,777.00
14	22,097.25
15	22,417.50
16	22,737.75
17	23,058.00
18	23,378.25
19	23,698.50
20	24,018.75
21	24,339.00
22	24,659.25
23	24,979.50
24	25,299.75
25	25,620.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 67

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

HEALTH AIDE - CNA

Contract Days = 183
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	19,855.50
2	20,175.75
3	20,496.00
4	20,816.25
5	21,136.50
6	21,456.75
7	21,777.00
8	22,097.25
9	22,417.50
10	22,737.75
11	23,058.00
12	23,378.25
13	23,698.50
14	24,018.75
15	24,339.00
16	24,659.25
17	24,979.50
18	25,299.75
19	26,260.50
20	27,541.50
21	28,182.00
22	28,822.50
23	29,463.00
24	30,103.50
25	30,744.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

HEALTH AIDE - LPN/PARM

Contract Days = 183
Hours Per Day = 7.00

STEP	ANNUAL SALARY
1	24,979.50
2	25,363.80
3	25,748.10
4	26,132.40
5	26,516.70
6	26,901.00
7	27,285.30
8	27,669.60
9	28,053.90
10	28,438.20
11	28,822.50
12	29,206.80
13	29,591.10
14	29,975.40
15	30,359.70
16	30,744.00
17	31,128.30
18	31,512.60
19	31,896.90
20	32,537.40
21	33,049.80
22	33,562.20
23	34,074.60
24	34,587.00
25	35,099.40

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

REGISTERED NURSE -208 DAY

Contract Days = 208
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	46,020.00
2	46,644.73
3	47,268.00
4	47,892.00
5	48,516.00
6	49,140.00
7	49,764.00
8	50,388.00
9	51,012.00
10	51,636.00
11	52,260.00
12	53,040.00
13	53,820.00
14	54,600.00
15	55,380.00
16	56,160.00
17	57,330.00
18	58,656.00
19	63,180.00
20	67,080.00
21	68,250.00
22	69,420.00
23	70,590.00
24	71,760.00
25	72,930.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 70

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

LIBRARY AIDE

Contract Days = 182
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	21,158.00
2	21,498.00
3	21,840.00
4	22,182.00
5	22,522.00
6	22,864.00
7	23,206.00
8	23,546.00
9	23,888.00
10	24,228.00
11	24,570.00
12	24,912.00
13	25,252.00
14	25,594.00
15	25,936.00
16	26,276.00
17	26,618.00
18	26,958.00
19	28,324.00
20	30,712.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 71

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

FAMILY LITERACY COORDINATOR

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	41,839.00
2	43,136.00
3	44,277.00
4	45,435.00
5	46,592.00
6	47,945.00
7	49,106.00
8	50,271.00
9	51,418.00
10	52,747.00
11	53,915.00
12	55,067.00
13	56,723.00
14	57,902.00
15	59,067.00
16	60,243.00
17	61,959.00
18	63,698.00
19	70,232.00
20	76,765.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 75

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

2023 - 2024

PREVENTION SERVICES / DRUG ABATEMENT COORDINATOR

**Contract Days = 204
Hours per Day = 8**

Step	A	B	C	D	E	F	G	H	I	J
	B.S Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	M.S Degree	M.S. + 8 Grad. Hrs.	M.S. + 16 Grad. Hrs.	M.S. + 24 Grad. Hrs.	M.S. + 32 Grad. Hrs.	Spec. or M.S. + 40
20										\$77,773
19							\$63,420	\$64,399	\$65,398	\$71,934
18							\$62,268	\$63,229	\$64,207	\$66,094
17					\$58,417	\$59,336	\$60,996	\$61,957	\$62,936	\$64,504
16					\$57,364	\$58,264	\$59,726	\$60,685	\$61,664	\$63,171
15					\$56,223	\$57,117	\$58,453	\$59,415	\$60,394	\$61,837
14					\$54,957	\$55,849	\$56,992	\$57,952	\$58,929	\$60,309
13			\$47,714	\$48,349	\$53,881	\$54,767	\$55,849	\$56,773	\$57,787	\$59,133
12			\$46,871	\$47,493	\$52,803	\$53,686	\$54,702	\$55,594	\$56,643	\$57,957
11			\$46,277	\$46,900	\$51,791	\$52,669	\$53,624	\$54,419	\$55,561	\$56,846
10	\$44,340	\$44,912	\$45,682	\$46,307	\$50,969	\$51,841	\$52,765	\$53,559	\$54,703	\$55,957
9	\$43,562	\$44,123	\$44,717	\$45,341	\$49,764	\$50,633	\$51,525	\$52,320	\$53,464	\$54,687
8	\$42,969	\$43,319	\$44,123	\$44,747	\$48,941	\$49,809	\$50,666	\$51,460	\$52,605	\$53,825
7	\$42,375	\$42,938	\$43,530	\$44,154	\$48,117	\$48,981	\$49,809	\$50,603	\$51,749	\$52,968
6	\$41,782	\$42,344	\$42,938	\$43,562	\$47,295	\$48,157	\$48,948	\$49,745	\$50,889	\$52,110
5	\$41,188	\$41,751	\$42,344	\$42,969	\$46,014	\$47,121	\$47,880	\$48,672	\$49,810	\$51,024
4	\$40,224	\$40,784	\$41,378	\$41,999	\$44,817	\$45,919	\$46,646	\$47,438	\$48,576	\$49,788
3	\$39,693	\$40,253	\$40,846	\$41,470	\$44,218	\$45,317	\$46,046	\$46,837	\$47,976	\$49,163
2	\$39,160	\$39,723	\$40,315	\$40,940	\$43,619	\$44,716	\$45,444	\$46,235	\$47,374	\$48,537
1	\$38,665	\$39,191	\$39,786	\$40,410	\$43,022	\$44,116	\$44,844	\$45,633	\$46,774	\$47,910

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

PRIME TIME SITE ASST

Contract Days = TIME CARD
Hours Per Day = TIME CARD

STEP	HOURLY SALARY
1	12.98
2	13.23
3	13.48
4	13.73
5	13.98
6	14.23
7	14.48
8	14.73
9	14.98
10	15.23
11	15.48
12	15.73
13	15.98
14	16.23
15	16.48
16	16.73
17	16.98
18	17.23
19	17.48
20	17.98

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 84

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

SITE LEAD 260 DAY

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	33,791.00
2	34,873.00
3	35,669.00
4	36,436.00
5	37,217.00
6	38,162.00
7	38,935.00
8	39,733.00
9	40,504.00
10	41,440.00
11	42,211.00
12	42,987.00
13	44,172.00
14	44,967.00
15	45,763.00
16	46,545.00
17	47,773.00
18	48,988.00
19	51,982.00
20	54,975.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 85

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

ATHLETIC TRAINER

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	48,000.00
2	49,500.00
3	51,000.00
4	52,500.00
5	54,000.00
6	55,500.00
7	57,000.00
8	58,500.00
9	60,000.00
10	61,500.00
11	63,000.00
12	64,500.00
13	66,000.00
14	67,500.00
15	69,000.00
16	70,500.00
17	72,000.00
18	73,500.00
19	75,400.00
20	77,800.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 87

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

PUBLIC SAFETY OFFICER

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	43,233.00
2	44,185.00
3	44,975.00
4	45,781.00
5	46,570.00
6	47,568.00
7	48,377.00
8	49,183.00
9	49,994.00
10	50,960.00
11	51,758.00
12	52,570.00
13	53,837.00
14	54,656.00
15	55,460.00
16	56,282.00
17	57,530.00
18	58,797.00
19	65,020.00
20	71,294.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

**2023 - 2024
PUBLIC SAFETY OFFICER**

**Contract Days = 260
Hours per Day = 8**

Step	A	B	C	D	E	F	G	H	I	J
	B.S Degree	B.S.+ 8 Grad. Hrs.	B.S. + 16 Grad. Hrs.	B.S. + 24 Grad. Hrs.	M.S Degree	M.S. + 8 Grad. Hrs.	M.S. + 16 Grad. Hrs.	M.S. + 24 Grad. Hrs.	M.S. + 32 Grad. Hrs.	Spec. or M.S. + 40
20										\$77,773
19							\$63,420	\$64,399	\$65,398	\$71,934
18							\$62,268	\$63,229	\$64,207	\$66,094
17					\$58,417	\$59,336	\$60,996	\$61,957	\$62,936	\$64,504
16					\$57,364	\$58,264	\$59,726	\$60,685	\$61,664	\$63,171
15					\$56,223	\$57,117	\$58,453	\$59,415	\$60,394	\$61,837
14					\$54,957	\$55,849	\$56,992	\$57,952	\$58,929	\$60,309
13			\$47,714	\$48,349	\$53,881	\$54,767	\$55,849	\$56,773	\$57,787	\$59,133
12			\$46,871	\$47,493	\$52,803	\$53,686	\$54,702	\$55,594	\$56,643	\$57,957
11			\$46,277	\$46,900	\$51,791	\$52,669	\$53,624	\$54,419	\$55,561	\$56,846
10	\$44,340	\$44,912	\$45,682	\$46,307	\$50,969	\$51,841	\$52,765	\$53,559	\$54,703	\$55,957
9	\$43,562	\$44,123	\$44,717	\$45,341	\$49,764	\$50,633	\$51,525	\$52,320	\$53,464	\$54,687
8	\$42,969	\$43,319	\$44,123	\$44,747	\$48,941	\$49,809	\$50,666	\$51,460	\$52,605	\$53,825
7	\$42,375	\$42,938	\$43,530	\$44,154	\$48,117	\$48,981	\$49,809	\$50,603	\$51,749	\$52,968
6	\$41,782	\$42,344	\$42,938	\$43,562	\$47,295	\$48,157	\$48,948	\$49,745	\$50,889	\$52,110
5	\$41,188	\$41,751	\$42,344	\$42,969	\$46,014	\$47,121	\$47,880	\$48,672	\$49,810	\$51,024
4	\$40,224	\$40,784	\$41,378	\$41,999	\$44,817	\$45,919	\$46,646	\$47,438	\$48,576	\$49,788
3	\$39,693	\$40,253	\$40,846	\$41,470	\$44,218	\$45,317	\$46,046	\$46,837	\$47,976	\$49,163
2	\$39,160	\$39,723	\$40,315	\$40,940	\$43,619	\$44,716	\$45,444	\$46,235	\$47,374	\$48,537
1	\$38,665	\$39,191	\$39,786	\$40,410	\$43,022	\$44,116	\$44,844	\$45,633	\$46,774	\$47,910

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024**

DEPARTMENTAL COORDINATOR

Contract Days = 260
Hours Per Day = 8.00

STEP	ANNUAL SALARY
1	52,511.00
2	54,611.00
3	56,711.00
4	58,811.00
5	60,911.00
6	63,011.00
7	65,111.00
8	67,211.00
9	69,311.00
10	71,411.00
11	73,511.00
12	75,611.00
13	77,711.00
14	79,811.00
15	81,911.00
16	84,011.00
17	86,111.00
18	88,211.00
19	90,311.00
20	92,411.00

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023 - 2024

Registered Behavior Technician

Contract Days = 179
Hours Per Day = 7.50

STEP	ANNUAL SALARY
1	22,822.50
2	23,359.50
3	23,896.50
4	24,433.50
5	24,970.50
6	25,507.50
7	26,044.50
8	26,581.50
9	27,118.50
10	27,655.50
11	28,192.50
12	28,729.50
13	29,266.50
14	29,803.50
15	30,340.50
16	30,877.50
17	31,414.50
18	31,951.50
19	32,488.50
20	33,562.50

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Schedule # H 91

**BLUE SPRINGS R-IV SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

POOL EMPLOYEES

2023 - 2024

Contract Days = 260

Hours per Day = 3

Step	A	B	C	D	E
	Lifeguard no diploma	Lifeguard Diploma	Head Lifeguard	Instructor	Asst. Manager
19	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
18	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
17	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
16	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
15	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
14	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
13	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
12	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
11	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
10	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
9	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
8	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
7	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
6	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
5	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
4	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
3	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
2	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29
1	\$12.00	\$12.00	\$12.29	\$13.29	\$16.29

Schedule # H

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