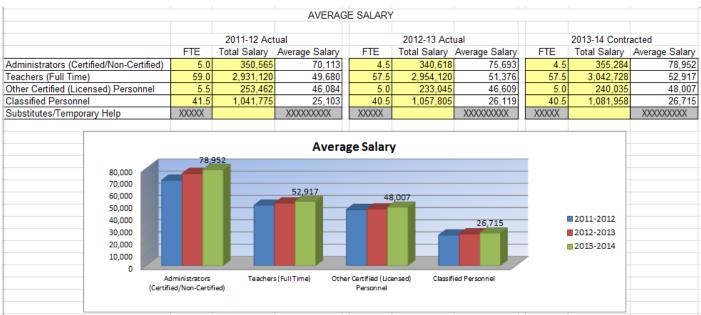


Reporting Staff and Average Salaries on the USD Budget Document

The following information is required to be submitted with your USD budget document. Carefully review the definitions below.



The following guidelines should be used to determine "full time equivalency" (FTE):

FTE for <u>certified</u> administrators, teachers and other certified (licensed) personnel is defined by the local school board.

Generally, 1.0 FTE is reported as:

- o teachers with a 9-10 month contract
- o principals with a 10-12 month contract
- o superintendents with a 12 month contract

ESTIMATE number of employees and salaries for the 2013-14 School Year

FTE for 1.0 for non-certified administrators and classified personnel should be based upon 2,080 hours.

DEFINITIONS:

Administrators

Certified (Licensed) - Superintendent; Assistant Superintendent; Administrative Assistants; Principals; Assistant Principals; Directors/Supervisors Special Education; Directors/Supervisors of Health; Directors/Supervisors of Voc Ed; Instructional Coordinators/Supervisors; All other Directors/Supervisors.

Non-Certified - Assistant Superintendents; Business Managers; Business Services (Directors/ Coordinators/Supervisors); Food Service (Directors/ Coordinators/Supervisors); Transportation (Directors/Coordinators/Supervisors); Custodial/Maintenance (Directors/Coordinators/Supervisors); Other (Directors/ Coordinators/ Supervisors).

Teachers (Full Time Only)

Practical Arts/Vocational Teachers; Special Education Teachers; Pre-kindergarten Teachers; Kindergarten Teachers; Reading Specialists/Teachers; All Other Teachers.

Other Certified (Licensed) Personnel

Part-time Teachers; Library Media Specialists; School Counselors; Clinical or School Psychologists; Speech Pathologists; Audiologists; Nurses (RN); Social Workers.

Classified Personnel Attendance Services Staff; Library Media Aides; Security Officers; Regular Education Teacher Aides; Secretarial/Clerical; Special Education Paraprofessionals; Nurses (LPN); Food Service Workers; Custodians; Bus Drivers.

Substitutes/Temporary

Substitute Teachers, Coaching Assistants and other short-term temporary help.

Total Salary

Report total salary including employee reduction plans¹, supplemental and extra pay for summer school, and board paid fringe benefits (employer paid)².

- ¹ Employee reduction plans include benefits received by employees under a Section 125 Salary Reduction Agreement. Does <u>not</u> include social security, workers' compensation, and unemployment insurance.
- Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, and hospital surgical, and/or medical expense insurance. This should also include board paid tax-sheltered annuities. Does <u>not</u> include social security, workers' compensation, and unemployment insurance.

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