



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.

AVERAGE SALARY									
	2011-12 Actual			2012-13 Actual			2013-14 Contracted		
	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary
Administrators (Certified/Non-Certified)	5.0	350,565	70,113	4.5	340,618	75,693	4.5	355,284	78,952
Teachers (Full Time)	59.0	2,931,120	49,680	57.5	2,954,120	51,376	57.5	3,042,728	52,917
Other Certified (Licensed) Personnel	5.5	253,462	46,084	5.0	233,045	46,609	5.0	240,035	48,007
Classified Personnel	41.5	1,041,775	25,103	40.5	1,057,805	26,119	40.5	1,081,958	26,715
Substitutes/Temporary Help	XXXX		XXXXXXXXXX	XXXX		XXXXXXXXXX	XXXX		XXXXXXXXXX

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

- FTE for **certified** administrators, teachers and other certified (licensed) personnel is defined by the local school board.

Generally, 1.0 FTE is reported as:

- teachers with a 9-10 month contract
- principals with a 10-12 month contract
- 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 not include social security, workers' compensation, and unemployment insurance.

² **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 not include social security, workers' compensation, and unemployment insurance.

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