To enter salary data in the budget document, open Codes.xlsx and select the Salaries tab at the bottom of the screen. Below is a screenshot of the table used to submit salary data.

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

➢ 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);

**Note:** If salary negotiations are not finalized by August 25, enter the prior two years actual salary data and submit the budget. When negotiations are final, please contact School Finance to provide current year contracted salary data.

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**KANSAS STATE DEPARTMENT OF EDUCATION**

**Reporting Staff & Average Salaries**

The **SALARIES** form is required to be submitted with your USD Budget Document.

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KANSAS STATE DEPARTMENT OF EDUCATION

Reporting Staff and Average Salaries on the USD Budget

Transportation (Directors/Coordinators/Supervisors); Custodial/Maintenance (Directors/Coordinators/Supervisors); Other (Directors/Coordinators/Supervisors).

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**Teachers** (Full Time Only)
- Practical Arts/Vocational Teachers
- Special Education Teachers
- Pre-kindergarten Teachers
- Kindergarten Teachers
- Reading Specialists/Teachers
- All Other Teachers

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**Other Certified (Licensed) Personnel**
- Part-time Teachers
- Library Media Specialists
- School Counselors
- Clinical or School Psychologists
- Speech Pathologists
- Audiologists
- Nurses (RN)
- Social Workers

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**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

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**Substitutes/Temporary**
- Substitute Teachers, Coaching Assistants and other short-term temporary help

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**Total Salary**
Report total salary including employee reduction plans\(^1\), 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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For more information, contact:
Craig Neuenswander, Director
School Finance (785) 296-3872
cneuenswander@ksde.org
Sara Barnes, Coordinator
School Finance (785) 296-4972
sbarnes@ksde.org

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P:budget/workshop sample/2021ws/staff_salaries

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