

Reporting Staff & Average Salaries

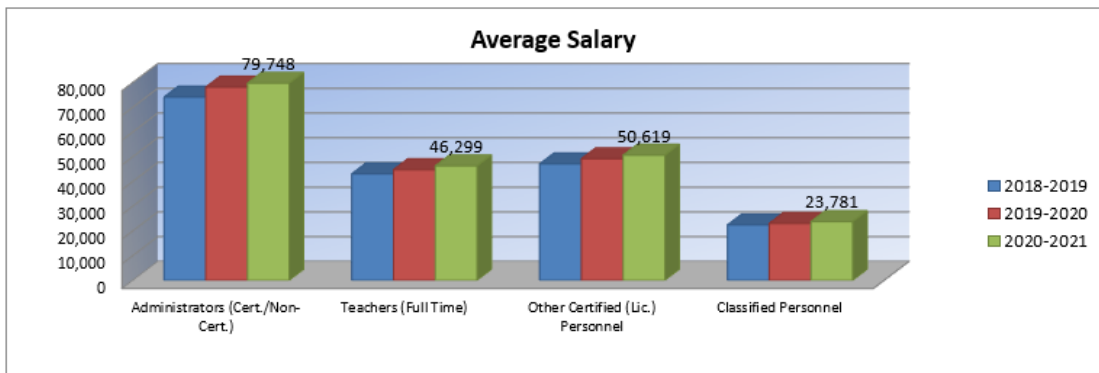


The **SALARIES** form is required to be submitted with your USD Budget Document.

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.

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.

USD# 434 AVERAGE SALARY									
	2018-19 Actual			2019-20 Actual			2020-21 Contracted		
	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary
Administrators (Certified/Non-Certified)	6.0	444,750	74,125	6.0	468,899	78,150	6.0	478,485	79,748
Teachers (Full Time)	67.0	2,888,350	43,110	66.0	2,956,250	44,792	66.0	3,055,750	46,299
Other Certified (Licensed) Personnel	5.0	235,516	47,103	7.0	344,451	49,207	8.0	404,951	50,619
Classified Personnel	59.0	1,323,347	22,430	61.0	1,405,875	23,047	61.0	1,450,655	23,781
Substitutes/Temporary Help	XXXXX		XXXXXXXXXX	XXXXX		XXXXXXXXXX	XXXXX		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

For the current school year, ESTIMATE the number of employees and salaries.

- 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);



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 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.

For more information, contact:
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