

# Reporting Staff & Average Salaries

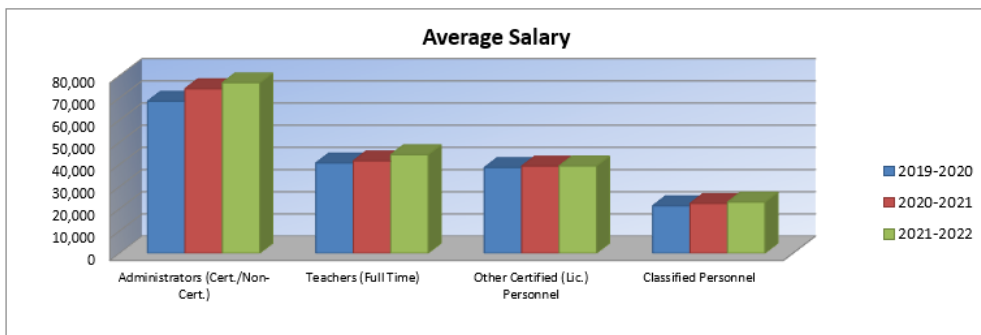


The **SALARIES** form is required to be submitted with your USD Budget Document.

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 September 20, 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									
	2019-20 Actual			2020-21 Actual			2021-22 Contracted		
	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary	FTE	Total Salary	Average Salary
Administrators (Certified/Non-Certified)	6.0	410,858	68,476	6.0	444,750	74,125	6.0	460,850	76,808
Teachers (Full Time)	65.0	2,643,593	40,671	67.0	2,788,350	41,617	67.0	2,975,850	44,416
Other Certified (Licensed) Personnel	6.0	231,551	38,592	6.0	235,516	39,253	6.5	255,650	39,331
Classified Personnel	59.0	1,261,390	21,379	59.0	1,323,347	22,430	59.0	1,358,450	23,025
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.



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**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 plans**<sup>1</sup>, supplemental and extra pay for summer school, and **board paid fringe benefits (employer paid)** <sup>2</sup>.

<sup>1</sup> **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.

<sup>2</sup> **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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