ATLANTA COMMUNITY SCHOOLS

ATLANTA, MI 49709
989-785-4877

SUPPORT TEAM HANDBOOK

Board approved November 17, 2025
Fiscal year starting July 1, 2025 thru June 30, 2028
Corrected Salary Schedules added for min. wage increase

Working together to help students achieve.

INTRODUCTION

The provisions outlined in this handbook are not intended to serve as a contract. In the event an employment contract exists between the district and an individual employee, specific terms expressed in the employment contract are intended to supersede language that may exist in this employee handbook.

The job classifications covered in this handbook include those employees regularly employed in the following positions:

- Secretary(ies)
- Paraprofessionals
- Food Service/Cafeteria Workers
- Transportation/Bus Drivers
- Custodians
- Custodian/Maintenance Assistant
- Lead Custodian
- Interventionist – enhanced training in specific educational areas, ex: special ed, restorative justice
- Mechanic

Job titles and rate of pay may change at the discretion of the Superintendent. The handbook will cover other positions as determined by the district and reviewed yearly.

The handbook applies to all employees listed in the above positions. The handbook excludes bargaining units, contractual, substitute, temporary, and student employees.

Years of employment service are determined based on the number of years the employee is regularly employed in any capacity within the district. Work performed as a substitute employee will not be considered when determining years of employment service. At the discretion of Superintendent, an employee may be credit for previous job-related experience.

It is the employee's responsibility to familiarize himself/herself with the Atlanta Community Schools Board of Education policies, the student handbook, and rules established by the administration, which are available for review in the Central Office and on the district web site, atlantaschools.us.

For all statements of non-discrimination, etc., please refer to district board policies.

The contents of this handbook may only be changed by the Atlanta Community Schools Board of Education.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

In order to comply with Federal and State laws/acts the following verification for eligibility and identity will apply.

- Criminal Records Check
- Completion of Form I-9 Eligibility Verification
- Copy of Driver's License
- Copy of Social Security Card
- Completed W-4
- Completed MI-W4
- Copy of transcripts or certificates
- Completed Direct Deposit Form

PROBATIONARY PERIOD

The first one hundred-eighty (180) calendar days worked will be considered a probationary period. Days and time absent during this period will serve to extend the probationary period.

ATTENDANCE AND REPORTING DAILY ABSENCES

Attendance is a vital factor in maintaining continuity of services to the community. As much advance notice as possible is expected in the event an Employee is going to be absent on a given day. For certain types of absences highlighted in this handbook (i.e. personal business and vacation time, etc.), notice must be given by submitting the proper Absence Reporting Form at least two (2) business days in advance of the expected absence. In the case of an unforeseen absence (i.e. sick day), employees must notify their immediate supervisor as soon as the employee is aware their absence will occur and complete the Absence Reporting Form immediately upon their return to work. Regular attendance is essential to the district's success and is among the factors considered in making assignments, filling vacancies, and in making decisions regarding continued employment. The district may require verification from physicians or others as it relates to absences where overutilization or misuse is suspected, or when other conditions warrant.

DRESS CODE

The school district believes that student dress affects student behavior and as such thinks that support staff's dress affects students. Support staff are expected to dress professionally as befits their daily activity. Support staff's dress should follow the student dress code as well.

VACATION, SICK LEAVE DAYS, HOLIDAYS, PERSONAL BUSINESS, AND UNPAID LEAVES Sick leave, personal business, and vacation days are credited in advance on July 1 each fiscal year in anticipation of the employee completing the entire work year. Partial years of service because of a mid-year hire or termination, unpaid leave of absence, or other reasons will result in a proration of the annually awarded vacation, sick, and personal business days. Reimbursement to the district will be required if all sick days are used and the employee severs employment, or becomes disabled, prior to the end of the fiscal year. Scheduling of leave days of all types is subject to supervisory approval. Any vacation, sick leave, and personal business days should be used before taking an unpaid day. Sick leave, personal business, and vacation days will be taken according to the ESTA rules which is in hourly increments.

A) Vacation
   1) An employee regularly scheduled to work full-time (35-40 hours per week and 52 weeks per year) will be eligible for the following vacation time.
      Starting July 1, the employee will earn ½ day for and months worked in the prior fiscal year. Ex: hired in March, would earn 2 vacation days starting July 1. Based on full months of work and no carryover of unused vacation.
      Year 1 – 5 will be 6 days
      Year 6 – 10 will be 10 days

B) Sick Leave

1) An employee shall earn paid sick leave at the rate of ten (10) sick leave days per fiscal year.

2) Paid sick leave may be utilized for illness or disability of the employee and immediate family. The term "immediate family" in this section will be defined to include spouse, children or stepchildren, parents or stepparents, brothers, or sisters of the teacher and/or spouse; and any of the following living with the teacher at the time of illness: stepbrothers, stepsisters, grandparents or grandchildren, sons-in-law, daughters-in-law of the teacher and/or spouse.

3) In the event the employee is absent from work due to a compensable injury under the Worker's Compensation Act, the employee's individual paid leave day accumulation will be deducted on a prorated basis to the extent permitted by law to offset the differences between regular daily pay and the amount provided under the Act. An employee will not accrue paid leave time, under the provision, during the time prorated sick leave is utilized.

4) Sick leave may accumulate from year to year up to 180 days.

5) A terminal leave payment for each accumulated unused sick leave day of twenty dollars ($20.00) will be paid provided to the retiring employee that has been employed in the school district for at least ten (10) years of continuous service and completes the retirement application with MPSERS at the time of retirement with the district. Employees must leave in good standing to be eligible for terminal leave pay.

6) If the Michigan Earned Sick Time Act (ESTA) is in effect, the first **72 hours** of any paid leave accrued or earned each ESTA year (July 1 – June 30) may be used for any ESTA-related purposes. These hours will be subject to the same conditions outlined in ESTA. Any unused ESTA-eligible hours will carry over from year to year; however, they will not be paid out upon separation. Upon separation, all paid time will be prorated based on the number of days or hours worked as a percentage of the total contracted days or hours.

C) Holidays

1) Employees hired before July 1, 2022 will receive the following ten (10) paid holidays: Labor Day, Safety Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and July 4th for staff working during the summer. -If Christmas and New Year's fall on a weekend, an alternate working day will be substituted as a holiday at the discretion of the Superintendent.

2) Employees hired July 1, 2022, or after will receive the above holiday pay in C) 1) above for categories secretarial, custodian, custodian/maintenance assistant and food service upon working seven hours or more in a day on a regular basis. All other employees under this handbook that work under a seven-hour day will not receive holiday pay.

D) Personal Business Days

1) Employees will be credited with two (2) personal business days on July 1 each fiscal year. Absences on these days are expected to be limited to business which cannot be transacted during work hours.

2) Employees will have their accrued sick leave credited for all unused personal business days at the conclusion of the school year.

E) Bereavement

1) Up to three (3) days per year, per occurrence, are allowed in the instance of the death of immediate family members and must be approved by supervisor. The term "immediate family" in this section will be defined to include spouse, children or stepchildren, parents or stepparents, brothers or stepbrothers, sisters or stepsisters, grandparents or grandchildren, mothers-in-law, fathers-in law, sons-in-law, daughters-in-law, of the employee and/or spouse, brothers-in-law, sisters' in-law, and an individual living with the employee on a non-commercial basis.

2) One (1) day may be requested from the Superintendent and deducted from sick leave per occurrence for the death of persons not qualifying under "immediate family" after all personal day absences have been used.

F) Jury Duty

1) In the event the employee is directed to report for jury duty or selection during working hours, the employee will be paid the difference between jury compensation and his/her regular pay. On days where the employee is directed to report for jury duty and then released, the employee must return to work unless excused by his/her supervisor. In the event an employee is required to testify in court on behalf of the Board related to his/her employment, the employee will not suffer a loss in pay.

G) Family Medical Leave Act

1) Information regarding possible benefits for eligible employees under the Family Medical Leave Act (FMLA) is available in district policies and administrative guidelines, available for review in the Central Office. Employees are required to use all accrued paid sick leave to substitute for the family leave described in this policy. The employee will have the option to use paid vacation or personal leave to substitute for the unpaid family leave described in this policy. Paid leave and unpaid leave run concurrently with family medical leave.

H) Unpaid Leaves of Absence (Other Than Family Medical Leave Act)

1) Requests for unpaid days off and extended unpaid leaves of absences must be submitted in writing to the Superintendent, with a copy to the employee's supervisor.

2) Requests for unpaid leave must be submitted at least ten (10) working days prior to the start of the requested leave period. All requests must include the date(s) in question and the specific reason for requesting the leave.

3) Vacation, sick, personal business day, and holiday benefits will not be earned during periods of extended unpaid leave. If employee is provided insurance and their request to be unpaid is more than 30 days, the employer portion will be paid by the employee if they want the insurance to continue while they are off on unpaid leave.

4) Final determination for approving unpaid days off rests with the Superintendent. 5) Final determination for extended unpaid leaves of absence (a leave extending beyond ten (10) workdays) rests with the Atlanta Community Schools Board of Education.

INSURANCE

A) An employee regularly scheduled to work full-time (40 hours per week) may be eligible for a portion of Board paid insurance premium payments toward the following single insurance plans.

- Health/medical insurance
- Vision insurance
- Dental insurance
- Term-life insurance (two times annual salary) & ADD
- Short-term disability
- Long-term disability

B) All insurance benefits for eligible employees are subject to the rules and regulations established by the insurance carrier and the Board of Education. Insurance certificate booklets are available in the business office.

C) Any eligible employee that elects not to take health insurance will receive a cash in lieu option of $200 per month or $2400 per year.

D) Anyone electing cash in lieu is not eligible for health, vision, dental, LTD and life.

WORK SCHEDULES AND OVERTIME

A) Scheduled work hours, the work year, and specific assignments are established by the supervisor, subject to final approval by the Superintendent. No hours may be worked outside of the established schedule without

the prior written approval of the employee's supervisor.

B) On days in which student attendance is canceled due to inclement weather, employees will not be required to report to work except for custodial staff. If the Facility Director requires the custodial staff to report, an alternate non work day will be substituted. Unscheduled days closed (due to weather, power outage, etc.) will be paid days up to the state approved days. All days over the approved days will be make up days and will be paid when rescheduled. ~~Any employees hired after July 1, 2022, will not be paid for snow days. These employees may be scheduled to work the snow day at the request of their supervisor or use a personal day to be paid.~~

C) Employees working five three quarters (5¾) to eight (8) hours per day will be entitled to a thirty (30) minute unpaid lunch break.

D) Non-exempt employees covered by the employee handbook will be paid overtime at the rate of one and one-half times their regular rate of pay for authorized hours physically worked more than forty (40) hours per week. Paid time off work will not be counted for purposes of computing the required forty (40) hours of work per week. Overtime must be specifically authorized in writing by a supervisor before the hours are worked.

E) The work year and day for employees shall be as follows.

- **Paraprofessionals** - school year / five and three quarters hours (5¾-7) per day starting and ending times will be scheduled with the supervisor.
- **Interventionist** – school year / seven hours (5 ¾ - 7) per day starting and ending times will be scheduled with the supervisor. See Salary schedule for placement.
- **Food Service** – school year + 2 days /seven- and one-half hour per day (7½) 6:00 am to 2:00 pm. Hours may vary due to required documentation for the School Nutrition Program.
- **Food Service Helper –** school year / four (4) hours per day.
- **Secretarial** – school year +20 days (two (2) weeks before school and two (2) weeks after school) eight (8) hours a day 7:30 am to 4:00 pm or as determined and approved by the Superintendent.
- **Transportation** – school year / Bus Drivers will be paid for regular and extra trips at the normal hourly rate plus one-half hour (½) per day for sweeping/cleaning the bus, warm-up, fueling the bus, etc. the minimum amount paid per run per day, per driver will be one-and one half (1 ½) hours. A Bus Driver will not be assigned an extra bus trip should they become eligible for overtime pay unless the trip would result in overtime to all bus drivers. All physical exams, drug testing, training, bus routes, extra trips, and schedules will be determined by the Transportation Supervisor.

NOTE: School year is the same as student instructional days per the school calendar.

DISCIPLINARY PROVISIONS

A) Disciplinary measures may be taken by either the Superintendent or the employee's supervisor subject to prior approval of the Superintendent. An employee is subject to termination by the Superintendent.

B) Any employee who is 1) under the influence of, 2) in possession of, or 3) who attempts to sell alcohol or controlled substances on district premises will be terminated.

VACANCIES

A) When the district determines a vacant position exists, it will be published for consideration of both internal and external candidates. It is the expectation of the Board of Education that the best qualified candidates be selected to fill vacancies. Work experience related to the position, attendance, punctuality, interpersonal skills, relationships with others, work performance, and other matters will be taken into

consideration in filing vacancies.

B) Recommendations for hire are made by the Superintendent to the Board of Education. The Board has final approval for any employee hired.

C) An employee may occupy more than one position within the district, provided schedules do not conflict or create an overtime payment requirement.

PAYROLL AND PAYROLL DEDUCTIONS

A) Employees may participate, through payroll deduction, in tax sheltered annuities, or other payroll deduction options offered through the district's business office.

B) The district is authorized to make payroll deductions as may be required by law.

C) Annual compensation schedules for all positions are determined prior to July 1 of each fiscal year by the Board of Education. Compensation schedules will be distributed following approval by the Board and will be paid through direct deposit.

COMPLAINT PROCEDURE

A) Complaints regarding the application of this handbook are to be directed to the employee's supervisor within ten (10) calendar days of the incident upon which the complaint is based. B) If an employee is not satisfied following the discussion with his/her supervisor, the employee may contact the Superintendent. The Superintendent's determination on complaints is considered final.

EMPLOYMENT, DUTIES, AND OTHER WORK CONDITIONS

A) Each employee will have a job description which describes the position's responsibilities, functions, duties, and qualifications required. Job descriptions are developed by the district and are subject to change over time, as determined by the district. A copy of the job description is provided to each employee and is available in the business office. All employees will have an annual evaluation. If they receive an ineffective or minimal effective evaluation, the employee will be put on a probationary plan. The ineffective evaluation will not receive the step increase. If the employee has not shown progress through this process, they may be terminated.

B) It is the responsibility of each employee to perform duties as required by law and to obey and fulfill the rules and regulations as established by the Board of Education, and to carry out its education program and policies during the entire term of employment.

C) The Board of Education encourages members of the staff to continue their training so that each employee may achieve his/her optimum performance on the job. It is expected that staff members will avail themselves of staff development opportunities offered by the district. It is encouraged that staff members independently pursue in-service opportunities on his/her own to further the district's goals and objectives and to stay in compliance with training as required by the Michigan Department of Education program requirements.

D) The Board of Education directs the Superintendent/Designee to promulgate so that employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district. If non-school activities of a staff member have an adverse effect on the students, staff or institution, the Board reserves the right to evaluate the impact of such activity upon the employee's responsibility to the district.

E) The Superintendent retains the right to transfer, re-assign, restructure, terminate, or layoff any employee with or without cause.

F) Employees will not have or accrue tenure in any position.

G) The Board of Education directs and encourages the Superintendent to use volunteer workers in the

performance of District duties for which certification is not required.

H) Increases to employee compensation are to be reviewed annually and are subject to the approval of the Board.

SEXUAL HARASSMENT

A) Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the Board to provide a safe, positive work environment free of harassment for its staff. Board of Education policy manuals and rules regarding sexual harassment are available for review in the Central Office.

B) Any staff member or applicant that believes he/she has been or is the victim of harassment should immediately report the situation to his/her immediate supervisor or the Superintendent 989-785-4877. If the complaint relates to either of these individuals, the Complaint may be filed with either the Board Vice President or the Board President. They may be reached at the Central Office If the complaint relates to the Superintendent, it should be filed directly with the Board Vice President. All complaints will be investigated.

DISCRIMINATION

A) Atlanta Community Schools shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. Board of Education policy manuals and rules regarding discrimination are available for review in the Central Office.

B) Any person having inquiries concerning the Atlanta Community Schools compliance with the regulations implementing (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and/or (4) The Americans with Disabilities Act, is directed to contact the Superintendent, who has been designated by Atlanta Community Schools to coordinate the district's efforts to comply with the necessary regulations.

2025-2026 SALARY SCHEDULE July 2025 thru Dec 2025

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Instructional Paraprofessional-WorkKeys		13.29	13.50	13.75	14.25	14.75	15.25
Instruction Para – 60 credit or more	-	13.50	14.00	14.25	14.75	15.50	16.00
Substitutes Paraprofessional	13.29	**Need to have Title HQ Certification					
Interventionist		14.50	15.00	15.50	16.00	16.50	17.00
Interventionist 60 credit hours +		15.00	15.50	16.50	17.00	17.50	18.00
Secretary		14.50	15.00	15.50	16.00	16.50	17.00
Substitute Secretary	14.00						
Food Service (Full Day)		13.50	13.75	14.00	14.25	14.75	15.75
Food Service (Part Time)		13.29	13.50	13.75	14.00	14.25	14.50
Substitute Food Service	13.29						
Transportation		18.25	18.75	19.25	20.00	20.50	21.50
Bus Substitutes	18.00						
Custodial		13.29	13.50	14.00	14.50	15.00	15.50
Lead Custodial		13.50	14.00	14.50	15.00	15.50	16.00
Custodial/Maintenance Assistant		15.00	15.50	16.00	16.50	17.00	17.50
Substitute Custodial	13.29						
Mechanic	25.00						
Coaching positions stipends will be paid from the attached schedule							
Temporary Assignments: If the reassignment is temporary and approved by the superintendent or designee, the employee will receive the rate of pay for the classification they are assigned to at their current step for the days they work at the temporary assignment for the fiscal year, beginning on the [sixth/full] day of performing the new duties. If the rate of pay for this new assignment is lower than their current rate of pay, they will continue receiving their current rate of pay.							

2025-2026 SALARY SCHEDULE Starting Jan 1, 2026

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Instructional Paraprofessional-WorkKeys		13.73	13.73	13.75	14.25	14.75	15.25
Instruction Para – 60 credit or more	-	13.73	14.00	14.25	14.75	15.50	16.00
Substitutes Paraprofessional	13.73	**Need to have Title HQ Certification					
Interventionist		14.50	15.00	15.50	16.00	16.50	17.00
Interventionist 60 credit hours +		15.00	15.50	16.50	17.00	17.50	18.00
Secretary		14.50	15.00	15.50	16.00	16.50	17.00
Substitute Secretary	14.00						
Food Service (Full Day)		13.73	13.75	14.00	14.25	14.75	15.75
Food Service (Part Time)		13.73	13.73	13.75	14.00	14.25	14.50
Substitute Food Service	13.73						
Transportation		18.25	18.75	19.25	20.00	20.50	21.50
Bus Substitutes	18.00						
Custodial		13.73	13.73	14.00	14.50	15.00	15.50
Lead Custodial		13.73	14.00	14.50	15.00	15.50	16.00
Custodial/Maintenance Assistant		15.00	15.50	16.00	16.50	17.00	17.50
Substitute Custodial	13.73						
Mechanic	25.00						
Coaching positions stipends will be paid from the attached schedule							
Temporary Assignments: If the reassignment is temporary and approved by the superintendent or designee, the employee will receive the rate of pay for the classification they are assigned to at their current step for the days they work at the temporary assignment for the fiscal year, beginning on the [sixth/full] day of performing the new duties. If the rate of pay for this new assign.ent is lower than their current rate of pay, they will continue receiving their current rate of pay.							

July 2026 thru Dec 2026 fiscal year 2026-2027

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Instructional Paraprofessional-WorkKeys		14.25	14.50	14.75	15.00	15.50	16.00
Instruction Para – 60 credit or more	-	14.50	15.00	15.25	15.50	16.00	16.50
Substitutes Paraprofessional	14.16	**Need to have Title HQ Certification					
Interventionist		15.00	15.50	15.75	16.00	16.50	17.00
Interventionist 60 credit hours +		15.50	16.00	16.50	17.00	17.50	18.00
Secretary		15.00	15.50	16.00	16.50	17.00	17.50
Substitute Secretary	14.25						
Food Service (Full Day)		14.25	14.50	14.75	15.00	15.50	16.00
Food Service (Part Time)		14.16	14.50	14.75	15.00	15.25	15.50
Substitute Food Service	14.16						
Transportation		18.25	18.75	19.25	20.00	20.50	21.50
Bus Substitutes	18.00						
Custodial		14.25	14.75	15.25	15.75	16.25	16.75
Lead Custodial		14.50	15.00	15.50	16.00	16.50	17.00
Custodial/Maintenance Assistant		15.25	15.75	16.25	16.75	17.25	17.75
Substitute Custodial	14.16						
Mechanic	25.00						
Coaching positions stipends will be paid from the attached schedule							
Temporary Assignments: If the reassignment is temporary and approved by the superintendent or designee, the employee will receive the rate of pay for the classification they are assigned to at their current step for the days they work at the temporary assignment for the fiscal year, beginning on the [sixth/full] day of performing the new duties. If the rate of pay for this new assignment is lower than their current rate of pay, they will continue receiving their current rate of pay.							

NOTE: Top end employees that did not move a step will receive a $300 year end stipend

Jan 2027 thru June 2027, Fiscal 2026-2027

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Instructional Paraprofessional-WorkKeys		15.00	15.00	15.00	15.00	15.50	16.00
Instruction Para – 60 credit or more	-	15.00	15.00	15.25	15.50	16.00	16.50
Substitutes Paraprofessional	15.00	**Need to have Title HQ Certification					
Interventionist		15.00	15.50	15.75	16.00	16.50	17.00
Interventionist 60 credit hours +		15.50	16.00	16.50	17.00	17.50	18.00
Secretary		15.00	15.50	16.00	16.50	17.00	17.50
Substitute Secretary	15.00						
Food Service (Full Day)		15.00	15.00	15.00	15.00	15.50	16.00
Food Service (Part Time)		15.00	15.00	15.00	15.00	15.25	15.50
Substitute Food Service	15.00						
Transportation		18.25	18.75	19.25	20.00	20.50	21.50
Bus Substitutes	18.00						
Custodial		15.00	15.00	15.25	15.75	16.25	16.75
Lead Custodial		15.00	15.00	15.50	16.00	16.50	17.00
Custodial/Maintenance Assistant		15.25	15.75	16.25	16.75	17.25	17.75
Substitute Custodial	15.00						
Mechanic	25.00						
Coaching positions stipends will be paid from the attached schedule							
Temporary Assignments: If the reassignment is temporary and approved by the superintendent or designee, the employee will receive the rate of pay for the classification they are assigned to at their current step for the days they work at the temporary assignment for the fiscal year, beginning on the [sixth/full] day of performing the new duties. If the rate of pay for this new assignment is lower than their current rate of pay, they will continue receiving their current rate of pay.							

NOTE: Top end employees that did not move a step will receive a $300 year end stipend

2027-2028 SALARY SCHEDULE

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Instructional Paraprofessional-WorkKeys		15.00	15.25	15.50	15.75	16.00	16.25
Instruction Para – 60 credit or more	-	15.25	15.50	15.75	16.00	16.50	17.00
Substitutes Paraprofessional	15.00	**Need to have Title HQ Certification					
Interventionist		15.25	15.75	16.25	16.50	17.00	17.50
Interventionist 60 credit hours +		15.75	16.25	16.75	17.25	17.75	18.25
Secretary		15.25	15.75	16.25	16.75	17.25	17.75
Substitute Secretary	15.00						
Food Service (Full Day)		15.00	15.25	15.50	15.75	16.00	16.25
Food Service (Part Time)		14.97	15.25	15.50	15.75	16.00	16.25
Substitute Food Service	15.00						
Transportation		18.50	19.25	20.25	20.75	21.25	22.00
Bus Substitutes	18.25						
Custodial		15.00	15.25	15.50	16.00	16.50	17.00
Lead Custodial		15.25	15.50	15.75	16.25	16.75	17.25
Custodial/Maintenance Assistant		16.00	16.25	16.50	17.00	17.50	18.00
Substitute Custodial	15.00						
Mechanic	25.00						

Coaching positions stipends will be paid from the attached schedule

Temporary Assignments: If the reassignment is temporary and approved by the superintendent or designee, the employee will receive the rate of pay for the classification they are assigned to at their current step for the days they work at the temporary assignment for the fiscal year, beginning on the [sixth/full] day of performing the new duties. If the rate of pay for this new assignment is lower than their current rate of pay, they will continue receiving their current rate of pay.

Atlanta Community Schools Varsity Coaching Pay Scale for Non Teachers			
Effective Fall 2025			
Experience Level	**Commitment Level**		**Compensation**
Does not possess JV, Varsity or Equivalent experience	Will not Commit to:	• Activities Listed below	$2,500
	Will Commit to:	• Conduct a minimum of: <u>Football</u> Weight Room Schedule January-August Conduct One youth camp Conduct an approved fundraising activity per year. <u>Basketball (Boys/Girls)</u> Conduct 12 off-season open gyms (shooting session) Conduct One youth camp Conduct an approved fundraising activity per year. <u>Baseball/Softball</u> Conduct 12 off-season open gyms (hitting sessions/pitchers and catchers) Conduct one youth camp Conduct an approved fundraising activity <u>Volleyball</u> Conduct 12 off-season open gyms Conduct one youth camp Conduct an approved fundraising activity	$3,000
Does possess JV, Varsity, College or Equivalent experience	Will not Commit to:	• Activities Listed below	$3,000
	Will Commit to:	• Conduct a minimum of: <u>Football</u> Weight Room Schedule January-August Conduct One youth camp Conduct an approved fundraising activity per year. <u>Basketball (Boys/Girls)</u> Conduct 12 off-season open gyms (shooting session) Conduct One youth camp Conduct an approved fundraising activity per year. <u>Baseball/Softball</u> Conduct 12 off-season open gyms (hitting sessions/pitchers and catchers) Conduct one youth camp • Conduct an approved fundraising activity <u>Volleyball</u> Conduct 12 off-season open gyms Conduct one youth camp • Conduct an approved fundraising activity	$3,500
	Will not Commit to:	• Activities Listed below	$3,000
		• Conduct a minimum of:	

Does possess JV, Varsity, College or Equivalent experience	Will Commit to:	Football Weight Room Schedule January-August Conduct One youth camp Conduct an approved fundraising activity per year. Basketball (Boys/Girls) Conduct 15 off-season open gyms (shooting session) Conduct One youth camp Conduct an approved fundraising activity per year. Baseball/Softball Conduct 15 off-season open gyms (hitting sessions/pitchers and catchers) Conduct one youth camp • Conduct an approved fundraising activity Volleyball Conduct 12 off-season open gyms Conduct one youth camp • Conduct an approved fundraising activity	$3,900

If a coach commits to conducting these three activities, but fails to conduct them; there compensation will be adjusted (decreased) accordingly. All off-season training, camps and fundraising activities must be documented and confirmed by the Athletic Director. All coached must emphasize out of season training and participation of other sports.

Note: Any coach who fails to adhere to or enforce all MHSAA and District policies and procedures or is reprimanded by the administration will not receive the higher end compensation associated with their experience or commitment level. The superintendent of schools has the discretion to adjust any and all coach's pay depending on the severity of a coach's infraction.

Coaching Incentives

All coaching incentive apply to the varsity level only. Any and all coach's incentive pay will be paid in full upon the completion of their season

Accomplishments	**Attached Incentive**
Winning Season (Above 500)	$250
Conference Championship	$250
District Championship	$250
Regional Championship	$500
State Championship	$500

Atlanta Community Schools Junior Varsity Coaching Pay; to include Varsity Football Assistant Coach Scale			
Effective Fall 2024			
Experience Level	**Commitment Level**		**Compensation**
Does not possess JH, JV, Varsity or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$1,200
	Will Commit to:	• Conduct/Assist in a minimum of: <u>Football</u> Weight Room Schedule January-August Conduct/Assist in One youth camp Conduct/Assist an approved fundraising activity per year. <u>Basketball (Boys/Girls)</u> Conduct/Assist in 8 off-season open gyms (shooting session) Conduct/Assist in One youth camp Conduct/Assist an approved fundraising activity per year. <u>Baseball/Softball</u> Conduct/Assist in 8 off-season open gyms (hitting sessions/pitchers and catchers) Conduct/Assist in one youth camp Conduct/Assist an approved fundraising activity <u>Volleyball</u> Conduct/Assist in 8 off-season open gyms Conduct/Assist in one youth camp Conduct/Assist in an approved fundraising activity	$1,600
Does possess JH, JV, Varsity, College or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$1,600
	Will Commit to:	• Conduct/Assist in a minimum of: <u>Football</u> Weight Room Schedule January-August Conduct/Assist in One youth camp Conduct an approved fundraising activity per year. <u>Basketball (Boys/Girls)</u> Conduct/assist in 8 off-season open gyms (shooting session) Conduct/Assist in One youth camp Conduct/Assist in an approved fundraising activity per year. <u>Baseball/Softball</u> Conduct/Assist in 8 off-season open gyms (hitting sessions/pitchers and catchers) Conduct/Assist in one youth camp Conduct an approved fundraising activity <u>Volleyball</u> Conduct/Assist in 8 off-season open gyms Conduct/assist in one youth camp	$2,000

		• Conduct/assist in an approved fundraising activity	
Does possess JH, JV, Varsity, College or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$2,000
	Will Commit to:	• Conduct/Assist in a minimum of: <u>Football</u> Weight Room Schedule January-August Conduct/Assist in One youth camp Conduct/Assist in an approved fundraising activity per year. <u>Basketball (Boys/Girls)</u> Conduct/assist in 8 off-season open gyms (shooting session) Conduct/Assist in One youth camp Conduct/Assist in an approved fundraising activity per year. <u>Baseball/Softball</u> Conduct/Assist in 8 off-season open gyms (hitting sessions/pitchers and catchers) Conduct/Assist in one youth camp Conduct/assist in an approved fundraising activity <u>Volleyball</u> Conduct/assist in 8 off-season open gyms Conduct/Assist in one youth camp • Conduct/Assist in an approved fundraising activity	$2,400

If a coach commits to conducting these three activities, but fails to conduct them; there compensation will be adjusted (decreased) accordingly. All off-season training, camps and fundraising activities must be documented and confirmed by the Athletic Director. All coached should emphasize out of season training and participation of other sports.

Note: Any coach who fails to adhere to or enforce all MHSAA and District policies and procedures or is reprimanded by the administration will not receive the higher end compensation associated with their experience or commitment level. The superintendent of schools has the discretion to adjust any and all coach's pay depending on the severity of a coach's infraction.

Atlanta Community Schools Junior High Coaching Pay Scale			
Effective Fall 2024			
Experience Level	**Commitment Level**		**Compensation**
Does not possess JH, JV, Varsity or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$900
	Will Commit to:	• To assist in a minimum of 4 off-season workouts as scheduled by the varsity coach • To assist in running one youth camps sponsored by their sport • To participate in their sports fundraising efforts as directed by the Varsity Coach	$1,200
Does possess JH, JV, Varsity, College or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$1,200
	Will Commit to:	• To assist in a minimum of 4 off-season workouts as scheduled by the varsity coach • To assist in running one youth camps sponsored by their sport • To participate in their sports fundraising efforts as directed by the Varsity Coach	$1,500
Does possess JH, JV, Varsity, College or Equivalent experience	Will not Commit to:	• To assist in activities listed below	$1,500
	Will Commit to:	• To assist in a minimum of 6 off-season workouts as scheduled by the varsity coach • To assist in running one youth camps sponsored by their sport • To participate in their sports fundraising efforts as directed by the Varsity Coach	$1,900

If a coach commits to conducting these three activities, but fails to conduct them; there compensation will be adjusted (decreased) accordingly. All off-season training, camps and fundraising activities must be documented and confirmed by the Athletic Director.

Note: Any coach who fails to adhere to or enforce all MHSAA and District policies and procedures or is reprimanded by the administration will not receive the higher end compensation associated with their experience or commitment level. The superintendent of schools has the discretion to adjust any and all coach's pay depending on the severity of a coach's infraction.

EXTRA PAY FOR SPECIAL ACTIVITY ADVISORS – NON-TEACHER

Cheerleading	$1,000
Ski Club	$ 400
High School Track	$ 500
Jr. High Track	$ 500
Robotics	$1,500 (If grant does not pay stipend)
E-Sports	$ 500