

HOLMES COUNTY SCHOOL BOARD  
PAYROLL PERIODS  
FOR THE YEAR ENDED JUNE 30, 2011

ALL PERSONNEL RECEIVE SEMI-MONTHLY CHECKS  
EQUAL TO THE ANNUAL SALARY DIVIDED BY 24

Position	Duty Days	Hrs. Per Day	Position	Duty Days	Hrs. Per Day
District Administrative	239	7	Non-Instructional - District	239	7
Director	239	7	Principals	239	7.5
Assistant Principal - HCHS	239	7.5	Workforce Development, Employment Specialist	239	7.5
Media - Technical Assistant	190	7.5	Staffing Assistant	190	7.5
Assistant Principals	196	7.5	Instructional - 12 Month	239	7.5
Instructional & Speech Pathology - 10 Month	196	7.5	Instructional - 11 Month	216	7.5
Secretary/Bookkeeper/Data Records	190	7.5	School Receptionist	180	7.5
Student Records Data Entry (Duty Days + 15)	190	7.5	Data I (Duty Days + 15)	180	7.5
Custodian - 10 Month & Technology Assistant	190	7.5	Bus Drivers	180	3.5
ROTC 1	239	7.5	ROTC 2	196	7.5
Lunchroom	182	7	Aide I & Aide II	190	7.5
Aide III	180	7.5	Custodian - 12 Month	239	7.5

Payment is not permitted for services rendered in excess of the listed hours per day for any regular, parttime or substitute position and not to exceed 8.0 hours per day for combined positions.

All personnel reemployed after retirement from any employer will be allowed qualified experience on the salary schedule not to exceed 7 years.

HOLMES COUNTY SCHOOL BOARD  
 SALARY SCHEDULE  
 2010-2011

Administrators shall be granted other professional and/or instructional experience after 3 years experience on this schedule  
 Directors and Assistant Principals Retain Instructional Years Experience

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	20	25
District & School Administrator	65,088	65,323	65,562	65,799	66,032	66,268	66,503	66,733	66,969	67,207	67,440	67,678	67,910	68,145	68,383	68,619	69,499	69,499	69,773
Finance Officer	65,088	65,323	65,562	65,799	66,032	66,268	66,503	66,733	66,969	67,207	67,440	67,678	67,910	68,145	68,383	68,619	69,499	69,499	69,773
Director	37,376	38,615	39,864	41,103	42,346	43,586	44,832	46,071	47,316	48,558	49,803	51,043	52,288	53,529	54,774	56,014	59,240	59,240	60,690
HCHS Assist. Principal MA	47,765	48,363	48,960	49,556	50,155	50,754	51,351	51,948	52,547	53,145	53,743	54,343	54,941	55,538	56,136	56,733	57,875	57,875	58,566

HOLMES COUNTY SCHOOL BOARD  
SALARY SCHEDULE

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	20	25
Head Mech. I	33,067	33,427	33,789	34,150	34,512	34,872	35,236	35,596	35,958	36,319	36,681	37,042	37,402	37,766	38,125	38,488	39,217	39,217	42,557
Head Mech. II	27,787	28,143	28,509	28,870	29,236	29,601	29,959	30,318	30,684	31,046	31,407	31,769	32,135	32,497	32,861	33,221	33,905	33,905	34,318
Bus Mechanic	24,562	24,903	25,244	25,586	25,928	26,266	26,607	26,949	27,290	27,631	27,970	28,311	28,655	28,999	29,338	29,680	30,647	30,647	31,047
Maintenance I	29,871	30,262	30,649	31,044	31,435	31,827	32,217	32,607	32,998	33,392	33,780	34,173	34,565	34,958	35,349	35,735	36,467	36,467	36,920
Maintenance II	26,795	27,176	27,560	27,942	28,321	28,703	29,088	29,468	29,849	30,235	30,617	30,996	31,377	31,754	32,143	32,522	33,600	33,600	34,040
Maintenance III	18,603	18,830	19,053	19,278	19,504	19,729	19,955	20,179	20,408	20,631	20,858	21,082	21,309	21,533	21,758	21,982	22,417	22,417	22,680
Supt Secretary	24,519	25,016	25,513	26,010	26,507	27,004	27,501	27,998	28,495	28,992	29,489	29,986	30,483	30,980	31,477	31,974	32,624	32,624	33,901
Admn Secretary, Acctg Clerk	18,990	19,328	19,669	20,012	20,348	20,686	21,026	21,364	21,703	22,045	22,380	22,719	23,052	23,396	23,733	24,071	24,640	24,640	25,035
Deliv. Clerk I	32,296	32,440	32,589	32,733	32,880	33,024	33,172	33,318	33,795	34,275	34,754	35,234	35,711	36,191	36,669	37,148	37,982	37,982	38,467
Deliv. Clerk II	20,718	20,941	21,159	21,384	21,605	21,829	22,050	22,271	22,496	22,719	22,943	23,163	23,385	23,608	23,830	24,056	24,506	24,506	24,763
Media Tech Asst	13,581	13,908	14,235	14,562	14,889	15,216	15,543	15,870	16,197	16,525	16,852	17,179	17,506	17,833	18,160	18,487	19,141	19,141	19,409
Accountant	26,331	26,751	27,172	27,592	28,013	28,434	28,854	29,275	29,695	30,116	30,537	30,957	31,378	31,798	32,219	32,640	33,481	33,481	35,901
Staffing Assistant	16,194	16,637	17,066	17,499	17,936	18,371	18,800	19,235	19,671	20,106	20,543	20,975	21,412	21,844	22,276	22,683	23,370	23,370	23,879
Instruction BA	31,500	31,500	31,500	32,500	33,150	33,800	34,600	35,500	36,500	37,500	38,500	39,300	40,260	41,215	42,175	43,130	45,610	46,500	48,500
Instruction MA	33,500	33,500	33,500	34,500	35,300	36,100	36,900	37,855	38,815	39,770	40,725	41,685	42,645	43,625	44,555	45,515	48,020	48,500	50,900
Instruction ES	34,645	34,645	34,645	35,648	36,446	37,247	38,048	39,003	39,963	40,915	41,874	42,833	43,790	44,774	45,701	46,661	49,178	49,658	52,054
Instruction PhD	35,803	35,803	35,803	36,807	37,604	38,404	39,204	40,163	41,122	42,074	43,032	43,990	44,950	45,931	46,858	47,820	50,346	50,826	53,224
HCHS Asst Principal, Agriculture Ed	To receive a regular salary plus 20%																		
Speech Pathology	31,500	31,500	31,500	32,500	33,150	33,800	34,600	35,500	36,500	37,500	38,500	39,300	40,260	41,215	42,175	43,130	45,610	46,500	48,500
Technology Assistant	24,562	24,903	25,244	25,586	25,928	26,266	26,607	26,949	27,290	27,631	27,970	28,311	28,655	28,999	29,338	29,680	30,647	30,647	31,047
Secretary/Bookkeeper	14,776	15,127	15,474	15,821	16,173	16,519	16,864	17,216	17,562	17,910	18,259	18,607	18,952	19,304	19,648	20,003	20,535	20,535	20,940
Secretary/Data Records	15,470	15,869	16,262	16,663	17,064	17,457	17,860	18,250	18,650	19,049	19,444	19,850	20,243	20,637	21,033	21,340	22,034	22,034	22,499

HOLMES COUNTY SCHOOL BOARD  
SALARY SCHEDULE

POSITION	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	20	25
Reception. 180 days	12,497	12,847	13,192	13,541	13,890	14,235	14,586	14,933	15,281	15,629	15,978	16,325	16,675	17,021	17,370	17,719	18,237	18,237	18,638
Data I- 180 Days	16,965	17,331	17,684	18,049	18,411	18,772	19,134	19,491	19,852	20,218	20,570	20,943	21,299	21,658	22,019	22,428	22,955	22,955	23,377
Bus Drivers	10,463	10,683	10,907	11,123	11,345	11,559	11,781	11,993	12,215	12,436	12,658	12,878	13,137	13,315	13,536	13,750	14,106	14,106	14,360
Custod 10 Month	13,357	13,648	13,952	14,237	14,539	14,839	15,137	15,432	15,734	16,028	16,327	16,624	16,922	17,217	17,512	17,810	18,278	18,278	18,619
Lunchroom	11,857	12,183	12,518	12,849	13,178	13,510	13,845	14,170	14,504	14,829	15,165	15,494	15,827	16,158	16,492	16,823	17,645	17,645	18,030
ROTC	Salary Per Contract With Department Of The Army (To equal active duty pay)																		
Aide I	16,441	16,663	16,885	17,108	17,330	17,554	17,775	17,996	18,217	18,443	18,657	19,179	19,695	20,215	20,736	21,250	22,267	22,267	22,529
Aide II	14,946	15,206	15,462	15,724	15,981	16,240	16,497	16,755	17,015	17,273	17,532	18,087	18,642	19,192	19,749	20,164	21,352	21,352	21,652
Aide III	11,970	12,183	12,518	12,849	13,178	13,510	13,845	14,170	14,504	14,829	15,165	15,494	15,827	16,158	16,492	16,823	17,645	17,645	18,030
Custod 12 Month	19,361	19,568	19,780	19,988	20,195	20,405	20,617	20,821	21,029	21,240	21,447	21,658	22,159	22,668	23,172	23,681	24,708	24,708	24,951

HOLMES COUNTY SCHOOL BOARD  
 Holmes County High School  
 Supplemental Salary Schedule

Description	Amount For Position	No. Of Postions	Total Amount
Annual/Yearbook (After School Responsibility)	1,260	1.0	1,260
Assistant Principal		1.0	
Band Director	4,095	1.0	4,095
Baseball Head Coach	3,150	1.0	3,150
Baseball Junior Varsity Coach	2,205	1.0	2,205
Basketball Head Coach (Boys)	4,095	1.0	4,095
Basketball Head Coach (Girls)	4,095	1.0	4,095
Basketball Junior Varsity Coach (Boys)	2,205	1.0	2,205
Basketball Junior Varsity Coach (Girls)	2,205	1.0	2,205
Beta Club (Senior)	630	1.0	630
Cheerleader Sponsor (HCHS)	2,205	1.0	2,205
Cheerleader Sponsor Junior	1,575	1.0	1,575
Choral Director	1,260	1.0	1,260
Class Sponsor Junior	1,260	5.0	6,300
Class Sponsor Senior	1,260	5.0	6,300
Drama	1,260	1.0	1,260
Football Head Coach	5,355	1.0	5,355
Football Varisty Assist/"B" Coach	2,835	5.0	14,175
Golf	630	1.0	630
Lunchroom Manager		1.0	
Science Research	1,260	1.0	1,260
Softball Coach	3,150	1.0	3,150
Softball Junior Varsity Coach	2,205	1.0	2,205
Student Council	1,260	1.0	1,260
Vocational (Farm)	1,890	1.0	1,890
Vocational (FBLA)	2,205	1.0	2,205
Vocational (FFA)	2,205	1.0	2,205
Vocational (FCCLA)	2,205	1.0	2,205
Volleyball	2,520	1.0	2,520

HOLMES COUNTY SCHOOL BOARD  
Bonifay Middle School  
Supplemental Salary Schedule

<u>Description</u>	<u>Amount For Position</u>	<u>No. Of Postions</u>	<u>Total Amount</u>
Assistant Principal			
Basketball 7th & 8th Grade Coach (Boys)	1,260	1.0	1,260
Basketball 7th & 8th Grade Coach (Girls)	1,260	1.0	1,260
Beta Club (Junior)	630	1.0	630
Cheerleader Sponsor Junior	945	1.0	945
Choral Director	1,260	1.0	1,260
Lunchroom Manager			
Softball Middle School	945	1.0	945
Football Junior Coach	1,260	2.0	2,520
Vocational FCCLA (Jr. Chapter)	945	1.0	945

HOLMES COUNTY SCHOOL BOARD

Poplar Springs

Supplemental Salary Schedule

Description	Amount For Position	No. Of Postions	Total Amount
Annual/Yearbook (After School Responsibility)	1,260	1.0	1,260
Assistant Principal		1.0	
Baseball Head Coach	3,150	1.0	3,150
Baseball Junior Varsity Coach	2,205	1.0	2,205
Basketball Head Coach (Boys)	4,095	1.0	4,095
Basketball Head Coach (Girls)	4,095	1.0	4,095
Basketball Junior Varsity Coach (Boys)	2,205	1.0	2,205
Basketball Junior Varsity Coach (Girls)	2,205	1.0	2,205
Basketball 7th & 8th Grade Coach (Boys)	1,260	1.0	1,260
Basketball 7th & 8th Grade Coach (Girls)	1,260	1.0	1,260
Beta Club (Senior)	630	1.0	630
Beta Club (Junior)	630	1.0	630
Cheerleader Sponsor	1,575	1.0	1,575
Cheerleader Sponsor Junior	945	1.0	945
Choral Director	1,260	1.0	1,260
Class Sponsor Junior	1,260	1.0	1,260
Class Sponsor Senior	1,260	1.0	1,260
Lunchroom Manager		1.0	
Softball Coach	3,150	1.0	3,150
Softball Junior Varsity Coach	2,205	1.0	2,205
Softball Middle School	945	1.0	945
Student Council	1,260	1.0	1,260
Vocational (FBLA)	2,205	1.0	2,205
Vocational (FFA)	2,205	1.0	2,205
Vocational (FCCLA)	2,205	1.0	2,205

HOLMES COUNTY SCHOOL BOARD

Bethlehem

Supplemental Salary Schedule

Description	Amount For Position	No. Of Postions	Total Amount
Annual/Yearbook (After School Responsibility)	1,260	1.0	1,260
Assistant Principal		1.0	
Baseball Head Coach	3,150	1.0	3,150
Baseball Junior Varsity Coach	2,205	1.0	2,205
Basketball Head Coach (Boys)	4,095	1.0	4,095
Basketball Head Coach (Girls)	4,095	1.0	4,095
Basketball Junior Varsity Coach (Boys)	2,205	1.0	2,205
Basketball Junior Varsity Coach (Girls)	2,205	1.0	2,205
Basketball 7th & 8th Grade Coach (Boys)	1,260	1.0	1,260
Basketball 7th & 8th Grade Coach (Girls)	1,260	1.0	1,260
Beta Club (Senior)	630	1.0	630
Beta Club (Junior)	630	1.0	630
Cheerleader Sponsor	1,575	1.0	1,575
Cheerleader Sponsor Junior	945	1.0	945
Choral Director	1,260	1.0	1,260
Class Sponsor Junior	1,260	2.0	2,520
Class Sponsor Senior	1,260	2.0	2,520
Drama	1,260	1.0	1,260
Golf	630	1.0	630
Lunchroom Manager		1.0	
Softball Coach	3,150	1.0	3,150
Softball Junior Varsity Coach	2,205	1.0	2,205
Student Council	1,260	1.0	1,260
Vocational (FBLA)	2,205	1.0	2,205
Vocational (FFA)	2,205	1.0	2,205
Vocational (FCCLA)	2,205	1.0	2,205
Vocational FCCLA (Jr. Chapter)	945	1.0	945
Vocational (Ag Farm)	1,890	1.0	1,890
Volleyball	2,520	1.0	2,520



HOLMES COUNTY SCHOOL BOARD

Ponce de Leon High

Supplemental Salary Schedule

Description	Amount For Position	No. Of Postions	Total Amount
Annual/Yearbook (After School Responsibility)	1,260	1.0	1,260
Assistant Principal		1.0	
Baseball Head Coach	3,150	1.0	3,150
Baseball Junior Varsity Coach	2,205	1.0	2,205
Basketball Head Coach (Boys)	4,095	1.0	4,095
Basketball Head Coach (Girls)	4,095	1.0	4,095
Basketball Junior Varsity Coach (Boys)	2,205	1.0	2,205
Basketball Junior Varsity Coach (Girls)	2,205	1.0	2,205
Basketball 7th & 8th Grade Coach (Boys)	1,260	1.0	1,260
Basketball 7th & 8th Grade Coach (Girls)	1,260	1.0	1,260
Beta Club (Senior)	630	1.0	630
Cheerleader Sponsor	1,575	1.0	1,575
Cheerleader Sponsor Junior	945	1.0	945
Choral Director	1,260	1.0	1,260
Class Sponsor Junior	1,260	2.0	2,520
Class Sponsor Senior	1,260	2.0	2,520
Lunchroom Manager		1.0	
Softball Coach	3,150	1.0	3,150
Softball Junior Varsity Coach	2,205	1.0	2,205
Softball Middle School	945	1.0	945
Student Council	1,260	1.0	1,260
Vocational (FBLA)	2,205	1.0	2,205
Vocational (FFA)	2,205	1.0	2,205
Vocational (FCCLA)	2,205	1.0	2,205
Vocational (Jr. FFA)	945	1.0	945
Vocational (Ag Farm)	1,890	1.0	1,890

HOLMES COUNTY SCHOOL BOARD  
Other Supplemental Salary Schedule

Description	No. Of Postions	Amount Per Position
Lunchroom Manager: Ponce de Leon Ele & Bonifay Ele	1.0	
Supplement Based On Meals Served		
0 - 199		1,273
200 - 399		1,487
400 - 599		1,701
600 - 799		1,915
800 - 999		2,129
1000 - Up		2,343
Lunchroom Certification (Managers)		300
Lunchroom Certification (Others)		200
Transportation:		
Choice Transportation -- Per Day		10
Mechanic II State Inspector		2,400
Bus Inspection (per trip), Transportation of Choice Students (per day)		10
Transporting Handicapped (bus) -- Per Day		40
Transporting Handicapped and Attendent (automobile) -- Per Day		30
Current employee driving a regular school bus		10,463
Custodian at GAP Facility -- Per Day		30
Other Per Day		20
Workshops		
Instructional, 17.50 per hour limit of 8 hours per day		
Non-instructional, \$8.34 per hour limit of \$50 per day		
Per amount of reimbursement		
Assistant Principal, MA Degree: Ponce de Leon Elementary		
Bonifay Middle, Bonifay Elementary (2 positions)	1.0	1,500
Assistant Principal, BA Degree: Ponce de Leon Elementary		
Bonifay Middle School, Bonifay Elementary	1.0	1,176
Assistant Principal, MA Degree: Holmes County High	1.0	2,000
Assistant Principal, MA Degree: Bethlehem, Poplar Springs,		
Ponce de Leon High	1.0	4,000
Noncertified Instructional With Degree (discontinued after FY 2010-11)		25,200
Director with Master's Degree		2,945
Director with Ed Specialist's Degree		4,404
Head Football Coach-Holmes County High (part time, includes supplement,		
12 months, principal and coach collaborate on work schedule)	1.0	35,000

HOLMES COUNTY SCHOOL BOARD  
 Substitutes And Other  
 Supplemental Salary Schedule

Description	Period	Amount
Superintendent	Annual	1,652
Beginning Teacher Program (Peer)	Annual	630
Administrative and Instructional outstanding performance pay		5% of salary
Bonuses per Florida Statute 1011.62(1)		
Speech and Language Pathologists (Licensed)	Annual	5,000
Speech and Language Pathologists (uncertified teacher)	Annual	1,000
Substitute Teachers:		
Doctorate	Hourly	14.50
Educational Specialist	Hourly	14.20
Masters	Hourly	14.00
Bachelors	Hourly	13.70
90 Semester Hours	Hourly	9.00
60 Semester Hours	Hourly	8.75
No Rank	Hourly	8.50
FCAT Proctor	Hourly	10.00
Bus Drivers	Hourly	11.30
WINGS & Other - Field Trips - Bus Drivers		35.00 - 85.00
WINGS Bus Drivers, Aides	Hourly	12.00
WINGS Other	Hourly	8.00
Bus Drivers - Workshops, etc (10 per hour)	Daily	35.00 - 80.00
General	Hourly	7.25 - 15.00

Aide I & Data I -- 90 semester hours from an Accredited Institution  
 Aide II & Data II -- 60 semester hours from an Accredited Institution

HOLMES COUNTY SCHOOL BOARD  
PAYROLL PERIODS

I. Twelve Month Employees

- A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.
- B. Checks shall be issued on the 1st and 16th of each month with the following exceptions:
  - 1. Last work day in December rather than January 1st.
  - 2. June 30th rather than July 1st.

II. Ten Month Employees

- A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.
- B. Checks shall be issued on the 1st and 16th of each month with the following exceptions:
  - 1. Last work day in December rather than January 1st.
  - 2. The balance due for fiscal year earnings is to be issued on June 16th.

III. Summer School Employees

- A. The payroll periods and all requirements relative to the twelve month employees shall apply to the summer school employees.

IV. Workshop Employees

Amounts earned for workshops attended shall be reported to the Finance Department on the last day of the workshop and the checks shall be issued on the next regular payroll date provided the workshop shall conclude no less than 5 working days prior to the scheduled issuance of checks.

V. Substitutes

Substitutes are to be reported with the timesheets submitted to the Finance Department and checks are to be issued on the 1st and 16th of each month.

VI. Homebound Instructional Employees

A. Twelve Month Employee

All requirements relative to the twelve month employees shall apply to the summer homebound instructional employees.

B. Ten Month Employee

All requirements relative to the ten month employees shall apply to the regular school term homebound instructional employees.

VII. Issuance of Checks

- A. All checks are to be issued at 10:00 A.M. on the designated dates.
- B. Any date for which checks are scheduled to be issued that falls on a weekend or holiday, the checks shall be issued on the preceding school day except as noted above.