

1 necessary. Special services include provisions and procedures for
2 finding and enumerating exceptional children of each type,
3 diagnosis by appropriate specialists who will certify the child's
4 need and eligibility for special education and make recommendations
5 for treatment and prosthesis as may alleviate the disability,
6 special teaching by qualified and specially trained teachers,
7 transportation, lunches and remedial therapeutic services.
8 Qualifications of teachers and therapists shall be in accordance
9 with standards prescribed or approved by the State Board.

10 (b) A county board may provide for educating resident
11 exceptional children by contracting with other counties or other
12 educational agencies which maintain special education facilities.
13 Fiscal matters shall follow policies approved by the State Board.

14 (c) The county board shall provide a four-clock-hour program
15 of training for any teacher aide employed to assist teachers in
16 providing services to exceptional children under this article prior
17 to the assignment. The program shall consist of training in areas
18 specifically related to the education of exceptional children,
19 pursuant to rules of the State Board. The training shall occur
20 during normal working hours and an opportunity to be trained shall
21 be provided to a service person prior to filling a vacancy in
22 accordance with the provisions of section eight-b, article four,
23 chapter eighteen-a of this code.

24 (d) The county board annually shall make available during
25 normal working hours to all regularly employed teachers' aides
26 twelve hours of training that satisfies the continuing education

1 requirements for the aides regarding:

2 (1) Providing services to children who have displayed violent
3 behavior or have demonstrated the potential for violent behavior;
4 and

5 (2) Providing services to children diagnosed as autistic or
6 with autism spectrum disorder. This training shall be structured
7 to permit the employee to qualify as an autism mentor after a
8 minimum of four years of training. The county board shall:

9 (A) Notify in writing all teachers' aides of the location,
10 date and time when training will be offered for qualification as an
11 autism mentor; and

12 (B) Reimburse any regularly employed or substitute teacher's
13 aide who elects to attend this training for one-half of the cost of
14 the tuition.

15 (e) For any student whose individualized education plan (IEP)
16 requires the services of a sign support specialist or an
17 educational sign language interpreter I or II:

18 (1) Any sign support specialist or educational sign language
19 interpreter I or II assigned to assist that student is a related
20 service provider member of the education team who participates in
21 IEP meetings and works with the team to implement the IEP;

22 (2) A sign support specialist may be assigned to a student
23 with an exceptionality other than deaf or hard of hearing if it is
24 determined that the student needs signs to support his or her
25 expressive communication; and

26 (3) A sign support specialist may be assigned to a student who

1 is deaf or hard of hearing only if an educational sign language
2 interpreter I or II is unavailable, and the sign support specialist
3 is executing a professional development plan while actively seeking
4 certification as an educational sign language interpreter I or II.
5 After two years the sign support specialist may remain in the
6 assignment only if an educational sign language interpreter I or II
7 remains unavailable, and with an approved waiver by the West
8 Virginia Department of Education. An employee in this situation is
9 entitled to full payment of the costs of certification acquisition
10 or renewal pursuant to the certification renewal provisions of
11 section four, article two, chapter eighteen-a of this code.

12 **CHAPTER 18A. SCHOOL PERSONNEL.**

13 **ARTICLE 2. SCHOOL PERSONNEL.**

14 **§18A-2-4. Commercial driver's license for school personnel;**
15 **intrastate waiver for bus operators diagnosed with**
16 **diabetes mellitus requiring insulin; reimbursement**
17 **of electrician's and commercial driver's license**
18 **and sign language interpreter certification when**
19 **required.**

20 (a) If a commercial driver's license is required as a
21 condition of employment for any school employee or qualified
22 applicant who becomes an employee by a county board ~~of education,~~
23 the cost ~~shall be~~ is paid in full by the ~~employer~~ county board.

24 ~~It is unlawful for any county board of education to~~ A county
25 board may not require any employee or applicant who becomes an
26 employee of the board to pay the cost of acquiring a commercial

1 driver's license as a condition of employment.

2 (b) The Division of Motor Vehicles shall accept the West
3 Virginia Department of Education physical and psychomotor test
4 result forms in lieu of the Division of Motor Vehicles vision
5 report form.

6 (c) A school bus operator who is currently employed by a
7 county board ~~of education~~ or who is otherwise subject to State
8 Board rules governing school bus operators and who is diagnosed
9 with diabetes mellitus requiring insulin is not ineligible for
10 employment as a school bus operator because of the diagnosis if the
11 operator is issued a passenger endorsement for his or her
12 commercial driver license through the intrastate waiver program
13 pertaining to diabetes of the West Virginia Division of Motor
14 Vehicles, subject to the following:

15 (1) A copy of the information required to be submitted to the
16 Division of Motor Vehicles for waiver application and proof of
17 passenger endorsement under the waiver program is submitted to his
18 or her employer; and

19 (2) The operator remains in compliance with the stipulations
20 of and grounds for eligibility for the intrastate waiver.

21 (d) If a county board ~~of education~~ requires of any employee
22 who is employed as an electrician any license renewal when the
23 employee is exempt from renewing the license pursuant to section
24 three, article three-b, chapter twenty-nine of this code, the cost
25 of ~~such~~ the license renewal ~~shall be~~ is paid in full by the county
26 board. ~~of education~~

1 (e) The cost of certification renewal is paid in full by the
2 employer for any service person who is:

3 (1) Employed as an educational sign language interpreter I or
4 II and is required to complete any training or continuing education
5 in order to renew or maintain certification at that level;

6 (2) Employed as an educational sign language interpreter I and
7 is required to complete any training or continuing education to
8 advance to an educational sign language interpreter II; or

9 (3) Employed as a sign support specialist and is required to
10 complete any testing, training or continuing education in order to
11 advance to an educational sign language interpreter I or II.

12 (f) For any service person required to hold certification as
13 a condition of employment, any time devoted to acquiring or
14 maintaining the certification, including instructional time,
15 training and testing, constitutes hours of continuing education for
16 purposes of meeting the annual continuing education requirements in
17 State Board policy.

18 (g) Compliance with or failure to comply by a health care
19 provider licensed and authorized pursuant to chapter thirty of this
20 code, with the reporting requirements of the Division of Motor
21 Vehicles regarding the provisions of subsection (c) of this section
22 does not constitute negligence, nor may compliance or noncompliance
23 with the requirements of this section be admissible as evidence of
24 negligence in any civil or criminal action.

25 **ARTICLE 4. SALARIES, WAGES AND OTHER BENEFITS.**

26 **§18A-4-8. Employment term and class titles of service personnel;**

1 **definitions.**

2 (a) The purpose of this section is to establish an employment
3 term and class titles for service personnel. The employment term
4 for service personnel may not be less than ten months. A month is
5 defined as twenty employment days. The county board may contract
6 with all or part of these service personnel for a longer term. The
7 beginning and closing dates of the ten-month employment term may
8 not exceed forty-three weeks.

9 (b) Service personnel employed on a yearly or twelve-month
10 basis may be employed by calendar months. Whenever there is a
11 change in job assignment during the school year, the minimum pay
12 scale and any county supplement are applicable.

13 (c) Service personnel employed in the same classification for
14 more than the two hundred-day minimum employment term ~~shall be~~ are
15 paid for additional employment at a daily rate of not less than the
16 daily rate paid for the two hundred-day minimum employment term.

17 (d) A service person may not be required to report for work
18 more than five days per week without his or her agreement, and no
19 part of any working day may be accumulated by the employer for
20 future work assignments, unless the employee agrees thereto.

21 (e) If a service person whose regular work week is scheduled
22 from Monday through Friday agrees to perform any work assignments
23 on a Saturday or Sunday, the service person ~~shall be~~ is paid for at
24 least one-half day of work for each day he or she reports for work.
25 If the service person works more than three and one-half hours on
26 any Saturday or Sunday, he or she ~~shall be~~ is paid for at least a

1 full day of work for each day.

2 (f) A custodian, aide, maintenance, office and school lunch
3 service person required to work a daily work schedule that is
4 interrupted ~~shall be~~ is paid additional compensation in accordance
5 with this subsection.

6 (1) A maintenance person means a person who holds a
7 classification title other than in a custodial, aide, school lunch,
8 office or transportation category as provided in section one,
9 article one of this chapter.

10 (2) A service person's schedule is considered to be
11 interrupted if he or she does not work a continuous period in one
12 day. Aides are not regarded as working an interrupted schedule
13 when engaged exclusively in the duties of transporting students;

14 (3) The additional compensation provided for in this
15 subsection:

16 (A) Is equal to at least one-eighth of a service person's
17 total salary as provided by the state minimum pay scale and any
18 county pay supplement; and

19 (B) Is payable entirely from county board funds.

20 (g) When there is a change in classification or when a service
21 person meets the requirements of an advanced classification, his or
22 her salary shall be made to comply with the requirements of this
23 article and any county salary schedule in excess of the minimum
24 requirements of this article, based upon the service person's
25 advanced classification and allowable years of employment.

26 (h) A service person's contract, as provided in section five,

1 article two of this chapter, shall state the appropriate monthly
2 salary the employee is to be paid, based on the class title as
3 provided in this article and on any county salary schedule in
4 excess of the minimum requirements of this article.

5 (i) The column heads of the state minimum pay scale and class
6 titles, set forth in section eight-a of this article, are defined
7 as follows:

8 (1) "Pay grade" means the monthly salary applicable to class
9 titles of service personnel;

10 (2) "Years of employment" means the number of years which an
11 employee classified as a service person has been employed by a
12 county board in any position prior to or subsequent to the
13 effective date of this section and includes service in the Armed
14 Forces of the United States, if the employee was employed at the
15 time of his or her induction. For the purpose of section eight-a
16 of this article, years of employment is limited to the number of
17 years shown and allowed under the state minimum pay scale as set
18 forth in section eight-a of this article;

19 (3) "Class title" means the name of the position or job held
20 by a service person;

21 (4) "Accountant I" means a person employed to maintain payroll
22 records and reports and perform one or more operations relating to
23 a phase of the total payroll;

24 (5) "Accountant II" means a person employed to maintain
25 accounting records and to be responsible for the accounting process
26 associated with billing, budgets, purchasing and related

1 operations;

2 (6) "Accountant III" means a person employed in the county
3 board office to manage and supervise accounts payable, payroll
4 procedures, or both;

5 (7) "Accounts payable supervisor" means a person employed in
6 the county board office who has primary responsibility for the
7 accounts payable function and who either has completed twelve
8 college hours of accounting courses from an accredited institution
9 of higher education or has at least eight years of experience
10 performing progressively difficult accounting tasks.
11 Responsibilities of this class title may include supervision of
12 other personnel;

13 (8) ~~"Aide I" means a person selected and trained for a~~
14 ~~teacher-aide classification such as monitor aide, clerical aide,~~
15 ~~classroom aide or general aide;~~

16 (9) "Aide II" means a service person referred to in the "Aide
17 I" classification who has completed a training program approved by
18 the state board, or who holds a high school diploma or has received
19 a general educational development certificate. Only a person
20 classified in an Aide II class title may be employed as an aide in
21 any special education program (10) selected and trained as a
22 teacher-aide in such areas of responsibility as monitor aide,
23 clerical aide, classroom aide or general aide;

24 (9) "Aide III" means a service person referred to in the "Aide
25 I" "Aide II" classification who holds a high school diploma or a
26 general educational development certificate; and

1 (A) Has completed six semester hours of college credit at an
2 institution of higher education; or

3 (B) Is employed as an aide in a special education program and
4 has one year's experience as an aide in special education;

5 ~~(11)~~ (10) "Aide IV" means a service person referred to in the
6 ~~"Aide I"~~ "Aide II" classification who holds a high school diploma
7 or a general educational development certificate; and

8 (A) Has completed eighteen hours of State Board-approved
9 college credit at a regionally accredited institution of higher
10 education, or

11 (B) Has completed fifteen hours of State Board-approved
12 college credit at a regionally accredited institution of higher
13 education; and has successfully completed an in-service training
14 program determined by the State Board to be the equivalent of three
15 hours of college credit;

16 ~~(12) "Audiovisual technician" means a person employed to~~
17 ~~perform minor maintenance on audiovisual equipment, films, and~~
18 ~~supplies and who fills requests for equipment;~~

19 ~~(13)~~ (11) "Auditor" means a person employed to examine and
20 verify accounts of individual schools and to assist schools and
21 school personnel in maintaining complete and accurate records of
22 their accounts;

23 ~~(14)~~ (12) "Autism mentor" means a person who works with
24 autistic students and who meets standards and experience to be
25 determined by the State Board. A person who has held or holds an
26 aide title and becomes employed as an autism mentor shall hold a

1 multiclassification status that includes both aide and autism
2 mentor titles, in accordance with section eight-b of this article;

3 ~~(15)~~ (13) "Braille ~~or sign language~~ specialist" means a person
4 employed to provide braille ~~and/or sign language~~ assistance to
5 students. A service person who has held or holds an aide title and
6 becomes employed as a braille ~~or sign language~~ specialist shall
7 hold a multiclassification status that includes both aide and
8 braille ~~or sign language~~ specialist title, in accordance with
9 section eight-b of this article;

10 ~~(16)~~ (14) "Bus operator" means a person employed to operate
11 school buses and other school transportation vehicles as provided
12 by the State Board;

13 ~~(17)~~ (15) "Buyer" means a person employed to review and write
14 specifications, negotiate purchase bids and recommend purchase
15 agreements for materials and services that meet predetermined
16 specifications at the lowest available costs;

17 ~~(18)~~ (16) "Cabinetmaker" means a person employed to construct
18 cabinets, tables, bookcases and other furniture;

19 ~~(19)~~ (17) "Cafeteria manager" means a person employed to
20 direct the operation of a food services program in a school,
21 including assigning duties to employees, approving requisitions for
22 supplies and repairs, keeping inventories, inspecting areas to
23 maintain high standards of sanitation, preparing financial reports
24 and keeping records pertinent to food services of a school;

25 ~~(20)~~ "Carpenter I" ~~means a person classified as a carpenter's~~
26 ~~helper;~~

1 ~~(21) "Carpenter II"~~

2 (18) "Carpenter" means a person classified as a journeyman
3 carpenter;

4 ~~(22)~~ (19) "Chief mechanic" means a person employed to be
5 responsible for directing activities which ensure that student
6 transportation or other county board-owned vehicles are properly
7 and safely maintained;

8 ~~(23) "Clerk I" means a person employed to perform clerical~~
9 ~~tasks,~~

10 ~~(24) "Clerk II"~~

11 (20) "Clerk" means a person employed to perform general
12 clerical tasks, prepare reports and tabulations, and operate office
13 machines;

14 ~~(25)~~ (21) "Computer operator" means a qualified person
15 employed to operate computers;

16 ~~(26) "Cook I" means a person employed as a cook's helper;~~

17 ~~(27)~~ (22) "Cook II" means a person employed to interpret
18 menus and to prepare and serve meals in a food service program of
19 a school; ~~This definition includes a service person who has been~~
20 ~~employed as a "Cook I" for a period of four years;~~ ~~(28)~~

21 (23) "Cook III" means a person employed to prepare and serve
22 meals, make reports, prepare requisitions for supplies, order
23 equipment and repairs for a food service program of a school
24 system;

25 ~~(29) "Crew leader" means a person employed to organize the~~
26 ~~work for a crew of maintenance employees to carry out assigned~~

1 projects;

2 ~~(30) "Custodian I" means a person employed to keep buildings~~
3 ~~clean and free of refuse; (31)~~

4 (24) "Custodian II" means a person employed as a watchman or
5 groundsman;

6 ~~(32)~~ (25) "Custodian III" means a person employed to keep
7 buildings clean and free of refuse, to operate the heating or
8 cooling systems and to make minor repairs;

9 ~~(33)~~ (26) "Custodian IV" means a person employed as a head
10 ~~custodians~~ custodian. In addition to providing services as defined
11 in "Custodian III" duties may include supervising other custodian
12 personnel;

13 ~~(34)~~ (27) "Director or coordinator of services" means an
14 employee of a county board who is assigned to direct a department
15 or division.

16 (A) Nothing in this subdivision prohibits a professional
17 person or a professional educator from holding this class title;

18 (B) Professional personnel holding this class title may not be
19 defined or classified as service personnel unless the professional
20 person held a service personnel title under this section prior to
21 holding the class title of "director or coordinator of services;"

22 (C) The director or coordinator of services ~~shall be~~ is
23 classified either as a professional person or a service person for
24 state aid formula funding purposes;

25 (D) Funding for the position of director or coordinator of
26 services is based upon the employment status of the director or

1 coordinator either as a professional person or a service person;
2 and

3 (E) A person employed under the class title "director or
4 coordinator of services" may not be exclusively assigned to perform
5 the duties ascribed to any other class title as defined in this
6 subsection: *Provided*, That nothing in this paragraph prohibits a
7 person in this position from being multiclassified;

8 ~~(35)~~ (28) "Draftsman" means a person employed to plan, design
9 and produce detailed architectural/engineering drawings;

10 (29) "Educational Sign Language Interpreter I" means a person
11 employed to provide communication access across all educational
12 environments to students who are deaf or hard of hearing, and who
13 holds the Initial Paraprofessional Certificate - Educational
14 Interpreter pursuant to State Board policy.

15 (30) "Educational Sign Language Interpreter II" means a person
16 employed to provide communication access across all educational
17 environments to students who are deaf or hard of hearing, and who
18 holds the Permanent Paraprofessional Certificate - Educational
19 Interpreter pursuant to State Board policy.

20 ~~(36) "Electrician I" means a person employed as an apprentice~~
21 ~~electrician helper or one who holds an electrician helper license~~
22 ~~issued by the State Fire Marshal;~~

23 ~~(37) "Electrician II"~~

24 (31) "Electrician" means a person employed as an electrician
25 journeyman or one who holds a journeyman electrician license issued
26 by the State Fire Marshal;

1 ~~(38) "Electronic technician I" means a person employed at the~~
2 ~~apprentice level to repair and maintain electronic equipment;~~

3 ~~(39) "Electronic technician II" means a person employed at the~~
4 ~~journeyman level to repair and maintain electronic equipment;~~

5 ~~(40)~~ (32) "Executive secretary" means a person employed as
6 secretary to the county school superintendent or as a secretary who
7 is assigned to a position characterized by significant
8 administrative duties;

9 ~~(41)~~ (33) "Food services supervisor" means a qualified person
10 who is not a professional person or professional educator as
11 defined in section one, article one of this chapter. The food
12 services supervisor is employed to manage and supervise a county
13 school system's food service program. The duties include preparing
14 in-service training programs for cooks and food service employees,
15 instructing personnel in the areas of quantity cooking with economy
16 and efficiency and keeping aggregate records and reports;

17 ~~(42)~~ (34) "Foreman" means a skilled person employed to
18 supervise personnel who work in the areas of repair and maintenance
19 of school property and equipment, and may be assigned to repair and
20 maintenance duties in addition to supervising other employees;

21 ~~(43)~~ (35) "General maintenance" means a person employed as a
22 helper to skilled maintenance employees, ~~and~~ to perform minor
23 repairs to equipment and buildings of a county school system, to
24 perform routine manual tasks in any operation of the county school
25 system, to replace glass or other materials in windows and doors,
26 to do minor carpentry tasks, to maintain the appearance, repair and

1 general care of school grounds in a county schools system, and to
2 protect school property against damage or theft;

3 ~~(44) "Glazier" means a person employed to replace glass or~~
4 ~~other materials in windows and doors and to do minor carpentry~~
5 ~~tasks;~~

6 (36) Graphic communications operator means a person employed
7 to operate and maintain printing equipment and to prepare and
8 distribute materials;

9 ~~(45)~~ (37) "Graphic artist designer" means a person employed to
10 prepare graphic illustrations and communications using color type,
11 illustration, photography, animation, various print and layout
12 techniques for print and other media including web publications;

13 ~~(46) "Groundsman" means a person employed to perform duties~~
14 ~~that relate to the appearance, repair and general care of school~~
15 ~~grounds in a county school system. Additional assignments may~~
16 ~~include the operation of a small heating plant and routine cleaning~~
17 ~~duties in buildings;~~

18 ~~(47) "Handyman" means a person employed to perform routine~~
19 ~~manual tasks in any operation of the county school system;~~

20 ~~(48) "Heating and air conditioning mechanic I" means a person~~
21 ~~employed at the apprentice level to install, repair and maintain~~
22 ~~heating and air conditioning plants and related electrical~~
23 ~~equipment;~~

24 ~~(49) "Heating and air conditioning mechanic II"~~

25 (38) "Heating and air conditioning mechanic" means a person
26 employed at the journeyman level to install, repair and maintain

1 heating and air conditioning plants and related electrical
2 equipment;

3 ~~(50)~~ (39) "Heavy equipment operator" means a person employed
4 to operate heavy equipment;

5 ~~(51)~~ (40) "Inventory supervisor" means a person employed to
6 supervise or maintain operations in the receipt, storage,
7 inventory and issuance of materials and supplies;

8 ~~(52)~~ "~~Key punch operator~~" means ~~a qualified person employed~~
9 ~~to operate key punch machines or verifying machines;~~

10 ~~(53)~~ (41) "Licensed practical nurse" means a nurse, licensed
11 by the West Virginia Board of Examiners for Licensed Practical
12 Nurses, employed to work in a public school under the supervision
13 of a school nurse;

14 ~~(54)~~ (42) "Locksmith" means a person employed to repair and
15 maintain locks and safes;

16 ~~(55)~~ "~~Lubrication man~~" means ~~a person employed to lubricate~~
17 ~~and service gasoline or diesel-powered equipment of a county~~
18 ~~school system;~~

19 ~~(56)~~ (43) "Machinist" means a person employed to perform
20 machinist tasks which include the ability to operate a lathe,
21 planer, shaper, threading machine and wheel press. A person
22 holding this class title also should have the ability to work from
23 blueprints and drawings;

24 ~~(57)~~ (44) "Mail ~~clerk~~ courier" means a person employed to
25 receive, sort, dispatch, deliver or otherwise handle letters,
26 parcels and other mail;

1 ~~(58) "Maintenance clerk" means a person employed to maintain~~
2 ~~and control a stocking facility to keep adequate tools and~~
3 ~~supplies on hand for daily withdrawal for all school maintenance~~
4 ~~crafts;~~

5 ~~(59)~~ (45) "Mason" means a person employed to perform tasks
6 connected with brick and block laying and carpentry tasks related
7 to these activities;

8 ~~(60)~~ (46) "Mechanic" means a person employed to perform
9 skilled duties independently in the maintenance and repair of
10 automobiles, school buses and other mechanical and mobile
11 equipment to use in a county school system;

12 ~~(61) "Mechanic assistant" means a person employed as a~~
13 ~~mechanic apprentice and helper;~~

14 ~~(62)~~ (47) "Multiclassification" means a person employed to
15 perform tasks that involve the combination of two or more class
16 titles in this section. In these instances the minimum salary
17 scale ~~shall be~~ is the higher pay grade of the class titles
18 involved;

19 ~~(63) "Office equipment repairman I" means a person employed~~
20 ~~as an office equipment repairman apprentice or helper;~~

21 ~~(64) "Office equipment repairman II" means a person~~
22 ~~responsible for servicing and repairing all office machines and~~
23 ~~equipment. A person holding this class title is responsible for~~
24 ~~the purchase of parts necessary for the proper operation of a~~
25 ~~program of continuous maintenance and repair;~~

26 ~~(65)~~ (48) "Painter" means a person employed to perform duties

1 painting, finishing and decorating wood, metal and concrete
2 surfaces of buildings, other structures, equipment, machinery and
3 furnishings of a county school system;

4 ~~(66)~~ (49) "Paraprofessional" means a person certified
5 pursuant to section two-a, article three of this chapter to
6 perform duties in a support capacity including, but not limited
7 to, facilitating in the instruction and direct or indirect
8 supervision of students under the direction of a principal, a
9 teacher or another designated professional educator.

10 (A) A person employed on the effective date of this section
11 in the position of an aide may not be subject to a reduction in
12 force or transferred to create a vacancy for the employment of a
13 paraprofessional;

14 (B) A person who has held or holds an aide title and becomes
15 employed as a paraprofessional shall hold a multiclassification
16 status that includes both aide and paraprofessional titles in
17 accordance with section eight-b of this article; and

18 (C) When a service person who holds an aide title becomes
19 certified as a paraprofessional and is required to perform duties
20 that may not be performed by an aide without paraprofessional
21 certification, he or she shall receive the paraprofessional title
22 pay grade;

23 ~~(67)~~ (50) "Payroll supervisor" means a person employed in the
24 county board office who has primary responsibility for the payroll
25 function and who either has completed twelve college hours of
26 accounting from an accredited institution of higher education or

1 has at least eight years of experience performing progressively
2 difficult accounting tasks. Responsibilities of this class title
3 may include supervision of other personnel;

4 ~~(68) "Plumber I" means a person employed as an apprentice~~
5 ~~plumber and helper;~~

6 ~~(69) "Plumber II" means a person employed as a journeyman~~
7 ~~plumber~~

8 (51) "Plumber" means a person employed to provide general
9 repair, maintenance, and installation of utility lines and systems
10 necessary for heat, water, and sewage disposal in school system
11 facilities for the efficient maintenance and preventive
12 maintenance of school system plants;

13 ~~(70) "Printing operator" means a person employed to operate~~
14 ~~duplication equipment, and to cut, collate, staple, bind and~~
15 ~~shelve materials as required;~~

16 ~~(71) "Printing supervisor" means a person employed to~~
17 ~~supervise the operation of a print shop;~~

18 ~~(72)~~ (52) "Programmer" means a person employed to design and
19 prepare programs for computer operation;

20 ~~(73)~~ (53) "Roofing/sheet metal mechanic" means a person
21 employed to install, repair, fabricate and maintain roofs,
22 gutters, flashing and duct work for heating and ventilation;

23 ~~(74)~~ (54) "Sanitation plant operator" means a person employed
24 to operate and maintain a water or sewage treatment plant to
25 ensure the safety of the plant's effluent for human consumption or
26 environmental protection;

1 ~~(75)~~ (55) "School bus supervisor" means a qualified person:

2 (A) Employed to assist in selecting school bus operators and
3 routing and scheduling school buses, operate a bus when needed,
4 relay instructions to bus operators, plan emergency routing of
5 buses and promote good relationships with parents, students, bus
6 operators and other employees; and

7 (B) Certified to operate a bus or previously certified to
8 operate a bus;

9 ~~(76) "Secretary I" means a person employed to transcribe from
10 notes or mechanical equipment, receive callers, perform clerical
11 tasks, prepare reports and operate office machines; (77)~~

12 (56) "Secretary II" means a person employed in any
13 elementary, secondary, kindergarten, nursery, special education,
14 ~~vocational~~ career or technical, or any other school as a
15 secretary. The duties may include performing general clerical
16 tasks; transcribing from notes; ~~stenotype, mechanical equipment or
17 a sound producing machine~~ operating audio or electronic equipment,
18 or both; preparing reports; receiving callers and referring them
19 to proper persons; operating switchboard equipment, operating
20 office machines; keeping records and handling routine
21 correspondence. Nothing in this subdivision prevents a service
22 person from holding or being elevated to a higher classification;

23 ~~(78)~~ (57) "Secretary III" means a person assigned to the
24 county board office administrators in charge of various
25 instructional, maintenance, transportation, food services,
26 operations and health departments, federal programs or departments

1 with particular responsibilities in purchasing and financial
2 control or any person who has served for eight years in a position
3 which meets the definition of "secretary II" or "secretary III";

4 ~~(79)~~ (58) "Sign Support Specialist" means a person employed
5 to provide sign supported speech assistance to students who are
6 able to access environments through audition. A person who has
7 held or holds an aide title and becomes employed as a sign support
8 specialist shall hold a multi-classification status that includes
9 both aide and sign support specialist titles, in accordance with
10 section eight-b of this article.

11 (59) "Supervisor of maintenance" means a skilled person who
12 is not a professional person or professional educator as defined
13 in section one, article one of this chapter. The responsibilities
14 include directing the upkeep of buildings and shops, and issuing
15 instructions to subordinates relating to cleaning, repairs and
16 maintenance of all structures and mechanical and electrical
17 equipment of a county board;

18 ~~(80)~~ (60) "Supervisor of transportation" means a qualified
19 person employed to direct school transportation activities
20 properly and safely, and to supervise the maintenance and repair
21 of vehicles, buses and other mechanical and mobile equipment used
22 by the county school system. After July 1, 2010, all persons
23 employed for the first time in a position with this classification
24 title or in a multi-classification position that includes this
25 title shall have five years of experience working in the
26 transportation department of a county board. Experience working

1 in the transportation department ~~shall consist~~ consists of serving
2 as a bus operator, bus aide, assistant mechanic, mechanic, chief
3 mechanic or in a clerical position within the transportation
4 department;

5 ~~(81) "Switchboard operator receptionist" means a person~~
6 ~~employed to refer incoming calls, to assume contact with the~~
7 ~~public, to direct and to give instructions as necessary, to~~
8 ~~operate switchboard equipment and to provide clerical assistance;~~

9 (61) "Technology system specialist" means a service person
10 qualified and employed to perform hands-on repair, service,
11 maintenance and installation of local area networks, servers,
12 computers, computer work stations, printers, computer related
13 equipment, computer related systems, computer related
14 technologies, and other office electronic equipment utilized in
15 the areas of data sharing, communication, printing, visual
16 teaching aids, and security in the school system;

17 ~~(82)~~ (62) "Truck driver" means a person employed to operate
18 light or heavy duty gasoline and diesel-powered vehicles;

19 ~~(83)~~ (63) "Warehouse clerk" means a person employed to be
20 responsible for receiving, storing, packing and shipping goods;
21 and

22 ~~(84) "Watchman" means a person employed to protect school~~
23 ~~property against damage or theft. Additional assignments may~~
24 ~~include operation of a small heating plant and routine cleaning~~
25 ~~duties;~~

26 ~~(85)~~ (64) "Welder" means a person employed to provide

1 acetylene or electric welding services for a school system. and

2 ~~(86) "WVEIS data entry and administrative clerk" means a~~
3 ~~person employed to work under the direction of a school principal~~
4 ~~to assist the school counselor or counselors in the performance of~~
5 ~~administrative duties, to perform data entry tasks on the West~~
6 ~~Virginia Education Information System, and to perform other~~
7 ~~administrative duties assigned by the principal.~~

8 (j) Notwithstanding any provision in this code to the
9 contrary, and in addition to the compensation provided for service
10 personnel in section eight-a of this article, each service person
11 is entitled to all service personnel employee rights, privileges
12 and benefits provided under this or any other chapter of this code
13 without regard to the employee's hours of employment or the
14 methods or sources of compensation.

15 (k) A service person whose years of employment exceeds the
16 number of years shown and provided for under the state minimum pay
17 scale set forth in section eight-a of this article may not be paid
18 less than the amount shown for the maximum years of employment
19 shown and provided for in the classification in which he or she is
20 employed.

21 (l) Each county board shall review each service person's job
22 classification annually and shall reclassify all service persons
23 as required by the job classifications. The state superintendent
24 may withhold state funds appropriated pursuant to this article for
25 salaries for service personnel who are improperly classified by
26 the county boards. Further, the state superintendent shall order

1 a county board to correct immediately any improper classification
2 matter and, with the assistance of the Attorney General, shall
3 take any legal action necessary against any county board to
4 enforce the order.

5 (m) Without his or her written consent, a service person may
6 not be:

7 (1) Reclassified by class title; or

8 (2) Relegated to any condition of employment which would
9 result in a reduction of his or her salary, rate of pay,
10 compensation or benefits earned during the current fiscal year; or
11 for which he or she would qualify by continuing in the same job
12 position and classification held during that fiscal year and
13 subsequent years.

14 (n) Any county board failing to comply with the provisions of
15 this article may be compelled to do so by mandamus and is liable
16 to any party prevailing against the board for court costs and the
17 prevailing party's reasonable attorney fee, as determined and
18 established by the court.

19 (o) Notwithstanding any provision of this code to the
20 contrary, a service person who holds a continuing contract in a
21 specific job classification and who is physically unable to
22 perform the job's duties as confirmed by a physician chosen by the
23 employee, shall be given priority status over any employee not
24 holding a continuing contract in filling other service personnel
25 job vacancies if the service person is qualified as provided in
26 section eight-e of this article.

1 (p) Any person employed in an aide position on the effective
2 date of this section may not be transferred or subject to a
3 reduction in force for the purpose of creating a vacancy for the
4 employment of a licensed practical nurse.

5 (q) Without the written consent of the service person, a
6 county board may not establish the beginning work station for a
7 bus operator or transportation aide at any site other than a
8 county board-owned facility with available parking. The workday
9 of the bus operator or transportation aide commences at the bus at
10 the designated beginning work station and ends when the employee
11 is able to leave the bus at the designated beginning work station,
12 unless he or she agrees otherwise in writing. The application or
13 acceptance of a posted position may not be construed as the
14 written consent referred to in this subsection.

15 (r) Itinerant status means a service person who does not have
16 a fixed work site and may be involuntarily reassigned to another
17 work site. A service person is considered to hold itinerant
18 status if he or she has bid upon a position posted as itinerant or
19 has agreed to accept this status. A county board may establish
20 positions with itinerant status only within the aide and autism
21 mentor classification categories and only when the job duties
22 involve exceptional students. A service person with itinerant
23 status may be assigned to a different work site upon written
24 notice ten days prior to the reassignment without the consent of
25 the employee and without posting the vacancy. A service person
26 with itinerant status may be involuntarily reassigned no more than

1 twice during the school year. At the conclusion of each school
2 year, the county board shall post and fill, pursuant to section
3 eight-b of this article, all positions that have been filled
4 without posting by a service person with itinerant status. A
5 service person who is assigned to a beginning and ending work site
6 and travels at the expense of the county board to other work sites
7 during the daily schedule, ~~shall not be~~ is not considered to hold
8 itinerant status.

9 (s) Any service person holding a classification title on June
10 30, 2012, that is removed from the classification schedule
11 pursuant to amendment and reenactment of this section in the year
12 2012, has his or her employment contract revised as follows:

13 (1) Any service person holding the Aide I classification
14 title has that classification deleted from and the classification
15 title Aide II added to his or her employment contract. This
16 action does not require the service person to take the aide
17 competency test and does not result in a loss or reduction of
18 salary or supplement by the employee. Any seniority earned in the
19 Aide I classification prior to July 1, 2012, continues to be
20 credited as seniority earned with the Aide II classification;

21 (2) Any service person holding the Braille or Sign Language
22 Specialist classification title has that classification title
23 renamed on his or her employment contract as either Braille
24 Specialist or Sign Support Specialist. This action does not
25 result in a loss or reduction of salary or supplement by any
26 employee. Any seniority earned in the Braille or Sign Language

1 Specialist classification prior to July 1, 2012, continues to be
2 credited as seniority earned in the Braille Specialist or Sign
3 Support Specialist classification;

4 (3) Any service person holding the Paraprofessional
5 classification title and holding the Initial Paraprofessional
6 Certificate - Educational Interpreter has the title Educational
7 Interpreter I added to his or her employment contract. This
8 action does not result in a loss or reduction of salary or
9 supplement by any employee. Any seniority earned in the
10 Paraprofessional classification prior to July 1, 2012, continues
11 to be credited as seniority earned in the Educational Interpreter
12 I classification;

13 (4) Any service person holding the Paraprofessional
14 classification title and holding the Permanent Paraprofessional
15 Certificate - Educational Interpreter has the title Educational
16 Interpreter II added to his or her employment contract. This
17 action does not result in a loss or reduction of salary or
18 supplement by any employee. Any seniority earned in the
19 Paraprofessional classification prior to July 1, 2012, continues
20 to be credited as seniority earned in the Educational Interpreter
21 II classification;

22 (5) Any service person holding either the Carpenter I or
23 Carpenter II classification title has that classification title
24 deleted from and the classification title Carpenter added to his
25 or her employment contract. This action does not require any
26 employee to take the carpenter competency test and does not result

1 in a loss or reduction of salary or supplement by any employee.
2 Any seniority earned in the Carpenter I or Carpenter II
3 classification prior to July 1, 2012, continues to be credited as
4 seniority earned in the Carpenter classification;

5 (6) Any service person holding either the Clerk I or Clerk II
6 classification title has that classification title deleted from
7 and the title Clerk added to his or her employment contract. This
8 action does not require any employee to take the clerk competency
9 test and does not result in a loss or reduction of salary or
10 supplement by any employee. Any seniority earned in the Clerk I
11 or Clerk II classification prior to July 1, 2012, continues to be
12 credited as seniority earned in the Clerk classification;

13 (7) Any service person holding the Cook I classification
14 title has that classification title deleted from and the title
15 Cook II added to his or her employment contract. This action does
16 not require the employee to take the cook competency test and does
17 not result in a loss or reduction of salary or supplement by the
18 employee. Any seniority earned in the Cook I classification prior
19 to July 1, 2012, continues to be credited as seniority earned in
20 the Cook II classification;

21 (8) Any service person holding either the Electrician I or
22 Electrician II classification title has that classification title
23 deleted from and the title Electrician added to his or her
24 employment contract. This action does not require the employee to
25 take the electrician competency test nor to obtain any additional
26 licensure, and does not result in a loss or reduction of salary or

1 supplement by the employee. Any seniority earned in the
2 Electrician I or Electrician II classification prior to July 1,
3 2012, continues to be credited as seniority earned in the
4 Electrician classification;

5 (9) Any service person holding the Crew Leader classification
6 title has that title deleted from and the title Foreman added to
7 his or her employment contract. This action does not require the
8 employee to take the foreman competency test and does not result
9 in a loss or reduction of salary or supplement by the employee.
10 Any seniority earned in the Crew Leader classification prior to
11 July 1, 2012, continues to be credited as seniority earned in the
12 Foreman classification;

13 (10) Any service person holding the Groundsman, Handyman,
14 Glazier or Watchman classification title has that title deleted
15 from and the title General Maintenance added to his or her
16 employment contract. This action does not require the employee to
17 take the general maintenance competency test and does not result
18 in a loss or reduction of salary or supplement by the employee.
19 Any seniority earned in the Groundsman, Handyman, Glazier or
20 Watchman classification prior to July 1, 2012, continues to be
21 credited as seniority earned in the General Maintenance
22 classification;

23 (11) Any service person holding the Printing Operator or
24 Printing Supervisor classification title has that title deleted
25 from and the title Graphic Communications Operator added to his or
26 her employment contract. This action does not require the

1 employee to take the graphic communications operator competency
2 test and does not result in a loss or reduction of salary or
3 supplement by the employee. Any seniority earned in the Printing
4 Operator or Printing Supervisor classification prior to July 1,
5 2012, continues to be credited as seniority earned in the Graphic
6 Communications Operator classification;

7 (12) Any service person holding either the Heating and Air
8 Conditioning Mechanic I or Heating and Air Conditioning Mechanic
9 II classification title has that title deleted from and the title
10 Heating and Air Conditioning Mechanic added to his or her
11 employment contract. This action does not require any employee to
12 take the heating and air conditioning mechanic competency test nor
13 acquire any additional licensure, and does not result in a loss or
14 reduction of salary or supplement by any employee. Any seniority
15 earned in the Heating and Air Conditioning Mechanic I or Heating
16 and Air Conditioning Mechanic II classification prior to July 1,
17 2012, continues to be credited as seniority earned in the Heating
18 and Air Conditioning Mechanic classification;

19 (13) Any service person holding the Mail Clerk classification
20 title has that title deleted from and the title Mail Courier added
21 to his or her employment contract. This action does not require
22 the employee to take the mail courier competency test and does not
23 result in a loss or reduction of salary or supplement by the
24 employee. Any seniority earned in the Mail Clerk classification
25 prior to July 1, 2012, continues to be credited as seniority
26 earned in the Mail Courier classification;

1 (14) Any service person holding the Lubrication Man or
2 Mechanic Assistant classification title has that title deleted
3 from and the title Mechanic added to his or her employment
4 contract. This action does not require the employee to take the
5 mechanic competency test and does not result in a loss or
6 reduction of salary or supplement by the employee. Any seniority
7 earned in the Lubrication Man or Mechanic Assistant classification
8 prior to July 1, 2012, continues to be credited as seniority
9 earned in the Mechanic classification;

10 (15) Any service person holding either the Plumber I or
11 Plumber II classification title has that title deleted from and
12 the title Plumber added to his or her employment contract. This
13 action does not require any employee to take the plumber
14 competency test nor to acquire any additional licensure, and does
15 not result in a loss or reduction of salary or supplement by any
16 employee. Any seniority earned in the Plumber I or Plumber II
17 classification prior to July 1, 2012, continues to be credited as
18 seniority earned in the Plumber classification;

19 (16) Any service person holding the Secretary I or
20 Switchboard Operator-Receptionist classification title has that
21 title deleted from and the title Secretary II added to his or her
22 employment contract. This action does not require the employee to
23 take the secretary competency test and does not result in a loss
24 or reduction of salary or supplement by the employee. Any
25 seniority earned in the Secretary I or Switchboard
26 Operator-Receptionist classification prior to July 1, 2012,

1 continues to be credited as seniority earned in the Secretary II
2 classification;

3 (17) Any service person holding the Audiovisual Technician,
4 Electronic Technician I or II, or Office Equipment Repairman I or
5 II classification has that title deleted from and the title
6 Technology System Specialist added to his or her employment
7 contract. This action does not require the employee to take the
8 technology systems specialist competency test and does not result
9 in a loss or reduction of salary or supplement by the employee.
10 Any seniority earned in the Audiovisual Technician, Electronic
11 Technician I or II, Office Equipment Repairman I or II
12 classification prior to July 1, 2012, continues to be credited as
13 seniority earned in the Technology Systems Specialist
14 classification; and

15 (18) Any service person holding the Maintenance Clerk
16 classification has that title deleted from and the title Warehouse
17 Clerk added to his or her employment contract. This action does
18 not require the employee to take the warehouse clerk competency
19 test and does not result in a loss or reduction of salary or
20 supplement by the employee. Any seniority earned in the
21 Maintenance Clerk classification prior to July 1, 2012, continues
22 to be credited as seniority earned in the Warehouse Clerk
23 classification.

24 (t) After June 30, 2012, an employee may not be employed as
25 a Food Services Supervisor for the first time. Any employees who
26 holds this classification retains the classification at the same

1 pay grade as provided by section eight-a of this article and any
2 employee who previously held that classification retains the
3 seniority earned in that classification category.

4 **§18A-4-8a. Service personnel minimum monthly salaries.**

5 (a) The minimum monthly pay for each service ~~employee~~ person
6 whose employment is for a period of more than three and one-half
7 hours a day ~~shall be~~ is at least the amounts indicated in the
8 state minimum pay scale pay grade and the minimum monthly pay for
9 each service ~~employee~~ person whose employment is for a period of
10 three and one-half hours or less a day ~~shall be~~ is at least one-
11 half the amount indicated in the state minimum pay scale pay grade
12 set forth in this section.

13 **STATE MINIMUM PAY SCALE PAY GRADE**

14 **Years**

PAY GRADE

15 Exp .	A	B	C	D	E	F	G	H
16 0	1,577	1,598	1,639	1,691	1,743	1,805	1,836	1,908
17 1	1,609	1,630	1,671	1,723	1,775	1,837	1,868	1,940
18 2	1,641	1,662	1,703	1,755	1,807	1,869	1,900	1,972
19 3	1,673	1,694	1,735	1,787	1,839	1,901	1,932	2,004
20 4	1,705	1,726	1,767	1,819	1,871	1,933	1,964	2,037
21 5	1,737	1,758	1,799	1,851	1,903	1,965	1,996	2,069
22 6	1,769	1,790	1,832	1,883	1,935	1,997	2,028	2,101
23 7	1,802	1,822	1,864	1,915	1,967	2,029	2,060	2,133
24 8	1,834	1,854	1,896	1,947	1,999	2,061	2,092	2,165
25 9	1,866	1,886	1,928	1,980	2,031	2,093	2,124	2,197
26 10	1,898	1,919	1,960	2,012	2,063	2,126	2,157	2,229
27 11	1,930	1,951	1,992	2,044	2,095	2,158	2,189	2,261

1	12	1,962	1,983	2,024	2,076	2,128	2,190	2,221	2,293
2	13	1,994	2,015	2,056	2,108	2,160	2,222	2,253	2,325
3	14	2,026	2,047	2,088	2,140	2,192	2,254	2,285	2,357
4	15	2,058	2,079	2,120	2,172	2,224	2,286	2,317	2,389
5	16	2,090	2,111	2,152	2,204	2,256	2,318	2,349	2,422
6	17	2,122	2,143	2,185	2,236	2,288	2,350	2,381	2,454
7	18	2,154	2,175	2,217	2,268	2,320	2,382	2,413	2,486
8	19	2,187	2,207	2,249	2,300	2,352	2,414	2,445	2,518
9	20	2,219	2,239	2,281	2,333	2,384	2,446	2,477	2,550
10	21	2,251	2,271	2,313	2,365	2,416	2,478	2,509	2,582
11	22	2,283	2,304	2,345	2,397	2,448	2,511	2,542	2,614
12	23	2,315	2,336	2,377	2,429	2,481	2,543	2,574	2,646
13	24	2,347	2,368	2,409	2,461	2,513	2,575	2,606	2,678
14	25	2,379	2,400	2,441	2,493	2,545	2,607	2,638	2,710
15	26	2,411	2,432	2,473	2,525	2,577	2,639	2,670	2,742
16	27	2,443	2,464	2,505	2,557	2,609	2,671	2,702	2,774
17	28	2,475	2,496	2,537	2,589	2,641	2,703	2,734	2,807
18	29	2,507	2,528	2,570	2,621	2,673	2,735	2,766	2,839
19	30	2,540	2,560	2,602	2,653	2,705	2,767	2,798	2,871
20	31	2,572	2,592	2,634	2,685	2,737	2,799	2,830	2,903
21	32	2,604	2,624	2,666	2,718	2,769	2,831	2,862	2,935
22	33	2,636	2,656	2,698	2,750	2,801	2,863	2,895	2,967
23	34	2,668	2,689	2,730	2,782	2,833	2,896	2,927	2,999
24	35	2,700	2,721	2,762	2,814	2,866	2,928	2,959	3,031
25	36	2,732	2,753	2,794	2,846	2,898	2,960	2,991	3,063
26	37	2,764	2,785	2,826	2,878	2,930	2,992	3,023	3,095
27	38	2,796	2,817	2,858	2,910	2,962	3,024	3,055	3,127
28	39	2,828	2,849	2,890	2,942	2,994	3,056	3,087	3,159

1 40 2,860 2,881 2,922 2,974 3,026 3,088 3,119 3,192

2 **(Class Title)** **Pay Grade**

3	Accountant I	D
4	Accountant II	E
5	Accountant III	F
6	Accounts Payable Supervisor	G
7	Aide I	A
8	Aide II	B
9	Aide III	C
10	Aide IV	D
11	Audiovisual Technician	C
12	Auditor	G
13	Autism Mentor	F
14	Braille or Sign Language Specialist	E
15	Bus Operator	D
16	Buyer	F
17	Cabinetmaker	G
18	Cafeteria Manager	D <u>E</u>
19	Carpenter I	E <u>F</u>
20	Carpenter II	F
21	Chief Mechanic	G
22	Clerk I	B <u>C</u>
23	Clerk II	C
24	Computer Operator	E
25	Cook I	A
26	Cook II	B

1	Cook III	C
2	Crew Leader	F
3	Custodian I	A
4	Custodian II	B
5	Custodian III	C
6	Custodian IV	D
7	Director or Coordinator of Services	H
8	Draftsman	D
9	<u>Educational Sign Language Interpreter I</u>	<u>F</u>
10	<u>Educational Sign Language Interpreter II</u>	<u>G</u>
11	Electrician I	F <u>G</u>
12	Electrician II	G
13	Electronic Technician I	F
14	Electronic Technician II	G
15	Executive Secretary	G
16	Food Services Supervisor	G
17	Foreman	G
18	General Maintenance	C
19	Glazier	D
20	Graphic Artist <u>Designer</u>	D
21	<u>Graphic Communications Operator.....</u>	<u>G</u>
22	Groundsman	B
23	Handyman	B
24	Heating and Air Conditioning Mechanic I	E <u>G</u>
25	Heating and Air Conditioning Mechanic II	G
26	Heavy Equipment Operator	E

1	Inventory Supervisor	D
2	Key Punch Operator	B
3	Licensed Practical Nurse	F
4	Locksmith	G
5	Lubrication Man	C
6	Machinist	F
7	Mail Clerk <u>Courier</u>	D
8	Maintenance Clerk	C
9	Mason	G
10	Mechanic	F
11	Mechanic Assistant	E
12	Office Equipment Repairman I	F
13	Office Equipment Repairman II	G
14	Painter	E
15	Paraprofessional	F
16	Payroll Supervisor	G
17	Plumber I	E <u>G</u>
18	Plumber II	G
19	Printing Operator	B
20	Printing Supervisor	D
21	Programmer	H
22	Roofing/Sheet Metal Mechanic	F
23	Sanitation Plant Operator	G
24	School Bus Supervisor	E
25	Secretary I	D
26	Secretary II	E

1	Secretary III	F
2	<u>Sign Support Specialist</u>	<u>E</u>
3	Supervisor of Maintenance	H
4	Supervisor of Transportation	H
5	Switchboard Operator-Receptionist	D
6	<u>Technology System Specialist.....</u>	<u>G</u>
7	Truck Driver	D
8	Warehouse Clerk	C
9	Watchman	B
10	Welder	F
11	WVEIS Data Entry and Administrative Clerk	B

12 (b) An additional ~~twelve dollars~~ \$12 per month ~~shall be~~ is
13 added to the minimum monthly pay of each service ~~employee~~ person
14 who holds a high school diploma or its equivalent.

15 (c) An additional ~~eleven dollars~~ \$11 per month also ~~shall be~~
16 is added to the minimum monthly pay of each service ~~employee~~
17 person for each of the following:

18 (1) A service ~~employee~~ person who holds twelve college hours
19 or comparable credit obtained in a trade or vocational school as
20 approved by the State Board;

21 (2) A service ~~employee~~ person who holds twenty-four college
22 hours or comparable credit obtained in a trade or vocational
23 school as approved by the State Board;

24 (3) A service ~~employee~~ person who holds thirty-six college
25 hours or comparable credit obtained in a trade or vocational
26 school as approved by the State Board;

1 (4) A service ~~employee~~ person who holds forty-eight college
2 hours or comparable credit obtained in a trade or vocational
3 school as approved by the State Board;

4 (5) A service ~~employee~~ person who holds sixty college hours
5 or comparable credit obtained in a trade or vocational school as
6 approved by the State Board;

7 (6) A service ~~employee~~ person who holds seventy-two college
8 hours or comparable credit obtained in a trade or vocational
9 school as approved by the State Board;

10 (7) A service ~~employee~~ person who holds eighty-four college
11 hours or comparable credit obtained in a trade or vocational
12 school as approved by the State Board;

13 (8) A service ~~employee~~ person who holds ninety-six college
14 hours or comparable credit obtained in a trade or vocational
15 school as approved by the State Board;

16 (9) A service ~~employee~~ person who holds one hundred eight
17 college hours or comparable credit obtained in a trade or
18 vocational school as approved by the State Board; and

19 (10) A service ~~employee~~ person who holds one hundred twenty
20 college hours or comparable credit obtained in a trade or
21 vocational school as approved by the State Board.

22 (d) An additional ~~forty dollars~~ \$40 per month also ~~shall be~~
23 is added to the minimum monthly pay of each service ~~employee~~
24 person for each of the following:

25 (1) A service ~~employee~~ person who holds an associate's
26 degree;

1 (2) A service ~~employee~~ person who holds a bachelor's degree;

2 (3) A service ~~employee~~ person who holds a master's degree;

3 (4) A service ~~employee~~ person who holds a doctorate degree.

4 (e) An additional ~~eleven dollars~~ \$11 per month ~~shall be is~~
5 added to the minimum monthly pay of each service ~~employee~~ person
6 for each of the following:

7 (1) A service ~~employee~~ person who holds a bachelor's degree
8 plus fifteen college hours;

9 (2) A service ~~employee~~ person who holds a master's degree
10 plus fifteen college hours;

11 (3) A service ~~employee~~ person who holds a master's degree
12 plus thirty college hours;

13 (4) A service ~~employee~~ person who holds a master's degree
14 plus forty-five college hours; and

15 (5) A service ~~employee~~ person who holds a master's degree
16 plus sixty college hours.

17 (f) A Mechanic, Chief Mechanic or Supervisor of
18 Transportation who holds certification by the American Institute
19 for Automotive Service Excellence in the ASE School Bus Technician
20 Series receives an additional amount per month added to his or her
21 minimum monthly pay as follows:

22 (1) For certification in three areas, \$35;

23 (2) For certification in seven areas, \$145.

24 (g) An Educational Sign Language Interpreter II who holds
25 certification through the Educational Interpreters Performance
26 Assessment (EIPA), the National Interpreter Certification (NIC),

1 or both, receives an additional amount per month added to his or
2 her minimum monthly pay as follows:

3 (1) For EIPA certification with a score of 3.5 to 3.9 and NIC
4 certification, \$25;

5 (2) For EIPA certification with a score of 4.0 to 4.4, \$35;

6 (3) For EIPA certification with a score of 4.0 to 4.4 and NIC
7 certification, \$55;

8 (4) For EIPA certification with a score of 4.5 to 5.0, \$85;
9 and

10 (5) For EIPA certification with a score of 4.5 to 5.0 and NIC
11 certification, \$125.

12 (6) The State Board may designate by board policy
13 certifications not included in this subsection which are
14 equivalent to those listed and qualify for the additional pay
15 provided.

16 (h) When any part of a school service ~~employee's~~ person's
17 daily shift of work is performed between the hours of six o'clock
18 p.m. and five o'clock a.m. the following day, the employee ~~shall~~
19 ~~be~~ is paid no less than an additional ~~ten dollars~~ \$10 per month
20 and one half of the pay ~~shall be~~ is paid with local funds.

21 ~~(g)~~ (i) Any service ~~employee~~ person required to work on any
22 legal school holiday ~~shall be~~ is paid at a rate one and one-half
23 times the employee's usual hourly rate.

24 ~~(h)~~ (j) Any full-time service ~~personnel~~ person required to
25 work in excess of ~~their~~ his or her normal working day during any
26 week which contains a school holiday for which ~~they are~~ he or she

1 is paid shall be paid for the additional hours or fraction of the
2 additional hours at a rate of one and one-half times ~~their~~ the
3 usual hourly rate and paid entirely from county board funds.

4 ~~(i) No service employee may~~

5 (k) A service person may not have his or her daily work
6 schedule changed during the school year without ~~the employee's~~ his
7 or her written consent, and the ~~employee's~~ service person's
8 required daily work hours may not be changed to prevent the
9 payment of time and one-half wages or the employment of another
10 employee.

11 ~~(j)~~ (l) The minimum hourly rate of pay for extra duty
12 assignments as defined in section eight-b of this article ~~shall be~~
13 is no less than one seventh of the employee's daily total salary
14 for each hour the employee is involved in performing the
15 assignment and paid entirely from local funds: *Provided*, That an
16 alternative minimum hourly rate of pay for performing extra duty
17 assignments within a particular category of employment may be used
18 if the alternate hourly rate of pay is approved both by the county
19 board and by the affirmative vote of a two-thirds majority of the
20 regular full-time employees within that classification category of
21 employment within that county: *Provided, however*, That the vote
22 shall be by secret ballot if requested by a service ~~personnel~~
23 ~~employee~~ person within that classification category within that
24 county. The salary for any fraction of an hour the employee is
25 involved in performing the assignment ~~shall be~~ is prorated
26 accordingly. When performing extra duty assignments, employees

1 who are regularly employed on a one-half day salary basis shall
2 receive the same hourly extra duty assignment pay computed as
3 though the employee were employed on a full-day salary basis.

4 ~~(k)~~ (m) The minimum pay for any service ~~personnel employees~~
5 person engaged in the removal of asbestos material or related
6 duties required for asbestos removal ~~shall be~~ there is the regular
7 total daily rate of pay and no less than an additional \$3 per hour
8 or no less than \$5 per hour for service personnel supervising
9 asbestos removal responsibilities for each hour these employees
10 are involved in asbestos related duties. Related duties required
11 for asbestos removal include, but are not limited to, travel,
12 preparation of the work site, removal of asbestos decontamination
13 of the work site, placing and removal of equipment and removal of
14 structures from the site. If any member of an asbestos crew is
15 engaged in asbestos related duties outside of the employee's
16 regular employment county, the daily rate of pay ~~shall be~~ is no
17 less than the minimum amount as established in the employee's
18 regular employment county for asbestos removal and an additional
19 ~~thirty dollars~~ \$30 per each day the employee is engaged in
20 asbestos removal and related duties. The additional pay for
21 asbestos removal and related duties ~~shall be~~ is payable entirely
22 from county funds. Before service personnel ~~employees~~
23 in the removal of asbestos material or related duties, they shall
24 have completed a federal Environmental Protection Act approved
25 training program and be licensed. The ~~employer~~ county board shall
26 provide all necessary protective equipment and maintain all

1 records required by the Environmental Protection Act.

2 ~~(1)~~ (n) For the purpose of qualifying for additional pay as
3 provided in section eight, article five of this chapter, an aide
4 ~~shall be~~ is considered to be exercising the authority of a
5 supervisory aide and control over pupils if the aide is required
6 to supervise, control, direct, monitor, escort or render service
7 to a child or children when not under the direct supervision of
8 certified professional personnel within the classroom, library,
9 hallway, lunchroom, gymnasium, school building, school grounds or
10 wherever supervision is required. For purposes of this section,
11 "under the direct supervision of certified professional personnel"
12 means that certified professional personnel is present, with and
13 accompanying the aide.