

NON NEGOTIATED SCHEDULES CLASSIFICATIONS

Effective 3-1-09

Note: The terms "Exempt" and "Non-Exempt" are in reference to and in compliance with the FLSA Qualifications for exemption from overtime.

Administrative Family

- ◆ **Administrative Executive Support, Non-Exempt (ESN):** Executive secretarial support; non-exempt; secondary course work to an associate's degree or equivalent years of experience requirements; strictly determined by reporting level.

Computer Family

- ◆ All of the following must apply to be placed on the CS Schedule: Specialized training in computer technology, job duties go beyond regular use of computer application software, at least 75% of duties require direct use of higher level computer functions such as programming, system analysis, operating systems development, hardware repair or development.
- ◆ **Computer Support, Non-Exempt (CSN):** Technology technical/operational related; non-exempt; no degree to secondary coursework / certificate requirements; no direct supervisory responsibilities.
- ◆ **Computer Staff, Exempt (CSE):** Technology specialized related; special certification, bachelors degree; one or more of the following must apply: less than 50% job constitutes managing direct staff, does not manage a main district department or sub department, is technologically specialized in nature, manages a project, program, service or specialized area individually or within a district department; may or may not directly supervise staff.

Professional Family

- ◆ **Professional Support, Non-Exempt (PSN):** Specialized/functional in nature; non-exempt; 30% or less secretarial/clerical support; no degree to secondary coursework / certificate / associates degree requirements; no direct supervisory responsibilities.
- ◆ **Exempt Staff (PSE):**
- ◆ **Exempt Administrative – office or non-manual work, which directly related to management or general business operations of the employer or employer's customers, and a primary component of which involves the exercise of independent judgment and discretion about matters of significance. Experience and Certifications can replace the degree requirements.**
- ◆ **Exempt Professional -** specialized/functional/individual contributor-type positions in nature; bachelors to masters degree, and may also require administrative or other specialized license; one or more of the following must apply: May or may not directly supervise staff (senior level typically supervise a small number of employees); less than 50% of the job constitutes direct supervision of staff; does not manage a clearly recognized district department or sub department; manages or coordinates a project, program, service or specialized area individually or within a district department; coordinates A-schedule, hourly or contracted employees located at school or remote sites.

Management (Administrator) Family

- ◆ **Management Support, Non-Exempt (MSN):** Supervisor/lead related; non-exempt; no degree requirements; one or more of the following must apply: 50% or more of job constitutes supervising / managing direct staff or M&O Craft/Trade positions assisting the supervisor in a "lead" capacity with supervision without direct authority responsibilities; spends more than 20% of job performing the same duties as those supervising; some levels distinctive on type of position.
- ◆ **Management Staff, Exempt (MSE):** Supervisor/management in nature; exempt; high school/GED for supervisors/managers of trades, technical, semi-skilled and skilled staff; bachelors to masters degree for supervisors/managers of professional staff; may require administrative or other specialized license; all of the following must apply: 50% or more of job constitutes direct supervision of staff; directly manages a clearly recognized district department or sub department having a hierarchy that supports reasonable spans of control so that total management occurs; spends less than 20% of job performing the same duties as those supervised; accomplishes tasks through those supervised; title (i.e., supervisor, manager or director) dictated by current hierarchy of the department; some levels distinctive on type of position. Note: Supervision of A-schedule, hourly or contracted employees located at school or remote sites will not constitute "direct" supervision for purposes of qualifying a position to be placed on the MSE-Schedule. **Direct supervision** constitutes all of the following must apply: Assign work; observe and track attendance, behaviors, daily issues, customer service, and complaints; conduct performance evaluations; administer progressive discipline and corrective action; recommend selection and termination and approve leave.

School Principal Family

School Principal, Exempt (SPE): Specifically Principal and Assistant Principal Positions at Elementary, Middle, Alternative, and High Schools.

Food Services Supervisor Family

- ◆ **Food & Nutrition Services Supervisors, Non-Exempt (FSN):** Supervisor/lead related; non-exempt; no degree requirements; one or more of the following must apply: 50% or more of job constitutes supervising / managing direct C-Schedule staff or assisting the Area Managers in a "lead" capacity with supervision without direct authority responsibilities; spends more than 20% of job performing the same duties as those supervising.

Therapist Assistant Family

- ◆ **Therapist Assistant (Occupational, Physical, and Speech & Language), Non-Exempt (TAN):** Specifically assists Certified Therapist positions. No direct supervisory responsibilities.