**Step Placement/Evaluation of Previous Experience**

Employees will be assigned a salary level based on appropriate experience. One step is granted for each year of verified same-type work experience. All experience must be listed on the original application and verified by completing the appropriate CCSD Experience Verification Form. It is the responsibility of the employee to obtain documentation to verify qualifications and work experience.

A maximum of 3 years of credit will be given for active duty military experience. Additional years may be granted, year for year, for verified similar work experience. Form DD214 must be submitted for review.

Budget permitting, a step may be granted, annually, at the beginning of each work year upon satisfactory completion of a year of service (see Work Day Calendar). The following exceptions apply:

* An employee who does not work a sufficient number of days to qualify for 1-year of service credit or
* An employee who receives an unsatisfactory annual evaluation (Policy/Rule reference: GBA-R (9))

**School Food Service Assistant; MIT; Key Person positions**

Employees must earn 30 Training-In-Depth hours during the first 12 months of employment. FSA's working less than 4 hours per day will not have summer pay monies deducted from their check and therefore, will not receive summer pay.

Employees who work 4 hours or more per day will have 15% pay deducted each pay period for summer pay, paid in June and July. An additional 2.5% will be deducted each pay period from August through December for winter pay, paid the first pay period in January.

**Educational Supplements**

Manager In Training and Key Person employees are paid an out-of-scale amount for having a college degree. It is the employee's responsibility to obtain an official transcript. Business College: If clock hours are given in lieu of quarter hours, each year of business college must constitute 792 clock hours.

<table>
<thead>
<tr>
<th>Supplement</th>
<th>Hourly Supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>$0.60</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>$1.19</td>
</tr>
<tr>
<td>Master Degree</td>
<td>$1.78</td>
</tr>
</tbody>
</table>

| School Food Service Assistant - 180 days per year  
MIT/Key Person - 188 days per year  
Lunchroom Monitor: $10.92 per hour |