ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 1)								
Position	Non-certified Staff Salary Program Type (salary schedule/salary policy but NO salary schedule/ NO salary policy and NO salary schedule)	Month and year when salary schedule or policy was or will be adopted	Number of staff eligible to participate in IMRF	Full-time	Part-time	Lowest beginning salary	Payment rate (daily/hourly/ monthly/per trip/ weekly/yearly/ bonus)	
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
Please **DO NOT SUBMIT THIS WORKSHEET TO ISBE. DATA MUST BE SUBMITTED ONLINE.**								

ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 2)								
Position	Highest maximum salary	Payment rate (daily/ hourly/monthly/per trip/weekly/yearly/ bonus)	Years to reach maximum salary	Highest longevity salary	Payment rate (daily/hourly/ monthly/per trip/weekly/ yearly/bonus)	Years to attain highest longevity salary	Annual health insurance premium per full-time employee	Percentage of employee health insurance premium paid by employer
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
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ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 3)								
Position	Annual dependent health insurance premium (excluding employee)	Percentage of depenedent health insurance premium paid by employer	Annual life insurance premium per full-time employee	Percentage of annual life insurance premium paid by employer	Annual dental insurance premium per full-time employee	Percentage of employee dental insurance premium paid by employer	Annual dependent dental insurance premium (excluding employee)	Percentage of dependent dental insurance premium paid by employer
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
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ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 4)								
Position	Annual vision insurance premium per full-time employee	Percentage of employee vision insurance premium paid by employer	Annual dependent vision insurance premium (excluding employee)	Percentage of dependent vision insurance premium paid by employer	Annual cafeteria plan insurance premium per full-time employee	Percentage of employee cafeteria plan insurance premium paid by employer	Annual dependent cafeteria plan insurance premium (excluding employee)	Percentage of dependent cafeteria plan insurance premium paid by employer
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
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ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 5)								
Position	Annual disability insurance premium per full-time employee	Percentage of annual disability insurance premium paid by employer	Is there a negotiated agreement between district board and organization representing this category of employee? (yes/no)	Non-certified staff affiliatioin (AFSCME/ IFT-AFT/IEA-NEA/ Teamsters/ Service Employee/ Other)	Fair share provision in the negotiated agreement (yes/no)	Board-paid retirement (none/full/ partial)	Salary program based upon "merit" or performance evaluation of individual employee (yes/no)	Severance pay (yes/no)
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
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ILLINOIS NON-CERTIFIED STAFF SALARY STUDY WORKSHEET (page 6)								
Position	Early retirement incentives (yes/no)	Sick leave bank (yes/no)	Educational reimburse-ment (yes/no)	Personal, business, or emergency leave pay (yes/no)	# of personal, business, or emergency leave with pay allowed (days)	Sick leave accumulation (yes/no)	How was your district's salary policy and/or schedule developed prior to adoption by the board? *	Maximum number of sick leave accumulation allowed (days)
Classroom/Library Aides								
Clerical Staff (includes all other desk jobs such as bookkeeping, accounting, payroll, etc.)								
Cook (including Head Cook)								
Custodians (includes keepers, caretakers, stewards, janitors, etc.)								
Engineers								
Food Service Driver								
Food Service Manager/Director								
Grounds Staff								
Grounds Supervisors								
Head of Safety/Security								
Head/Executive Secretaries								
Health Care Aides/Assistants								
Maintenance Workers (includes carpenters, painters, boiler operators, plumbers, electricians, couriers, etc.)								
Other Aides (including media aides)								
Other Food Service Staff (includes cafeteria helpers, cashiers, dishwashers, etc.)								
Other Non-certified Managerial Staff								
Other Non-certified Support Staff								
Other School District Transportation Staff								
Safety/Security Staff								
School Bus Drivers								
Secretaries								
Technology Support/Computer Technicians								
Transportation Mechanics								
Transportation Supervisor								
Notes: *Acceptable values: 1. Meeting(s) between district board and superintendent based upon discussion between superintendent and non-certified staff; 2. Meeting(s) between district board and superintendent without discussion(s) between superintendent and non-certified staff.								
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