

EDUCATIONAL SUPPORT PERSONNEL

Automatic longevity increases shall be granted to educational support personnel serving in positions for which the salary schedule provides automatic increases based on a time element.

Step increases upon promotion are granted in accordance with the provisions of the Rules of the Board of Education. Employees granted advanced step placement upon original employment are eligible for additional step advancement after they have completed the number of years of service required for such advancement.

Non-represented Central and Area Office employees are now assigned to flat rate job titles and salary bands and are not eligible for step increases. Exempt employees are assigned to Salary Plan 90D and Non-Exempt employees are assigned to Salary Plan 91D. Refer to the *Compensation Plan for Non-Represented Employees of the Chicago Public Schools* for additional information.

To use the following educational support personnel graded salary schedules (Salary Plans 3, 7, 8, 16, 23) and non-graded salary schedules (Paytables 90D and 91D):

1. Find the position title in the job code file listed numerically by job code number.
2. Ascertain the salary plan to which the job code/position title has been assigned.
3. Identify the type of position (teacher or educational support personnel)..
4. Refer to the appropriate grade within the paytables to ascertain the rate of pay for the position.

The headings listed at the top of each page above the job listing are:

Job Code Number	The unique number which must be indicated on all position openings to identify the particular position.
Job Title Description	The specific title of the position.
Grade	The grade, if appropriate, to which the position has been assigned for compensation purposes.
Sal Plan	The salary plan to which the position has been assigned.
FLSA Status	The overtime code which establishes the payment of all overtime. (0 - not eligible for overtime; 5 - pays straight time for the first 40 hours per week and time and one half for time for all hours in excess of 40 hours per week.) Trade positions are paid overtime in accordance with their negotiated contracts.
Job Family	The coding used to differentiate teaching positions from educational support personnel positions.
Job Function	Applies to positions assigned to Salary Plans 90D and 91 D only and refers to the overall category of positions a job is assigned to: Administrative, Professional, Team Leader, Manager, Senior Manager, Senior Professional, Deputy, Officer, Executive Officer and Chief Executive Officer.

Union Code

The union, if any, which represents employees assigned to positions with this job code:

- 1 - Chicago Teachers Union, Local #1
- 2 - State and Municipal Teamsters, Chauffeurs and Helpers Union, Local #726
- 6 - Public Service Employees Union, Local #73 (formerly Local #46)
- 10 - Hotel Employees and Restaurant Employees Union, Local #1
- 11 - International Brotherhood of Firemen and Oilers, Local #7
- 19 - International Brotherhood of Electrical Workers, Local #134
- 30 - International Union of Operating Engineers, Local #143-143B