WEST VIRGINIA LEGISLATURE  
FIRST REGULAR SESSION, 2013  

ENROLLED  
COMMITTEE SUBSTITUTE  
FOR  
House Bill No. 2470  

(By Delegate Poling, M.)  

Passed April 13, 2013  
In effect July 1, 2013.
AN ACT to amend and reenact §18-20-2 of the Code of West Virginia, 1931, as amended; to amend and reenact §18A-2-4 of said code; and to amend and reenact §18A-4-8 and §18A-4-8a of said code, all relating to school service personnel classification, compensation, duties, requirements and training; establishing certain service personnel classification titles and setting their wages; specifying employment requirements and duties for certain classifications titles; modifying certain service personnel classification titles; and establishing conditions for employer payment of and continuing education credit accrual for certain certification acquisition.

Be it enacted by the Legislature of West Virginia:

That §18-20-2 of the Code of West Virginia, 1931, as amended, be amended and reenacted; that §18A-2-4 of said code be amended and reenacted; and that §18A-4-8 and §18A-4-8a of said code be amended and reenacted, all to read as follows:
CHAPTER 18. EDUCATION.

ARTICLE 20. EDUCATION OF EXCEPTIONAL CHILDREN.

§18-20-2. Providing suitable educational facilities, equipment and services.

(a) Each county board shall provide suitable educational facilities, special equipment and special services that are necessary. Special services include provisions and procedures for finding and enumerating exceptional children of each type, diagnosis by appropriate specialists who will certify the child’s need and eligibility for special education and make recommendations for treatment and prosthesis as may alleviate the disability, special teaching by qualified and specially trained teachers, transportation, lunches and remedial therapeutic services. Qualifications of teachers and therapists shall be in accordance with standards prescribed or approved by the state board.

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

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

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

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

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

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

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

   (e) For any student whose individualized education plan (IEP) or education plan established pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794, requires the services of a sign support specialist or an educational sign language interpreter I or II:

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

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

       (3) A sign support specialist may be assigned to a student who is deaf or hard of hearing in lieu of an interpreter only if an
59 educational sign language interpreter I or II is unavailable, and
60 the sign support specialist is executing a professional
development plan while actively seeking certification as an
educational sign language interpreter I or II. After two years the
63 sign support specialist may remain in the assignment only if an
64 educational sign language interpreter I or II remains unavailable,
65 and with an approved waiver by the West Virginia Department
66 of Education. An employee in this situation is entitled to full
67 payment of the costs of certification acquisition or renewal
68 pursuant to the certification renewal provisions of section four,
69 article two, chapter eighteen-a of this code.

CHAPTER 18A. SCHOOL PERSONNEL.

ARTICLE 2. SCHOOL PERSONNEL.

§18A-2-4. Commercial driver’s license for school personnel; intrastate waiver for bus operators diagnosed with diabetes mellitus requiring insulin; reimbursement of electrician’s and commercial driver’s license when required, and educational sign language interpreter certification.

(a) If a commercial driver’s license is required as a condition
1 of employment for any school employee or qualified applicant
2 who becomes an employee by a county board the cost is paid in
3 full by the county board.

5 A county board may not require any employee or applicant
6 who becomes an employee of the board to pay the cost of
7 acquiring a commercial driver’s license as a condition of
8 employment.

9 (b) The Division of Motor Vehicles shall accept the West
10 Virginia Department of Education physical and psychomotor test
11 result forms in lieu of the Division of Motor Vehicles vision
12 report form.
(c) A school bus operator who is currently employed by a county board or who is otherwise subject to state board rules governing school bus operators and who is diagnosed with diabetes mellitus requiring insulin is not ineligible for employment as a school bus operator because of the diagnosis if the operator is issued a passenger endorsement for his or her commercial driver license through the intrastate waiver program pertaining to diabetes of the West Virginia Division of Motor Vehicles, subject to the following:

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

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

(d) If a county board requires of any employee who is employed as an electrician any license renewal when the employee is exempt from renewing the license pursuant to section three, article three-b, chapter twenty-nine of this code, the cost of the license renewal is paid in full by the county board.

(e) The cost of certification renewal and satisfying the requirements of the West Virginia Registry of Interpreters is paid in full by the employer for any service person who is:

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

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

(f) For any service person required to hold certification as a condition of employment, any time devoted to acquiring or maintaining the certification, including instructional time and training, constitutes hours of continuing education for purposes of meeting the annual continuing education requirements in state board policy.

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

ARTICLE 4. SALARIES, WAGES AND OTHER BENEFITS.

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

(a) The purpose of this section is to establish an employment term and class titles for service personnel. The employment term for service personnel may not be less than ten months. A month is defined as twenty employment days. The county board may contract with all or part of these service personnel for a longer term.

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

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

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

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

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

(1) A maintenance person means a person who holds a
classification title other than in a custodial, aide, school lunch,
office or transportation category as provided in section one.

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

(3) The additional compensation provided in this subsection:

(A) Is equal to at least one eighth of a service person’s total
salary as provided by the state minimum pay scale and any
(B) Is payable entirely from county board funds.

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

(h) A service person's contract, as provided in section five, article two of this chapter, shall state the appropriate monthly salary the employee is to be paid, based on the class title as provided in this article and on any county salary schedule in excess of the minimum requirements of this article.

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

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

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

(3) "Class title" means the name of the position or job held by a service person;
(4) "Accountant I" means a person employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll;

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

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

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

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

(9) "Aide II" means a service person referred to in the "Aide I" classification who has completed a training program approved by the state board, or who holds a high school diploma or has received a general educational development certificate. Only a person classified in an Aide II class title may be employed as an aide in any special education program;

(10) "Aide III" means a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and
(A) Has completed six semester hours of college credit at an institution of higher education; or

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

"Aide IV" means a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and

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

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

"Audiovisual technician" means a person employed to perform minor maintenance on audiovisual equipment, films, and supplies and who fills requests for equipment;

"Auditor" means a person employed to examine and verify accounts of individual schools and to assist schools and school personnel in maintaining complete and accurate records of their accounts;

"Autism mentor" means a person who works with autistic students and who meets standards and experience to be determined by the State Board. A person who has held or holds an aide title and becomes employed as an autism mentor shall hold a multiclassification status that includes both aide and autism mentor titles, in accordance with section eight-b of this article;
(15) “Braille specialist” means a person employed to provide braille assistance to students. A service person who has held or holds an aide title and becomes employed as a braille specialist shall hold a multiclassification status that includes both aide and braille specialist title, in accordance with section eight-b of this article;

(16) “Bus operator” means a person employed to operate school buses and other school transportation vehicles as provided by the state board;

(17) “Buyer” means a person employed to review and write specifications, negotiate purchase bids and recommend purchase agreements for materials and services that meet predetermined specifications at the lowest available costs;

(18) “Cabinetmaker” means a person employed to construct cabinets, tables, bookcases and other furniture;

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

(20) “Carpenter I” means a person classified as a carpenter’s helper;

(21) “Carpenter II” means a person classified as a journeyman carpenter;

(22) “Chief mechanic” means a person employed to be responsible for directing activities which ensure that student transportation or other county board-owned vehicles are properly and safely maintained;
(23) "Clerk I" means a person employed to perform clerical tasks,

(24) "Clerk II" means a person employed to perform general clerical tasks, prepare reports and tabulations, and operate office machines;

(25) "Computer operator" means a qualified person employed to operate computers;

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

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

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

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

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

(31) "Custodian II" means a person employed as a watchman or groundsman;

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

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

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

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

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

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

(D) Funding for the position of director or coordinator of services is based upon the employment status of the director or coordinator either as a professional person or a service person;

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

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

(36) "Early Childhood Classroom Assistant Teacher - Temporary Authorization" means a person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements;
(37) "Early Childhood Classroom Assistant Teacher - Permanent Authorization" means a person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate. Equivalency for the West Virginia Department of Education will be determined as the child development associate or the West Virginia Apprenticeship for Child Development Specialists;

(38) "Early Childhood Classroom Assistant Teacher - Paraprofessional Certificate" means a person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate;

(39) "Educational Sign Language Interpreter I" means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Initial Paraprofessional Certificate – Educational Interpreter pursuant to state board policy;

(40) "Educational Sign Language Interpreter II" means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Permanent Paraprofessional Certificate – Educational Interpreter pursuant to state board policy;

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

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

(43) "Electronic technician I" means a person employed at the apprentice level to repair and maintain electronic equipment;
(44) "Electronic technician II” means a person employed at the journeyman level to repair and maintain electronic equipment;

(45) “Executive secretary” means a person employed as secretary to the county school superintendent or as a secretary who is assigned to a position characterized by significant administrative duties;

(46) “Food services supervisor” means a qualified person who is not a professional person or professional educator as defined in section one, article one of this chapter. The food services supervisor is employed to manage and supervise a county school system’s food service program. The duties include preparing in-service training programs for cooks and food service employees, instructing personnel in the areas of quantity cooking with economy and efficiency and keeping aggregate records and reports;

(47) “Foreman” means a skilled person employed to supervise personnel who work in the areas of repair and maintenance of school property and equipment;

(48) “General maintenance” means a person employed as a helper to skilled maintenance employees, and to perform minor repairs to equipment and buildings of a county school system;

(49) “Glazier” means a person employed to replace glass or other materials in windows and doors and to do minor carpentry tasks;

(50) “Graphic artist” means a person employed to prepare graphic illustrations;

(51) “Groundsman” means a person employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional
assignments may include the operation of a small heating plant and routine cleaning duties in buildings;

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

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

(54) "Heating and air conditioning mechanic II" means a person employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment;

(55) "Heavy equipment operator" means a person employed to operate heavy equipment;

(56) "Inventory supervisor" means a person employed to supervise or maintain operations in the receipt, storage, inventory and issuance of materials and supplies;

(57) "Key punch operator" means a qualified person employed to operate key punch machines or verifying machines;

(58) "Licensed practical nurse" means a nurse, licensed by the West Virginia Board of Examiners for Licensed Practical Nurses, employed to work in a public school under the supervision of a school nurse;

(59) "Locksmith" means a person employed to repair and maintain locks and safes;

(60) "Lubrication man" means a person employed to lubricate and service gasoline or diesel-powered equipment of a county school system;
(61) "Machinist" means a person employed to perform machinist tasks which include the ability to operate a lathe, planer, shader, threading machine and wheel press. A person holding this class title also should have the ability to work from blueprints and drawings;

(62) "Mail clerk" means a person employed to receive, sort, dispatch, deliver or otherwise handle letters, parcels and other mail;

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

(64) "Mason" means a person employed to perform tasks connected with brick and block laying and carpentry tasks related to these activities;

(65) "Mechanic" means a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system;

(66) "Mechanic assistant" means a person employed as a mechanic apprentice and helper;

(67) "Multiclassification" means a person employed to perform tasks that involve the combination of two or more class titles in this section. In these instances the minimum salary scale is the higher pay grade of the class titles involved;

(68) "Office equipment repairman I" means a person employed as an office equipment repairman apprentice or helper;

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

(70) "Painter" means a person employed to perform duties painting, finishing and decorating wood, metal and concrete surfaces of buildings, other structures, equipment, machinery and furnishings of a county school system;

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

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

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

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

(72) "Payroll supervisor" means a person employed in the county board office who has primary responsibility for the payroll function and who either has completed twelve college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing
progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel;

(73) "Plumber I" means a person employed as an apprentice plumber and helper;

(74) "Plumber II" means a person employed as a journeyman plumber;

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

(76) "Printing supervisor" means a person employed to supervise the operation of a print shop;

(77) "Programmer" means a person employed to design and prepare programs for computer operation;

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

(79) "Sanitation plant operator" means a person employed to operate and maintain a water or sewage treatment plant to ensure the safety of the plant's effluent for human consumption or environmental protection;

(80) "School bus supervisor" means a qualified person:

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

(B) Certified to operate a bus or previously certified to operate a bus;
(81) "Secretary I" means a person employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports and operate office machines;

(82) "Secretary II" means a person employed in any elementary, secondary, kindergarten, nursery, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks; transcribing from notes; stenotype, mechanical equipment or a sound-producing machine; preparing reports; receiving callers and referring them to proper persons; operating office machines; keeping records and handling routine correspondence. Nothing in this subdivision prevents a service person from holding or being elevated to a higher classification;

(83) "Secretary III" means a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities in purchasing and financial control or any person who has served for eight years in a position which meets the definition of "secretary II" or "secretary III";

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

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

(86) "Supervisor of transportation" means a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system. After July 1, 2010, all persons employed for the first time in a position with this classification title or in a multi-classification position that includes this title shall have five years of experience working in the transportation department of a county board. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, mechanic, chief mechanic or in a clerical position within the transportation department;

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

(88) "Truck driver" means a person employed to operate light or heavy duty gasoline and diesel-powered vehicles;

(89) "Warehouse clerk" means a person employed to be responsible for receiving, storing, packing and shipping goods;

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

(91) "Welder" means a person employed to provide acetylene or electric welding services for a school system; and

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

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

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

(l) Each county board shall review each service person’s job
classification annually and shall reclassify all service persons as
required by the job classifications. The state superintendent may
withhold state funds appropriated pursuant to this article for
salaries for service personnel who are improperly classified by
the county boards. Further, the state superintendent shall order
a county board to correct immediately any improper
classification matter and, with the assistance of the Attorney
General, shall take any legal action necessary against any county
board to enforce the order.

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

(1) Reclassified by class title; or

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

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

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

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

(q) Without the written consent of the service person, a
county board may not establish the beginning work station for a
bus operator or transportation aide at any site other than a county
board-owned facility with available parking. The workday of the
bus operator or transportation aide commences at the bus at the
designated beginning work station and ends when the employee
is able to leave the bus at the designated beginning work station,
unless he or she agrees otherwise in writing. The application or
acceptance of a posted position may not be construed as the
written consent referred to in this subsection.
(r) Itinerant status means a service person who does not have a fixed work site and may be involuntarily reassigned to another work site. A service person is considered to hold itinerant status if he or she has bid upon a position posted as itinerant or has agreed to accept this status. A county board may establish positions with itinerant status only within the aide and autism mentor classification categories and only when the job duties involve exceptional students. A service person with itinerant status may be assigned to a different work site upon written notice ten days prior to the reassignment without the consent of the employee and without posting the vacancy. A service person with itinerant status may be involuntarily reassigned no more than twice during the school year. At the conclusion of each school year, the county board shall post and fill, pursuant to section eight-b of this article, all positions that have been filled without posting by a service person with itinerant status. A service person who is assigned to a beginning and ending work site and travels at the expense of the county board to other work sites during the daily schedule, is not considered to hold itinerant status.

(s) Any service person holding a classification title on June 30, 2013, that is removed from the classification schedule pursuant to amendment and reenactment of this section in the year 2013, has his or her employment contract revised as follows:

(1) Any service person holding the Braille or Sign Language Specialist classification title has that classification title renamed on his or her employment contract as either Braille Specialist or Sign Support Specialist. This action does not result in a loss or reduction of salary or supplement by any employee. Any seniority earned in the Braille or Sign Language Specialist classification prior to July 1, 2013, continues to be credited as seniority earned in the Braille Specialist or Sign Support Specialist classification;
(2) Any service person holding the Paraprofessional classification title and holding the Initial Paraprofessional Certificate – Educational Interpreter has the title Educational Sign Language Interpreter I added to his or her employment contract. This action does not result in a loss or reduction of salary or supplement by any employee. Any seniority earned in the Paraprofessional classification prior to July 1, 2013, continues to be credited as seniority earned in the Educational Sign Language Interpreter I classification; and

(3) Any service person holding the Paraprofessional classification title and holding the Permanent Paraprofessional Certificate – Educational Interpreter has the title Educational Sign Language Interpreter II added to his or her employment contract. This action does not result in a loss or reduction of salary or supplement by any employee. Any seniority earned in the Paraprofessional classification prior to July 1, 2013, continues to be credited as seniority earned in the Educational Sign Language Interpreter II classification.

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

(a) The minimum monthly pay for each service employee shall be as follows:

(1) Beginning July 1, 2011, and continuing thereafter, the minimum monthly pay for each service employee whose employment is for a period of more than three and one-half hours a day shall be at least the amounts indicated in the State Minimum Pay Scale Pay Grade and the minimum monthly pay for each service employee whose employment is for a period of three and one-half hours or less a day shall be at least one half the amount indicated in the State Minimum Pay Scale Pay Grade set forth in this subdivision.
STATE MINIMUM PAY SCALE PAY GRADE

Exp. Pay Grade

<table>
<thead>
<tr>
<th>Years</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1,627</td>
<td>1,648</td>
<td>1,689</td>
<td>1,741</td>
<td>1,793</td>
<td>1,855</td>
<td>1,886</td>
<td>1,958</td>
</tr>
<tr>
<td>1</td>
<td>1,659</td>
<td>1,680</td>
<td>1,721</td>
<td>1,773</td>
<td>1,825</td>
<td>1,887</td>
<td>1,918</td>
<td>1,990</td>
</tr>
<tr>
<td>2</td>
<td>1,691</td>
<td>1,712</td>
<td>1,753</td>
<td>1,805</td>
<td>1,857</td>
<td>1,919</td>
<td>1,950</td>
<td>2,022</td>
</tr>
<tr>
<td>3</td>
<td>1,723</td>
<td>1,744</td>
<td>1,785</td>
<td>1,837</td>
<td>1,889</td>
<td>1,951</td>
<td>1,982</td>
<td>2,054</td>
</tr>
<tr>
<td>4</td>
<td>1,755</td>
<td>1,776</td>
<td>1,817</td>
<td>1,869</td>
<td>1,921</td>
<td>1,983</td>
<td>2,014</td>
<td>2,087</td>
</tr>
<tr>
<td>5</td>
<td>1,787</td>
<td>1,808</td>
<td>1,849</td>
<td>1,901</td>
<td>1,953</td>
<td>2,015</td>
<td>2,046</td>
<td>2,119</td>
</tr>
<tr>
<td>6</td>
<td>1,819</td>
<td>1,840</td>
<td>1,882</td>
<td>1,933</td>
<td>1,985</td>
<td>2,047</td>
<td>2,078</td>
<td>2,151</td>
</tr>
<tr>
<td>7</td>
<td>1,852</td>
<td>1,872</td>
<td>1,914</td>
<td>1,965</td>
<td>2,017</td>
<td>2,079</td>
<td>2,110</td>
<td>2,183</td>
</tr>
<tr>
<td>8</td>
<td>1,884</td>
<td>1,904</td>
<td>1,946</td>
<td>1,997</td>
<td>2,049</td>
<td>2,111</td>
<td>2,142</td>
<td>2,215</td>
</tr>
<tr>
<td>9</td>
<td>1,916</td>
<td>1,936</td>
<td>1,978</td>
<td>2,030</td>
<td>2,081</td>
<td>2,143</td>
<td>2,174</td>
<td>2,247</td>
</tr>
<tr>
<td>10</td>
<td>1,948</td>
<td>1,969</td>
<td>2,010</td>
<td>2,062</td>
<td>2,113</td>
<td>2,176</td>
<td>2,207</td>
<td>2,279</td>
</tr>
<tr>
<td>11</td>
<td>1,980</td>
<td>2,001</td>
<td>2,042</td>
<td>2,094</td>
<td>2,145</td>
<td>2,208</td>
<td>2,239</td>
<td>2,311</td>
</tr>
<tr>
<td>12</td>
<td>2,012</td>
<td>2,033</td>
<td>2,074</td>
<td>2,126</td>
<td>2,178</td>
<td>2,240</td>
<td>2,271</td>
<td>2,343</td>
</tr>
<tr>
<td>13</td>
<td>2,044</td>
<td>2,065</td>
<td>2,106</td>
<td>2,158</td>
<td>2,210</td>
<td>2,272</td>
<td>2,303</td>
<td>2,375</td>
</tr>
<tr>
<td>14</td>
<td>2,076</td>
<td>2,097</td>
<td>2,138</td>
<td>2,190</td>
<td>2,242</td>
<td>2,304</td>
<td>2,335</td>
<td>2,407</td>
</tr>
<tr>
<td>15</td>
<td>2,108</td>
<td>2,129</td>
<td>2,170</td>
<td>2,222</td>
<td>2,274</td>
<td>2,336</td>
<td>2,367</td>
<td>2,439</td>
</tr>
<tr>
<td>16</td>
<td>2,140</td>
<td>2,161</td>
<td>2,202</td>
<td>2,254</td>
<td>2,306</td>
<td>2,368</td>
<td>2,399</td>
<td>2,472</td>
</tr>
<tr>
<td>17</td>
<td>2,172</td>
<td>2,193</td>
<td>2,235</td>
<td>2,286</td>
<td>2,338</td>
<td>2,400</td>
<td>2,431</td>
<td>2,504</td>
</tr>
<tr>
<td>18</td>
<td>2,204</td>
<td>2,225</td>
<td>2,267</td>
<td>2,318</td>
<td>2,370</td>
<td>2,432</td>
<td>2,463</td>
<td>2,536</td>
</tr>
<tr>
<td>19</td>
<td>2,237</td>
<td>2,257</td>
<td>2,299</td>
<td>2,350</td>
<td>2,402</td>
<td>2,464</td>
<td>2,495</td>
<td>2,568</td>
</tr>
<tr>
<td>20</td>
<td>2,269</td>
<td>2,289</td>
<td>2,331</td>
<td>2,383</td>
<td>2,434</td>
<td>2,496</td>
<td>2,527</td>
<td>2,601</td>
</tr>
<tr>
<td>21</td>
<td>2,301</td>
<td>2,321</td>
<td>2,363</td>
<td>2,415</td>
<td>2,466</td>
<td>2,528</td>
<td>2,559</td>
<td>2,634</td>
</tr>
<tr>
<td>22</td>
<td>2,333</td>
<td>2,354</td>
<td>2,395</td>
<td>2,447</td>
<td>2,498</td>
<td>2,561</td>
<td>2,593</td>
<td>2,666</td>
</tr>
<tr>
<td>23</td>
<td>2,365</td>
<td>2,386</td>
<td>2,427</td>
<td>2,479</td>
<td>2,531</td>
<td>2,594</td>
<td>2,625</td>
<td>2,699</td>
</tr>
</tbody>
</table>
(2) Each service employee shall receive the amount prescribed in the Minimum Pay Scale in accordance with the provisions of this subsection according to their class title and pay grade as set forth in this subdivision:

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant I</td>
<td>D</td>
</tr>
<tr>
<td>Accountant II</td>
<td>E</td>
</tr>
<tr>
<td>Accountant III</td>
<td>F</td>
</tr>
<tr>
<td>Accounts Payable Supervisor</td>
<td>G</td>
</tr>
<tr>
<td></td>
<td>Position</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>65</td>
<td>Aide I.</td>
</tr>
<tr>
<td>66</td>
<td>Aide II.</td>
</tr>
<tr>
<td>67</td>
<td>Aide III.</td>
</tr>
<tr>
<td>68</td>
<td>Aide IV.</td>
</tr>
<tr>
<td>69</td>
<td>Audiovisual Technician.</td>
</tr>
<tr>
<td>70</td>
<td>Auditor.</td>
</tr>
<tr>
<td>71</td>
<td>Autism Mentor.</td>
</tr>
<tr>
<td>72</td>
<td>Braille Specialist.</td>
</tr>
<tr>
<td>73</td>
<td>Bus Operator.</td>
</tr>
<tr>
<td>74</td>
<td>Buyer.</td>
</tr>
<tr>
<td>75</td>
<td>Cabinetmaker.</td>
</tr>
<tr>
<td>76</td>
<td>Cafeteria Manager.</td>
</tr>
<tr>
<td>77</td>
<td>Carpenter I.</td>
</tr>
<tr>
<td>78</td>
<td>Carpenter II.</td>
</tr>
<tr>
<td>79</td>
<td>Chief Mechanic.</td>
</tr>
<tr>
<td>80</td>
<td>Clerk I.</td>
</tr>
<tr>
<td>81</td>
<td>Clerk II.</td>
</tr>
<tr>
<td>82</td>
<td>Computer Operator.</td>
</tr>
<tr>
<td>83</td>
<td>Cook I.</td>
</tr>
<tr>
<td>84</td>
<td>Cook II.</td>
</tr>
</tbody>
</table>
85  Cook III. ............................................... C
86  Crew Leader............................................. F
87  Custodian I.............................................. A
88  Custodian II.............................................. B
89  Custodian III............................................ C
90  Custodian IV............................................. D
91  Director or Coordinator of Services....................... H
92  Draftsman.................................................. D
93  Early Childhood Classroom Assistant Teacher - Temporary Authorization.................. E
94  Early Childhood Classroom Assistant Teacher - Permanent Authorization.................. E
95  Early Childhood Classroom Assistant Teacher - Paraprofessional Certificate............... F
96  Educational Sign Language Interpreter I............................................. F
97  Educational Sign Language Interpreter II........................................... G
98  Electrician I................................................. F
99  Electrician II............................................... G
100 Electronic Technician I........................................ F
101 Electronic Technician II...................................... G
102 Executive Secretary........................................ G
103 Food Services Supervisor..................................... G
<table>
<thead>
<tr>
<th>No.</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>Foreman</td>
<td>G</td>
</tr>
<tr>
<td>108</td>
<td>General Maintenance</td>
<td>C</td>
</tr>
<tr>
<td>109</td>
<td>Glazier</td>
<td>D</td>
</tr>
<tr>
<td>110</td>
<td>Graphic Artist</td>
<td>D</td>
</tr>
<tr>
<td>111</td>
<td>Groundsman</td>
<td>B</td>
</tr>
<tr>
<td>112</td>
<td>Handyman</td>
<td>B</td>
</tr>
<tr>
<td>113</td>
<td>Heating and Air Conditioning Mechanic I</td>
<td>E</td>
</tr>
<tr>
<td>114</td>
<td>Heating and Air Conditioning Mechanic II</td>
<td>G</td>
</tr>
<tr>
<td>115</td>
<td>Heavy Equipment Operator</td>
<td>E</td>
</tr>
<tr>
<td>116</td>
<td>Inventory Supervisor</td>
<td>D</td>
</tr>
<tr>
<td>117</td>
<td>Key Punch Operator</td>
<td>B</td>
</tr>
<tr>
<td>118</td>
<td>Licensed Practical Nurse</td>
<td>F</td>
</tr>
<tr>
<td>119</td>
<td>Locksmith</td>
<td>G</td>
</tr>
<tr>
<td>120</td>
<td>Lubrication Man</td>
<td>C</td>
</tr>
<tr>
<td>121</td>
<td>Machinist</td>
<td>F</td>
</tr>
<tr>
<td>122</td>
<td>Mail Clerk</td>
<td>D</td>
</tr>
<tr>
<td>123</td>
<td>Maintenance Clerk</td>
<td>C</td>
</tr>
<tr>
<td>124</td>
<td>Mason</td>
<td>G</td>
</tr>
<tr>
<td>125</td>
<td>Mechanic</td>
<td>F</td>
</tr>
<tr>
<td>126</td>
<td>Mechanic Assistant</td>
<td>E</td>
</tr>
<tr>
<td>Title</td>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Office Equipment Repairman I</td>
<td>127</td>
<td></td>
</tr>
<tr>
<td>Office Equipment Repairman II</td>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Painter</td>
<td>129</td>
<td></td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Payroll Supervisor</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Plumber I</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Plumber II</td>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Printing Operator</td>
<td>134</td>
<td></td>
</tr>
<tr>
<td>Printing Supervisor</td>
<td>135</td>
<td></td>
</tr>
<tr>
<td>Programmer</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>Roofing/Sheet Metal Mechanic</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td>Sanitation Plant Operator</td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>School Bus Supervisor</td>
<td>139</td>
<td></td>
</tr>
<tr>
<td>Secretary I</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Secretary II</td>
<td>141</td>
<td></td>
</tr>
<tr>
<td>Secretary III</td>
<td>142</td>
<td></td>
</tr>
<tr>
<td>Sign Support Specialist</td>
<td>143</td>
<td></td>
</tr>
<tr>
<td>Supervisor of Maintenance</td>
<td>144</td>
<td></td>
</tr>
<tr>
<td>Supervisor of Transportation</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>Switchboard Operator-Receptionist</td>
<td>146</td>
<td></td>
</tr>
<tr>
<td>Truck Driver</td>
<td>147</td>
<td></td>
</tr>
<tr>
<td>Warehouse Clerk</td>
<td>148</td>
<td></td>
</tr>
</tbody>
</table>
(b) An additional $12 per month is added to the minimum monthly pay of each service person who holds a high school diploma or its equivalent.

(c) An additional $11 per month also is added to the minimum monthly pay of each service person for each of the following:

1. A service person who holds twelve college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

2. A service person who holds twenty-four college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

3. A service person who holds thirty-six college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

4. A service person who holds forty-eight college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

5. A service employee who holds sixty college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

6. A service person who holds seventy-two college hours or comparable credit obtained in a trade or vocational school as approved by the state board;
(7) A service person who holds eighty-four college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

(8) A service person who holds ninety-six college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

(9) A service person who holds one hundred eight college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

(10) A service person who holds one hundred twenty college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

(d) An additional $40 per month also is added to the minimum monthly pay of each service person for each of the following:

(1) A service person who holds an associate’s degree;

(2) A service person who holds a bachelor’s degree;

(3) A service person who holds a master’s degree;

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

(e) An additional $11 per month is added to the minimum monthly pay of each service person for each of the following:

(1) A service person who holds a bachelor’s degree plus fifteen college hours;

(2) A service person who holds a master’s degree plus fifteen college hours;

(3) A service person who holds a master’s degree plus thirty college hours;
(4) A service person who holds a master's degree plus forty-five college hours; and

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

(f) To meet the objective of salary equity among the counties, each service person is paid an equity supplement, as set forth in section five of this article, of $152 per month, subject to the provisions of that section. These payments: (i) Are in addition to any amounts prescribed in the applicable State Minimum Pay Scale Pay Grade, any specific additional amounts prescribed in this section and article and any county supplement in effect in a county pursuant to section five-b of this article; (ii) is paid in equal monthly installments; and (iii) is considered a part of the state minimum salaries for service personnel.

(g) When any part of a school service person's daily shift of work is performed between the hours of six o'clock p.m. and five o'clock a.m. the following day, the employee is paid no less than an additional $10 per month and one half of the pay is paid with local funds.

(h) Any service person required to work on any legal school holiday is paid at a rate one and one-half times the person's usual hourly rate.

(i) Any full-time service personnel required to work in excess of their normal working day during any week which contains a school holiday for which they are paid is paid for the additional hours or fraction of the additional hours at a rate of one and one-half times their usual hourly rate and paid entirely from county board funds.

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

(k) The minimum hourly rate of pay for extra duty assignments as defined in section eight-b of this article is no less than one seventh of the person’s daily total salary for each hour the person is involved in performing the assignment and paid entirely from local funds: Provided, That an alternative minimum hourly rate of pay for performing extra duty assignments within a particular category of employment may be used if the alternate hourly rate of pay is approved both by the county board and by the affirmative vote of a two-thirds majority of the regular full-time persons within that classification category of employment within that county: Provided, however, That the vote is by secret ballot if requested by a service person within that classification category within that county. The salary for any fraction of an hour the employee is involved in performing the assignment is prorated accordingly. When performing extra duty assignments, persons who are regularly employed on a one-half day salary basis shall receive the same hourly extra duty assignment pay computed as though the person were employed on a full-day salary basis.

(l) The minimum pay for any service personnel engaged in the removal of asbestos material or related duties required for asbestos removal is their regular total daily rate of pay and no less than an additional $3 per hour or no less than $5 per hour for service personnel supervising asbestos removal responsibilities for each hour these employees are involved in asbestos-related duties. Related duties required for asbestos removal include, but are not limited to, travel, preparation of the work site, removal of asbestos decontamination of the work site, placing and removal of equipment and removal of structures from the site. If any member of an asbestos crew is engaged in asbestos-related duties outside of the employee’s regular employment county, the daily rate of pay is no less than the minimum amount as established in the employee’s regular employment county for
asbestos removal and an additional $30 per each day the employee is engaged in asbestos removal and related duties. The additional pay for asbestos removal and related duties shall be payable entirely from county funds. Before service personnel may be used in the removal of asbestos material or related duties, they shall have completed a federal Environmental Protection Act approved training program and be licensed. The employer shall provide all necessary protective equipment and maintain all records required by the Environmental Protection Act.

(m) For the purpose of qualifying for additional pay as provided in section eight, article five of this chapter, an aide is considered to be exercising the authority of a supervisory aide and control over pupils if the aide is required to supervise, control, direct, monitor, escort or render service to a child or children when not under the direct supervision of a certified professional person within the classroom, library, hallway, lunchroom, gymnasium, school building, school grounds or wherever supervision is required. For purposes of this section, "under the direct supervision of a certified professional person" means that certified professional person is present, with and accompanying the aide.
That Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

[Signature]
Chairman, House Committee

[Signature]
Chairman, Senate Committee

Originating in the House.

In effect July 1, 2013.

[Signature]
Clerk of the House of Delegates

[Signature]
Clerk of the Senate

[Signature]
Speaker of the House of Delegates

[Signature]
President of the Senate

The within is approved this the 30th day of April, 2013.

[Signature]
Governor
PRESENTED TO THE GOVERNOR

APR 29 2013

Time 2:10 pm