

# FARGO PUBLIC SCHOOLS

FARGO, NORTH DAKOTA



SALARY SCHEDULE, BENEFITS, & TERMS OF EMPLOYMENT  
FOR  
PROFESSIONAL SUPPORT STAFF MEMBERS

[www.fargo.k12.nd.us](http://www.fargo.k12.nd.us)

JULY 1, 2023 - JUNE 30, 2025

### Statement of Purpose and Disclaimer

The Terms of Employment for Professional Support Staff dated 7/1/23-6/30/25 set out the general guidelines of employment with the Fargo Public School District. This document has been developed in good faith with input from the district and its personnel. The document will guide the district and its personnel in maintaining consistency and uniformity.

The contents of this document are not intended to be, nor are they, a contract of employment between the employee and the Fargo Public Schools. **No part of this document may be construed as a contract.** The Fargo Public Schools reserves the right to modify, suspend or revoke any provision of this document at any time, in its sole discretion.

## TABLE OF CONTENTS

### GENERAL EMPLOYMENT PROVISIONS

Administrative.....	4
Employee Evaluation.....	4
Use of Private Vehicle.....	4

### TERMS OF EMPLOYMENT

Payment of Salary.....	5
Paid Time Off.....	5
Exempt Employees.....	5
Longevity Provisions .....	6
ND Workforce Safety.....	6
Resignations.....	6
Dues Deduction.....	6
Job Vacancies.....	6
Sick Leave.....	7
Use of Sick Leave.....	7
Sick Leave “Buy Back” .....	8
Leave Bank.....	8
Funeral Leave.....	8
Emergency Leave.....	9
Military Leave.....	9
Parental Leave.....	10
Personal/Vacation Leave.....	10

### EMPLOYMENT BENEFITS

Health Insurance.....	13
Dental Insurance.....	13
Vision Insurance.....	13
Life Insurance.....	13
Long Term Disability Insurance.....	13
Retirement (NDPERS).....	14
Retirement (TFFR).....	14
Flexible Benefits.....	14
Employee Assistance Program (EAP).....	14
Tax Sheltered Investments.....	14
Personal Automobile Liability and Property Damage Insurance.....	14
Staff Required to Carry Licensure.....	14

### PERSONNEL POLICIES

Equal Opportunity Employer.....	15
Professional Support Staff Salary Schedule.....	16
OT/PT Salary Schedule.....	17
Social Work Salary Schedule.....	18

## **GENERAL EMPLOYMENT PROVISIONS**

### **Administrative**

Each employee is assigned a work schedule when hired by the district. The employee's direct supervisor will set the standard workday schedule. Professional 12-month staff are generally working a 260-day schedule. Professional 10-month staff generally work a 210 or 222-day schedule. Professional 9-month staff generally work a 190-day schedule that will most often follow the teacher's workday schedule. The positions in this handbook are considered exempt, and therefore are not eligible for overtime or compensatory time. Exempt employees are paid a base salary based on their total workday schedule.

The work schedule is intended as a source of information and as a planning tool for the employee and supervisor. It is also used to create a District budget figure for salaries. It does not create an employee contract, nor does it alter the at-will status of employees, as explained on page two of the handbook.

To be eligible for a pay increase, the employee must be employed in an eligible position prior to January 1 of the initial calendar year in the fiscal cycle. For example: an employee who started in October 2023 will be eligible for a pay increase effective July 2024. An employee who started in February 2023 will be eligible for a step increase effective July 2024.

The supervisor has the authority to recommend to the Human Capital Department the withholding of salary increases for a maximum of one year. If an employee is denied a salary increase, the employee shall be informed in writing thirty (30) days in advance of the due date of the review. The memo will outline reasons why the increase is being withheld in addition to key performance items that need improvement.

### **Employee Evaluations**

The Human Capital Office shall make available an evaluation form and shall require all supervisors to complete a written performance evaluation on professional support staff annually. After completion of the evaluation, the employee's signed evaluation shall be sent to the Human Capital Office. A copy of the completed evaluation shall be given to the employee. Where "need for improvement" in an employee's job performance is indicated, the supervisor shall document this on the evaluation.

### **Use of Private Vehicle** – Administrative Policy 5470

1. Vehicle allowances to employees who are required to use their private autos in their assigned responsibilities will be based on the following criterion:
  - a. Allowance does not include travel from home to building assignments and the subsequent return.
  - b. Vehicle allowance will be in accordance with North Dakota State law for employees who are required to use their cars for their assigned responsibilities. Travel will be approved by the appropriate supervisor and submitted to Business Services within 5 working days of the end of the fiscal year.
  - c. Vehicle allowance payments for the use of private autos will be made monthly upon receipt of a mileage log.

## **TERMS OF EMPLOYMENT**

### **Payment of Salary**

Monthly salary checks shall be distributed on the fifteenth of each month beginning in either July or September and ending in June. If the fifteenth of a given month falls on Saturday, that check will be direct deposited on the preceding Friday. If the fifteenth of a given month falls on Sunday, that check will be direct deposited the following Monday. Salaried, exempt employees will have the option of receiving their salary in ten or twelve equal payments. All payroll deductions, which are elective, will be based on 10 months beginning with the September check, but a sufficient amount will be deducted to cover twelve months of insurance coverage.

### **Paid Time Off**

1. The following are considered paid non-work time for the respective employer groups:
  - a. Nine-month employees shall receive up to five (5) paid time off days. They are; Veteran's Day, Thanksgiving Day, Good Friday, Memorial Day\*, and Labor Day\*.
  - b. Ten-month employees shall receive five (5) paid time off days. They are; Veterans Day, Thanksgiving Day, Good Friday, Memorial Day, and Labor Day.
  - c. Twelve-month employees shall receive nine (9) paid time off days, They are; Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, Memorial Day, and Juneteenth.
  - d. When an employee's defined work schedule starts before Labor Day, nine-month employees will have Labor Day as paid time off. When an employee's defined work schedule ends after Memorial Day, it will be paid time off. The day after Thanksgiving may be considered a workday.
2. If a paid holiday falls on a Saturday, the Superintendent shall designate the preceding Friday as a holiday for eligible employees. If a paid holiday falls on a Sunday, the Superintendent shall designate the following Monday as a holiday for eligible employees.
3. When in any year Christmas Day and New Year's Day fall on a Tuesday, Wednesday, Thursday, or Friday, the one-half day (afternoon) preceding (Christmas Eve and New Year's Eve) will be designated as a paid holiday for salaried, exempt 12-month employees.

### **Exempt Employees**

**Professional Support Staff are salaried employees. Any work conducted within their regular work calendar does not qualify for additional compensation. This includes any training and presentations they may conduct or attend outside of their regular work hours.**

For Professional Support Staff who have mandatory training or presentations outside of their regular work calendar, such as during the summer, they will receive compensation based on their daily rate.

All Professional Support Staff are classified as exempt employees. Being exempt means, they receive a salary rather than hourly wages, as their positions are considered professional or administrative roles, and they are not eligible for overtime pay.

### **Longevity Provisions**

For information relating to longevity provisions, contact the Human Capital Office and refer to [Administrative Policy 5452](#).

### **North Dakota Workforce Safety and Insurance**

All employees compensated by the Fargo Public Schools are eligible for Workers' Compensation. Student teachers are not covered by Workers' Compensation. Any employee who is injured during their work hours shall receive such compensation and expenses as prescribed by the Workers' Compensation laws of the State of North Dakota. Employees shall use their accrued sick, emergency, and personal or vacation leave in the event of an injury that requires an absence from work. After five (5) consecutive days of missed work due to a work injury, Workforce Safety Insurance (WSI) may determine a time loss claim.

In that situation, the school district will pay the difference between Workers' Compensation received and the employee's regular rate of pay to the extent of the employee's earned sick leave, emergency leave and/or vacation/personal leave. Specific procedures and forms required to submit an incident report are located on the Employee Portal or by contacting Human Capital. Incident reports must be submitted to Human Capital. Reports should be submitted the same day as the incident when possible.

### **Resignations**

All resignations should be completed using the district provided resignation document that can be found on the employee portal in the District Forms landing page and submitted to both the employee supervisor and Human Capital Office. Notification is preferred at least two weeks prior to the effective date of the resignation. All staff members will be asked to complete the district exit survey that they will receive via email. Once submitted, resignations are final and may not be rescinded. Employees wishing to return to Fargo Public Schools will need to reapply.

### **Dues Deduction**

The district agrees to deduct the appropriate regular monthly membership dues from those who individually and voluntarily certify in writing or electronically such authorization to the district payroll office in such form and on such date as prescribed by the Board of Education.

### **Job Vacancies**

1. When vacancies are determined to exist by the Superintendent or their designee, they will be posted electronically through the district's online application system. The job vacancy posting will specify the job classification and position title, rate of pay, and if applicable, the closing date for submission of applications.
2. Job vacancies seeking external applicants will be open for a period of no less than 10 calendar days from the initial posting. Job vacancies seeking internal applicants only, will be open for a period of no less than 7 calendar days. On an as needed basis, job vacancies can be posted as open until filled. Interviews are not guaranteed for internal candidates. Immediate openings may be filled on a temporary basis while applications are being solicited.

3. An individual that applies for and receives a new position within the district will be subject to the applicable changes in group, salary, and benefits.
4. All applications for posted job vacancies will be submitted to the Human Capital Office through the electronic applicant tracking system. All unsuccessful applicants will be notified when the job has been filled.

### **Sick Leave**

Sick leave is credited to each benefit eligible regular employee who works twenty (20) or more hours per week. A regular employee is defined as an employee who is not hired to do special work for a limited time, and there is anticipation that the position will continue a normal schedule. Employees are credited with sick leave at the beginning of each fiscal year. Professional Support Staff working less than two-hundred twenty-two (222) days are credited with twelve (12) days and those who work two-hundred twenty-two to two-hundred sixty (222-260) days are credited with fifteen (15) days. Days will be prorated based on the percentage of Full Time Employment (FTE) status.

1. Employees who were employed prior to July 1, 2012, may have a balance of Legacy Sick Leave. This is a sick leave balance that was earned prior to the 2012-13 school year.
2. Sick leave usage will be charged against the employee's accumulative Legacy Sick Leave balance first. Administrative Policy 5452 regarding longevity outlines applicable provisions specific to Legacy Sick Leave. Legacy leave is not reinstated upon rehire.
3. Sick leave used after either the individual's maximum days allowed has been met, or accumulated sick leave has been used, will be without pay.

### **Use of Sick Leave:**

1. Employees may use sick leave days to care for a sick or injured spouse, parent (natural or step), child (natural, adopted, foster, stepchild, or guardianship), domestic partner, or a relative. Employees must furnish a medical certificate signed by a medical doctor when the Human Capital Office requests such a certificate. Medical certification is required for any medical leave over three (3) days in accordance with Family Medical Leave Act guidelines.
2. The maximum days of sick leave that can be used for any one disability is limited to the number of workdays that must be used prior to the start date of the long-term disability coverage provided by the Board.
3. Employees who are unable to work during the remainder of a fiscal year (July 1 – June 30) because of a disability may use the balance of their sick leave beyond the end of the fiscal year but are not eligible for additional sick leave days until a medical doctor certifies they are able to return to work.
4. An employee who is anticipating a leave due to the birth or adoption of a child shall submit a written notification to Human Capital at least sixty (60) days prior to the proposed commencement of the leave period. Such leave will be granted for a period of time to permit the employee to return to work in accordance with the Family Medical Leave Act guidelines. Sick leave may be used for disability due to pregnancy or childbirth as certified by the employee's licensed physician.

5. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.

**Sick Leave 'Buy -Back' Provision:**

1. If an employee has 90 days of accumulated sick leave in the legacy sick leave and/or the new sick leave account, they may request payment of the coming year's sick leave (no more than the number of days to be earned). Payment is equal to the number of days times one-half of the current hourly rate of the employee. The opportunity to request a payment will be through Employee Self Service. The deadline will be advertised on the Employee Portal. Payments will be issued in January of the following year.
2. Upon termination of employment, employees with fifteen (15) continuous, benefit-eligible years of service to Fargo Public Schools, will be eligible for a separation of service buy-out of all sick leave accumulated after 7/1/12 at 50% of their current daily rate of pay. In the event of the death of an eligible employee, the deceased's beneficiary will be eligible for the buy-out payment.
3. Employees that leave the district due to discharge for cause will not be eligible for the separation of service buy-out.
4. Employees that return to benefit-eligible employment within one (1) year of separation from a benefited position will have their sick leave balance reinstated unless they have been previously paid out for their sick leave.

**Leave Bank**

The Board of Education will establish a Leave Bank of two hundred (200) days. Employees needing leave beyond their accumulated total may request leave from the Leave Bank in writing to the Officer of Human Capital. The request will be granted or denied by a Leave Committee composed of the Fargo Education Association President, one Board member appointed by the Fargo Board of Education President, and one administrator appointed by the Superintendent.

**Student Related Injury Leave**

Employees may also request leave for an injury resulting from student behavior. These requests may require a physician's certification and do not require approval of the Leave Bank Committee. There is no expectation, in these circumstances, that the employee has exhausted all other leave balances.

**Funeral Leave**

In the event of the death of a near relative (wife, husband, domestic partner, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, sister-in-law, brother-in-law, son-in-law, daughter-in-law), each benefited school district employee is allowed a maximum of five (5) working days without salary deduction to attend the funeral and to make final arrangements.



## **Emergency Leave**

1. Professional Support Staff that work less than a two-hundred and twenty-two (222) contract will receive 2 days of emergency leave per fiscal year and may accumulate to a maximum of twelve (12) days. Professional Support Staff that work two-hundred and twenty-two (222) days or more will be credited with three (3) days of emergency leave per fiscal year and can accumulate to a maximum of twelve (12) days. Emergency leave is prorated to the length of the requesting employee's workday and respective full-time equivalency (FTE). In the first year, emergency leave will be prorated to the number of months of employment if the starting date is not at the beginning of the school year.
2. Approval for emergency leave shall be obtained from the Officer of Human Capital or their designee.
3. Emergencies are defined as funerals not covered by funeral leave, unforeseen closure of the employee's childcare center/daycare, unplanned medical appointments and unexpected emergencies that are outside of an employee's control.
4. Emergency leave will not be granted for:
  - Planned surgeries/medical/dental appointments. Use sick leave.
  - Planned childcare center/daycare closures. Use personal leave.
  - Caring/Babysitting for grandchildren. Use personal leave.
  - Attending an event for a family member. Use personal leave.
  - Moving into/out of a home/apartment or closing on a home. Whether yourself or assisting others. Use personal leave.
  - Making arrangements with a financial institution or legal representative. Use personal leave.
  - All vet appointments unless requested the night before or morning of if an emergency arises. Use personal leave.
  - IEP/school meetings/orientations; including foster children. Use personal leave.
  - Attending a sporting event of any kind. Use personal leave.
  - Helping/assisting parents move into a nursing home or another residence. Use personal leave.
  - Any court appearances, whether testifying on behalf of oneself or as a witness in a court of law. Use personal leave (except as a witness on behalf of FPS)
  - Illness for you or any immediate family member. Use sick leave.
5. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.
6. Emergency leave is not payable upon separation from employment. Emergency leave is not reinstated upon hire.

## **Military Leave**

Employees who are members of the National Guard or the armed forces reserve when ordered by proper authority to active non-civilian employment shall be entitled to leave of absence. The first 20 days of such leave of absence shall be without loss of pay. If the leave of absence is necessitated by a full or partial mobilization of the National Guard or armed forces reserve, or emergency state active duty, the first 30 days of leave shall be without loss of pay. ([North Dakota Century Code 37-01-25](#))

## **Parental Leave**

The district will provide employees with five consecutive workdays of paid parental leave. The five days of paid parental leave are in addition to any other paid leave the employee may have available.

Professional Staff may use days available in the Parental Leave Donation Bank.

- a) Prior to receiving leave from the Parental Leave Donation Bank, professional staff must have exhausted all paid parental leave and all personal leave. They may reserve no more than 12 sick leave days and two emergency leave days.
- b) Leave from the Parental Leave Donations Bank must be used within the 12 weeks following birth or adoption of a child.
- c) Requests for leave from the Parental Leave Donation Bank shall be approved in the order in which they are received. At the end of the fiscal year, any days remaining in the Parental Leave Donation Bank shall be deposited in the Parental Leave Donation Bank for the following fiscal year.
- d) Donations of any leave other than emergency leave may be made to the Parental Leave Donation Bank during the first full work weeks in September, January, and May. The maximum number of days that may be donated by any one employee in a year is 5 days. Donated days shall be considered transferred at the time of donation and shall not be returned or paid out.

## **Personal Leave**

1. Nine (9) month employees are credited with three (3) vacation days per fiscal year at the beginning of each fiscal year. Up to three (3) vacation days may be rolled forward into the next fiscal year to accumulate to no more than six (6) days.
  - Personal Leave will be granted to professional support staff working two-hundred and ten (210) days or more, but less than twelve (12) month contract. Professional Support Staff will be credited five (5) days per fiscal year with a maximum accrual of up to ten (10) days. Professional Support Staff may roll (5) days to the next fiscal year and sell back up to (3) days at their current daily rate of pay.
  - Twelve (12) month employees are credited with (20) vacation days per fiscal year at the beginning of each fiscal year. Up to five (5) vacation days may be rolled forward into the next fiscal year to accumulate to no more than twenty-five (25) days.
2. Approval of personal/vacation leaves will be based on workload. The supervisor shall make every reasonable effort to approve personal leave at a time agreeable to the employee insofar as adequate scheduling of the department permits. If it is necessary to limit the number of employees in a department taking personal leave at the same time, the supervisor shall consider the availability of substitutes and determine whether conflicts over personal/vacation leave periods shall be resolved based upon workload needs. No leave requests shall be denied solely because of the season of the year but shall be dependent upon meeting the staffing needs of the department/school.

3. Personal/vacation leave is credited based upon the individual employee's respective full-time equivalency (FTE) and hire date within the fiscal year. In the first year, personal/vacation leave will be prorated to the number of months of employment.
4. The opportunity to sell back personal days will be administered through Employee Self Service beginning in late April through mid-May. The opportunity and deadline will be advertised on the Employee Portal. Payments will be issued in June. **NOTE:** All personal leave needs to be requested through the absence management system. Leaves not processed through the system will be subject to loss of pay. Personal leave is paid upon separation from employment.
5. An employee whose hours are reduced by the district and has rolled over personal days shall be reimbursed for the difference in hours from the previous year, after the employee requests reimbursement.
6. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.
7. Personal leave is payable upon separation.

## **EMPLOYMENT BENEFITS**

### **Benefit Eligibility - Administrative Policy 5480**

1. Employees working a minimum of 50% of a full time FTE or the equivalent of four (4) hours per day in a continuing position, unless specified otherwise and with the approval of the Human Capital Officer will be eligible for benefits.
2. Unless specified in this handbook, benefits and leaves for employees who are employed less than full time will be prorated to their percentage of employment. A proration will be used when an employee is reassigned to a position of lesser hours. An employee cannot have any more time earned in personal/emergency/sick leave than defined by the number of hours of work.
3. Adjustments will be made for employees electing to change the status of their employment. Any transfer is considered a new assignment and may result in changes in salary and benefits eligibility. Experience may be considered.
4. If the request for reduced employment is related to a medical situation involving the employee or the employee's immediate family, the employee may request Family Medical Leave in accordance with Administrative Policy 5080.

### **Benefit Eligibility**

If you are regularly scheduled and average at least 20 hours per week, you and your dependents are eligible for Fargo Public Schools' benefits on your date of hire. Employees in a specific position that continues on an annual basis half-time or more (20 hours or more per week) in a 9, 10, or 12-month position will be eligible for benefits that are pro-rated in accordance to the assignment. Eligible dependents are your legally-married spouse, children under age 26, or disabled dependents of any age.

New hire elections made will remain until the next open enrollment unless you or your family members experience an IRS qualifying event such as:

- Marriage, divorce, or legal separation
- Death of spouse or dependent
- Birth or adoption of a child
- A spouse's employment begins or ends
- A dependent's eligibility status changes due to age/employment
- You or your spouse experience a change in work hours that affects benefit eligibility

You will need to make insurance changes in BenefitSolvers within 30 days of the qualifying event.

## **Health Insurance**

Employees working in a regular position full-time (20 hours or more per week) are eligible for single, single plus dependent(s), or family health insurance coverage in accordance with the current health insurance provisions.

The District Health Insurance Committee will review the district's health insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

The following provisions apply to the health insurance program:

1. Employees whose employment continues from year to year will be offered district group health insurance on a twelve (12) month basis.
2. Employees who separate from district service will be provided with district group health insurance to the last day of the month they separate in.
3. Coverage may be extended at the time of separation based upon federal COBRA regulations.

## **Dental Insurance**

Employees working in a regular position for twenty (20) hours or more per week are eligible for single, single plus dependent(s), or family dental insurance coverage in accordance with the current dental insurance provisions.

The District Health Insurance Committee will review the district's dental insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

## **Vision Insurance**

[Vision insurance](#) is offered to all employees working in a regular position for twenty (20) hours or more per week. Vision Insurance is a voluntary benefit, and all premiums are paid by the employee.

## **Life Insurance**

Employees working in a regular position for twenty (20) hours or more per week shall be provided with \$25,000 of group term life insurance coverage. This benefit includes an equal amount of Accidental Death and Dismemberment (AD&D) coverage. Additional supplemental life insurance is available to purchase for the employee, spouse and/or dependent children.

## **Long-Term Disability Insurance**

Fargo Public School District provides Long-Term Disability (LTD) income insurance to all employees working 50% or more. Current coverage has an elimination period of ninety (90) calendar days. The Certificate of Coverage is available on the [Employee Portal](#).

### **North Dakota Public Employees Retirement (NDPERS)**

Professional support staff employees working twenty (20) hours or more per week are required to participate in the North Dakota Public Employees Retirement program. Each employee is assessed 7.00 % on the salary earned during the school year (July 1-June 30). In addition, Fargo Public Schools pays an additional 8.26% of the salary earned during a school year. Effective January 1, 2024, the employer contribution will change to 9.26%. Additional information is available through the [NDPERS Website](#). NDPERS Rates are subject to change.

### **North Dakota Teacher Fund for Retirement (TFFR):**

All professional support staff currently licensed to teach in North Dakota by the ESPB and contractually employed are required to be members of TFFR. TFFR is a qualified defined benefit public pension plan covered under Section 401 (a) of the Internal Revenue Code. The professional support staff member is assessed 11.75% on the salary earned during a school year (July 1 – June 30). In addition, FPS contributes an additional 12.75% on the salary earned during a school year (July 1 – June 30). Additional information is available through the [TFFR website](#).

### **Flexible Benefits**

The Fargo Public Schools District offers a voluntary Flexible Benefits Plan to all eligible employees. Flexible Benefit Plans are part of the Internal Revenue Code, section 125, and are designed to give employees the opportunity to pay for certain eligible living expenses with tax-free dollars. Employees save federal, state, social security, and Medicare taxes on those dollar amounts, thus increasing their take-home pay. Further information is available on the [Employee Portal](#).

### **Employee Assistance Program**

Fargo Public Schools contracts with The Village Business Institute to provide services as part of the Employee Assistance Program. Services include, but are not limited to, confidential financial planning, individual and family counseling, and crisis management services for employees and their household members.

### **Tax-Sheltered Investments**

In accordance with the current Federal Internal Revenue Code, the Fargo Board of Education authorizes employees to take advantage of tax-sheltered annuities in accordance with current applicable administration regulations. The [Employee Portal](#) has information on [establishing a 403b plan](#).

### **Personal Automobile Liability & Property Damage Insurance**

The Board of Education will provide secondary liability and property damage insurance protection for employees of the school district who are required to use their personal automobile for authorized school district business.

### **Staff Required to Carry Licensure: Professional Growth - Cycle for Continued Education:**

Staff must hold a valid North Dakota license issued by the North Dakota Education Standards and Practices Board to be permitted or employed to teach in any public school in this state. Staff that are required to carry licensure to perform the duties and functions of their jobs must carry that licensure on or before their first working day. Licensure documentation must be provided to the Human Capital Office and will be placed in the staff member's personnel file. Licensed staff are responsible for the maintenance and updating of their licensure as required.

## **PERSONNEL POLICIES**

All employees, regardless of type of position, are responsible for reading and adhering to the following policies: [Legal Compliance Materials](#). All policies of the Fargo Public Schools are available on the [Employee Portal](#).

### **EQUAL OPPORTUNITY EMPLOYER**

The Fargo Public Schools is an Equal Opportunity Employer that celebrates diversity and is committed to creating an even more inclusive environment for all employees, students, and families. The district fully and actively supports equal access for all people regardless of race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have differing levels of ability. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' administrative policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other Office of Civil Rights enforced statutes. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, David Burkman, Principal, Dakota High School at (701)446-2850. For more information regarding Title IX compliance call Tristan Love, Director of Educational Justice District Office, at (701) 446-1072. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with the U.S. Department of Education and the North Dakota Division of Juvenile Services: U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, and ND Division of Juvenile Services, 100 Railroad Avenue, Bismarck, ND 58501.

## Professional Support Staff Salary Schedule 2023-2024

2023-2024 This schedule is for salary placement only and should not be confused as an indicator for any future compensation beyond the posted year.

<u>Job Families and Job Classes</u>	<u>Grade</u>	<u>Min</u>	<u>Midpoint</u>	<u>Max</u>	<u>Work Days</u>
School Psychologist	PS17	\$58,247	\$79,163	\$100,079	200
Multi-Tiered System Support (MTSS) Coordinator	PS16	\$94,035	\$104,894	\$115,752	---
Special Education Area Service Coordinator	PS16	\$94,035	\$104,894	\$115,752	210
K-12 Instructional Inclusion Coordinator	PS16	\$94,035	\$104,894	\$115,752	210
	PS15	\$89,558	\$99,899	\$110,240	---
District Instructional Resources Coordinator	PS14	\$85,292	\$95,142	\$104,990	222
Professional Development & Mentor Coordinator	PS14	\$85,292	\$95,142	\$104,990	---
Social Emotional Learning Coordinator	PS14	\$85,292	\$95,142	\$104,990	222
K-12 Math Coordinator	PS14	\$85,292	\$95,142	\$104,990	222
Grant Manager	PS14	\$85,292	\$95,142	\$104,990	260
K-12 Literacy Coordinator	PS14	\$85,292	\$95,142	\$104,990	222
Fargo Public Schools Foundation Executive Director	PS13	\$81,231	\$90,611	\$99,991	260
Custodial Manager	PS13	\$81,231	\$90,611	\$99,991	260
Grounds Manager	PS13	\$81,231	\$90,611	\$99,991	260
Facilities and Trades Manager	PS13	\$81,231	\$90,611	\$99,991	260
Systems Administrator	PS12	\$77,362	\$86,296	\$95,230	260
Network Administrator	PS12	\$77,362	\$86,296	\$95,230	260
Safety & Emergency Management Coordinator	PS11	\$73,679	\$82,187	\$90,695	260
Information Technology Application Specialist	PS10	\$70,171	\$78,274	\$86,376	260
Student Information System Specialist	PS10	\$70,171	\$78,274	\$86,376	260
Board Certified Behavior Analyst	PS10	\$70,171	\$78,274	\$86,376	210
Choice Ready Program Manager	PS10	\$70,171	\$78,274	\$86,376	260
Transportation Coordinator	PS10	\$70,171	\$78,274	\$86,376	260
Accountant	PS9	\$66,829	\$74,546	\$82,263	260
Theatre Technician	PS8	\$63,647	\$70,996	\$78,345	260
Performing Arts Coordinator	PS8	\$63,647	\$70,996	\$78,345	260
Payroll Accountant	PS7	\$60,616	\$67,615	\$74,615	260
Compensation Analyst	PS7	\$60,616	\$67,615	\$74,615	260
Nutrition Manager	PS7	\$60,616	\$67,615	\$74,615	260
Print Services Manager	PS7	\$60,616	\$67,615	\$74,615	260
Tech Support Lead	PS6	\$57,729	\$64,396	\$71,062	260
Communications and Community Relations Assistant	PS6	\$57,729	\$64,396	\$71,062	260
Communications Specialist	PS6	\$57,729	\$64,396	\$71,062	260
Graphic Web Designer	PS6	\$57,729	\$64,396	\$71,062	260
Executive Assistant - Business Services	PS6	\$57,729	\$64,396	\$71,062	260
Grant Writer	PS5	\$54,981	\$61,329	\$67,678	260
NS Operations Supervisor	PS5	\$54,981	\$61,329	\$67,678	260
Native American Program Coordinator	PS4	\$52,362	\$58,409	\$64,455	190
	PS3	\$49,869	\$55,627	\$61,386	---
	PS2	\$47,494	\$52,978	\$58,463	---
Positive Behavior Interventionist	PS1	\$45,233	\$50,456	\$55,678	190
Student Wellness & Family Facilitator (SWFF)	PS1	\$45,233	\$50,456	\$55,678	190



