Measure G1 Salary Increase Instructions

I.   Process for Collecting Measure G1 Funds for Salary Increase

Step 1: Complete the Measure G1 Cover Sheet
a. Include all of the Employer's Oakland based schools.
b. Consult with G1/OUSD Report to find available funds.

Step 2: Complete the Employer Roster
c. Include all eligible employees at Oakland based schools (represented and/or school based).
d. Exclude employees who are not eligible: non-represented staff who has not spent at least 75% of their time employed by the Oakland based school at a school site during the 2018-19 school year.
e. The salary increase/bonus must be the **same percentage** for all **eligible employees** of the employer.

Step 3: Complete the Certification Form
f. Use information in items 1 and 2 above to complete the Measure G1 Salary Increase Certification
g. The Certification form must be completed and signed by the school administrator responsible for
h. The Certification Form must be submitted to OUSD's Chief Financial Officer, or designee on or

Step 4: Complete the Acknowledgement of Receipt
i. Upon receipt of funds, complete and sign the acknowledgement of receipt form.
j. The acknowledgement of receipt form must be submitted to OUSD's Chief Financial Officer, or

II.   How to Calculate Uniform Salary Increases

Step 1: List all eligible position salaries and salary driven benefits (i.e. STRS, PERS).

Step 2: Add all salaries and salary driven benefits to create the annual "salary and salary driven benefits"

Step 2: Add all salary and salary driven benefits for employees.

Step 3: Multiply the total in step 3 above by 1% (this amount represents the cost of a 1% raise).

Step 4: Divide the total available G1 funds by the cost of 1% to get the percentage for the Measure G1

Step 5: For each employee, multiply the Measure G1 increase percentage by the salary to determine the final bonus amount or increase to the salary schedule