

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
- 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 form.
- g. The Certification form must be completed and signed by the school administrator responsible for distributing funds to eligible employees.
- h. The Certification Form must be submitted to OUSD's Chief Financial Officer, or designee on or before May 15th annually.

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 designee at the time of collection.

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" for each employee.

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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 increase.

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 schedu

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Employer Site:						
2018-19 Measure G1 Salary Revenue:						
Employee ID	School Site	Position	Base Salary	Salary Driven Benefits	Salary & Salary Driven Benefits*	Percentage Increase
	*Use to calculate total and cost of 1%					

Measure G1 Salary Compensation Cover Sheet			
Employer:	East Bay Innovation Academy		
School year:	2018-19		
School	Available G1 Salary Funds	Percentage Increase	Unused Funds
East Bay Innovation Academy	67,255	27.45%	0

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Measure G1 Salary Compensation Cover Sheet			
Employer:	American Indian		
School year:	2018-19		
School	Available G1 Salary Funds	Percentage Increase	Unused Funds
American Indian Charter	23,004.00	31.00%	0
American Indian Charter II	102,880.00	31.00%	
American Indian HS	41,535.00	31.00%	
Total	167,419.00		

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