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 <u>same percentage</u> for all <u>eligible employees</u> 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 15¹¹ 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.
- 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 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

	Measure G1 Salary Compensation Cover Sheet										
Employer:											
School year:											
School	Available G1 Salary Funds	Percentage Increase	Unused Funds								

		Employer	Site:			
	2018	-19 Measure G1				
Employee ID	School Site	Position	Base Salary	Salary Driven Benefits	Salary & Salary Driven Benefits*	Percentage Increase
	*11		1 . (40/			
	*Use to calcula	ate total and cos	τ οτ 1%			

	Measure G1 Salary Compensat	ion 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

		Employer Site:	East Bay Innovation Academ	у								
	2018-19 Measure	G1 Salary Revenue:	\$67,255									
Employee ID	School Site	Position	FTE	Base Salary + Salary Driven Benefits	Bonus	Percentage Increase						
0001	EBIA	Principal	1	75,000.00	20,588.27	27.45%						
0002	EBIA	Teacher	1	60,000.00	16,470.61	27.45%						
0003	EBIA	Teacher	1	50,000.00	13,725.51	27.45%						
0004	EBIA	Custodian	1	40,000.00	10,980.41	27.45%						
0005	EBIA	Secretary	0.5	20,000.00	5,490.20	27.45%						
								Sample Calculations				
								All Salaries +				
								Salary Driven			Bonus Amount (Bonus	Bonus Percentage
								Benefits	1%	Cost of 1%	Factor * Cost of 1%)	(Confirmed)
								\$20,000.00	0.01	\$200.00	\$5,490.20	0.274510204
								\$75,000.00	0.01	\$750.00	\$20,588.27	0.274510204
								\$40,000.00	0.01	\$400.00	\$10,980.41	0.274510204
								\$50,000.00	0.01	\$500.00		0.274510204
								\$60,000.00		\$600.00		0.274510204
									Total Cost of 1%>	\$2,450.00	\$67,255.00	
									Total G1 Bonus	\$67,255	Bonus Factor	27.45102041

	Measure G1 Salary Compensat	ion 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		

			American Indian Charter										
	Total 2018-19 Measure G	1 Salary Revenue:	167,419										
				Base Salary Plus Salary Driven Benefits	Base Salary Plus Salary								
Employee ID	School Site	Position	FTE	(Full Time Employee)	Driven Benefits (Actual)	Bonus/inrease	Percentage Increase						
0001	American Indian	Principal	1	\$75,000.00	\$75,000.00	\$23,252.64	31.00%						
0002	American Indian	Teacher	1	\$60,000.00	\$60,000.00	\$18,602.11	31.00%						
0003	American Indian	Teacher	1	\$50,000.00	\$50,000.00	\$15,501.76	31.00%						
0004	American Indian	Custodian	1	\$40,000.00	\$40,000.00	\$12,401.41	31.00%						
0005	American Indian	Secretary	0.5	\$40,000.00	\$20,000.00	\$6,200.70	31.00%						
0006	American Indian II	Principal	1	\$70,000.00	\$70,000.00		31.00%						
0007	American Indian II	Teacher	1	\$55,000.00	\$55,000.00	\$17,051.94	31.00%						
8000	American Indian II	Aide	0.5	\$30,000.00	\$15,000.00	\$4,650.53	31.00%						
0009	American Indian HS	Principal	1	\$80,000.00	\$80,000.00		31.00%						
0010	American Indian HS	Teacher	1	\$45,000.00	\$45,000.00	\$13,951.58	31.00%						
0011	American Indian HS	Custodian	1	\$30,000.00	\$30,000.00	\$9,301.06	31.00%						
											Sample Calculat	ions	
									Base Salary +				
									Salary Driven			Bonus Amount (Bonus	Bonus Percentage
									Benefits	1%	Cost of 1%	Factor * Cost of 1%)	(Confirmed)
									\$70,000.00	0.01	\$700.00	\$21,702.46	0.310035185
									\$55,000.00	0.01	\$550.00	\$17,051.94	0.310035185
									\$15,000.00	0.01	\$150.00		0.310035185
									\$80,000.00	0.01	\$800.00	\$24,802.81	0.310035185
									\$45,000.00	0.01	\$450.00	\$13,951.58	0.310035185
									\$30,000.00	0.01	\$300.00	\$9,301.06	0.310035185
				_					\$20,000.00	0.01	\$200.00		
									\$75,000.00	0.01	\$750.00		
									\$40,000.00	0.01	\$400.00		
									\$50,000.00	0.01	\$500.00		
									\$60,000.00	0.01	\$600.00	\$18,602.11	0.310035185
										Total Cost of 1%>	\$5,400.00	\$167,419.00	
				_									
										Total G1 Bonus	\$167,419	Bonus Factor	31.00351852