



CLASSIFIED SALARY SCHEDULE

2019-2020

Effective 8/14/19

Salary Range	Salary Schedule (242 duty days)											
	1		2		3		4		5		6	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
22	2,954	17.38	3,101	18.34	3,257	19.35	3,422	20.41	3,589	21.53	3,768	22.71
23	3,027	17.81	3,182	18.72	3,338	19.63	3,504	20.61	3,680	21.65	3,865	22.74
24	3,105	18.26	3,262	19.19	3,422	20.13	3,594	21.14	3,774	22.20	3,962	23.30
25	3,182	18.72	3,339	19.64	3,508	20.64	3,684	21.67	3,867	22.75	4,060	23.89
26	3,262	19.19	3,424	20.14	3,598	21.16	3,777	22.22	3,962	23.30	4,163	24.49
27	3,345	19.68	3,512	20.66	3,686	21.68	3,867	22.75	4,062	23.90	4,267	25.10
28	3,429	20.17	3,598	21.16	3,779	22.23	3,967	23.34	4,168	24.52	4,376	25.74
29	3,513	20.67	3,687	21.69	3,870	22.77	4,064	23.91	4,270	25.12	4,484	26.38
30	3,600	21.17	3,782	22.25	3,969	23.35	4,170	24.53	4,373	25.72	4,591	27.01
31	3,691	21.71	3,872	22.78	4,068	23.93	4,274	25.14	4,486	26.39	4,710	27.70
32	3,782	22.25	3,971	23.36	4,172	24.54	4,374	25.73	4,597	27.04	4,826	28.39
33	3,878	22.81	4,068	23.93	4,276	25.15	4,487	26.40	4,710	27.70	4,946	29.10
34	3,973	23.37	4,172	24.54	4,380	25.76	4,599	27.05	4,828	28.40	5,068	29.81
35	4,073	23.96	4,276	25.15	4,491	26.42	4,715	27.74	4,950	29.12	5,199	30.58
36	4,175	24.56	4,383	25.78	4,602	27.07	4,833	28.43	5,074	29.85	5,328	31.34
37	4,279	25.17	4,493	26.43	4,719	27.76	4,955	29.15	5,203	30.61	5,461	32.12
38	4,387	25.81	4,606	27.09	4,835	28.44	5,077	29.87	5,334	31.38	5,601	32.95
39	4,495	26.44	4,719	27.76	4,957	29.16	5,205	30.62	5,463	32.14	5,736	33.74
40	4,609	27.11	4,841	28.47	5,083	29.90	5,337	31.40	5,603	32.96	5,881	34.59
41	4,724	27.79	4,959	29.17	5,208	30.64	5,467	32.16	5,743	33.78	6,030	35.47
42	4,844	28.50	5,085	29.91	5,339	31.41	5,605	32.97	5,886	34.63	6,179	36.34
43	4,961	29.18	5,210	30.65	5,474	32.20	5,745	33.79	6,032	35.48	6,333	37.25
44	5,086	29.92	5,343	31.43	5,606	32.98	5,888	34.64	6,184	36.38	6,494	38.20
45	5,212	30.66	5,474	32.20	5,748	33.81	6,035	35.50	6,338	37.28	6,656	39.15
46	5,346	31.45	5,612	33.01	5,893	34.67	6,189	36.41	6,496	38.21	6,822	40.13
47	5,479	32.23	5,754	33.84	6,041	35.53	6,342	37.30	6,657	39.16	6,989	41.11
48	5,615	33.03	5,897	34.69	6,189	36.41	6,501	38.24	6,824	40.14	7,165	42.15
49	5,755	33.85	6,042	35.54	6,345	37.33	6,663	39.19	6,996	41.16	7,346	43.21
50	5,899	34.70	6,195	36.44	6,503	38.25	6,828	40.16	7,170	42.18	7,529	44.29

***AR 4141, 4241, 4341: LONGEVITY:** The employee must be a regular full-time or part-time employee of the ROP. Service years credited toward the longevity stipend must be continuous for an employee to receive the longevity stipend. Substitute employees, temporary employees, student workers, and career guidance specialists do not qualify for the ROP longevity stipend. Employees who have resigned from the ROP and then returned to work later may not combine total years of service to establish eligibility since the resignation date constitutes a break in service and results in a new start date for calculating total years served. A two percent stipend will start the first month after the employee's 14th, 19th, and 24th continuous service anniversary. The percentage will be computed on the employee's base monthly salary and/or hourly rate(s) of pay. Additional stipends will not be included for the calculation of the longevity stipend. For certificated and ten-month classified employees, the longevity stipend will be calculated for the regular school year and for summer assignments. **DOCTORATE:** An annual stipend will be awarded for an earned doctoral degree from an accredited university. The stipend is \$1,200 per year for the twelve-month employees and \$1,000 for ten-month employees. The stipend for part-time employees will be a **percentage** per year of the full stipend. The **percentage** for part-time certificated employees will be calculated on the actual weekly hours divided by thirty hours per week. The **percentage** for part-time classified employees will be calculated on the actual weekly hours divided by forty hours per week.

BEGINNING RATES: A new employee of North Orange County ROP shall be paid the rate shown in Step "1" in the range allocated to the job title of the hired position. If the new employee has directly related experience, the supervisor may request special authorization from the Superintendent to hire the employee in on Step "2" depending upon the employee's qualifications.

ADVANCEMENT WITHIN SCHEDULE:

Merit Advancement: An employee may be considered for advancement through the salary ranges (Steps 1- 6) upon completion of the minimum length of service as specified in number 2 below. Advancement through the salary ranges may only be granted for continuous, meritorious, and efficient service, and continued improvement by the employee in the effective performance of the duties of the assigned position. A merit increase shall require the following:

1. The supervisor of the employee shall file with the Human Resources Manager a statement recommending the approval or denial of the merit increase, with written support for the recommendation.
(See Performance Evaluation Section).
2. After the six-month probationary increase, advancement through the pay steps (1 through 6) shall be on the anniversary date of the initial probationary increase.
3. If an employee is denied advancement to the next higher step the supervisor may recommend advancement at any subsequent time. This recommendation shall follow the same steps and shall be subject to the same actions as provided in steps 1-2 above.

Probation. An employee initially appointed to a job classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the first of the month following employment. Under certain conditions, with the approval of the Human Resources Manager, the probationary period may be extended for an additional two months. The employee shall attain "regular" status upon successful completion of the probationary period. An initially appointed probationary employee shall not be entitled to appeal termination.

Promotion. When an employee is promoted to a position in a higher classification, the employee may be assigned to Step 1 in the appropriate range for the higher classification; provided, however, that if such employee is already being paid at a rate equal to or higher than Step 1, the employee may be placed in the step in that appropriate salary range as will grant the employee an increase of at least one (1), but no more than three (3) salary steps.

An employee promoted to a higher classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the 1st of the month of employment in the job classification. An employee shall attain permanent status in the higher class upon successful completion of the probationary period and be eligible for a merit increase. A permanent employee who is promoted to a higher classification and fails to satisfactorily complete the probationary period will be returned to the former classification.

SHIFT DIFFERENTIAL: A shift differential of \$25.00 per month shall be paid to classified employees assigned to the second or third shift who work four hours or more per day on a regularly assigned basis.

PARLIAMENTARIAN STIPEND: A \$25.00 per month stipend shall be paid to the Parliamentarian to the Board of Trustees.

OVERTIME: Authorized hours worked in excess of 40 hours per week shall be compensated at one and one-half the regular rate.

PERFORMANCE EVALUATIONS: North Orange County ROP shall maintain an employee performance evaluation rating system designed to give a fair evaluation of the quantity and quality of work performed by an employee.

1. The performance evaluation system shall include a diagnostic and objectives setting process at the beginning of the performance evaluation period.
2. Prior to the performance evaluation report becoming part of the employee's personnel file, the supervisor and the employee must review the evaluation.
3. Performance evaluation reports shall be prepared and recorded in the employee's personnel file for all regular full-time and regular part-time employees as follows:
 - Probationary employees – evaluated at the third and fifth month and filed upon completion of the probationary period.
 - Regular employees – annually, one month prior to recommendation for merit step increase.
4. When a performance evaluation is recorded in the employee's personnel file, a copy of the evaluation shall be given to the employee.
5. The performance evaluation shall be considered a confidential program record and the information shall not be disclosed except on a need-to-know basis as determined by management.



CLASSIFIED JOB TITLES AND RANGES BY SERIES

ACCOUNTING/BUSINESS SUPPORT

Accounting Assistant	27
Accounting Technician	36
Accounting Technician II	40
Fiscal Analyst	46

ADMINISTRATIVE SERVICES SUPPORT

Human Resources Assistant	30
Senior Human Resources Assistant	36
Human Resources Analyst	46

ADMINISTRATIVE SUPPORT

Instructional Programs Administrative Assistant	36
Marketing & Communications Specialist	40
Executive Assistant I	40
Executive Assistant II	43

INSTRUCTIONAL SUPPORT

Instructional Assistant Preschool	28
Instructional Technician:	
Dental Occupations	23
Nursing	34

Range

MAINTENANCE SUPPORT

Maintenance Worker	23
Senior Maintenance Worker	32
Lead Operations	39

Range

PROGRAM SUPPORT

Student Information Assistant	27
Job Placement Specialist	32
Student Information Technician	32
Adult Education Programs Specialist	39
Career Technical Education Specialist	39
Special Programs/Grants Liaison	46

Range

TECHNOLOGY SUPPORT

Technical Support Specialist	34
Senior Technical Support Specialist	36
Systems Specialist	38
Systems Analyst	46

Range

HOURLY STUDENT WORKERS

Student Worker	Minimum Wage
Special Populations Student Trainee	Minimum Wage

Range