



# CLASSIFIED SALARY SCHEDULE

**2017-2018**

Effective 11/9/2017

Salary Range	Salary Schedule											
	1		2		3		4		5		6	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
1	\$1,665	\$9.44	\$1,747	\$9.92	\$1,836	\$10.42	\$1,924	\$10.94	\$2,020	\$11.50	\$2,121	\$12.07
2	1,706	9.69	1,791	10.16	1,880	10.70	1,974	11.21	2,077	11.77	2,180	12.37
3	1,747	9.92	1,837	10.42	1,925	10.94	2,021	11.51	2,123	12.08	2,229	12.69
4	1,792	10.17	1,880	10.70	1,975	11.21	2,077	11.77	2,179	12.38	2,288	13.00
5	1,837	10.47	1,927	10.99	2,022	11.51	2,125	12.08	2,230	12.71	2,341	13.34
6	1,881	10.72	1,977	11.22	2,078	11.79	2,180	12.40	2,288	12.99	2,402	13.63
7	1,930	10.99	2,027	11.53	2,126	12.11	2,233	12.72	2,345	13.34	2,463	14.01
8	1,978	11.22	2,079	11.79	2,181	12.40	2,289	13.01	2,404	13.67	2,525	14.35
9	2,028	11.53	2,126	12.11	2,236	12.72	2,348	13.34	2,467	14.03	2,591	14.30
10	2,081	11.81	2,183	12.43	2,290	13.01	2,407	13.69	2,525	14.35	2,651	15.07
11	2,130	12.12	2,237	12.73	2,349	13.35	2,468	14.04	2,591	14.73	2,721	15.46
12	2,185	12.43	2,293	13.02	2,408	13.69	2,530	14.35	2,655	15.07	2,788	15.82
13	2,239	12.73	2,350	13.38	2,470	14.05	2,592	14.75	2,721	15.45	2,857	16.22
14	2,295	13.05	2,412	13.70	2,531	14.36	2,660	15.09	2,790	15.87	2,930	16.66
15	2,352	13.38	2,471	14.05	2,595	14.75	2,726	15.48	2,862	16.26	3,006	17.07
16	2,413	13.70	2,532	14.36	2,661	15.08	2,796	15.88	2,933	16.68	3,079	17.51
17	2,474	14.07	2,598	14.76	2,727	15.51	2,864	16.28	3,009	17.11	3,160	17.96
18	2,538	14.38	2,662	15.14	2,797	15.89	2,936	16.69	3,085	17.52	3,239	18.40
19	2,599	14.77	2,729	15.51	2,866	16.28	3,010	17.11	3,157	17.95	3,316	18.84
20	2,663	15.15	2,799	15.89	2,939	16.69	3,086	17.52	3,236	18.40	3,399	19.31
21	2,730	15.51	2,868	16.29	3,012	17.14	3,163	17.96	3,321	18.88	3,487	19.82
22	2,800	15.91	2,940	16.70	3,087	17.53	3,243	18.43	3,402	19.31	3,572	20.28
23	2,870	16.32	3,015	17.15	3,164	17.99	3,322	18.89	3,488	19.85	3,663	20.84
24	2,942	16.73	3,092	17.56	3,244	18.43	3,407	19.34	3,577	20.31	3,755	21.33
25	3,016	17.16	3,165	18.00	3,325	18.89	3,492	19.85	3,665	20.85	3,848	21.89
26	3,093	17.58	3,246	18.45	3,410	19.38	3,581	20.32	3,756	21.35	3,945	22.42
27	3,170	18.00	3,329	18.93	3,494	19.85	3,666	20.87	3,851	21.88	4,044	22.97
28	3,250	18.47	3,411	19.41	3,582	20.36	3,761	21.39	3,950	22.46	4,148	23.59
29	3,330	18.94	3,496	19.88	3,668	20.87	3,852	21.89	4,048	23.00	4,250	24.16
30	3,412	19.41	3,585	20.40	3,762	21.42	3,952	22.46	4,145	23.58	4,352	24.75
31	3,498	19.88	3,670	20.88	3,855	21.89	4,051	23.04	4,252	24.19	4,464	25.40
32	3,586	20.40	3,764	21.42	3,954	22.47	4,146	23.60	4,357	24.76	4,574	26.00
33	3,675	20.89	3,856	21.93	4,052	23.04	4,253	24.19	4,465	25.42	4,688	26.69
34	3,765	21.43	3,955	22.51	4,151	23.60	4,359	24.77	4,576	26.03	4,805	27.33
35	3,860	21.96	4,053	23.04	4,256	24.19	4,470	25.43	4,692	26.69	4,928	28.02
36	3,957	22.51	4,155	23.63	4,363	24.80	4,582	26.04	4,810	27.34	5,050	28.70
37	4,057	23.05	4,259	24.21	4,472	25.43	4,697	26.70	4,931	28.03	5,177	29.43
38	4,159	23.64	4,366	24.81	4,584	26.05	4,813	27.36	5,056	28.75	5,309	30.18
39	4,260	24.22	4,473	25.44	4,699	26.72	4,933	28.05	5,178	29.46	5,437	30.94
40	4,369	24.81	4,588	26.05	4,818	27.38	5,060	28.77	5,310	30.18	5,575	31.69
41	4,478	25.45	4,701	26.73	4,937	28.05	5,181	29.48	5,443	30.95	5,716	32.50
42	4,591	26.08	4,819	27.39	5,061	28.79	5,313	30.19	5,579	31.71	5,857	33.29
43	4,702	26.74	4,938	28.07	5,188	29.50	5,445	30.96	5,717	32.52	6,003	34.14
44	4,821	27.42	5,064	28.81	5,315	30.22	5,581	31.72	5,861	33.31	6,155	34.98
45	4,940	28.10	5,189	29.50	5,448	30.96	5,720	32.53	6,007	34.14	6,308	35.85
46	5,067	28.82	5,320	30.23	5,586	31.73	5,866	33.33	6,158	35.00	6,466	36.74
47	5,193	29.52	5,453	30.97	5,725	32.57	6,011	34.17	6,310	35.88	6,625	37.68
48	5,322	30.24	5,590	31.75	5,867	33.35	6,162	35.01	6,469	36.75	6,792	38.59
49	5,456	31.01	5,728	32.59	6,014	34.21	6,316	35.89	6,631	37.70	6,963	39.58
50	5,591	31.77	5,871	33.37	6,164	35.02	6,472	36.78	6,796	38.65	7,136	40.58



## **CLASSIFIED SALARY SCHEDULE DEFINITIONS**

**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 for which he/she has been hired. 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 salary range (Steps 1-5) upon completion of the minimum length of service as specified in number 2 below. Advancement through the salary range may be granted only for continuous, meritorious, and efficient service, and continued improvement by the employee in the effective performance of the duties of his/her position. A merit increase shall require the following:

1. The supervisor of the employee shall file with the Assistant Superintendent, Administrative Services 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 5) shall be on the anniversary date of the initial probationary increase.
3. If an employee is denied advancement to the next higher step, he/she may be recommended for such 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 he/she shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six months from the first of the month following employment. Under certain conditions, with the approval of the Assistant Superintendent, Administrative Services, 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, he/she 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, he/she may be placed in the step in that appropriate salary range as will grant him/her an increase of at least one (1), but no more than three (3) salary steps.

An employee promoted a higher classification shall serve a probationary period during which time he/she shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six 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 his or her 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: Range

Accounting Assistant	27
Accounting Technician	36

### ADMINISTRATIVE SUPPORT:

Administrative Assistant	30
Executive Assistant	41
Office Assistant	24
Marketing & Communications Specialist	40
Senior Administrative Assistant	36

### INSTRUCTIONAL SUPPORT:

Instructional Assistant:	
Construction Trades	22
Preschool	22
Instructional Technician:	
Dental Occupations	23
Nursing	34

### ADMINISTRATIVE SERVICES SUPPORT:

Human Resources Assistant	30
Senior Human Resources Assistant	36
Student Information Assistant	27
Student Information Technician	32

### MAINTENANCE SUPPORT:

Maintenance Worker	23
Senior Maintenance Worker	32

### TECHNOLOGY SUPPORT:

Technical Support Specialist	34
Senior Technical Support Specialist	36

### PROGRAM SUPPORT:

Job Placement Specialist	32
Program Specialist	36
Research Technician	34
Special Populations Student Assistant	32
Career Technical Education Specialist	39

### HOURLY:

	<b>Range</b>
CVE Trainee	Minimum wage
Student Worker	Minimum wage
Special Populations Student Trainee	Minimum wage