



CLASSIFIED SALARY SCHEDULE 2022-2023

Effective 02/09/2023

Salary Range	Salary Schedule (241 duty days)											
	1		2		3		4		5		6	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
22	3,057	17.98	3,210	18.88	3,371	19.83	3,541	20.83	3,715	21.85	3,900	22.94
23	3,133	18.43	3,295	19.38	3,454	20.32	3,626	21.33	3,810	22.41	4,002	23.54
24	3,213	18.90	3,376	19.86	3,541	20.83	3,720	21.88	3,907	22.98	4,100	24.12
25	3,295	19.38	3,456	20.33	3,631	21.36	3,813	22.43	4,004	23.55	4,204	24.73
26	3,376	19.86	3,543	20.84	3,723	21.90	3,910	23.00	4,100	24.12	4,310	25.35
27	3,463	20.37	3,635	21.38	3,815	22.44	4,004	23.55	4,206	24.74	4,417	25.98
28	3,550	20.88	3,723	21.90	3,912	23.01	4,107	24.16	4,315	25.38	4,529	26.64
29	3,636	21.39	3,817	22.45	4,007	23.57	4,208	24.75	4,420	26.00	4,641	27.30
30	3,725	21.91	3,915	23.03	4,109	24.17	4,316	25.39	4,525	26.62	4,753	27.96
31	3,820	22.47	4,009	23.58	4,211	24.77	4,423	26.02	4,643	27.31	4,874	28.67
32	3,915	23.03	4,111	24.18	4,318	25.40	4,527	26.63	4,758	27.99	4,995	29.38
33	4,014	23.61	4,211	24.77	4,425	26.03	4,644	27.32	4,874	28.67	5,120	30.12
34	4,112	24.19	4,318	25.40	4,532	26.66	4,760	28.00	4,996	29.39	5,245	30.85
35	4,216	24.80	4,425	26.03	4,648	27.34	4,881	28.71	5,124	30.14	5,381	31.65
36	4,321	25.42	4,536	26.68	4,763	28.02	5,003	29.43	5,251	30.89	5,515	32.44
37	4,429	26.05	4,651	27.36	4,884	28.73	5,129	30.17	5,386	31.68	5,651	33.24
38	4,541	26.71	4,767	28.04	5,005	29.44	5,256	30.92	5,522	32.48	5,797	34.10
39	4,653	27.37	4,884	28.73	5,131	30.18	5,387	31.69	5,654	33.26	5,936	34.92
40	4,770	28.06	5,010	29.47	5,262	30.95	5,525	32.50	5,799	34.11	6,086	35.80
41	4,889	28.76	5,132	30.19	5,391	31.71	5,659	33.29	5,943	34.96	6,241	36.71
42	5,015	29.50	5,263	30.96	5,527	32.51	5,800	34.12	6,093	35.84	6,394	37.61
43	5,134	30.20	5,392	31.72	5,666	33.33	5,945	34.97	6,242	36.72	6,554	38.55
44	5,265	30.97	5,530	32.53	5,802	34.13	6,095	35.85	6,401	37.65	6,722	39.54
45	5,394	31.73	5,666	33.33	5,948	34.99	6,246	36.74	6,559	38.58	6,888	40.52
46	5,534	32.55	5,809	34.17	6,100	35.88	6,406	37.68	6,724	39.55	7,060	41.53
47	5,671	33.36	5,953	35.02	6,251	36.77	6,564	38.61	6,890	40.53	7,234	42.55
48	5,812	34.19	6,103	35.90	6,406	37.68	6,729	39.58	7,062	41.54	7,417	43.63
49	5,955	35.03	6,253	36.78	6,569	38.64	6,895	40.56	7,242	42.60	7,602	44.72
50	6,105	35.91	6,412	37.72	6,730	39.59	7,067	41.57	7,422	43.66	7,793	45.84

***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 an employee in at a higher step depending upon the employee's qualifications. Employees placed beyond the first step must satisfactorily complete one year of service to advance on the salary schedule.

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. Employees placed beyond the first step shall advance on the salary schedule after satisfactorily completing one year of service.
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 Director, Human Resources, 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 the 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, if the employee is already being paid at a rate equal to or higher than Step 1, the employee may be placed at the step of 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 first day of employment in the new 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 \$100 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. Before the performance evaluation report becomes a 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 in the third and fifth month and filed upon completion of the probationary period.
 - Regular employees – annually, one month prior to recommendation for a 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 Technician I	40
Accounting Technician II	42
Fiscal Analyst	46

ADMINISTRATIVE SERVICES SUPPORT

	Range
Human Resources Assistant	36
Human Resources Technician	40
Human Resources Analyst	46

ADMINISTRATIVE SUPPORT

	Range
Instructional Programs Administrative Assistant	40
Executive Assistant I	43
Executive Assistant II	46
Marketing & Communications Specialist	46

INSTRUCTIONAL SUPPORT

	Range
Instructional Assistant - Automotive	28
Instructional Assistant - Construction	28
Instructional Assistant - Preschool	28

MAINTENANCE SUPPORT

	Range
Maintenance Worker I	28
Maintenance Worker II	34

PROGRAM SUPPORT

	Range
Student Services Assistant	32
Job Placement Specialist	34
Student Services Technician	38
Work-based Learning Specialist	39
K-12 Pathway Coordinator	50
Partnership Engagement Specialist	50

TECHNOLOGY SUPPORT

	Range
Systems Specialist	41
Systems Analyst	46

HOURLY STUDENT WORKERS

	Range
Student Worker	Minimum Wage
Special Populations Student Trainee	Minimum Wage