

# Classified Staff Salary Schedule

Effective July 1, 2017

**Pay Rates:** All pay rates shown below are per hour.

Pacific Elementary School District Classified Wage Rates 2018-19											
STEP INCREASES						LONGEVITY BONUSES					
YEAR: 1	2	3	4	5	6	8	11	14	17	20	23
A	A x 1.03	A x 1.06	A x 1.09	A x 1.12	A x 1.15	A x 1.18	A x 1.21	A x 1.24	A x 1.27	A x 1.30	A x 1.33
<b>Classification: Classified. Salary Group: TA</b>											
<b>IA: Classroom Aide, Office Aide, Cafeteria Aide, Custodian, Dishwasher, Special Circumstances Instructional Assistant Level 1</b>											
\$12.00	\$12.36	\$12.72	\$13.08	\$13.44	\$13.80	\$14.16	\$14.73	\$15.35	\$15.97	\$16.59	\$17.21
<b>COORD: Program Coordinator (After School Recreation or Care, GATE, Media Literacy, LifeLab)</b>											
\$14.76	\$15.20	\$15.65	\$16.09	\$16.53	\$16.97	\$17.42	\$17.86	\$18.30	\$18.75	\$19.19	\$19.63
<b>SEC: Secretary</b>											
\$15.37	\$15.83	\$16.29	\$16.75	\$17.21	\$17.68	\$18.14	\$18.60	\$19.06	\$19.52	\$19.98	\$20.44
A	A x 1.06	A x 1.12	A x 1.18	A x 1.24	A x 1.30	A x 1.36	A x 1.42	A x 1.48	A x 1.54	A x 1.6	A x 1.66
<b>Classification: Classified. Salary Group: TACONF</b>											
<b>PRECOTE: Preschool Co-Teachers, Special Circumstances Instructional Assitant Level 2</b>											
\$15.85	\$16.80	\$17.75	\$18.70	\$19.65	\$20.60	\$21.55	\$22.50	\$23.45	\$24.40	\$25.35	\$26.30
<b>Classification: Classified. Salary Group: TA</b>											
<b>FS: Food Services Director</b>											
\$16.94	\$17.96	\$18.98	\$19.99	\$21.01	\$22.03	\$23.04	\$24.06	\$25.08	\$26.09	\$27.11	\$28.13
<b>Classification: Classified Confidential. Salary Group: AA</b>											
<b>AA: District Office Manager</b>											
\$21.58	\$22.87	\$24.17	\$25.46	\$26.76	\$28.05	\$29.35	\$30.64	\$31.94	\$33.23	\$34.53	\$35.82
<b>Classification: Classified. Salary Group: 2TARTS</b>											
<b>INST: Music Instructor*</b>											
\$19.46	\$20.63	\$21.79	\$22.96	\$24.13	\$25.30	\$26.46	\$27.63	\$28.80	\$29.97	\$31.13	\$32.30
<b>Skilled Maintenance Worker**</b>											
\$31.05	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* Music instructors are paid hourly for hours worked by extra work agreement. They receive the same leave and step increases as other classified employees.

\*\* Skilled maintenance workers are paid hourly for hours worked by extra work agreement. They accrue 1 hour of sick leave for every 18 hours worked.

**Hours:** A full-time position is 40 hours per week. Normal working hours for all full-time positions are 8:00 a.m. – 12:00 p.m. and 12:30 p.m. to 4:30 p.m.

**Retirement:** The district participates in CalPERS for classified employees who regularly work 20 or more hours per week or who work a total of 1,000 hours or more during a fiscal year.

**Insurance:** The district pays 100% of employee-only Medical, Dental, Vision premiums for employees who regularly work 32 or more hours per week. The employee may voluntarily enroll family members in the district plan. The employee will pay the cost difference between the individual plan offered by the district and the family plan selected by the employee.

Employees who work at least 0.5 FTE but less than 0.8 FTE may choose to enroll themselves and their dependents in district health plans at their own expense.

**Steps:** The district gives step increases on July 1 to all employees who are employed in regular positions before March 1 of the same year. Employees hired March through June will not step the first following July.

**Leave:** Classified employees receive one sick day per month worked, normally 10 per year, late August through early June. A sick day is defined as a number of hours of leave equal to 20% of the employee's regular number of hours worked per week. Employees may use up to 70% of their annual allotted leave hours, or a maximum of 7 days in the case of 11-month employees, for business of a serious nature, but not to extend vacations.

**Extended Sick Leave:** Any employee using 5 or more days of sick leave in a row may be asked to provide a note from a doctor documenting the need for leave. If a classified employee has an injury or illness that requires them to miss work for an extended period of time, after they have used up all of their available sick leave, they will be placed on substitute differential leave for a period of up to 5 months. Substitute differential leave applies only to a single illness or injury requiring extended leave.

**Vacation:** The district does not give vacation hours. Instead, the district provides prorated vacation compensation of 3.85% of base compensation, which is included in each paycheck.

**Classified Substitutes:** Classified substitutes receive the step 1 rate of pay of the salary line of the person for whom they are substituting, with the following exception: As long as at least one preschool co-teacher is present in the preschool classroom, substitutes for the other preschool co-teacher receive the step 1 aide rate. Employees who substitute in a position very similar to their regular position receive their regular rate of pay for that position while substituting.

**Bilingual Service Credit:** Employees who meet the following criteria will be credited with 1 years of experience on the pay scale, in addition to what they would normally qualify for:

- The employee can demonstrate fluency in the target language to the satisfaction of the principal/superintendent or designee
- The target language is spoken by one or more English Language Learners which the employee regularly works with as part of his or her ordinary work duties

*Board Approved 6/18/2018. Effective July 1, 2018.*