



# Pacific Elementary School District

## Classified Staff Wage Schedules

**Effective July 1, 2023 | Board Approved February 21, 2022**

### Wage Schedules

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

<b>Classified Wage Schedules A-G Effective July 1, 2023</b>											
<b>YEAR: 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6-7</b>	<b>8-10</b>	<b>11-13</b>	<b>14-16</b>	<b>17-19</b>	<b>20-22</b>	<b>23+</b>
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>Schedule A: Aides, Groundskeepers, Custodians, SCIA 1</b>											
\$17.05	\$17.56	\$18.07	\$18.58	\$19.10	\$19.61	\$20.12	\$20.63	\$21.14	\$21.65	\$22.17	\$22.68
<b>Schedule B: Coordinators (Library, Tech/GATE, Life Lab, Rec, Care), SCIA 2</b>											
\$18.15	\$18.69	\$19.24	\$19.78	\$20.33	\$20.87	\$21.42	\$21.96	\$22.51	\$23.05	\$23.60	\$24.14
<b>Schedule C: Secretary, Registrar</b>											
\$20.35	\$20.96	\$21.57	\$22.18	\$22.79	\$23.40	\$24.01	\$24.62	\$25.23	\$25.84	\$26.46	\$27.07
<b>Schedule D: Preschool Teacher</b>											
\$22.55	\$23.23	\$23.90	\$24.58	\$25.26	\$25.93	\$26.61	\$27.29	\$27.96	\$28.64	\$29.32	\$29.99
<b>Schedule E: Food Service Director</b>											
\$26.40	\$27.19	\$27.98	\$28.78	\$29.57	\$30.36	\$31.15	\$31.94	\$32.74	\$33.53	\$34.32	\$35.11
<b>Schedule F: Music Teachers, Skilled Maintenance Workers</b>											
\$26.95	\$27.76	\$28.57	\$29.38	\$30.18	\$30.99	\$31.80	\$32.61	\$33.42	\$34.23	\$35.04	\$35.84
<b>Schedule G: District Office Manager</b>											
\$30.72	\$31.64	\$32.57	\$33.49	\$34.41	\$35.33	\$36.25	\$37.17	\$38.10	\$39.02	\$39.94	\$40.86

**Schedule A Includes:** Classroom and Preschool Aides, Roving or Miscellaneous Aides, After School Recreation and Care Aides, Special Circumstances Instructional Aides Level 1, Cafeteria Aides, Office Aides, Custodians, Dishwashers, and Groundskeepers

**Schedule B Includes:** After School Recreation and Care Coordinators, Technology/Media Literacy Instructors, Gifted and Talented Education (GATE) Instructors, Life Lab Instructors, Non-Credentialed Library Coordinators, and Special Circumstances Instructional Assistants Level 2

**Schedule C Includes:** School Secretaries and Registrars

**Schedule D Includes:** Preschool Teachers (Note: Preschool teachers are required to have a Preschool Teaching Permit but not a Teaching Credential.)

**Schedule E Includes:** Food Service Directors

**Schedule F Includes:** Non-Credentialed Music Instructors, Skilled Maintenance Workers

**Schedule G Includes:** District Office Managers

**Step Increases:** Step increases of 3% from the year 1 rate occur each year for the second through sixth years and then at years 8, 11, 14, 17, 20, and 23.

**The following information applies to all positions:**

**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.

**Step Advancement:** The district advances each employee's step on July 1 for 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.

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

**Insurance:** The district pays 100% of employee-only Medical, Dental, Vision premiums for employees who are in a regular position 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.

**Leave:** Classified employees generally receive one sick day per month worked, normally 10 per year, August through May. (Employees who are regularly scheduled to work for several weeks during the summer vacation are generally considered 11-month employees, and receive 11 sick days per year.) 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 (personal necessity), but not to extend vacations.

Classified employees with irregular hours hired as needed (such as skilled maintenance workers) accrue 1 hour of sick leave for every 18 hours worked.

**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 50% pay for a period of up to 100 days per school year. 50% pay leave applies only to a single illness or injury requiring extended leave and requires medical documentation. Additional information is available in Board Policy SSSA 13.

**Vacation:** The district does not give vacation hours. Instead, the district provides classified employees in regular positions with prorated vacation compensation of 3.846% 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.

Employees who substitute in a position very similar to their regular position receive their regular rate of pay for that position while substituting.

**Longevity Stipend:** Classified staff who have worked in a regular position for the district for at least 10 or more complete, consecutive years receive an additional \$1,300 longevity stipend per year, subject to prorating as described below.

**Bilingual Stipend:** Classified staff who meet the following criteria will receive an additional \$1,300 per year, subject to prorating as described below:

- The employee can prove 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 with whom the employee regularly works as part of their ordinary work duties

The bilingual stipend is creditable to CalPERS.

**Prorating Stipends:** All annual stipends are divided into equal monthly amounts based on the employee's work calendar and received monthly.

Classified employees working 0.8 FTE or greater who qualify for a longevity and/or bilingual stipend will receive the entire stipend. Employees working less than 0.8 FTE who qualify for a stipend will receive a stipend amount prorated by their FTE assignment.

Stipends are also prorated for an incomplete year of employment.

**Breaks:** Classified employees are entitled to and expected to take a paid 10-minute break sometime within any work period of 3.5 to 6 hours and two paid 10-minute breaks within any work period of 6 to 8 hours. They are also entitled to and expected to take an unpaid lunch break of 30 minutes or longer whenever they work 5 to 8 hours in one day.