

CLASSIFIED COMPENSATION 2023-2024

Board April 10, 2024
 3% COLA Retroactive to July 1, 2023

| CLASSIFICATION – Administrative Services | RANGE |
|---|--------------|
| Office Assistant | 30 |
| Administrative Assistant I | 37 |
| Administrative Assistant II | 39 |
| | |
| CLASSIFICATION – Classified Confidential | |
| Executive Administrative Assistant | 53 |
| Personnel Analyst | 52 |
| Budget Analyst | 52 |
| | |
| CLASSIFICATION – Business Services and Technology | |
| Accounts Payable | 34 |
| Accounting Technician I | 40 |
| Accounting Technician II | 41 |
| Custodian | 27 |
| Facilities Technician I | 30 |
| Facilities Technician II | 32 |
| | |
| Purchasing Technician | 34 |
| Technology Technician I | 33 |
| Technology Technician II | 41 |
| Instructional Technology Facilitator | 57 |
| Computer Network Specialist | 63 |
| | |
| CLASSIFICATION – Education Services and Student Services | |
| Career Readiness Specialist | 35 |
| Instructional Assistant | 30 |
| Testing Examiner | 37 |
| Employment Placement Specialist I | 35 |
| Employment Placement Specialist II | 37 |
| Student Data Technician | 41 |

The primary role of classified personnel (positions not requiring certification qualifications) is to provide services that support and enhance CRY-ROP’s educational program.

Classified Hourly Salary Schedule 2023-2024

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------|--------|--------|--------|--------|--------|
| Range 26 | 19.52 | 20.52 | 21.54 | 22.62 | 23.74 |
| Range 27 | 20.01 | 21.03 | 22.08 | 23.20 | 24.35 |
| Range 28 | 20.53 | 21.57 | 22.65 | 23.78 | 24.97 |
| Range 29 | 21.05 | 22.12 | 23.23 | 24.39 | 25.61 |
| Range 30 | 21.59 | 22.69 | 23.82 | 25.01 | 26.27 |
| Range 31 | 22.13 | 23.27 | 24.43 | 25.65 | 26.93 |
| Range 32 | 22.70 | 23.85 | 25.05 | 26.31 | 27.61 |
| Range 33 | 23.28 | 24.46 | 25.69 | 26.98 | 28.33 |
| Range 34 | 23.88 | 25.09 | 26.35 | 27.67 | 29.05 |
| Range 35 | 24.48 | 25.73 | 27.02 | 28.37 | 29.79 |
| Range 36 | 25.10 | 26.39 | 27.71 | 29.09 | 30.55 |
| Range 37 | 25.75 | 27.06 | 28.41 | 29.83 | 31.32 |
| Range 38 | 26.40 | 27.75 | 29.14 | 30.59 | 32.13 |
| Range 39 | 27.08 | 28.46 | 29.88 | 31.37 | 32.94 |
| Range 40 | 27.77 | 29.18 | 30.64 | 32.18 | 33.78 |
| Range 41 | 28.47 | 29.92 | 31.43 | 32.99 | 34.64 |
| Range 42 | 29.20 | 30.69 | 32.23 | 33.84 | 35.52 |
| Range 43 | 29.94 | 31.48 | 33.04 | 34.70 | 36.43 |
| Range 44 | 30.70 | 32.27 | 33.89 | 35.59 | 37.36 |
| Range 45 | 31.49 | 33.09 | 34.75 | 36.49 | 38.32 |
| Range 46 | 32.29 | 33.94 | 35.64 | 37.42 | 39.29 |
| Range 47 | 33.11 | 34.80 | 36.54 | 38.38 | 40.29 |
| Range 48 | 33.96 | 35.70 | 37.48 | 39.36 | 41.32 |
| Range 49 | 34.82 | 36.61 | 38.44 | 40.36 | 42.37 |
| Range 50 | 35.72 | 37.53 | 39.42 | 41.39 | 43.46 |
| Range 51 | 36.63 | 38.49 | 40.42 | 42.45 | 44.57 |
| Range 52 | 37.56 | 39.48 | 41.45 | 43.53 | 45.70 |
| Range 53 | 38.52 | 40.48 | 42.51 | 44.63 | 46.87 |
| Range 54 | 39.50 | 41.52 | 43.59 | 45.77 | 48.06 |
| Range 55 | 40.51 | 42.57 | 44.70 | 46.94 | 49.29 |
| Range 56 | 41.54 | 43.66 | 45.85 | 48.13 | 50.54 |
| Range 57 | 42.60 | 44.77 | 47.01 | 49.37 | 51.83 |
| Range 58 | 43.69 | 45.92 | 48.21 | 50.62 | 53.15 |
| Range 59 | 44.81 | 47.08 | 49.44 | 51.91 | 54.51 |
| Range 60 | 45.95 | 48.29 | 50.70 | 53.24 | 55.90 |
| Range 61 | 47.11 | 49.52 | 51.99 | 54.59 | 57.32 |
| Range 62 | 48.32 | 50.78 | 53.32 | 55.99 | 58.78 |
| Range 63 | 49.55 | 52.08 | 54.68 | 57.41 | 60.29 |

Step Placement

Initial placement on the schedule will be in accordance with established CRY-ROP Personnel/Human Resources policies, as approved by the Governing Board. Employees meeting the minimum requirements for a position will be placed on the range allocated for the position at step one (1). A maximum of one (1) additional step may be granted, placing the employee at step two (2), if the employee exceeds the minimum requirements for the position. The Superintendent may make an exception at their discretion to meet the employment needs of CRY-ROP.

Step Increases

Each eligible Classified, Professional/Technical, Management or Senior Management employee will receive a step increase on July 1 of each year, as approved by the Governing Board, with the following exceptions:

- Employees hired or promoted on or after March 1 will not move to the next step until July 1 following one (1) full year of service in that classification
- Each eligible classified employee will receive a step increase on July 1 of each year, with a positive evaluation, as approved by the Governing Board, unless there are no more steps available on that range.

No step increases will be approved for any other date during the year.

Promotions/Reclassifications

- An employee who receives a promotion to a higher salary range shall be placed on the Salary Schedule under the following conditions:
- If the employee exceeds the minimum requirements for the position, the salary placement will be Step 2.

Or

- The step of the salary range in the higher classification that is next above the rate the employee received in the previous position. Such increase will result in an amount at least equal to one step above the previous classification.

The Superintendent may make an exception of their discretion to meet the employment needs of CRY-ROP.

Longevity Stipend

Longevity stipend begins July 1 *after the completion* of 10 years, 15 years, 20 years and 25 years of service. The stipend is applied as an additional percentage of Range and Step placement:

- 2% per year, starting July 1 of the 11th year of employment
- 4% per year, starting July 1 of the 16th year of employment
- 6% per year, starting July 1 of the 21st year of employment
- 8% per year, starting July 1 of the 26th year of employment

Longevity calculations start with the original date of hire, and include all years not impacted by breaks in service. See Reinstatement section below.

Reinstatement

Any CRY-ROP employee who voluntarily resigns from his/her position, may be reinstated or reemployed by the Governing Board. Such reinstatement or reemployment occurring within 39 months of his/her last day of paid prior service, shall restore all of the benefits and burdens of a CRY-ROP employee in the class

to which he/she reinstated or reemployed and deduct the break in service from the *Original Date of Hire* for the purpose of longevity and years of service calculations. (BP 4117.2, 42172.2 and 4317.2)

*Effective 7/1/19 this provision shall only affect employees with reinstatement dates of 7/1/19 or thereafter.

Substituting as Recording Secretary at Governing Board

Any classified staff that, in the absence of the Superintendent’s Executive Administration Assistant, acts as the Recording Secretary for minute taking at any CRY-ROP Governing Board Meeting, shall be compensated at the rate of 1.5 times their hourly rate.

Classroom Coverage

A classified employee who provides classroom coverage will be paid differential pay of up to \$40 per hour. If the classified employee earns more than \$40 per hour, no additional compensation will be provided. Classroom coverage differential pay will not exceed 7 hours per day. Classroom coverage differential pay will be paid only for each period that students are present. Request for classroom coverage differential pay must be submitted to payroll by the Human Resources department.

Vacation if hired before July 1, 2022, 12-month employees

Vacation leave is accrued monthly. Less than one year of service merits vacation leave in proportion to the time served.

| | |
|-------------------------------|--|
| 1 through 4 years of service: | 12 days per year or 96 hours per year |
| 5 through 9 years of service | 15 days per year or 120 hours per year |
| 10 or more years of service | 20 days per year or 160 hours per year |

Vacation if hired before July 1, 2022, less than 12-month employees

Employees with a work year less than twelve (12) months and hired on or before July 1, 2019, vacation leave, and additional vacation leave earned due to longevity will be paid monthly as the vacation is earned.

| | |
|-------------------------------|--|
| 1 through 4 years of service: | 10 days per year or 80 hours per year |
| 5 through 9 years of service | 12.5 days per year or 100 hours per year |
| 10 or more years of service | 16.66 days per year or 133.28 hours per year |

Vacation if hired on or after July 1, 2022

Employees with a work year less than twelve (12) months do not accrue additional vacation if hired on or after July 1, 2022.

| | |
|-------------------------------|--|
| 1 through 4 years of service: | 12 days per year or 96 hours per year |
| 5 through 9 years of service | 13 days per year or 104 hours per year |
| 10 or more years of service | 15 days per year or 120 hours per year |

*Employees who were previously classified as Professional/Technical and were hired prior to July 1, 2023, will maintain their current vacation entitlement: *“Professional/Technical employees hired after April 1, 2020, are entitled to 15 vacation days per fiscal year, which increases to 20 days per fiscal year after their 10th year of employment. Professional/Technical employees who were hired prior to April 1, 2020, are entitled to 22 vacation days per fiscal year”*.

No more than 5 days may be carried over from year to year. Any additional days may only be carried over with prior approval of the Superintendent or designee.

Probationary employees are eligible to take earned vacation after completion of the initial 6 months of employment. However, vacation may, with approval of the Superintendent, maybe taken at any time during the school year.

Employees with a work year less than twelve (12) months and hired on or after July 1, 2019 will work with their Program Manager to schedule vacation days during the work calendar.

Employees whose use of leave in the previous fiscal year has resulted in payroll docks will not be advanced vacation. Vacation can be used as earned.

Sick Leave

Classified employees employed five days a week are entitled to 12 days of leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. A maximum of 7 of these days may be used for Personal Necessity each year.

Probationary employees are eligible to utilize one-half of their annual allotment of sick leave during the first six (6) months of their probationary period.

Effective July 1, 2023