

SALARY CLASSIFICATIONS FOR CLASSIFIED EMPLOYEES

Board 10-11-83; Revised 07/10/2014; 03/12/2015; 04/09/2015; 10/15/2015; 6/09/2016; 8/17/16; 11/14/16; 12/14/16; 2/9/17; 7/11/19; 3/11/21; 5/13/21; 6/15/21; 7/8/21

Effective 7/1/21

CLASSIFICATION	RANGE
Accounting Technician	26
Program Support Specialist	22
Administrative Assistant	26
Administrative Assistant – Business Services	28
College and Career Pathways Advisor	30
Dental Instructional Assistant	29
Human Resource Coordinator	36
Instructional Aide	15
Instructional Aide - Computer Lab	14
Job Developer	26
Office Assistant/Receptionist	14
Office Clerk	14
Office Specialist	17
Printing Technician	32
Purchasing Specialist	22
Data Specialist	35
Executive Assistant	36
Technology Support Specialist	21
Utility Worker	20
Student Career Services Coordinator	37

Step Placement

When employed directly from another public school or community college district into a similar position, credit may be given for each year of service with the approval of the Superintendent. Those employed from business/industry will be given credit in accordance with the following:

<u>Past Experience (similar position)</u>	<u>Beginning Step</u>
2 years or less	1
3 years	2
4 years and above	3

Additional Compensation

All classified staff with an assignment of 30 or more hours per week, unless Bachelor's degree is required per job description, are to receive \$125 per month upon completion of Associate's degree, or \$175 per month upon completion of Bachelor's degree in addition to monthly salary. Certified transcripts are required before submitting additional compensation for Board approval.

(continued)

SALARY CLASSIFICATIONS FOR CLASSIFIED EMPLOYEES (Continued)

Step Advancement

To qualify for annual step advancement, classified employees must have:

(1) Completed ten (10) hours of professional development during the current school year with approval of their Supervisor, and (2) Have a current satisfactory evaluation on file.

Cell Phone

The following classified employees are to receive a Tri-Cities ROP issued cellular phone for ROP business use, with no additional cell phone allowance: College and Career Pathways Advisor and Utility Worker. (Effective 08-01-14)