

Puyallup School District 2019-20 PAEOP Salary Schedule	Hourly Rate								Longevity			
	LEVEL	0	1	2	3	4	5	6	10	15	20	22
Office Clerk	<b>A</b>	19.24523	19.82401	20.41794	21.03005	21.66035	22.30883	23.20027	23.55027	23.70027	23.85027	24.05027
	degree	19.74561	20.33943	20.94881	21.57683	22.22352	22.88886	23.80348	24.15348	24.30348	24.45348	24.65348
Office Professional Receptionist	<b>B</b>	21.72095	22.37246	23.04215	23.73305	24.44516	25.17849	26.18493	26.53493	26.68493	26.83493	27.03493
	degree	22.28569	22.95414	23.64125	24.35011	25.08073	25.83313	26.86574	27.21574	27.36574	27.51574	27.71574
Administrative Assistant Bookkeeper Coordinator Office Manager Specialist	<b>C</b>	25.13303	25.88757	26.66332	27.46331	28.28754	29.13602	30.30267	30.65267	30.80267	30.95267	31.15267
	degree	25.78649	26.56065	27.35657	28.17736	29.02302	29.89356	31.09054	31.44054	31.59054	31.74054	31.94054
<b>Education:</b>												
<ul style="list-style-type: none"> <li>• Journeyman Certificate is worth a 1.018 factor</li> <li>• AA Degree is worth a 1.026 factor</li> <li>• BA Degree is worth a 1.026 factor</li> </ul> <p style="text-align: center;"><i>Only the highest factor will be acknowledged.</i></p>												
<b>Substitute Rate of Pay:</b>												
Substitutes shall be compensated at an hourly rate of 93% of Level A, Step 0. Substitutes are not eligible for any other benefits/compensation. "Internal Substitutes" (employees who currently hold a part-time, regular PAEOP position), shall either be compensated at their regular rate of pay, or compensated at Level A, Step 0 for all substitute work, as defined in Section 5.9.												
<b>Salary Placement Upon Reclassification and Promotion:</b>												
Placement of office personnel when they move to a different level on the salary schedule.												
<b>Calculation:</b>												
Multiply the currently hourly base by 3.5% per level and place them at the closest step without going under the calculated amount, then apply degree percentage if appropriate.												
For each year of service you will be moved up one step and educational credits* earned will advance you on the schedule as follows:												
•14 credits = 1 step •28 credits = 2 steps •42 credits = 3 steps												
*Examples:												
Colleges on the "quarter" system: 1 quarter credit = 1 credit												
Colleges on the "semester" system: 1 semester credit = 1.5 credits												
10 clock hours = 1 credit												
1 point could be earned in job related/career development courses approved by the Professional Development Committee for non-college credit courses for approximately ten (10) class hours.												
<b>Professional Standards Program:</b>												
An employee possessing certificates with the National Association of Educational Office Personnel, Professional Standards Program, shall receive the following additional per month (amounts are not compounded):												
Basic	20.00											
Associate Professional	26.00											
Advanced I	34.00											
Advanced II	40.00											
Advanced III	46.00											
Bachelors	52.00											
CEOE	80.00											
CEOE Recertification	100.00											
(No employee may qualify for this premium after 01/01/91)												

**Longevity:**

Employees with 10, 15, 20 and 22 years of service shall receive longevity pay in the following increments, conditioned on the following:

- a. Employees with ten (10) years of service to the District in an office professional position (sequential or not) shall receive \$0.35 per hour in addition to their hourly rate.
- b. Employees with fifteen (15) years of service to the District in an office professional position (sequential or not) shall receive \$0.50 per hour in addition to their hourly rate (not compounded).
- c. Employees with twenty (20) years of service to the District in an office professional position (sequential or not) shall receive \$0.65 per hour in addition to their hourly rate (not compounded).
- d. Employees with twenty-two (22) years of service to the District in an office professional position (sequential or not) shall receive \$0.85 per hour in addition to their hourly rate (not compounded).
- e. Receipt of evaluations (if any) for the current and preceding one year not reflecting poor performance or placement on an improvement plan. (Denial of longevity pay under this section can be appealed in a timely manner to a PAEOP/District Longevity Review Committee comprised of equal numbers of Association and District members by contacting the Personnel Office and/or the PAEOP Chapter President.)

<b>Work Days</b>	<b>Start of Work Year</b>	<b>End of Work Year</b>	<b>Other Non-Work Days</b>
194	1 day before first day of school	3 days after last day of school	
197	5 days before first day of school	1 day after last day of school	
206	10 days before first day of school	5 days after last day of school	
211	10 days before first day of school	10 days after last day of school	
216	15 days before first day of school	10 days after last day of school	3 scheduled days throughout year
220	September 1st	August 31st	4 weeks off in July, 1 week off in Aug
240	September 1st	August 31st	3 weeks off in July
260	September 1st	August 31st	

*Note: The chart above is a guide used by Human Resources to create employee work calendars. The total number of paid days listed includes a combination of paid work days and paid holidays. Actual work calendars will be developed annually by Human Resources in alignment with Article 6 (Holidays), the School Board approved student calendar, and the needs of the school/department both before and after the school year.*