

CLASSIFIED COMPENSATION 2021-2022

Board May 12, 2021

CLASSIFICATION – Administrative Services	RANGE
Human Resources Office Assistant	24
Human Resources Specialist	41
Office Assistant	24
Program Support Specialist	36
CLASSIFICATION – Business Services	
Accounting Specialist	34
Accounting Support Specialist	41
Accounting Technician	38
Facility/Warehouse Worker	27
Payroll Specialist	38
Purchasing/Accounts Specialist	34
CLASSIFICATION – Education Services/Instructional	
Admissions Technician	26
Career Readiness Specialist	34
Education Technology Specialist	34
Educational Assistant	24
Educational Assistant – Adult Programs	24
Project Associate	22
Students Accounts Technician	34
Testing Examiner	33
CLASSIFICATION – Specialized Programs	
Employment Placement Specialist II	36
Employment Placement Specialist	34

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

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.

When a position or class of positions is upgraded, the position or positions shall be placed on the salary schedule in a range which will result in at least two (2) ranges increase above the salary of existing position or positions.

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.

Shift Differential

A shift differential of 2.5% per month shall be paid to classified staff when 50% or more of their regularly assigned work hours occur after 4:30 pm.

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.

Vacation

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

1 through 4 years of service:	1 working day per month
12 month employee	1 day per month or 12 days per year or 96 hours per year
11 month employee	1 day per month or 11 days per year or 88 hours per year
10 month employee	1 day per month or 10 days per year or 80 hours per year
5 through 9 years of service	1 1/4 working days per month
12 month employee	1.25 days per month or 15 days per year or 120 hours per year
11 month employee	1.25 days per month or 13.75 days per yr. or 110 hours per year
10 month employee	1.25 days per month or 12.5 days per year or 100 hours per year
10 or more years of service	1 2/3 working days per month
12 month employee	1.666 days per month or 20 days per year or 160 hours per year
11 month employee	1.666 days per month or 18.32 days per year or 146.5 hours per year
10 month employee	1.666 days per month or 16.66 days per year or 133.28 hours per year

No more than 5 days may be carried over from year to year. Any additional days may only be carried over with the 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, be taken at any time during the school year.

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

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.

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.

Classified Hourly Salary Schedule 2021-2022

	Step 1	Step 2	Step 3	Step 4	Step 5
Range 23	16.73	17.58	18.48	19.41	20.38
Range 24	17.16	18.03	18.94	19.90	20.91
Range 25	17.59	18.48	19.41	20.38	21.42
Range 26	18.03	18.94	19.90	20.91	21.97
Range 27	18.47	19.40	20.38	21.41	22.50
Range 28	18.94	19.90	20.91	21.97	23.08
Range 29	19.41	20.38	21.42	22.51	23.64
Range 30	19.89	20.91	21.95	23.07	24.23
Range 31	20.38	21.42	22.51	23.64	24.85
Range 32	20.91	21.97	23.07	24.24	25.48
Range 33	21.42	22.51	23.64	24.85	26.11
Range 34	21.97	23.08	24.25	25.48	26.75
Range 35	22.52	23.65	24.86	26.11	27.43
Range 36	23.08	24.24	25.48	26.75	28.11
Range 37	23.65	24.86	26.11	27.43	28.82
Range 38	24.24	25.48	26.75	28.11	29.55
Range 39	24.85	26.11	27.43	28.82	30.28
Range 40	25.47	26.74	28.08	29.48	30.96
Range 41	26.11	27.41	28.78	30.22	31.73

Effective 7/1/2021