



CLASSIFIED SALARY SCHEDULE 2024-2025

Effective 07/01/2024

Salary Range	Salary Schedule (240 duty days)											
	1		2		3		4		5		6	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
22	3,301	19.42	3,466	20.39	3,641	21.42	3,824	22.50	4,012	23.60	4,212	24.78
23	3,384	19.90	3,558	20.93	3,731	21.95	3,916	23.04	4,114	24.20	4,322	25.42
24	3,470	20.41	3,646	21.45	3,824	22.50	4,017	23.63	4,219	24.82	4,428	26.05
25	3,558	20.93	3,733	21.96	3,922	23.07	4,118	24.22	4,324	25.43	4,540	26.71
26	3,646	21.45	3,826	22.51	4,021	23.65	4,223	24.84	4,428	26.05	4,654	27.38
27	3,740	22.00	3,925	23.09	4,120	24.24	4,324	25.43	4,542	26.72	4,770	28.06
28	3,834	22.55	4,021	23.65	4,225	24.85	4,436	26.09	4,660	27.41	4,891	28.77
29	3,927	23.10	4,122	24.25	4,327	25.46	4,544	26.73	4,774	28.08	5,012	29.48
30	4,023	23.66	4,228	24.87	4,438	26.10	4,662	27.42	4,887	28.75	5,133	30.20
31	4,125	24.27	4,329	25.47	4,548	26.75	4,777	28.10	5,014	29.49	5,264	30.96
32	4,228	24.87	4,439	26.11	4,663	27.43	4,889	28.76	5,139	30.23	5,394	31.73
33	4,335	25.50	4,548	26.75	4,779	28.11	5,016	29.51	5,264	30.96	5,530	32.53
34	4,441	26.13	4,663	27.43	4,895	28.79	5,141	30.24	5,396	31.74	5,664	33.32
35	4,553	26.78	4,779	28.11	5,020	29.53	5,271	31.01	5,534	32.55	5,811	34.18
36	4,667	27.45	4,898	28.81	5,144	30.26	5,403	31.78	5,671	33.36	5,956	35.04
37	4,783	28.13	5,023	29.55	5,275	31.03	5,539	32.58	5,816	34.21	6,103	35.90
38	4,904	28.85	5,148	30.28	5,405	31.80	5,677	33.39	5,963	35.08	6,261	36.83
39	5,025	29.56	5,275	31.03	5,541	32.59	5,818	34.23	6,107	35.92	6,411	37.71
40	5,152	30.30	5,411	31.83	5,682	33.43	5,967	35.10	6,263	36.84	6,573	38.66
41	5,280	31.06	5,543	32.61	5,822	34.25	6,112	35.95	6,419	37.76	6,740	39.65
42	5,416	31.86	5,684	33.44	5,969	35.11	6,264	36.85	6,580	38.71	6,905	40.62
43	5,545	32.62	5,824	34.26	6,119	36.00	6,420	37.77	6,742	39.66	7,078	41.63
44	5,686	33.45	5,973	35.13	6,266	36.86	6,582	38.72	6,913	40.66	7,260	42.70
45	5,826	34.27	6,119	36.00	6,424	37.79	6,745	39.68	7,083	41.67	7,439	43.76
46	5,976	35.15	6,274	36.90	6,588	38.75	6,918	40.69	7,261	42.71	7,625	44.85
47	6,125	36.03	6,430	37.82	6,751	39.71	7,089	41.70	7,441	43.77	7,812	45.95
48	6,277	36.93	6,591	38.77	6,918	40.69	7,267	42.75	7,627	44.86	8,010	47.12
49	6,432	37.83	6,753	39.72	7,094	41.73	7,447	43.80	7,821	46.01	8,211	48.30
50	6,593	38.78	6,925	40.74	7,269	42.76	7,632	44.90	8,016	47.15	8,416	49.51

***AR 4141, 4241, 4341: LONGEVITY:** The employee must be a regular full-time or part-time employee of the ROP. Service years credited toward the longevity stipend must be continuous for an employee to receive the longevity stipend. Substitute employees, temporary employees, student workers, and career guidance specialists do not qualify for the ROP longevity stipend. Employees who have resigned from the ROP and then returned to work later may not combine total years of service to establish eligibility since the resignation date constitutes a break in service and results in a new start date for calculating total years served. A two percent stipend will start the first month after the employee's 14th, 19th, and 24th continuous service anniversary. The percentage will be computed on the employee's base monthly salary and/or hourly rate(s) of pay. Additional stipends will not be included for the calculation of the longevity stipend. For certificated and ten-month classified employees, the longevity stipend will be calculated for the regular school year and for summer assignments. **DOCTORATE:** An annual stipend will be awarded for an earned doctoral degree from an accredited university. The stipend is \$1,200 per year for the twelve-month employees and \$1,000 for ten-month employees. The stipend for part-time employees will be a percentage per year of the full stipend. The percentage for part-time certificated employees will be calculated on the actual weekly hours divided by thirty hours per week. The percentage for part-time classified employees will be calculated on the actual weekly hours divided by forty hours per week.

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 Revised: 02/09/22
 Revised: 08/12/21
 Revised: 08/14/19

CLASSIFIED SALARY SCHEDULE DEFINITIONS

BEGINNING RATES: A new employee of North Orange County ROP shall be paid the rate shown in Step “1” in the range allocated to the job title of the hired position. If the new employee has directly related experience, the supervisor may request special authorization from the Superintendent to hire an employee at a higher step depending upon the employee’s qualifications. Employees placed beyond the first step must satisfactorily complete one year of service to advance on the salary schedule. Advanced step placement shall not exceed step four (4).

ADVANCEMENT WITHIN SCHEDULE:

Merit Advancement: An employee may be considered for advancement through the salary ranges (Steps 1- 6) upon completion of the minimum length of service as specified in number 2 below. Advancement through the salary ranges may only be granted for continuous, meritorious, and efficient service, and continued improvement by the employee in the effective performance of the duties of the assigned position. A merit increase shall require the following:

1. The employee’s supervisor shall file with the Human Resources Manager a statement recommending the approval or denial of the merit increase, with written support for the recommendation. (See Performance Evaluation Section)
2. After the six-month probationary increase, advancement through the pay steps (1 through 6) shall be on the anniversary date of the initial probationary increase. Employees placed beyond the first step shall advance on the salary schedule after completing one year of service satisfactorily.
3. If an employee is denied advancement to the next higher step the supervisor may recommend advancement at any subsequent time. This recommendation shall follow the same steps and shall be subject to the same actions as provided in steps 1-2 above.

Probation. An employee initially appointed to a job classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the first of the month following employment. Under certain conditions, with the approval of the Director, Human Resources, the probationary period may be extended for an additional two months. The employee shall attain “regular” status upon successful completion of the probationary period. An initially appointed probationary employee shall not be entitled to appeal the termination.

Promotion. When an employee is promoted to a position in a higher classification, the employee may be assigned to Step 1 in the appropriate range for the higher classification; provided. However, if the employee is already being paid at a rate equal to or higher than Step 1, the employee may be placed at the step of that appropriate salary range as will grant the employee an increase of at least one (1), but no more than three (3) salary steps.

An employee promoted to a higher classification shall serve a probationary period during which time the employee shall have an opportunity to demonstrate suitability for the job. The probationary period shall be six (6) months from the first day of employment in the new job classification. An employee shall attain permanent status in the higher class upon successful completion of the probationary period and be eligible for a merit increase. A permanent employee who is promoted to a higher classification and fails to satisfactorily complete the probationary period will be returned to the former classification.

SHIFT DIFFERENTIAL: A shift differential of \$25.00 per month shall be paid to classified employees assigned to the second or third shift who work four hours or more per day on a regularly assigned basis.

PARLIAMENTARIAN STIPEND: A \$100 per month stipend shall be paid to the Parliamentarian to the Board of Trustees.

OVERTIME: Authorized hours worked in excess of 40 hours per week shall be compensated at one and one-half the regular rate.

PERFORMANCE EVALUATIONS: North Orange County ROP shall maintain an employee performance evaluation rating system designed to give a fair evaluation of the quantity and quality of work performed by an employee.

1. The performance evaluation system shall include a diagnostic and objectives-setting process at the beginning of the performance evaluation period.
2. Before the performance evaluation report becomes a part of the employee’s personnel file, the supervisor and the employee must review the evaluation.
3. Performance evaluation reports shall be prepared and recorded in the employee’s personnel file for all regular full-time and regular part-time employees as follows:
 - Probationary employees – evaluated in the third and fifth month and filed upon completion of the probationary period.
 - Regular employees – annually, one month prior to recommendation for a merit step increase.
4. When a performance evaluation is recorded in the employee’s personnel file, a copy of the evaluation shall be given to the employee.
5. The performance evaluation shall be considered a confidential program record, and the information shall not be disclosed except on a need-to-know basis as determined by management.



CLASSIFIED JOB TITLES AND RANGES BY SERIES

ACCOUNTING/BUSINESS SUPPORT

	Range
Accounting Technician I	40
Accounting Technician II	42
Fiscal Analyst	46

ADMINISTRATIVE SERVICES SUPPORT

	Range
Human Resources Assistant	36
Human Resources Technician	40
Human Resources Analyst	46

ADMINISTRATIVE SUPPORT

	Range
Instructional Programs Administrative Assistant	40
Executive Assistant I	43
Marketing & Communications Specialist	46
Executive Assistant II	48

INSTRUCTIONAL SUPPORT

	Range
Instructional Assistant - Automotive	28
Instructional Assistant - Construction	28
Instructional Assistant - Preschool	28

MAINTENANCE SUPPORT

	Range
Maintenance Worker I	28
Maintenance Worker II	34

PROGRAM SUPPORT

	Range
Student Services Assistant	32
Job Placement Specialist	34
Student Services Technician	38
Work-based Learning Coordinator	43
SIS Data Analyst	46
K-12 Pathway Coordinator	50
Partnership Engagement Specialist	50

TECHNOLOGY SUPPORT

	Range
Systems Specialist	41
Network & Security Analyst	46
Applications Developer	46

HOURLY STUDENT WORKERS

	Range
Student Worker	Minimum Wage
Special Populations Student Trainee	Minimum Wage