

Puyallup School District 2023-24 PAEOP Salary Schedule	Hourly Rate							
	LEVEL	0	1	2	3	4	5	6
Office Clerk	A	23.21225	23.91034	24.62670	25.36499	26.12520	26.90735	27.98254
	degree	23.81577	24.53201	25.26699	26.02448	26.80446	27.60694	28.71009
Office Professional Receptionist	B	26.19830	26.98410	27.79184	28.62515	29.48405	30.36854	31.58244
	degree	26.87946	27.68569	28.51443	29.36940	30.25064	31.15812	32.40358
Administrative Assistant Bookkeeper Coordinator Office Manager Specialist	C	30.31372	31.22379	32.15944	33.12433	34.11846	35.14183	36.54897
	degree	31.10188	32.03561	32.99559	33.98556	35.00554	36.05552	37.49924
Education (only the highest factor will be acknowledged):								
<ul style="list-style-type: none"> • Journeyman Certificate is worth a 1.018 factor • AA Degree is worth a 1.026 factor • BA Degree is worth a 1.026 factor 								
Longevity:								
Employees with 10, 15, 20, 25 and 30 years of service, per section 14.2, shall receive longevity pay.								
Longevity Increment (rates are not compounded)								
10 years = \$0.50								
15 years = \$0.75								
20 years = \$1.00								
25 years = \$1.25								
30 years = \$1.50								
Substitute Rate of Pay:								
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.								
Salary Placement Upon Reclassification and Promotion:								
Placement of office personnel when they move to a different level on the salary schedule is calculated as follows:								
Calculation:								
Multiply the current 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.								
Professional Standards Program:								
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 (No employee may qualify for this premium after 01/01/91)							
CEOE	80.00							
CEOE Recertification	100.00							
Work Days	Start of Work Year	End of Work Year				Other Non-Work Days		
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 in Aug		
240	September 1st	August 31st				3 weeks off in July		
260	September 1st	August 31st						
<i>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.</i>								
2024-25: Restructure salary schedule, then apply salary inflationary increase per RCW 28A.400.205								
2025-26: Salary inflationary increase per RCW 28A.400.205								