

Puyallup School District 2024-25 PAEOP Salary Schedule	Hourly Rate							Longevity																													
	LEVEL	1	2	3	4	5	6	7	10	15	20	25	30																								
Office Clerk	A	24.79510	25.53789	26.30367	27.09198	27.90309	28.74011	29.60226	30.10226	30.35226	30.60226	30.85226	31.10226																								
	degree	25.43977	26.20188	26.98757	27.79637	28.62857	29.48735	30.37192	30.87192	31.12192	31.37192	31.62192	31.87192																								
Office Professional Receptionist	B	27.98251	28.82014	29.68461	30.57498	31.49242	32.43730	33.41002	33.91002	34.16002	34.41002	34.66002	34.91002																								
	degree	28.71006	29.56946	30.45641	31.36993	32.31122	33.28067	34.27868	34.77868	35.02868	35.27868	35.52868	35.77868																								
Administrative Assistant Bookkeeper Coordinator Office Manager Specialist	C	32.37931	33.34932	34.34988	35.38137	36.44301	37.53519	38.66140	39.16140	39.41140	39.66140	39.91140	40.16140																								
	degree	33.22117	34.21640	35.24298	36.30129	37.39053	38.51110	39.66660	40.16660	40.41660	40.66660	40.91660	41.16660																								
Education: <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 <p style="text-align: center;"><i>Only the highest factor will be acknowledged.</i></p>																																					
Substitute Rate of Pay: Substitutes shall be compensated at an hourly rate of 93% of Level A, Step 1. 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 1 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. 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): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Basic</td> <td style="text-align: right;">20.00</td> <td></td> </tr> <tr> <td>Associate Professional</td> <td style="text-align: right;">26.00</td> <td></td> </tr> <tr> <td>Advanced I</td> <td style="text-align: right;">34.00</td> <td></td> </tr> <tr> <td>Advanced II</td> <td style="text-align: right;">40.00</td> <td></td> </tr> <tr> <td>Advanced III</td> <td style="text-align: right;">46.00</td> <td></td> </tr> <tr> <td>Bachelors</td> <td style="text-align: right;">52.00</td> <td>(No employee may qualify for this premium after 01/01/91)</td> </tr> <tr> <td>CEOE</td> <td style="text-align: right;">80.00</td> <td></td> </tr> <tr> <td>CEOE Recertification</td> <td style="text-align: right;">100.00</td> <td></td> </tr> </table>														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	
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																																				

Longevity:			
Employees with 10, 15, 20, 25 and 30 years of service shall receive longevity pay in the following increments, conditioned on the following:			
<ul style="list-style-type: none"> a. Employees with ten (10) 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. b. Employees with fifteen (15) years of service to the District in an office professional position (sequential or not) shall receive \$0.75 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 \$1.00 per hour in addition to their hourly rate (not compounded). d. Employees with twenty-five (25) years of service to the District in an office professional position (sequential or not) shall receive \$1.25 per hour in addition to their hourly rate (not compounded). e. Employees with thirty (30) years of service to the District in an office professional position (sequential or not) shall receive \$1.50 per hour in addition to their hourly rate (not compounded). 			
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 week off in Aug
240	September 1st	August 31st	3 weeks off in July
260	September 1st	August 31st	
<p><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></p>			
2025-26: Salary inflationary increase per RCW 28A.400.205			
Revised 08.07.24			