

Puyallup School District 2025-26 PAEOP Salary Schedule	Hourly Rate							Longevity																																									
	LEVEL	1	2	3	4	5	6	7	10	15	20	25	30																																				
Office Clerk	<b>A</b>	25.41498	26.17634	26.96127	27.76928	28.60067	29.45862	30.34232	30.84232	31.09232	31.34232	31.59232	31.84232																																				
	degree	26.07577	26.85692	27.66226	28.49128	29.34429	30.22454	31.13122	31.63122	31.88122	32.13122	32.38122	32.63122																																				
Office Professional Receptionist	<b>B</b>	28.68208	29.54065	30.42673	31.33936	32.27973	33.24824	34.24528	34.74528	34.99528	35.24528	35.49528	35.74528																																				
	degree	29.42781	30.30871	31.21782	32.15418	33.11900	34.11269	35.13566	35.63566	35.88566	36.13566	36.38566	36.63566																																				
Administrative Assistant Bookkeeper Coordinator Office Manager Specialist	<b>C</b>	33.18880	34.18306	35.20863	36.26591	37.35409	38.47358	39.62794	40.12794	40.37794	40.62794	40.87794	41.12794																																				
	degree	34.05171	35.07182	36.12405	37.20882	38.32530	39.47389	40.65827	41.15827	41.40827	41.65827	41.90827	42.15827																																				
<b>Education:</b> • Journeyman Certificate is worth a 1.018 factor • AA Degree is worth a 1.026 factor • BA Degree is worth a 1.026 factor <i>Only the highest factor will be acknowledged.</i>																																																	
<b>Substitute Rate of Pay:</b> 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.																																																	
<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 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.																																																	
<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):																																																	
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<b>Longevity:</b> Employees with 10, 15, 20, 25 and 30 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 \$0.50 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).																																																	
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<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>																																																	
Revised 03/10/25																																																	