HIGHLINE PUBLIC SCHOOLS

UNDERSTANDING SALARY

CLASSIFIED EMPLOYEES

DEADLINES

November 1 - Salary placement documents must be received by HR no later than November 1 of each year.

30 days after Start Date - New hires that are hired after the start of the school year will have 30 days from their start date for salary placement documents to be turned in.

FYI

*For VOE forms to be official, they must be sent directly from a former employer to human resources, either by email, fax or mail.

Questions?

Contact Human Resources

human.resources@highlineschools.org

(206)-631-3000

HIGHLINE PUBLIC SCHOOLS #401
TEAMSTERS LOCAL 763
INSTRUCTIONAL AND ADMINISTRATIVE SUPPORT STAFF
SCHEDULE A-1
Effective: September 1, 2025

	Step 01	Step 02	Step 03	Step 04	Step 05	Step 06	Step 07	Step 08	Step 09	Step 10
Level 13	$27.23	$27.50	$27.77	$28.04	$28.31	$28.58	$28.86	$29.14	$29.43	$30.00
Level 14	$27.89	$28.16	$28.43	$28.71	$28.99	$29.27	$29.56	$29.84	$30.13	$30.72
Level 15	$28.76	$29.04	$29.32	$29.61	$29.90	$30.19	$30.48	$30.78	$31.08	$31.68
Level 16	$29.71	$30.00	$30.30	$30.59	$30.89	$31.19	$31.49	$31.80	$32.11	$32.74
Level 17	$30.7[illegible]	$30.[illegible]7	$31.17	$31.47	$3[illegible].78	$3[illegible].09	$3[illegible].40	$3[illegible].72	$3[illegible].04	$3[illegible].68

APPENDIX C
CUSTODIAL SERVICES

CUSTODIAL SERVICES	Step 1 0 - 4 YRS	Step 2 5 - 9 YRS	Step 3 10 - 14 YRS	Step 4 15 - 20 YRS	Step 5 21 + YRS
Operations Lead (Custodial)	$46.51	$47.44	$48.39	$49.36	$50.34
Custodian	$30.08	$30.68	$31.29	$31.92	$32.56
Custodian 2nd shift	$31.33	$31.93	$32.54	$33.17	$33.81
Custodian 3rd shift	$31.58	$32.18	$32.79	$33.42	$34.06
Custodian One-Person Building	$30.69	$31.30	$31.93	$32.57	$33.22

HIGHLINE PUBLIC SCHOOLS #401
Teamsters 4 Salary Schedule
Effective September 1, 2025

Levels	Step 1 Hourly	Step 1 Annual	Step 2 Hourly	Step 2 Annual	Step 3 Hourly	Step 3 Annual	Step 4 Hourly	Step 4 Annual	Step 5 Hourly	Step 5 Annual	Step 6 Hourly	Step 6 Annual	Step 7 Hourly	Step 7 Annual	Step 8 Hourly	Step 8 Annual	Step 9 Hourly	Step 9 Annual	Step 10 Hourly	Step 10 Annual
Level 2	$28.74287	$59,785	$29.09302	$60,513	$29.44744	$61,251	$29.80619	$61,997	$30.16930	$62,752	$30.53684	$63,517	$30.90886	$64,290	$31.28541	$65,074	$31.66654	$65,866	$32.05231	$66,669
Level 3	$30.49330	$63,426	$30.86477	$64,199	$31.24079	$64,981	$31.62137	$65,772	$32.00660	$66,574	$32.39652	$67,385	$32.79119	$68,206	$33.19067	$69,037	$33.59502	$69,878	$34.00429	$70,729
Level 4	$31.40810	$65,329	$31.79071	$66,125	$32.17800	$66,930	$32.57001	$67,746	$32.96679	$68,571	$33.36841	$69,406	$33.77492	$70,252	$34.18638	$71,108	$34.60286	$71,974	$35.02441	$72,851
Level 5	$32.35035	$67,289	$32.74444	$68,108	$33.14335	$68,938	$33.54712	$69,778	$33.95580	$70,628	$34.36947	$71,489	$34.78818	$72,359	$35.21199	$73,241	$35.64096	$74,133	$36.07515	$75,036
Level 6	$33.32087	$69,307	$33.72678	$70,152	$34.13766	$71,006	$34.55354	$71,871	$34.97448	$72,747	$35.40056	$73,633	$35.83184	$74,530	$36.26835	$75,438	$36.71019	$76,357	$37.15741	$77,287
Level 7	$34.32048	$71,387	$34.73857	$72,256	$35.16177	$73,136	$35.59014	$74,027	$36.02370	$74,929	$36.46257	$75,842	$36.90677	$76,766	$37.35639	$77,701	$37.81149	$78,648	$38.27212	$79,606
Level 8	$35.3[illegible]	$528	$35.[illegible]73	$74,42[illegible]	$36.[illegible]62	$75,13[illegible]	$3[illegible].[illegible]783	$76,[illegible]	[illegible].[illegible]1044	$77,[illegible]17	[illegible].[illegible]556	$7[illegible].17	$38.0[illegible]	[illegible].[illegible]069	$38.4[illegible]	[illegible].[illegible]032	$38.[illegible]82	$81,00[illegible]	$3[illegible].[illegible]028	$81,9[illegible]

www.highlineschools.org/departments/human-resources/salaries

Your hourly rate depends on the position level you are hired in to and the number of years of verified experience. The Employment and Compensation Team will work with you to collect necessary official* documents to verify this information.

EXPERIENCE

If you have past experience in a position similar to the role you are hired for in Highline, you may be able to receive additional years of experience toward step placement. For experience in a school setting, you will receive 1 year for every full year worked with full time hours. For experience in a non-school setting, experience will be granted at a 2:1 ratio (1 year for every two worked). This information will be collected through Verification of Experience (VOE)* forms

POSITION LEVEL

Each position is designated a level based on the collective bargaining agreement and a hourly range is set for that level. This information is included in the job posting and can also be found on our district website: www.highlineschools.org/departments/human-resources/salaries

HOW OFTEN WILL MY RATE INCREASE?

Step advancements occur once a year at the start of each new school year. To move up a step, you must have completed at least half of the previous school year.

Level advancement will only occur if you are hired for a new position at a higher level.

HIGHLINE PUBLIC SCHOOLS

VIEWING SALARY INFORMATION
CLASSIFIED EMPLOYEES

Questions?

Regarding Salary Placement:
Human Resources

human.resources@highlineschools.org

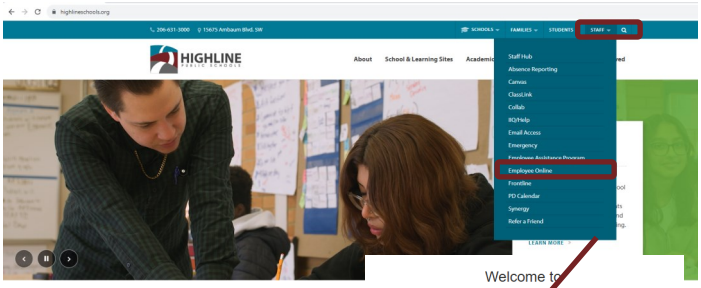
(206) 631-3000

Accessing Employee Online or Understanding Paystubs:
Payroll Department

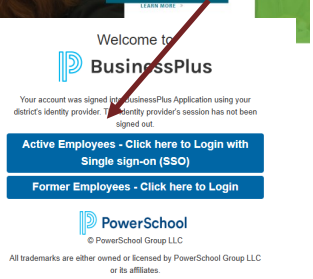
payroll.department@highlineschools.org

(206) 631-3058

Employee Online can be accessed from our district home page under the **STAFF** dropdown menu.



For current employees, Employee Online will utilize Office 365 Login. Select the top button to log into Employee Online.

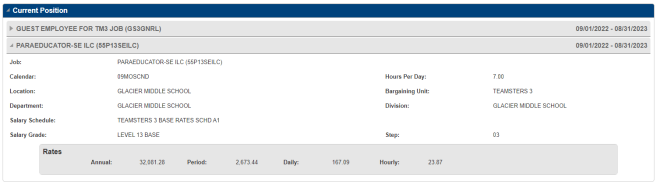


After selecting the Active Employees button, users who are not already authenticated through Microsoft will be presented with a dialog to enter their district email address and password

Salary Placement Information

To find your current salary placement, including what your anticipated annual income is, navigate through the following steps: MENU>PERSONAL INFORMATION>CURRENT POSITION

From there, any active pay assignments will be available to look through further. Use the grey arrow on the left hand side of the assignment to view current salary placement, annual income, per period income, etc.



Finding Paystubs

To find paystubs, navigate through the following steps: MENU>PAYROLL INFORMATION>CHECK STUB

You will also be able to find your W2 from this screen once those are made available.