CONFIDENTIAL SALARY SCHEDULE

07/01/2026 – 06/30/2027 SCHOOL YEAR

Effective July 1, 2026 · Board Adopted: 08/12/2026

OXNARD UNION HIGH SCHOOL DISTRICT

How to Read This Salary Schedule

- **Range —** the pay level assigned to a job title. Every title is assigned to one range; find your job title in the roster to see its range.
- **Step —** your experience level within a range.
- **Hourly rate —** the base rate of pay for the job — the rate every other figure is built from. This is the position pay rate.
- **Monthly rate —** what a full-time employee (1.0 FTE, 12 Month, 40 hours per week) earns per month at that range and step. Work fewer hours or days and your actual pay is proportionally (prorated) less. See page 2 for a detailed explanation on how to calculate prorated amounts.
- **Work Year —** how much of the year the job works. 12M = 12 months (year-round); 11M follows the roughly 11-month school year. A code like 197/11M means 197 work days on an 11-month calendar.
- **Longevity —** extra pay you earn after reaching certain years of service.

Questions? Placement and work-calendar questions are handled by the District's Human Resources Office. Contact HR before or during the application process.

Classifications

Classification / Position	Range	Work Year
Executive Assistant	C06	12 M
Administrative Assistant	C05	12 M
Public Information Officer/Communications Specialist	C04	12 M
Human Resources Analyst	C03	12 M
Human Resources Assistant	C02	12 M
Human Resources Clerk	C01	12 M

Salary Table by Range

RANGE	HOURLY RATE — base pay rate (time base: hourly)					MONTHLY — 1.0 FTE, 12 Month, 40-hr/wk equivalent (173.33)				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
C06	$53.62	$56.30	$59.12	$62.08	$65.18	$9,294.20	$9,759.18	$10,247.13	$10,759.84	$11,297.31
C05	$48.58	$51.01	$53.56	$56.24	$59.05	$8,420.82	$8,841.59	$9,283.59	$9,748.57	$10,234.75
C04	$47.40	$49.77	$52.25	$54.87	$57.61	$8,215.74	$8,625.91	$9,057.29	$9,509.89	$9,985.47
C03	$39.87	$41.87	$43.96	$46.15	$48.47	$6,910.98	$7,257.50	$7,619.93	$8,000.04	$8,401.37
C02	$31.93	$33.53	$35.20	$36.96	$38.81	$5,533.73	$5,811.31	$6,101.25	$6,407.11	$6,727.11
C01	$28.22	$29.63	$31.11	$32.67	$34.30	$4,891.96	$5,135.94	$5,392.30	$5,662.80	$5,945.67

Longevity

Classified classifications will be paid longevity at the following intervals upon completion of five (5) years of service. At the start of year six (6) (5 years + 1 Day) employees will receive additional longevity compensation as part of the regular monthly rate. Longevity is prorated to the full-time equivalent (FTE) for the position; the following table represents the longevity of a 1.0 FTE, 8 hours per day employee. Longevity increments are increased by the percentage of any salary adjustments in any given school/fiscal year.

Years of Service	6	7	8	9	10	11	12	13
Additional Monthly	$135.92	$157.66	$179.41	$201.15	$222.90	$331.63	$353.38	$375.13
Years of Service	14	15	16	21	26	31	36	
Additional Monthly	$396.87	$418.62	$478.42	$630.65	$831.80	$1,016.64	$1,196.05	

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How Full-Time-Equivalent (FTE) Pay Rates Are Calculated

The hourly rate shown on this schedule is the base pay rate. Under CCR §574(c)(1) and CalPERS Circular Letter 200-003-25 (Jan. 6, 2025), the hourly full-time-equivalent (FTE) rate is the base form of pay; daily and monthly rates are derived from it:

- **Hourly FTE = Annual Base Salary ÷ Work Days per Year ÷ Work Hours per Day**
- **Daily FTE = Hourly FTE × 8.0**
- **Monthly FTE = Hourly FTE × 2,080 ÷ 12 (2,080 = 40 hrs/week × 52 weeks; ÷ 12 = 173.3333 hrs/month)**

Important: CalPERS requires the FTE pay rate, based on a 40-hour week, regardless of the employee's actual assigned schedule. *[Gov. Code §§20636.1, 20962; CCR §574(c)]*

Annualized Pay — Equal Monthly Installments

Each classified position is assigned a regular monthly salary and an annual salary set by the Governing Board. *[Education Code §§45101, 45162]*

That salary is paid in **equal monthly installments** — the annual salary divided by the number of months in the assigned work year — and each monthly payment is the same amount, regardless of how many hours or days happen to fall within a given calendar month or year to date. *[Education Code §45166]*

Example: an 11-month employee receives the annual salary divided into 11 equal monthly payments (annual ÷ 11). A payment is never recalculated from the specific number of days worked in that particular month.

Holidays. Board-adopted paid holidays are built into each position's assigned work-year calendar and paid as part of the employee's regular salary, provided the employee is in paid status during any portion of the workday immediately preceding or succeeding the holiday. [Education Code §§45203, 45205]

Summer Pay/ 12-Month Pay for 11 Month Positions

Employees in positions that work fewer than 12 months per year are paid for the months they work. Under California Education Code §45165, an employee whose salary is not otherwise paid in 12 equal monthly payments may voluntarily elect to have a portion of each paycheck withheld and returned after the work year, so that pay is distributed evenly across all 12 months. The statutory withholding rates are:

- 11-month employees — 8⅓% withheld from each payment, paid out by September 10.

Summer/12 Month pay is a voluntary election that changes only the timing of pay for 11-month employees. It does not change the employee's hourly rate, total annual earnings, work calendar, or full-time-equivalent (FTE) status.

Retirement reporting: regardless of the equalized payment schedule, compensation and service credit are reported to CalPERS / CalSTRS in the period the work is performed (earned), and the reported pay rate is the full-time-equivalent (FTE) pay rate — not the reduced equalized monthly amount. *[Gov. Code §§20630, 20636.1; CCR §574(c); CalPERS Circular Letter 200-003-25]*

Authority: *Education Code §45165 (equalized-payment election); §45500 et seq. (Classified School Employee Summer Assistance Program) and §45165.5 (Summer Furlough Fund) as alternative summer-income options.*

Legal Authority & CalPERS Compliance

This is a publicly available pay schedule maintained in compliance with California Code of Regulations (CCR) Title 2 §570.5 and the Public Employees' Retirement Law (PERL). It meets each requirement of CCR §570.5(a):

1) Duly approved and adopted by the Governing Board of the Oxnard Union High School District under applicable public-meeting laws. *[Gov. Code §20636.1; CCR §570.5(a)(1)]*

2) Identifies the position title for every position. *[CCR §570.5(a)(2)]*

3) States the pay rate for each position as step amounts within each range. *[CCR §570.5(a)(3)]*

4) Indicates the time base. The hourly rate is the base pay rate; monthly/annual amounts are the full-time-equivalent (FTE) equivalent. *[CCR §570.5(a)(4); §574(c)]*

5) Is posted and available for public review at the District office and on the District website. *[CCR §570.5(a)(5)]*

6) Shows an effective date and revision date (see header). *[CCR §570.5(a)(6)]*

7) Is retained and available for public inspection for at least five (5) years. *[CCR §570.5(a)(7)]*

8) Discloses each pay rate directly, without reference to any other document. *[CCR §570.5(a)(8)]*

Pay rate definition. For classified school members, "payrate" is the normal monthly rate of base pay for full-time service of 40 hours per week, pursuant to publicly available pay schedules. *[Gov. Code §20636.1(b); CCR §574(c)]*

Special compensation. Items of special compensation, including longevity, are reported to CalPERS separately from the base pay rate and are not included in the rates shown in the salary table. Longevity is provided for under longevity note above. Positional shift/night differentials are also considered special compensation and are paid at additional 10% of pay rate for eligible positions. *[CCR §571 (classic) / §571.1 (PEPRA)]*

Alternate pay-period election. Positions under 210 calendar days are considered 11-month and may elect twelve (12) equal monthly payments. *[Education Code §45165]*

Authority: *Gov. Code §§20630, 20636, 20636.1, 20962, 20966; CCR Title 2 §§570.5, 571, 571.1, 574; Education Code §45165; CalPERS Circular Letters 200-003-25 (Jan. 6, 2025), 200-056-11, 200-050-12.*

CalSTRS/CalPERS Compliance Notes: Classified employees are paid monthly and are part of the classified service for retirement purposes. Standard work calendar for employees' annual rates are calculated on 260 Day/12-month Calendar. Calendar variations are noted in above salary schedule. Days noted as follows for the 2026-2027 SY which has (260) total work days available: 260 Days (245 paid, 15 paid holidays, 0 unpaid). Classification Annual Rates are calculated as 8 hours/day x 260 Days per year x (step annual rate based on years of service + longevity based on years of service).