

**VALLIVUE SCHOOL DISTRICT
STAFF PERSONNEL - SERIES 400**

Policy: Noncertificated Employee Salary Schedule (408.2.3)

POSITION	GRADE 1 2008-09 (Min/Max)	GRADE 2 2008-09 (Range)	GRADE 3 2008-09 (Range)
Temporary/Hourly/Office Assistant/Lunch Duty	9.00		
Ed Asst/Spec Ed (RR)/Pre-School LEP/Migrant/Title/Ed Media (6-12)	9.12	9.22 - 11.35	11.45 - 13.08
Spec Ed (ED/ERR)/Safe School/Nurse Assistant Family Liaison/Youth Companion/Tracker	9.80	9.90 - 12.06	12.16 - 14.16
K-5 Librarian/Computer Lab/Extended Kindergarten	11.25	11.35 - 13.45	13.55 - 15.55
Elementary School Secretary	12.15	12.25 - 14.81	14.91 - 15.98
Middle School Receptionist/Secretary/Registrar/Attendance/Bookkeeper	12.63	12.73 - 15.22	15.32 - 16.41
High School Office/Counseling/Attendance Secretary	12.80	12.90 - 15.39	15.49 - 16.58
High School Receptionist/Secretary/Registrar/Bookkeeper	13.07	13.17 - 15.74	15.84 - 16.89
District Receptionist/Substitute Coordinator/Clerical Asst.	12.63	12.73 - 15.22	15.32 - 16.41
District Bookkeeper/Director Secretary	13.11	13.21 - 15.80	15.90 - 16.98
District Human Res/Payroll/Spec Serv Sec/Supt Sec	14.11	14.21 - 17.64	17.74 - 20.15
Custodian	11.22	11.32 - 13.94	14.04 - 15.70
Head Custodian	11.89	11.99 - 14.87	14.97 - 16.66
Maintenance	13.61	13.71 - 16.73	16.83 - 18.58
Maintenance Supervisor	17.14	17.24 - 21.16	21.26 - 24.53
Certified Occupational Therapy Assistant	13.61	13.71 - 16.72	16.82 - 18.58
Certified PSR Professional	16.00	16.10 - 18.00	18.10 - 20.00
Certified IBI Professional	18.00	18.10 - 20.00	20.10 - 22.00
Network Support	15.47	15.57 - 19.62	19.72 - 24.80

(See classified salary schedule on Page 2)

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The noncertificated employee salary schedule consists of three grades. These grades are based on longevity, training and performance. Published amounts are maximums for each grade. Adjustments may be made within grades as the schedule is implemented. A waiver by the superintendent for exceptional cases is allowed.

Grade 1: Noncertificated employees are placed at Grade 1 for initial employment with the school district.

Advancement to Grade 2 is based on a performance evaluation by the supervisor.

Grade 2: This grade reflects satisfactory performance for the respective job. Employees may be assigned this grade.

Grade 3: Criteria for this grade are: Educational degree or training and exemplary experience in area of assigned duties.

General Information

1. A probationary period up to 90 days may be established at initial employment.
2. For those persons who work more than 20 hours a week, for 5 or more consecutive months, the district's health and life insurance will be provided, and they will be included under the retirement system. An employee working less than 1.00 FTE (full time equivalency) may have benefits prorated based on the percentage of time worked.
3. Salary will be made on the basis of 12 monthly payments.
4. Overtime or compensatory time must be documented and approved by the superintendent or his designee and will be limited according to the provisions of the Fair Labor Standards Act as applicable to public school districts.
5. A request for termination of a noncertificated employee on contract shall be submitted in writing to the supervisor at least two weeks prior to the last day of work.
6. Classified employees are considered "At-will employees".

APPROVED: _____

Board Chairperson

Date

Legal Reference:
Date of Adoption: 8/8/88
Reviewed/Revised: 6/8/93, 8/9/94, 8/22/95, 8/29/96, 7/8/97, 10/13/98, 7/13/99, 7/11/00, 8/31/01, 8/30/02, 9/9/03, 8/25/04, 12/14/05, 6/13/06, 9/11/07, 9/9/08
Reviewed by: District Administration, Board of Trustees