



## CLASSIFIED SALARY SCHEDULE INSTRUCTIONS

### Instructions

Locate your Job Title, Salary Plan, and Grade from the 2018-19 Classified Job Titles, Salary Plan, Grades list.

Use the Salary Plan and Grade to locate your rates of pay on the 2018-19 Classified Salary Schedule.

### Notes

If your position is less than 8 hours, annual and monthly compensation will be proportional to hours worked.

Employees will be advanced one horizontal step provided their performance of duties is adjudged by their appropriate administrator to be satisfactory, based on their annual evaluation.

#### Career Increment Steps (Steps 11, 16, 21)

- Article 18-1 Employees who have completed ten (10) calendar years of continuous service with the District and who are at the eighth step will receive 3.5% of the eighth step. Any year consisting of nine (9) months employment or more will be a calendar year.
- Article 18-2 Employees who have completed fifteen (15) calendar years of continuous service with the District and who are at the eleventh step will receive 3.5% of the eleventh step. Any year consisting of nine (9) months employment or more will be a calendar year.
- Article 18-2 Employees who have completed twenty (20) calendar years of continuous service with the District and who are at the sixteenth step will receive 3.5% of the sixteenth step. Any year consisting of nine (9) months employment or more will be a calendar year.