

University Place Office Professionals
Appendix 2
Salary Schedule 2018-19

Job Title	Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	6-10	11-15	16-20	21+
Office Assistant Copy Center	[41] A	17.96	18.43	18.96	19.43	19.97	20.72	20.97	21.47	21.97
Secretary Accounting Technician Ass't	[42] B	20.54	21.06	21.59	22.13	22.67	23.42	23.67	24.17	24.67
Receptionist/Secretary-HR Registrar Secretary ASB/Gen Fund Bookkeeper Payroll Assistant Office Coordinator	[43] C	22.23	22.79	23.35	23.91	24.47	25.22	25.47	25.97	26.47
Office Coordinator-Aux Ser Accounting Technician	[44] D	23.23	23.79	24.35	24.91	25.47	26.22	26.47	26.97	27.47

Education - 90 credits or more - \$1.00 per hour added to the schedule above

In-District Experience (years of experience figured on length of time employed in the bargaining unit)
To the salary as listed above:

- Add at 5 years of experience .75 cents per hour effective September 1 of the school year following the 5 year anniversary
- Add at 10 years of experience 1.00 dollar per hour effective September 1 of the school year following the 10 year anniversary
- Add at 15 years of experience 1.50 dollars per hour effective September 1 of the school year following the 15 year anniversary
- Add at 20 years of experience 2.00 dollar per hour effective September 1 of the school year following the 20 year anniversary

Incremental steps, where applicable, shall take place on September 1 of each year of this Agreement; provided the employee has been actively employed continuously for at least one-half of the number of workdays in the work year for the employee's classification.

- Passing the Microsoft Expert Word Exam = \$.25 per hour
- Passing the Microsoft Expert Excel Exam = \$.25 per hour
- Passing the Microsoft Expert Suite = \$.25 per hour (total of \$.75 per hour for all three)

1% additional hours at time and half (1.5) plus 5% retention for those on contract as of 10 1 18 payable Nov 30 for Oct. and May 31 for Apr 1 hours.