

BEFORE THE JOINT BOARD OF MANAGEMENT
OF THE SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM (“ROP”)

In the Matter of the Salaries and) RESOLUTION NO. 2023-6
Benefits of Classified Employees)
Beginning July 1, 2023, except where noted)
_____)

WHEREAS, the Joint Board of Management (“Joint Board”) of the ROP was formed through a Joint Powers Agreement (“JPA”) by its member school districts; and

WHEREAS, the ROP may exercise all powers of its school district members; and

WHEREAS, the Joint Board wishes to establish salary and benefit packages for ROP Classified employees;

~~**WHEREAS**, the ROP through discussion with its Fiscal Advisors, shall reduce the annual work year by 12 work days and reduce pay commensurately (as shown in the salary table below); and, and~~

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of the ROP, that the salary and benefits for the ROP Classified Employee Positions listed below are adopted as follows, effective July 1, 2024-2023:

- I. **POSITIONS/CLASSIFICATIONS**: The following positions and classifications are included within this Resolution include the following (as may be amended from time to time by Board Action):

Job Title	Range	Job Title	Range
Accountant	30	Human Resources Assistant	30
Administrative Assistant	30	Human Resources Technician	30
College and Career Pathway Advisor	28	Instructional Aide(s)	13
Computer Technician	23	Interpreter – American Sign Language (on-call hourly)	30
Custodian I (10-month)	15	Multimedia Communications & Marketing Specialist	30
Custodian I – hourly	15	Purchasing Technician	30

<u>Data Management Specialist</u>	30	Secretary to Superintendent	31
<u>Educational Services Assistant</u>	30	Senior Accountant	35
Educational Services Technician	24	Utility Worker	24
Maintenance Operations Lead	28	Educational Services Technician	24
Business Services Technician	24	<u>*K-12 Pathway Coordinator</u>	<u>40</u>
<u>Network Computer Technician**</u>	28	<u>Grant Specialist***</u>	<u>40</u>

- For the following positions, the attached pay schedule is full force and effect beginning May 1, 2022 through June 30, 2023, as these positions were first approved by the Board on April 28, 2022, positions include:

~~Educational Service Technician Business Services Technician Maintenance Operations Lead~~

- **K-12 Pathway Coordinator position is not within the Classified Service, is a categorical grant funded position. Employment under this position is limited to the term of the Grant, continued funding of the Grant, and employment will terminate once the categorical fund has been exhausted, discontinued, or funding limited, reduced or eliminated by the grantor agency.*
- *For historical purposes, the following positions have been eliminated due to budget reductions by Board Action on February 24, 2022, and such positions shall be removed from the classified service and no longer filled effective July 1, 2022, except by the 39-month reemployment process as required by the California Education Code specific to the prior incumbents, including: Data Management Specialist; Administrative Assistant; Educational Services Assistant.*
- ****Network Computer Technician is a modification of Computer Technician, the change to the position was board approved on December 8, 2022.**
- *****Grant Specialist is a newly created classified position; the new position was board approved on (please insert the date the board approved the position).**

II. **SALARY SCHEDULES:** The following salary schedule shall be effective for the Classified positions listed above on July 1, 2022 2023 until amended by the Joint Board:

A. Exhibit A updated salary table – see attached

III. **WORK CALENDARS:**

As indicated in the Classification table above, employee shall be designated as hourly (on-call); 10-month; or 12-month. Employees within each classification shall be placed on a work calendar consistent with the position and need of the ROP.

IV. **FLSA EXEMPT:** pursuant to Resolution # 2021-02, only the Secretary to the Superintendent Classification /Positions is exempt from the overtime requirements of the Fair Labor Standards Act and applicable California overtime laws.

All other employees covered by this Salary Resolution must have prior written approval before working any overtime hours. Failure to obtain prior written supervisory approval for overtime work, may result in disciplinary action up to and including termination.

V. **HOLIDAYS:**

A. The SGVROP Administrative Offices observe the following 15 holidays throughout the year:

<i>New Year's Day (January 1)</i>	<i>Thanksgiving Day (Fourth Thursday, November)</i>
<i>Martin Luther King, Jr. Day (Third Monday, January)</i>	<i>Day after Thanksgiving (Fourth Friday, November)</i>
<i>Presidents Day (Third Monday, February)</i>	<i>Christmas Day (December 25)</i>
<i>Memorial Day (last Monday in May)</i>	<i>Day after Christmas (December 26)</i>
<i>Juneteenth (June 19th)</i>	<i>Board Floating holiday (December 27), replacing Abraham Lincoln in February</i>
<i>Fourth of July</i>	<i>Board Floating holiday (December 28), Replacing Friday before Easter</i>
<i>Labor Day (First Monday, September)</i>	<i>New Year's Eve (December 29)</i>
<i>Veteran's Day (November 11)</i>	

~~In addition, one Floating Holiday (one day each school year), scheduled at the employee's request.~~

For SGVROP Administrative Offices, in the event a holiday occurs on Saturday, that holiday will be honored on the Friday immediately preceding. In the event a holiday occurs on a Sunday, that holiday will be honored on the Monday immediately following, excluding New Year's Eve 2023, which will be observed on Friday December 29, 2023.

VI. **HEALTH AND WELFARE BENEFITS:** Classified Employees employed by the ROP, subject to this Salary Resolution, shall be eligible for participation in the ROP's health and welfare benefits program, which may change from time to time based upon the sole discretion of the Joint Board of Management.

An eligible employee is defined in Board Policy 4225.1 and incorporated herein in full. Pursuant to Board Policy 4225.1 for Classified employees, “eligible employees who regularly work less than 30 hours per week are entitled to a pro-rated amount of the ROP’s contribution”, as shown below:

Plan:		Up to Maximum Annual Contribution	Up to Maximum Monthly (12thly)	Up to Maximum (9thly)
Medical		\$15,518.34	\$1,293.20	\$1,724.26
Dental		\$1,328.80	\$110.73	\$147.64
Vision		\$100.50	\$8.38	\$11.17
Life Insurance		\$112.60	\$9.38	\$12.51

Employee shall be solely responsible for any amount in excess of the employer’s maximum contribution (annually, monthly (12thly), or 9thly). There shall be no cash-back nor cash-out of any excess or unused employer maximum contribution.

Medical Coverage:

Weekly Average work hours:	Employer Maximum Annual Contribution	Employer maximum contribution – 12thly	Employer maximum contribution – 9thly
30+ hours per week	\$15,518.34	\$1,293.20	\$1,724.26
20 – 29 hours per week	\$7,759.17	\$646.60	\$862.13

Dental Coverage:

Weekly Average work hours:	Employer Maximum Annual Contribution	Employer maximum contribution – 12thly	Employer maximum contribution – 9thly
30+ hours per week	\$1,328.80	\$110.73	\$147.64
20 – 29 hours per week	\$664.40	\$55.37	\$73.82

Vision Coverage:

Weekly Average work hours:	Employer Maximum Annual Contribution	Employer maximum contribution – 12thly	Employer maximum contribution – 9thly
30+ hours per week	\$100.50	\$8.38	\$11.17
20 – 29 hours per week	\$50.25	\$4.19	\$5.58

Life Insurance:

Weekly Average work hours:	Employer Maximum Annual Contribution	Employer maximum contribution – 12thly	Employer maximum contribution – 9thly
30+ hours per week	\$112.60	\$9.39	\$12.51
20 – 29 hours per week	\$56.30	\$4.69	\$6.26

VII. VACATION: Employees covered by this Salary Resolution, pursuant to Board Policy 4235 will be granted one day of vacation for each calendar month worked (up to 12 days (equal to 96 hours) per 12-months of employment). On the day following completion of six months of continuous service, each full-time classified employee of the ROP will be credited with six days of vacation with pay, plus an additional credit of one day per month for each subsequent month of service during the fiscal year. Vacation accrual shall be pro-rated for any time less than 12-months of employment.

- Effective on July 1 following the employee’s 7th consecutive year (7th anniversary date) of continuous service with the ROP, covered employees will be granted 1.25 days (equal to 120 hours or prorated for employees who are part-time or work less than 12 months) of vacation per calendar month worked.
- Effective on July 1 following the employee’s 13th consecutive year (13th anniversary date) of continuous services with the ROP, covered employees will be granted 1.5 days (equal to 144 hours or prorated for employees who are part-time or work less than 12 months) of vacation per calendar month worked.
- Effective on July 1 following the employee’s 20th consecutive year (20th anniversary date) of continuous service with the ROP, covered employees will

be granted 1.75 days (168 hours or prorated for employees who are part-time or work less than 12 months) of vacation per calendar month worked.

Vacation shall be scheduled and coordinated with employee's immediate supervisor, subject to the needs of the ROP. Vacation request and Supervisor approval shall be in writing, with approval subject to the work needs of the ROP.

Covered employees may accrue up to the maximum of two full years of vacation days, but shall stop accruing vacation upon reaching the maximum vacation accrual limit until the employee's vacation balance falls below the maximum amount. Employee will only be eligible to accrue additional vacation subject to the two-year accrual maximum.

Current employees who have accrued more than two years of vacation hours shall retain all accrued vacation, but shall stop accruing vacation time until the vacation balance falls below the maximum two- year accrual limit.

VIII. **STIPEND:** Employees employed by the ROP in Classified Positions subject to this Salary Resolution shall be eligible to receive the following stipends, in the amounts indicated:

A. Education and other Pay Stipend:

Education Achievement	Stipend Amount:	Frequency of payment:
Doctorate	\$1,000.00	Paid in one lump sum in June of that school year.
Master	\$750.00	Paid in one lump sum in June of that school year.
CBEST	\$200.00	Paid in one lump sum in June of that school year.
CCPA Lead	\$9,000.00	Paid 12thly equal payments of \$750.00
Longevity Stipend	\$250.00 year 8-15; \$500.00 years 16-25; \$750.00 years 26 +	Anniversary date must occur by April 30th (if the anniversary date occurs after April 30th the stipend is not earned/paid until the next school year) One-time payment, flat fee amounts; paid once per year on the May payroll period; Paid only to current/active members (separated employees not eligible)

San Gabriel Valley Regional Occupational Program

CLASSIFIED SALARY SCHEDULE M

2022-2023

Effective January 1, 2023

ANNUAL, MONTHLY & HOURLY EQUIVALENT

SCHD	RNGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
M	13	Annual	\$ 29,899.58	\$ 31,394.56	\$ 32,964.29	\$ 34,612.51	\$ 36,343.13	\$ 38,160.29	\$ 40,068.30	\$ 42,071.72
		Monthly	\$ 2,491.63	\$ 2,616.21	\$ 2,747.02	\$ 2,884.38	\$ 3,028.59	\$ 3,180.02	\$ 3,339.03	\$ 3,505.98
		Hourly	\$ 14.38	\$ 15.09	\$ 15.85	\$ 16.64	\$ 17.47	\$ 18.35	\$ 19.26	\$ 20.23
M	15	Annual	\$ 31,741.63	\$ 33,328.71	\$ 34,995.15	\$ 36,744.91	\$ 38,582.15	\$ 40,511.26	\$ 42,536.82	\$ 44,663.66
		Monthly	\$ 2,645.14	\$ 2,777.39	\$ 2,916.26	\$ 3,062.08	\$ 3,215.18	\$ 3,375.94	\$ 3,544.74	\$ 3,721.97
		Hourly	\$ 15.26	\$ 16.02	\$ 16.82	\$ 17.67	\$ 18.55	\$ 19.48	\$ 20.45	\$ 21.47
M	23	Annual	\$ 40,210.56	\$ 42,221.09	\$ 44,332.14	\$ 46,548.75	\$ 48,876.19	\$ 51,320.00	\$ 53,886.00	\$ 56,580.30
		Monthly	\$ 3,350.88	\$ 3,518.42	\$ 3,694.35	\$ 3,879.06	\$ 4,073.02	\$ 4,276.67	\$ 4,490.50	\$ 4,715.02
		Hourly	\$ 19.33	\$ 20.30	\$ 21.31	\$ 22.38	\$ 23.50	\$ 24.67	\$ 25.91	\$ 27.20
M	24	Annual	\$ 41,401.15	\$ 43,471.21	\$ 45,644.77	\$ 47,927.01	\$ 50,323.36	\$ 52,839.53	\$ 55,481.50	\$ 58,255.58
		Monthly	\$ 3,450.10	\$ 3,622.60	\$ 3,803.73	\$ 3,993.92	\$ 4,193.61	\$ 4,403.29	\$ 4,623.46	\$ 4,854.63
		Hourly	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.04	\$ 24.19	\$ 25.40	\$ 26.67	\$ 28.01
M	28	Annual	\$ 46,590.34	\$ 48,919.85	\$ 51,365.85	\$ 53,934.14	\$ 56,630.84	\$ 59,462.39	\$ 62,435.51	\$ 65,557.28
		Monthly	\$ 3,882.53	\$ 4,076.65	\$ 4,280.49	\$ 4,494.51	\$ 4,719.24	\$ 4,955.20	\$ 5,202.96	\$ 5,463.11
		Hourly	\$ 22.40	\$ 23.52	\$ 24.70	\$ 25.93	\$ 27.23	\$ 28.59	\$ 30.02	\$ 31.52
M	30	Annual	\$ 49,443.26	\$ 51,915.43	\$ 54,511.20	\$ 57,236.76	\$ 60,098.60	\$ 63,103.53	\$ 66,258.70	\$ 69,571.64
		Monthly	\$ 4,120.27	\$ 4,326.29	\$ 4,542.60	\$ 4,769.73	\$ 5,008.22	\$ 5,258.63	\$ 5,521.56	\$ 5,797.64
		Hourly	\$ 23.77	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.89	\$ 30.34	\$ 31.86	\$ 33.45
M	31	Annual	\$ 50,925.89	\$ 53,472.18	\$ 56,145.79	\$ 58,953.08	\$ 61,900.74	\$ 64,995.77	\$ 68,245.56	\$ 71,657.84
		Monthly	\$ 4,243.82	\$ 4,456.02	\$ 4,678.82	\$ 4,912.76	\$ 5,158.39	\$ 5,416.31	\$ 5,687.13	\$ 5,971.49
		Hourly	\$ 24.48	\$ 25.71	\$ 26.99	\$ 28.34	\$ 29.76	\$ 31.25	\$ 32.81	\$ 34.45
M	32	Annual	\$ 52,430.98	\$ 55,052.52	\$ 57,805.15	\$ 60,695.41	\$ 63,730.18	\$ 66,916.69	\$ 70,262.52	\$ 73,775.65
		Monthly	\$ 4,369.25	\$ 4,587.71	\$ 4,817.10	\$ 5,057.95	\$ 5,310.85	\$ 5,576.39	\$ 5,855.21	\$ 6,147.97
		Hourly	\$ 25.21	\$ 26.47	\$ 27.79	\$ 29.18	\$ 30.64	\$ 32.17	\$ 33.78	\$ 35.47
M	33	Annual	\$ 52,776.00	\$ 56,727.22	\$ 59,563.58	\$ 62,541.76	\$ 65,668.84	\$ 68,952.29	\$ 72,399.90	\$ 76,019.89
		Monthly	\$ 4,398.00	\$ 4,727.27	\$ 4,963.63	\$ 5,211.81	\$ 5,472.40	\$ 5,746.02	\$ 6,033.32	\$ 6,334.99
		Hourly	\$ 25.37	\$ 27.27	\$ 28.64	\$ 30.07	\$ 31.57	\$ 33.15	\$ 34.81	\$ 36.55
M	34	Annual	\$ 55,643.33	\$ 58,425.49	\$ 61,346.77	\$ 64,414.11	\$ 67,634.81	\$ 71,016.55	\$ 74,567.38	\$ 78,295.75
		Monthly	\$ 4,636.94	\$ 4,868.79	\$ 5,112.23	\$ 5,367.84	\$ 5,636.23	\$ 5,918.05	\$ 6,213.95	\$ 6,524.65
		Hourly	\$ 26.75	\$ 28.09	\$ 29.49	\$ 30.97	\$ 32.52	\$ 34.14	\$ 35.85	\$ 37.64
M	35	Annual	\$ 57,305.66	\$ 60,170.95	\$ 63,179.49	\$ 66,338.47	\$ 69,655.39	\$ 73,138.16	\$ 76,795.07	\$ 80,634.82
		Monthly	\$ 4,775.47	\$ 5,014.25	\$ 5,264.96	\$ 5,528.21	\$ 5,804.62	\$ 6,094.85	\$ 6,399.59	\$ 6,719.57
		Hourly	\$ 27.55	\$ 28.93	\$ 30.38	\$ 31.89	\$ 33.49	\$ 35.16	\$ 36.92	\$ 38.77
M	36	Annual	\$ 59,035.39	\$ 61,987.16	\$ 65,086.52	\$ 68,340.85	\$ 71,757.89	\$ 75,345.78	\$ 79,113.07	\$ 83,068.73
		Monthly	\$ 4,919.62	\$ 5,165.60	\$ 5,423.88	\$ 5,695.07	\$ 5,979.82	\$ 6,278.82	\$ 6,592.76	\$ 6,922.39
		Hourly	\$ 28.38	\$ 29.80	\$ 31.29	\$ 32.86	\$ 34.50	\$ 36.22	\$ 38.04	\$ 39.94
M	37	Annual	\$ 60,810.05	\$ 63,850.55	\$ 67,043.08	\$ 70,395.23	\$ 73,914.99	\$ 77,610.74	\$ 81,491.28	\$ 85,565.84
		Monthly	\$ 5,067.50	\$ 5,320.88	\$ 5,586.92	\$ 5,866.27	\$ 6,159.58	\$ 6,467.56	\$ 6,790.94	\$ 7,130.49
		Hourly	\$ 29.24	\$ 30.70	\$ 32.23	\$ 33.84	\$ 35.54	\$ 37.31	\$ 39.18	\$ 41.14
M	38	Annual	\$ 62,629.63	\$ 65,761.11	\$ 69,049.17	\$ 72,501.63	\$ 76,126.71	\$ 79,933.04	\$ 83,929.70	\$ 88,126.18
		Monthly	\$ 5,219.14	\$ 5,480.09	\$ 5,754.10	\$ 6,041.80	\$ 6,343.89	\$ 6,661.09	\$ 6,994.14	\$ 7,343.85
		Hourly	\$ 30.11	\$ 31.62	\$ 33.20	\$ 34.86	\$ 36.60	\$ 38.43	\$ 40.35	\$ 42.37
M	39	Annual	\$ 64,516.61	\$ 67,742.44	\$ 71,129.56	\$ 74,686.04	\$ 78,420.34	\$ 82,341.36	\$ 86,458.43	\$ 90,781.35
		Monthly	\$ 5,376.38	\$ 5,645.20	\$ 5,927.46	\$ 6,223.84	\$ 6,535.03	\$ 6,861.78	\$ 7,204.87	\$ 7,565.11
		Hourly	\$ 31.02	\$ 32.57	\$ 34.20	\$ 35.91	\$ 37.70	\$ 39.59	\$ 41.57	\$ 43.65
M	40	Annual	\$ 66,448.51	\$ 69,770.94	\$ 73,259.48	\$ 76,922.46	\$ 80,768.58	\$ 84,807.01	\$ 89,047.36	\$ 93,499.73
		Monthly	\$ 5,537.38	\$ 5,814.24	\$ 6,104.96	\$ 6,410.20	\$ 6,730.72	\$ 7,067.25	\$ 7,420.61	\$ 7,791.64
		Hourly	\$ 31.95	\$ 33.54	\$ 35.22	\$ 36.98	\$ 38.83	\$ 40.77	\$ 42.81	\$ 44.95

* Strikeout language represents non-useable salary due to California Minimum Wage Law.

Eligible employees shall only receive one-degree educational achievement stipend (One Doctorate or Masters, but not both Doctorate and Masters). Employees shall be eligible for both the degree achievement stipend, plus (additional) CBEST stipend. All lump sum stipends stated above will be prorated for employees who work part-time or who are employed by the ROP for less than a full school year, except as outlined within the table.

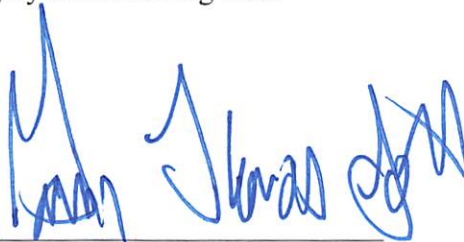
XI. **MILEAGE REIMBURSEMENT:** Classified employees subject to this Salary Resolution shall be eligible for prevailing IRS mileage rate for necessary vehicle usage/mileage in performance of their duties.

BE IT FURTHER RESOLVED that all employees of the ROP shall be employed and serve pursuant to applicable state statutes and ordinances, rules, and policies of the ROP, and shall receive the compensation and benefits established herein.

BE IT FURTHER RESOLVED that the ROP Superintendent or designee is authorized and directed to take such actions as may be necessary to carry out the purpose and intent of this Resolution.


PASSED and ADOPTED by the Governing Board of the San Gabriel Valley Regional Occupational Program on April 27, 2023, by the following vote:

AYES	<u>5</u>
NOES	<u>0</u>
ABSENT	<u>2</u>
ABSTENTION	<u>0</u>



Dr. Gary Thomas Scott
President, Joint Management Board
San Gabriel Valley Regional Occupational
Program County of Los Angeles, California

I, Christina Lucero, Clerk of the Joint Board of Management of the San Gabriel Valley Regional Occupational Program, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Joint Board of Management during its meeting held on April 27, 2023.



Yolanda Rodriguez-Peña,
Clerk, Joint Management Board
San Gabriel Valley Regional Occupational Program
County of Los Angeles, California