

**SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA—ADMINISTRATIVE, CERTIFIED AND SUPPORT  
STAFF SALARY SCHEDULE**

2018-2019

**SUPPORT SERVICES**

	Range	Minimum Hourly Rate	Midpoint	Maximum Hourly Rate
Secretary/Clerk	A	\$12.50	\$14.95	\$17.19
Administrative Assistant	F	\$16.02	\$18.83	\$21.63
Executive Assistant	I	\$18.59	\$21.85	\$25.10
Paid Employee Health Insurance	Effective first day of the month after initial date of hire, all employees working at least 30 hours per week are eligible for health insurance.			
Paid Employee Life Insurance	\$40,000 in life insurance is provided as part of the health insurance package.			
Arizona State Retirement	Employees working at least 20 hours per week are automatically enrolled in the AZ retirement system (ASRS). Contributions are shared by the employer and employee with each contributing 11.80%.			
Social Security/Medicare	Employee Contribution: 7.65% plus Employer Contribution: 7.65%.			
Sick Leave	Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed.			
Vacation	All regular full time twelve (12) month support staff employees shall accumulate vacation with pay at the rate of one (1) working day per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of one and one-fourth (1 1/4) working days per month, with the accumulated maximum of fifteen (15) days, at which time no more vacation can be earned.			
Liability Insurance	All employees are automatically covered at no cost.			
Disability Insurance	Long term disability insurance is provided by ASRS after 180 days. Short term disability insurance is provided by the district.			

**INSTRUCTIONAL SERVICES**

	Minimum Rate	Midpoint	Maximum Rate
Curriculum, Instruction and Assessment Specialist	\$55,000	\$64,625	\$74,250
Executive Director Program Management	\$60,000	\$70,500	\$81,000

**Additional Benefits**

Paid Employee Health Insurance	Effective first day of the month after initial date of hire, all employees working at least 30 hours per week are eligible for health insurance.
Paid Employee Life Insurance	\$40,000 in life insurance is provided as part of the health insurance package.
Arizona State Retirement	Employees working at least 20 hours per week are automatically enrolled in the AZ retirement system (ASRS). Contributions are shared by the employer and employee with each contributing 11.80%.
Social Security/Medicare	Employee Contribution: 7.65% plus Employer Contribution: 7.65%.
Sick Leave	Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed.
Vacation	Full time twelve (12)-month administrators earn four (4) weeks of vacation. Vacation may accumulate to a maximum of twenty (20) days, at which time no more vacation can be earned.
Liability Insurance	All employees are automatically covered at no cost.
Disability Insurance	Long term disability insurance is provided by ASRS after 180 days. Short term disability insurance is provided by the district.

# SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA—PROFESSIONAL AND SUPPORT

## STAFF SALARY SCHEDULE

2018-2019

### FINANCIAL SERVICES

	Minimum Rate	Midpoint	Maximum Rate
Business Manager	\$65,000	\$76,375	\$87,500

### Additional Benefits

Paid Employee Health Insurance	Effective first day of the month after initial date of hire, all employees working at least 30 hours per week are eligible for health insurance.
Paid Employee Life Insurance	\$40,000 in life insurance is provided as part of the health insurance package.
Arizona State Retirement	Employees working at least 20 hours per week are automatically enrolled in the AZ retirement system (ASRS). Contributions are shared by the employer and employee with each contributing 11.80%.
Social Security/Medicare	Employee Contribution: 7.65% plus Employer Contribution: 7.65%.
Sick Leave	Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed.
Vacation	Full time twelve (12)-month administrators earn four (4) weeks of vacation. Vacation may accumulate to a maximum of twenty (20) days, at which time no more vacation can be earned.
Liability Insurance	All employees are automatically covered at no cost.
Disability Insurance	Long term disability insurance is provided by ASRS after 180 days. Short term disability insurance is provided by the district.

SUPPORT STAFF PLACEMENT SCHEDULE	
Ranges	Entry
A	\$12.50
B	\$13.14
C	\$13.81
D	\$14.51
E	\$15.25
F	\$16.02
G	\$16.84
H	\$17.69
I	\$18.59
J	\$19.53
Factor of 1.35 between min., mid., and max	
5.1 % between each range	

PROFESSIONAL STAFF PLACEMENT SCHEDULE	
Ranges	Entry
1	\$50,000
2	\$55,000
3	\$60,000
4	\$65,000
5	\$70,000
Factor of 1.35 between min., mid., and max	
5 % between each range	

### NEW TO STUDY

Upon initial employment, the starting hourly rate will be determined based upon experience in a job with like duties held in the previous ten years. Volunteer work, temporary employment, substitute employment or partial years will not be granted experience credit. The District will recognize previous related experience for initial placement on the salary scale between minimum and midpoint. A college degree in a like field may be considered for initial salary placement, not to exceed maximum hiring range.