



RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 24-002

DATE: April 24, 2024

TO: All 12 Month Classified Contract Employees

FROM: Sharon Faria, Fiscal Services Manager

SUBJECT: Days in a Work Year Calendar

The classified contract establishes a minimum monthly compensation based on a 260 day work year calendar. In any given year, the number of available work days can vary from 260 days to 262 days. However, during work years where the number of days is higher, your monthly salary is adjusted to compensate for the actual number of days worked.

The 2023/2024 work year calendar contained 260 paid days and the upcoming 2024/2025 work year calendar contains 261 paid days. As a 12 month employee, you will experience a slight increase in your semi-monthly payroll amount because your payroll will be calculated based on a 261 day annual amount. This increase will be spread among the 24 payroll cycles in which you are paid.

Example:

Classified Contract Salary Schedule 2023/2024
Secretary II, Range 36, Step 5

2024/2025 Salary = \$32.06 x 8 hrs x 261 days = \$66,941.28 / 24 pay cycles = \$2,789.22 per cycle (\$5,578.44 per month)

2023/2024 Salary = \$32.06 X 8 hrs X 260 days = \$66,684.80 / 24 pay cycles = \$2,778.53 per cycle (\$5,557.07 per month)

2019/2020 Salary = \$32.06 x 8 hrs x 262 days = \$67,197.76 / 24 pay cycles = \$2,799.91 per cycle (\$5,599.81 per month)

In this example, the increase from last year to this year is approximately \$21.37 per month.

Should you have any questions, please do not hesitate to contact our office.

Attachments – 2023/2024 Classified Services Salary Schedule page 1
Work Year Calendar: 2023/2024 & 2024/2025.



Effective: 07/01/2023
 Adopted: 10/25/2023

2023/2024

Rialto Unified School District

Classified Services Salary Schedule

CLASSIFICATION	RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<u>ACCOUNTING/FISCAL</u>							
Account Clerk I	31	\$4,044	\$4,249	\$4,465	\$4,691	\$4,922	\$5,168
Account Clerk II	36	\$4,585	\$4,818	\$5,060	\$5,314	\$5,578	\$5,857
Account Clerk III	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Accounting Technician	42	\$5,326	\$5,598	\$5,879	\$6,174	\$6,483	\$6,807
Attendance Accounting Technician	48	\$6,193	\$6,502	\$6,831	\$7,171	\$7,536	\$7,912
Attendance Accounting Specialist	50	\$6,511	\$6,835	\$7,181	\$7,539	\$7,922	\$8,319
Benefits/Insurance Claims Technician	42	\$5,326	\$5,598	\$5,879	\$6,174	\$6,483	\$6,807
Facilities and Planning Accounting Technician	44	\$5,599	\$5,883	\$6,182	\$6,490	\$6,816	\$7,158
Payroll Technician	42	\$5,326	\$5,598	\$5,879	\$6,174	\$6,483	\$6,807
Student Body Finance Clerk	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Transportation Support Clerk	35	\$4,470	\$4,698	\$4,935	\$5,183	\$5,439	\$5,712
<u>CLERICAL/SECRETARIAL</u>							
Alternative Education Budget Clerk	33	\$4,253	\$4,468	\$4,695	\$4,931	\$5,175	\$5,434
Assessment Specialist	42	\$5,326	\$5,598	\$5,879	\$6,174	\$6,483	\$6,807
Categorical Project Clerk	32	\$4,148	\$4,357	\$4,578	\$4,809	\$5,048	\$5,298
Categorical Specialist	42	\$5,326	\$5,598	\$5,879	\$6,174	\$6,483	\$6,807
Clerk Typist I	29	\$3,847	\$4,042	\$4,247	\$4,461	\$4,681	\$4,916
Clerk Typist II	31	\$4,044	\$4,249	\$4,465	\$4,691	\$4,922	\$5,168
Clerk Typist III	33	\$4,253	\$4,468	\$4,695	\$4,931	\$5,175	\$5,434
District Parent Center Assistant	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Employee Benefits Clerk	33	\$4,253	\$4,468	\$4,695	\$4,931	\$5,175	\$5,434
Health Clerk	31	\$4,044	\$4,249	\$4,465	\$4,691	\$4,922	\$5,168
Health Services Technician	31	\$4,044	\$4,249	\$4,465	\$4,691	\$4,922	\$5,168
Interpreter/Translator	35	\$4,470	\$4,698	\$4,935	\$5,183	\$5,439	\$5,712
Language Assessment Specialist	37	\$4,701	\$4,940	\$5,189	\$5,450	\$5,719	\$6,006
Receptionist	29	\$3,847	\$4,042	\$4,247	\$4,461	\$4,681	\$4,916
School Secretary	36	\$4,585	\$4,818	\$5,060	\$5,314	\$5,578	\$5,857
Secretary I	34	\$4,360	\$4,581	\$4,813	\$5,056	\$5,305	\$5,571
Secretary II	36	\$4,585	\$4,818	\$5,060	\$5,314	\$5,578	\$5,857
Secretary III	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Secretary Health Services Clinic	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Student Records Clerk II/High School	33	\$4,253	\$4,468	\$4,695	\$4,931	\$5,175	\$5,434
Student Records Specialist	35	\$4,470	\$4,698	\$4,935	\$5,183	\$5,439	\$5,712
<u>COMMUNITY/SCHOOL RELATIONS</u>							
Attendance Liaison Aide	28	\$3,751	\$3,943	\$4,143	\$4,352	\$4,566	\$4,794
Attendance/Records Clerk	31	\$4,044	\$4,249	\$4,465	\$4,691	\$4,922	\$5,168
Attendance Specialist	37	\$4,701	\$4,940	\$5,189	\$5,450	\$5,719	\$6,006
Communications Specialist	40	\$5,067	\$5,324	\$5,592	\$5,874	\$6,167	\$6,476
Communications & Media Technician	50	\$6,511	\$6,835	\$7,181	\$7,539	\$7,922	\$8,319
Community Liaison Aide	24	\$3,391	\$3,565	\$3,746	\$3,936	\$4,129	\$4,336
Facilities Planning Technician	56	\$7,562	\$7,938	\$8,338	\$8,757	\$9,201	\$9,662

Those positions which require Bilingual/Biliterate skills shall receive a 2.75% stipend.

RIALTO UNIFIED SCHOOL CALENDAR
2024/2025 Individual Work Year Calendar

04/18/2024

<p>JULY 2024 (22)</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>H</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p align="center">JOB TITLE</p>	<p>JANUARY 2025 (21)</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>H</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>H</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				H	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	H	21	22	23	24	25	26	27	28	29	30	31																											
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* Paydays indicated in red/bold print

**RIALTO UNIFIED SCHOOL CALENDAR
2023/2024 Individual Work Year Calendar**

04/04/2023

JULY 2023 (20)							JANUARY 2024 (20)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			H	H	3	4	5	6
2	3	H	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	14	H	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	28	29	30	31				
30	31													
AUGUST 2023 (23)							FEBRUARY 2024 (19)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	H	13	14	15	16	17	
20	21	22	23	24	25	26	18	H	20	21	22	23	24	
27	28	29	30	31			25	26	27	28	29			
SEPTEMBER 2023 (20)							MARCH 2024 (21)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2	
3	H	5	6	7	8	9	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	24	25	26	27	28	29	30	
							31							
OCTOBER 2023 (22)							APRIL 2024 (22)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7		1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	
29	30	31					28	29	30					
NOVEMBER 2023 (19)							MAY 2024 (22)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3	4	
5	6	7	8	9	H	11	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	12	13	14	15	16	17	18	
19	20	21	22	H	H	25	19	20	21	22	23	24	25	
26	27	28	29	30			26	H	28	29	30	31		
DECEMBER 2023 (19)							JUNE 2024 (19)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2							1	
3	4	5	6	7	8	9	2	3	4	5	6	7	8	
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24	H	H	27	28	29	30	23	24	25	26	27	28	29	
31							30							

JOB TITLE

DISTRICT HOLIDAYS

Jul. 4 Independence Day
 Sep. 4 Labor Day
 Nov. 10 Veterans' Day
 Nov. 23, 24 Thanksgiving Holiday
 Dec. 25 In Lieu of Christmas Eve
 Dec. 26 In Lieu of Christmas Day
 Jan. 1 New Year's Day
 Jan. 2 In Lieu of Admission Day
 Jan. 15 Dr. King's Day
 Feb. 12 Lincoln's Day
 Feb. 19 President's Day
 May 27 Memorial Day
 Jun. 19 Juneteenth Holiday

TRADITIONAL SCHOOL CALENDAR

Aug. 3 and Aug 4, 2023 Teacher Prep Day
 Aug. 7, 2023 First Day for Students
 Nov. 20-Nov. 24, 2023 Thanksgiving Recess
 Dec. 18-Jan. 8, 2024 Winter Recess
 Jan. 8, 2024 Teacher Prep Day
 March 21 - 29, 2024 Spring Recess
 May 30, 2024 Last day for students

260	Days
14	Holidays
12	Vacation Days
234	Work Days

LEGEND
H = Holiday
[] = Recess
V = Vacation (mandated day)
X = Non-Work Day

* Paydays indicated in red/bold print