



Talent Department  
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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

## **Classified Compensation Terms & Frequently Asked Questions (CSEA, Local 581, CSCSA Only)**

### **Links to CSEA, Local 581, and CSCSA Salary Schedules:**

CSEA Salary Schedule: [CSEA 2024-2025 Salary Schedule](#)

CSCSA Salary Schedule: [CSCSA 2024-2025 Salary Schedule](#)

Local 581 Salary Schedule: [Local 581 2024-2025 Salary Schedule](#)

### **Salary Definitions and Information:**

**Pay Range:** Your pay range is based on your job. Each job is assigned to a range in the salary schedule and is made up of steps. Employees move through the range by advancing to the next step each year.

**Effective Date/Step Change Date/Annual Step Date:** These terms refer to the date your step increase will occur. Your step change date is usually your hire date. Promotions and unpaid leaves longer than 20 days, however, may result in your step date changing.

**Tier:** Applicable only to CSEA employees. The CSEA salary schedule consists of two tiers. Tier 1 is only applicable to employees hired on or before March 15, 2005, and all skilled trades and instructional assistants, regardless of hire date. Tier 2 is applicable to all new hires, except for skilled trades and instructional assistants.

**“Alpha” Steps:** The alphabetical steps listed across the top of the salary schedule (i.e., Step A, Step B, Step C, etc.). When you move to the next *alpha* step (i.e., Step B to Step C), your hourly rate increases. Certain alpha steps are 2-year steps, while others may be 3- or 4-year steps; this is indicated by the numbers listed directly underneath each alpha step. These numbers are referred to as Munis steps.

**Munis Steps:** The numerical steps listed across the top of the salary schedule (i.e., 1, 2, 3, etc.) directly underneath the Alpha Steps. You will progress to the next *Munis* step each year provided you have not been in an unpaid status for longer than 20 days (i.e., Step 3 to 4 to 5, etc.). Moving to the next Munis step may not result in a pay increase, since you stay on certain alpha steps for multiple years. For example, on CSEA, Local 581, and CSCSA’s salary schedules, Munis steps 3 and 4 are listed under alpha Step C. This indicates Step C is a 2-year step. When an employee moves from Step 3/C to Step 4/C, their pay will not change since they have not moved to the next alpha step.



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### **Frequently Asked Questions:**

#### **What is the difference between a pay range and steps?**

Your *range* is based on your job. Each job is assigned to a specific range in the salary schedule. Each range, in turn, is made up of *steps*. Employees move through the range by advancing to the next Munis (numerical) step. Each year, employees will advance to the next Munis step, provided they have not been in an unpaid status for longer than 20 days.

For CSEA and Local 581 employees, each range contains 30 steps.

For CSCSA employees, each range contains 26 steps.

#### **What is the maximum step?**

The maximum step refers to the last step in the pay range. This is the maximum hourly rate an employee can earn for a particular job. Once an employee advances to the last step in the pay range, they've reached the maximum step.

For CSEA, the maximum step is Step 30/M.

For Local 581, the maximum step is Step 30/K.

For CSCSA, the maximum step is Step 26/L.5.

#### **What happens once you reach the maximum step?**

Once you reach the maximum step, you will remain on that step. Each year, however, you will receive the across-the-board increase, also referred to as a cost-of-living increase, negotiated by your respective employee group.

#### **What is a Tier?**

Tiers are only applicable to OAPSE employees.

OAPSE's salary schedule consists of two tiers: Tier 1 and Tier 2. Your tier is determined by two factors, your job and your hire date:

- Tier 1: Applicable to employees in a skilled trades or Instructional Assistant job, regardless of hire date, and to all employees hired on or before March 15, 2005, regardless of job
- Tier 2: Applicable to all employees hired after March 15, 2005 *and* who are not in a skilled trades or Instructional Assistant job