



Talent Department  
3700 South High Street, STE 81  
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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.*

## **Compensation Terms & Frequently Asked Questions (OAPSE & CSCSA Only)**

### **Links to OAPSE and CSCSA Salary Schedules:**

OAPSE Salary Schedule: [OAPSE 2022-2023 Salary Schedule.pdf \(ccsoh.us\)](#)

CSCSA Salary Schedule: [CSCSA 2022-2023 Salary Schedule.pdf \(ccsoh.us\)](#)

### **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 OAPSE employees. The OAPSE 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.

### **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 step. Each year, employees will advance a step, provided they have not been in an unpaid status for longer than 20 days.

For OAPSE employees, each range contains 26 steps.

For CSCSA employees, each range contains 23 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 OAPSE, the maximum step is Step 26 (Step L+).

For CSCSA, the maximum step is Step 23 (Step L).



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**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