

**BUTTE SCHOOLS SELF-FUNDED PROGRAMS**

**POLICIES & PROCEDURES MANUAL**

Subject: **Salary and Benefits for Employees Not  
Subject to an Employment Contract**

Section: **3.3**

**EXHIBIT I**

**Effective July 1, 2022**

**Employer's monthly contribution for medical, dental and vision benefits per each full-time employee: \$971**

Steps ->	1	2	3	4	5	6	8	10	15	20	
<b>Job Description and Range</b>	<b>Hourly / Non-Exempt from OT</b>										
Administrative Clerk	1	15.59	16.22	16.87	17.55	18.25	18.98	19.74	20.53	21.35	22.21
Administrative Assistant	5	17.21	17.90	18.62	19.37	20.15	20.96	21.80	22.67	23.58	24.53
HWC Office Manager	9	18.99	19.76	20.55	21.37	22.23	23.12	24.05	25.01	26.01	27.06
HWC Medical Assistant	16	22.58	23.49	24.43	25.41	26.43	27.49	28.59	29.73	30.92	32.17
HWC Medical Assistant w/ Phlebotomy	20	24.92	25.93	26.97	28.05	29.17	30.34	31.55	32.81	34.12	35.49
Senior Benefits/ Administrative Assistant	21	25.55	26.58	27.65	28.76	29.91	31.11	32.36	33.66	35.00	36.41
	<b>Annual Salary / Exempt from OT</b>										
Manager, Employee Benefit Programs		62,147	64,656	67,251	69,949	72,750	75,660	78,690	81,839	85,108	88,536
Mid-Level Provider		174,210	181,178	188,425	195,962	203,800	211,952	220,430	229,247	238,417	247,954

**Effective July 1, 2023**

**Employer's monthly contribution for medical, dental and vision benefits per each full-time employee: \$1111**

Steps ->	1	2	3	4	5	6	8	10	15	20	
<b>Job Description and Range</b>	<b>Hourly / Non-Exempt from OT</b>										
Administrative Clerk	1	16.21	16.87	17.55	18.25	18.98	19.74	20.53	21.35	22.20	23.10
Administrative Assistant	5	18.61	19.36	20.14	20.95	21.79	22.66	23.57	24.51	25.49	26.52
HWC Office Manager	9	20.54	21.37	22.24	23.12	24.04	25.01	26.01	27.05	28.13	29.28
HWC Medical Assistant	16	24.42	25.42	26.45	27.50	28.60	29.74	30.93	32.17	33.45	34.80
HWC Medical Assistant w/ Phlebotomy	20	26.95	28.04	29.17	30.34	31.55	32.81	34.12	35.48	36.90	38.40
Senior Benefits/ Administrative Assistant	21	27.62	28.75	29.90	31.10	32.34	33.64	34.99	36.38	37.82	39.35
	<b>Annual Salary / Exempt from OT</b>										
Manager, Employee Benefit Programs		65,892	68,528	71,269	74,120	77,085	80,168	83,375	86,710	90,178	93,785
Mid-Level Provider		181,178	188,425	195,962	203,800	211,952	220,430	229,247	238,417	247,954	257,872

Approved: 03/31/2009

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Revised: 06/02/2009, 12/15/2014, 01/22/2015, 06/22/2016, 05/22/2017, 12/13/2018,  
05/26/2020, 05/24/2022, 10/13/2022, 03/07/2023