

Secretary / DO Support Hourly Pay Scale

	Secretary I	Secretary II	Secretary III	Secretary IV	Secretary V
	DO Support I	DO Support II	DO Support III	DO Support IV	DO Support V
Credits:	0-10	11-25	26-35	36-45	46-59
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	<u>RANGE D</u>	<u>RANGE E</u>
1	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
2	\$16.22	\$17.03	\$17.89	\$18.78	\$19.72
3	\$16.71	\$17.54	\$18.42	\$19.34	\$20.31
4	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
5	\$17.73	\$18.61	\$19.54	\$20.52	\$21.55
6	\$18.26	\$19.17	\$20.13	\$21.14	\$22.19
7	\$18.81	\$19.75	\$20.73	\$21.77	\$22.86
8	\$19.37	\$20.34	\$21.36	\$22.42	\$23.54
9	\$19.95	\$20.95	\$22.00	\$23.10	\$24.25
10	\$20.55	\$21.58	\$22.66	\$23.79	\$24.98
11	\$21.17	\$22.23	\$23.34	\$24.50	\$25.73
12	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50
13	\$22.46	\$23.58	\$24.76	\$26.00	\$27.30
14	\$23.13	\$24.29	\$25.50	\$26.78	\$28.11
15		\$25.01	\$26.27	\$27.58	\$28.96
16		\$25.76	\$27.05	\$28.41	\$29.83
17		\$26.54	\$27.86	\$29.26	\$30.72
18			\$28.70	\$30.14	\$31.64
19			\$29.56	\$31.04	\$32.59
20			\$30.45	\$31.97	\$33.57
21			\$31.36	\$32.93	\$34.58

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Substitute Secretaries: \$15.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
However each Secretary is required to attend annual training to increase a step.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule.