

**Policy GGBH: Salary Scale: Secretarial/Bookkeeping/Transportation Secretary/HR Receptionist**

**Status:** DRAFT

**Original Adopted Date:** 07/24/2008 | **Last Revised Date:** 01/11/2024

The salary scale for the Secretarial staff listed shall be as follows:

Current Positions:	Asst. School Secretary	School Secretary	There are no AC Secretary positions	Superintendent/ Board Secretary	District Bookkeeper
New Positions:	Trans Secretary School Secretary	Registrar School Bookkeeper	Attendance Center Bookkeeper	Central Office Secretary	Central Office Bookkeeper
Yrs.					
0	\$12.00	\$13.00	<del>\$14.00</del>	\$15.00	\$16.00
1	\$12.25	\$13.25	<del>\$14.25</del>	\$15.25	\$16.25
2	\$12.50	\$13.50	<del>\$14.50</del>	\$15.50	\$16.50
3	\$12.75	\$13.75	<del>\$14.75</del>	\$15.75	\$16.75
4	\$13.00	\$14.00	<del>\$15.00</del>	\$16.00	\$17.00
5	\$13.25	\$14.25	<del>\$15.25</del>	\$16.25	\$17.25
6	\$13.50	\$14.50	<del>\$15.50</del>	\$16.50	\$17.50
7	\$13.75	\$14.75	<del>\$15.75</del>	\$16.75	\$17.75
8	\$14.00	\$15.00	<del>\$16.00</del>	\$17.00	\$18.00
9	\$14.25	\$15.25	<del>\$16.25</del>	\$17.25	\$18.25
10	\$14.50	\$15.50	<del>\$16.50</del>	\$17.50	\$18.50
11	\$14.75	\$15.75	<del>\$16.75</del>	\$17.75	\$18.75
12	\$15.00	\$16.00	<del>\$17.00</del>	\$18.00	\$19.00
13	\$15.25	\$16.25	<del>\$17.25</del>	\$18.25	\$19.25
14	\$15.50	\$16.50	<del>\$17.50</del>	\$18.50	\$19.50
15	\$15.75	\$16.75	<del>\$17.75</del>	\$18.75	\$19.75
16	\$16.00	\$17.00	<del>\$18.00</del>	\$19.00	\$20.00
17	\$16.25	\$17.25	<del>\$18.25</del>	\$19.25	\$20.25
18	\$16.50	\$17.50	<del>\$18.50</del>	\$19.50	\$20.50
19	\$16.75	\$17.75	<del>\$18.75</del>	\$19.75	\$20.75
20	\$17.00	\$18.00	<del>\$19.00</del>	\$20.00	\$21.00
21	\$17.25	\$18.25	<del>\$19.25</del>	\$20.25	\$21.25
22	\$17.50	\$18.50	<del>\$19.50</del>	\$20.50	\$21.50
23	\$17.75	\$18.75	<del>\$19.75</del>	\$20.75	\$21.75
24	\$18.00	\$19.00	<del>\$20.00</del>	\$21.00	\$22.00
25	\$18.25	\$19.25	<del>\$20.25</del>	\$21.25	\$22.25
26	\$18.50	\$19.50	<del>\$20.50</del>	\$21.50	\$22.50
27	\$18.75	\$19.75	<del>\$20.75</del>	\$21.75	\$22.75
28	\$19.00	\$20.00	<del>\$21.00</del>	\$22.00	\$23.00
29	\$19.25	\$20.25	<del>\$21.25</del>	\$22.25	\$23.25
30	\$19.50	\$20.50	<del>\$21.50</del>	\$22.50	\$23.50
31	\$19.75	\$20.75	<del>\$21.75</del>	\$22.75	\$23.75
32	\$20.00	\$21.00	<del>\$22.00</del>	\$23.00	\$24.00
33	\$20.25	\$21.25	<del>\$22.25</del>	\$23.25	\$24.25
34	\$20.50	\$21.50	<del>\$22.50</del>	\$23.50	\$24.50
35	\$20.75	\$21.75	<del>\$22.75</del>	\$23.75	\$24.75

All clerical staff will be annualized based on their assigned calendar, scheduled hours, and hourly rate.

School Secretary employees working in the schools will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 180 days per year.

Transportation Secretary employees working in Transportation will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day for 207 days ECAC, VAC, for SMAC.

Registrars will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 197 days per year.

School Bookkeeper employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 232 days per year.

Attendance Center Bookkeeper employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 232 days per year.

Central Office Secretary employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 232 days per year.

Central Office Bookkeeper employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 8 hours per day, 232 days per year.

The salary of all current registrar, secretarial, bookkeeping, or clerical staff, which is above scale will be frozen at the current salary until the salary is equal to scale.

Staff filling the positions of with registrar, secretary, bookkeeper, or clerical and payroll clerk may be credited with a maximum of three years' work experience if the previous employment was in a job requiring skills related to these positions. Verification of this experience must be provided by the previous employer(s).

The work week shall consist of a minimum of forty (40) hours per week. Secretarial, Bookkeeping, Clerical, or Registrar staff at the schools shall work a minimum of forty (40) hours per week. Office hours will be set by the particular school, and a copy of these hours will be submitted to the Superintendent/Board of Education annually or as changes develop.

Revised: 6/12/2023

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