

**SCHEDULE A
PASCO SCHOOL DISTRICT
SEPTEMBER 1, 2019 - AUGUST 31, 2020**

SECRETARIES/CLERKS

	<u>Entry</u>	<u>Years 1-4</u>	<u>Year 5+</u>
Level I	\$15.69	\$18.30	\$19.04
Level II	\$16.52	\$19.20	\$19.65
Level III	\$17.54	\$20.34	\$20.97
Level IV	\$18.09	\$21.29	\$21.73

*Entry level will be during probation period. If this would result in a decrease in salary, the employee will remain at the current rate during the six (6) month probation period, (six (6) months= one hundred twenty (120) workdays, excluding summer month's non-work time.) When an employee moves from a position at a lower level on this salary schedule to a position at a higher level on this salary schedule, the employee will be placed on the same step held prior to the change in position.

Level I Library Clerk, A.V. Coordinator, Receptionist, Program Clerk/PHS, New Horizons Clerk and all other Clerk I's.

Level II Guidance Secretary, Attendance Clerk, Nutrition Service Clerk, Substitute Calling Clerk, Business Office Clerk, Secretary to Program Manager, Assistant Director, Assistant Principal and Athletics Director, Accounting Assistant/PHS, Business Office Assistant Technician, Transportation Clerk and all other Clerk II's.

Level III Secretary to Director, Principal Secretary, Alternative High School Principal Secretary, and Department Supervisor Secretary.

Level IV Dispatcher, Technicians, High School Principal Secretary, Executive Director Secretary.

1. Substitute Secretaries will be paid at Level I, Entry Step.
2. Salaries for temporary secretaries who will work for more than twenty (20) days in an assignment to replace an employee on leave of absence will be placed on the salary schedule at the probationary rate for the level they are replacing.
3. Ten (10) month secretaries are to be paid for two hundred (200) workdays, plus eleven (11) holidays, plus ten (10) vacation days, plus any accrued vacation days after the fifth (5th) year of employment, in twelve (12) equal monthly payments.
4. All employees under this salary schedule who attend District required classes, programs, meetings, etc. will be compensated for the time spent at these meetings at the employee's hourly rate.
5. An employee whose position is reclassified per Section 15.6 will move laterally on the salary schedule into the same step of the higher level.

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6. Longevity: After completing the tenth (10th) and fifteenth (15th) year of service employees shall be paid one and a half percent (1.5%) above scale.

7. Educational Credit Enhancements:

- a. Associates degree twenty-five cents (\$0.25) per hour
- b. Bachelor's degree fifty cents (\$0.50) per hour