

SECRETARIES, ASSISTANT SECRETARIES

	Head Secretaries			Assistant Secretaries		
Step	Annual Salary	Daily Rate	Biweekly Pay	Annual Salary	Daily Rate	Biweekly Pay
0	\$21,500.00	\$101.42	\$826.92	\$19,926.00	\$93.99	\$766.38
1	\$22,000.00	\$103.77	\$846.15	\$20,470.00	\$96.56	\$787.31
2	\$22,500.00	\$106.13	\$865.38	\$21,015.00	\$99.13	\$808.27
3	\$23,000.00	\$108.49	\$884.62	\$21,559.00	\$101.69	\$829.19
4	\$23,500.00	\$110.85	\$903.85	\$22,104.00	\$104.26	\$850.15
5	\$24,000.00	\$113.21	\$923.08	\$22,648.00	\$106.83	\$871.08
6	\$24,500.00	\$115.57	\$942.31	\$23,193.00	\$109.40	\$892.04
7	\$25,000.00	\$117.92	\$961.54	\$23,737.00	\$111.97	\$912.96
8	\$25,500.00	\$120.28	\$980.77	\$24,282.00	\$114.54	\$933.92
9	\$26,000.00	\$122.64	\$1,000.00	\$24,828.00	\$117.11	\$954.92
10	\$26,500.00	\$125.00	\$1,019.23	\$25,263.00	\$119.17	\$971.65
11	\$27,000.00	\$127.36	\$1,038.46	\$25,699.00	\$121.22	\$988.42
12	\$27,500.00	\$129.72	\$1,057.69	\$26,135.00	\$123.28	\$1,005.19
13	\$28,000.00	\$132.08	\$1,076.92	\$26,678.00	\$125.84	\$1,026.08
14	\$28,500.00	\$134.43	\$1,096.15	\$27,114.00	\$127.90	\$1,042.85
15	\$29,000.00	\$136.79	\$1,115.38	\$27,549.00	\$129.95	\$1,059.58
16	\$29,500.00	\$139.15	\$1,134.62	\$27,985.00	\$132.00	\$1,076.35
17	\$30,000.00	\$141.51	\$1,153.85	\$28,420.00	\$134.06	\$1,093.08
18	\$30,500.00	\$143.87	\$1,173.08	\$28,856.00	\$136.11	\$1,109.85
19	\$31,000.00	\$146.23	\$1,192.31	\$29,292.00	\$138.17	\$1,126.62
20	\$31,500.00	\$148.58	\$1,211.54	\$29,727.00	\$140.22	\$1,143.35

1. The salary schedule provides an estimate of salary that can be earned during a full school year. For 2009-2010, employees starting after 7/13/09 will have their salary adjusted to reflect the number of days worked during the school calendar year. Additional salary adjustments may include (but are not limited to): retention incentives, sick leave payments, additional payments, etc.

2. School Secretaries are categorized as 11-month employees. As such, during the 2009-2010 school year, they are expected to work 212 7.75 hour days with a 30-minute lunch plus morning and afternoon duty as dictacted by school schedule. The annual salary quoted is paid to employees via bi-weekly paychecks over a 12-month period.

3. For the 2009-2010 school year, School Secretaries stipend pay is based on a rate of \$15/hour.

4. Merit increases for employees reaching Step 20 shall be given at the discretion of the RSD Superintendent.

5. The salary schedule is based on the 2009-2010 extended-day program and is subject to change for future years.