

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

Status: DRAFT

Original Adopted Date: 07/24/2008 | **Last Revised Date:** 09/08/2025 | **Last Reviewed Date:** 09/08/2025

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

Current Positions:	Asst. School Secretary	School Secretary	Superintendent/ Board Secretary	District Bookkeeper
New Positions:	Trans Secretary	Registrar	Central Office Secretary	Central Office Bookkeeper
Yrs.	Asst. School Secretary	School Secretary School Bookkeeper		
0	\$12.00	\$13.00	\$15.00	\$16.00
1	\$12.25	\$13.25	\$15.25	\$16.25
2	\$12.50	\$13.50	\$15.50	\$16.50
3	\$12.75	\$13.75	\$15.75	\$16.75
4	\$13.00	\$14.00	\$16.00	\$17.00
5	\$13.25	\$14.25	\$16.25	\$17.25
6	\$13.50	\$14.50	\$16.50	\$17.50
7	\$13.75	\$14.75	\$16.75	\$17.75
8	\$14.00	\$15.00	\$17.00	\$18.00
9	\$14.25	\$15.25	\$17.25	\$18.25
10	\$14.50	\$15.50	\$17.50	\$18.50
11	\$14.75	\$15.75	\$17.75	\$18.75
12	\$15.00	\$16.00	\$18.00	\$19.00
13	\$15.25	\$16.25	\$18.25	\$19.25
14	\$15.50	\$16.50	\$18.50	\$19.50
15	\$15.75	\$16.75	\$18.75	\$19.75
16	\$16.00	\$17.00	\$19.00	\$20.00
17	\$16.25	\$17.25	\$19.25	\$20.25
18	\$16.50	\$17.50	\$19.50	\$20.50
19	\$16.75	\$17.75	\$19.75	\$20.75
20	\$17.00	\$18.00	\$20.00	\$21.00
21	\$17.25	\$18.25	\$20.25	\$21.25
22	\$17.50	\$18.50	\$20.50	\$21.50
23	\$17.75	\$18.75	\$20.75	\$21.75
24	\$18.00	\$19.00	\$21.00	\$22.00
25	\$18.25	\$19.25	\$21.25	\$22.25
26	\$18.50	\$19.50	\$21.50	\$22.50
27	\$18.75	\$19.75	\$21.75	\$22.75
28	\$19.00	\$20.00	\$22.00	\$23.00
29	\$19.25	\$20.25	\$22.25	\$23.25
30	\$19.50	\$20.50	\$22.50	\$23.50
31	\$19.75	\$20.75	\$22.75	\$23.75
32	\$20.00	\$21.00	\$23.00	\$24.00
33	\$20.25	\$21.25	\$23.25	\$24.25
34	\$20.50	\$21.50	\$23.50	\$24.50
35	\$20.75	\$21.75	\$23.75	\$24.75

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

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

Staff filling the positions of registrar, secretary, bookkeeper, or clerical 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.
