

Policy GGBHA: Salary Scale: Executive Assistant

Status: DRAFT

Original Adopted Date: 11/10/2016 | Last Revised Date: 06/13/2022 | Last Reviewed Date: 06/15/2022

The salary scale for the Executive Assistant position shall be as follows:

Yrs.	Executive Assistant
0	\$19.35
1	\$20.28
2	\$21.20
3	\$22.10
4	\$23.03
5	\$23.96
6	\$24.22
7	\$24.50
8	\$24.77
9	\$25.06
10	\$25.33
11	\$25.60
12	\$25.87
13	\$26.16
14	\$26.42
15	\$26.71
16	\$26.97
17	\$27.26
18	\$27.52
19	\$27.81
20	\$28.08
21	\$28.36
22	\$25.62
23	\$28.91
24	\$29.18
25	\$29.46
26	\$29.73
27	\$30.01
28	\$30.30
29	\$30.57
30	\$30.86
31	\$31.12
32	\$31.41
33	\$31.68
34	\$31.97
35	\$32.24

Degree salary incentives will be calculated at the end of each year to be included in the calculation for the next

year's salary upon approval by the Supervisor. Incentive scale listed below:

DEGREES	Amount
Master's Degree	\$3,840.00
Not to Exceed	\$3,840.00

This position will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually. Staff filling this position will be allowed to bring in three (3) years' work experience if the previous employment was in a job requiring skills related to this position. The workweek shall consist of forty (40) hours per week. Office hours will be submitted to the Superintendent/Board of Education annually or as changes develop.
