

Policy GGB: Salary Scale: Central Office Clerical

Status: DRAFT

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Salary Scale: Central Office Secretary, Routing, Federal Programs, HR, SPED and Attendance Center Coordinators, Executive Assistant, Central Office Bookkeeper, Payroll and HR Agents and Accounts Payable Clerk

Yrs. Exp	Coordinator / PR Agent / Executive Assistant	HR Agent / AP Clerk	Central Office Bookkeeper	Central Office Secretar y
0	19.3520.35	19.3520.35	16.0017.00	15.0016.00
1	20.2821.28	20.2821.28	16.2517.25	15.2516.25
2	21.2022.20	21.2022.20	16.5017.50	15.5016.50
3	22.1023.10	22.1023.10	16.7517.75	15.7516.75
4	23.0324.03	23.0324.03	17.0018.00	16.0017.00
5	23.9624.96	23.9624.96	17.2518.25	16.2517.25
6	24.2225.22	24.2225.22	17.5018.50	16.5017.50
7	24.5025.50	24.5025.50	17.7518.75	16.7517.75
8	24.7725.77	24.6025.60	18.0019.00	17.0018.00
9	25.0626.06	24.7725.77	18.2519.25	17.2518.25
10	25.3326.33	25.0026.00	18.5019.50	17.5018.50
11	25.6026.60	25.2526.25	18.7519.75	17.7518.75
12	25.8726.87	25.5026.50	19.0020.00	18.0019.00
13	26.1627.16	25.7526.75	19.2520.25	18.2519.25
14	26.4227.42	26.0027.00	19.5020.50	18.5019.50
15	26.7127.71	26.2527.25	19.7520.75	18.7519.75
16	26.9727.97	26.5027.50	20.0021.00	19.0020.00
17	27.2628.26	26.7527.75	20.2521.25	19.2520.25
18	27.5228.52	27.0028.00	20.5021.50	19.5020.50
19	27.8128.81	27.2528.25	20.7521.75	19.7520.75
20	28.0829.08	27.5028.50	21.0022.00	20.0021.00
21	28.3629.36	27.7528.75	21.2522.25	20.2521.25
22	28.6229.62	28.0029.00	21.5022.50	20.5021.50

23	28.9129.91	28.2529.25	21.7522.75	20.7521.75
24	29.1830.18	28.5029.50	22.0023.00	21.0022.00
25	29.4630.46	28.7529.75	22.2523.25	21.2522.25
26	29.7330.73	29.0030.00	22.5023.50	21.5022.50
27	30.0131.01	29.2530.25	22.7523.75	21.7522.75
28	30.3031.30	29.5030.50	23.0024.00	22.0023.00
29	30.5731.57	29.7530.75	23.2524.25	22.2523.25
30	30.8631.86	30.0031.00	23.5024.50	22.5023.50
31	31.1232.12	30.2531.25	23.7524.75	22.7523.75
32	31.4132.41	30.5031.50	24.0025.00	23.0024.00
33	31.6832.68	30.7531.75	24.2525.25	23.2524.25
34	31.9732.97	31.0032.00	24.5025.50	23.5024.50
35	32.2433.24	31.2532.25	24.7525.75	23.7524.75

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 director. Incentive scale listed below.

The work week shall consist of forty (40) hours per week with specific working hours to be set by the Director of the Department.

Staff filling the position of Routing Coordinator, Payroll Agent, Accounts Payable Clerk, or HR Agent may be credited with experience if the previous employment was in a job requiring the same responsibilities or if previous employment was with a Mississippi School District. Verification of this experience must be provided by the previous employer.

The Routing Coordinator shall be employed for ten (10) months (207 days). Salary will be paid in twelve (12) monthly payments.

The Federal Programs, HR, SPED, and Attendance Center Coordinators, Payroll Agent, Accounts Payable Clerk, and HR Agent positions will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually (232 days).

All positions are eligible for an annual salary incentive based on the highest educational degree held by the employee, provided that degree is at or above the level designated for the position. Salary incentives are non-cumulative; employees receive only the amount of their highest single degree. Total salary incentives will not exceed \$3,840 per year. As required by the FLSA, all incentives will be included in overtime calculations.

Highest Degree Held	Annual Incentive
Associate's Degree	\$1,920.00
Bachelor's or Master's	\$3,840.00