

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

Status: DRAFT

Original Adopted Date: 07/24/2008 | **Last Revised Date:** 06/08/2026 | **Last Reviewed Date:** 06/08/2026

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

Position Yrs.	Trans Secretary Asst. School Secretary	Registrar School Secretary School Bookkeeper
0	\$12.0013.00	\$13.0014.00
1	\$12.2513.25	\$13.2514.25
2	\$12.5013.50	\$13.5014.50
3	\$12.7513.75	\$13.7514.75
4	\$13.0014.00	\$14.0015.00
5	\$13.2514.25	\$14.2515.25
6	\$13.5014.50	\$14.5015.50
7	\$13.7514.75	\$14.7515.75
8	\$14.0015.00	\$15.0016.00
9	\$14.2515.25	\$15.2516.25
10	\$14.5015.50	\$15.5016.50
11	\$14.7515.75	\$15.7516.75
12	\$15.0016.00	\$16.0017.00
13	\$15.2516.25	\$16.2517.25
14	\$15.5016.50	\$16.5017.50
15	\$15.7516.75	\$16.7517.75
16	\$16.0017.00	\$17.0018.00
17	\$16.2517.25	\$17.2518.25
18	\$16.5017.50	\$17.5018.50
19	\$16.7517.75	\$17.7518.75
20	\$17.0018.00	\$18.0019.00
21	\$17.2518.25	\$18.2519.25
22	\$17.5018.50	\$18.5019.50
23	\$17.7518.75	\$18.7519.75
24	\$18.0019.00	\$19.0020.00
25	\$18.2519.25	\$19.2520.25
26	\$18.5019.50	\$19.5020.50
27	\$18.7519.75	\$19.7520.75
28	\$19.0020.00	\$20.0021.00
29	\$19.2520.25	\$20.2521.25
30	\$19.5020.50	\$20.5021.50
31	\$19.7520.75	\$20.7521.75
32	\$20.0021.00	\$21.0022.00
33	\$20.2521.25	\$21.2522.25
34	\$20.5021.50	\$21.5022.50
35	\$20.7521.75	\$21.7522.75

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).

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

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.
