# Secretary

**Salary Schedule**

**Effective July 1, 2020**

Step 1 $12.00/hr

Step 2 $12.44/hr

Step 3 $12.81/hr

Step 4 $13.18/hr

Step 5 $13.57/hr

Step 6 $14.01/hr

Step 7 $14.42/hr

Step 8 $14.84/hr

Step 9 $15.27/hr

Step 10 $16.20/hr

Step 11 $16.69/hr

Step 12 $17.19/hr

Step 13 $17.71/hr

Step 14 $18.23/hr

Step 15…………………………… $18.76hr

Step 16……………………………..$19.31/hr

Step 17……………………………..$19.96/hr

Step 18……………………………..$20.54/hr

Step 19……………………………..$21.14/hr

Substitute current Colorado minimum wage plus experience

1. This at-will employee shall be on duty (9) nine hours four days per week, according to the approved school calendar for teacher work days and/or in-service days with modifications that may be necessary from time to time, and shall be on duty (8) eight days after the last day of school, and for (4) four days before the first day of school.
2. Upon employment, related full-time experience will be allowed based upon the number of years experience with a maximum starting step at Step Four on this salary schedule. Experience shall be comparable to the specific job classification on this schedule and/or college or training school.
3. The employee shall be a member of Public Employees Retirement Association (PERA).
4. The district will pay employee’s liability and workmen’s compensation.
5. The employee will be paid on the 25th of each month except as stated in policy.
6. The employee will maintain a time card that verifies total hours.
7. The employee is eligible to participate in the district health/dental/vision insurance program. The district will contribute $594.00 per month for full-time employees, toward said plan. Any employee exempt from the district health insurance agreement is eligible to receive a contribution of $100 per month from the district to a retirement or investment plan of their choice under the provisions of Policy File #GCBD.
8. The employee shall receive 8 days sick leave per year, cumulative. At the retirement of an employee with more than 20 years service to the district, the district shall pay a retirement bonus of ½ the sick leave time accumulated by the employee to a maximum of 45 days. Reimbursement for unused sick leave shall be 45 percent of the daily rate of the beginning salary for the position.
9. The employee may be granted, with the approval of the administration, two days of personal leave. Said leave is non-cumulative. The employee has the option of buying one additional day at the employee’s daily rate. The employee also has the option of redeeming one day of personal leave at the rate of $40 yearly in June.
10. The employee is entitled to three days bereavement leave per year, with approval of administration, non-cumulative.

Approved: June 17, 1997, Revised August 18, 1998, Revised July 20, 1999, Revised May 16, 2000, Revised June 20, 2000, Revised April 17, 2001, Revised June 19, 2001, Revised April 16, 2002, Revised April 15, 2003, Revised April 20, 2004, Revised April 19, 2005, Revised April 18, 2006; Revised April 17, 2007; Revised April 15, 2008; Revised May 21, 2009; Revised May 18, 2010; Revised May 17, 2011; May 15, 2012; April 16, 2013; Revised April 15, 2014; April 21, 2015; June 14, 2016; Revised May 16, 2017; Revised May 15, 2018; May 21, 2019; May 19, 2020