## District Bookkeeper

## Salary Schedule

**Effective July 1, 2020**

Step 1 $42,869

Step 2 $43,094

Step 3 $43,344

Step 4 $43,619

Step 5 $43,919

Step 6 $44,640

Step 7 $45,383

Step 8 $46,148

Step 9 $46,936

Step 10 $47,784

Step 11 $48,584

Step 12 $49,556

Step 13 $50,527

Step 14 $51,526

1. This at-will employee shall be on duty (8.5) eight and one-half hours four days per week, according to the adopted 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 (8) eight days before the first day of school. The remainder of the summer the employee shall be on duty (4) four hours per day which may be modified at the discretion of the administration. Independence Day shall be considered a paid holiday.
2. The employment period will be from July1 through June 30.
3. The employee shall be a member of Public Employees Retirement Association (PERA).
4. Employee’s liability and workmen’s compensation will be paid by the district.
5. The employee will be paid on the 25th of each month except as stated in policy.
6. The employee is eligible to participate in the district medical/dental/vision/life insurance program. The district will contribute $594.00 per month toward said plan. Any employee exempt from the 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.
7. The employee will be eligible for paid vacation days after completion of each scheduled year of service. For one-year service, the employee is allowed four days paid vacation. The employee shall receive two additional days for each year thereafter to a maximum of 12 days. The employee shall only be allowed to carry over 4 days of vacation from one year to the next, allowing for no more than 16 days maximum. All vacation days must be approved by the administration. An effort will be made to adjust vacation time around payroll dates and board meetings.
8. The employee shall receive 8 days sick leave per year, cumulative. At the retirement of an employee with more than twenty years service to the district, the district shall pay a retirement bonus of ½ of 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 employee.
9. The employee may be granted, with the approval of the administration, two days of personal leave, non-cumulative. 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 4 days bereavement leave per year, non-cumulative.

Approved June 17, 1997,Revised August 18, 1998,Revised July 20, 1999,Revised May 16, 2000,Revised April 17, 2001,Revised May 15, 2001,Revised June 19, 2001,Revised May 28, 2002,Revised April 15, 2003,Revised: April 20, 2004; Revised April 19, 2005; Revised July 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; April 11, 2014; April 21, 2015; June 14, 2016; May 16, 2017; May 15, 2018; May 21, 2019; May 19, 2020