## District Bookkeeper

## Salary Schedule

**Effective July 1, 2021**

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 $623.00 per month toward said plan. Any employee exempt from the health insurance agreement is eligible to receive a contribution of $200 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 10 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 14 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 10 days leave per year, cumulative up to 40 days. 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 the 40 days. Reimbursement for unused sick leave shall be 45 percent of the daily rate of the employee.
9. An employee who has accumulated 40 days leave shall be paid $110 per day over 40 annually in June.

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