

**SULPHUR SPRINGS SCHOOL DISTRICT  
2023-24 CONFIDENTIAL SALARY SCHEDULE**

Effective: 07/01/23

Board Approval Date: 01/17/24

**MONTHLY RATES**  
**FINAL** **SCH 025 / SCH O**

<b>RANGE</b> *****	<b>POSITION/STEP</b> *****	<b>STEP 1</b> *****	<b>STEP 2</b> *****	<b>STEP 3</b> *****	<b>STEP 4</b> *****	<b>STEP 5</b> *****	<b>STEP 6</b> *****
<b>BASE PAY</b>							
050	District Executive Secretary	\$5,268	\$5,531	\$5,808	\$6,101	\$6,402	\$6,722
040	Administrative Secretary	\$4,886	\$5,129	\$5,386	\$5,658	\$5,938	\$6,235
045	Lead Payroll/Benefits Specialist	\$5,131	\$5,386	\$5,656	\$5,940	\$6,235	\$6,547
040	Payroll/Benefits Specialist II	\$4,886	\$5,129	\$5,386	\$5,658	\$5,938	\$6,235
030	Payroll/Benefits Specialist	\$4,650	\$4,883	\$5,125	\$5,385	\$5,653	\$5,935
030	Human Resources Specialist	\$4,650	\$4,883	\$5,125	\$5,385	\$5,653	\$5,935
040	Accounting/Budgeting Techniciar	\$4,886	\$5,129	\$5,386	\$5,658	\$5,938	\$6,235
020	Secretary	\$3,867	\$4,061	\$4,263	\$4,475	\$4,704	\$4,940
010	Office Specialist	\$3,513	\$3,690	\$3,874	\$4,069	\$4,272	\$4,487
<b>LG1 - 10 YRS - 2% OF BASE SALARY</b>							
150	District Executive Secretary	\$5,373	\$5,642	\$5,924	\$6,223	\$6,530	\$6,856
140	Administrative Secretary	\$4,984	\$5,232	\$5,494	\$5,771	\$6,057	\$6,360
145	Lead Payroll/Benefits Specialist	\$5,234	\$5,494	\$5,769	\$6,059	\$6,360	\$6,678
140	Payroll/Benefits Specialist II	\$4,984	\$5,232	\$5,494	\$5,771	\$6,057	\$6,360
130	Payroll/Benefits Specialist	\$4,743	\$4,981	\$5,228	\$5,493	\$5,766	\$6,054
130	Human Resources Specialist	\$4,743	\$4,981	\$5,228	\$5,493	\$5,766	\$6,054
140	Accounting/Budgeting Techniciar	\$4,984	\$5,232	\$5,494	\$5,771	\$6,057	\$6,360
120	Secretary	\$3,944	\$4,142	\$4,348	\$4,565	\$4,798	\$5,039
110	Office Specialist	\$3,583	\$3,764	\$3,951	\$4,150	\$4,357	\$4,577
<b>LG2 - 15 YRS - 4% OF BASE SALARY</b>							
250	District Executive Secretary	\$5,479	\$5,752	\$6,040	\$6,345	\$6,658	\$6,991
240	Administrative Secretary	\$5,081	\$5,334	\$5,601	\$5,884	\$6,176	\$6,484
245	Lead Payroll/Benefits Specialist	\$5,336	\$5,601	\$5,882	\$6,178	\$6,484	\$6,809
240	Payroll/Benefits Specialist II	\$5,081	\$5,334	\$5,601	\$5,884	\$6,176	\$6,484
230	Payroll/Benefits Specialist	\$4,836	\$5,078	\$5,330	\$5,600	\$5,879	\$6,172
230	Human Resources Specialist	\$4,836	\$5,078	\$5,330	\$5,600	\$5,879	\$6,172
240	Accounting/Budgeting Techniciar	\$5,081	\$5,334	\$5,601	\$5,884	\$6,176	\$6,484
220	Secretary	\$4,022	\$4,223	\$4,434	\$4,654	\$4,892	\$5,138
210	Office Specialist	\$3,654	\$3,838	\$4,029	\$4,232	\$4,443	\$4,666
<b>LG3 - 20 YRS - 6% OF BASE SALARY</b>							
350	District Executive Secretary	\$5,584	\$5,863	\$6,156	\$6,467	\$6,786	\$7,125
340	Administrative Secretary	\$5,179	\$5,437	\$5,709	\$5,997	\$6,294	\$6,609
345	Lead Payroll/Benefits Specialist	\$5,439	\$5,709	\$5,995	\$6,296	\$6,609	\$6,940
340	Payroll/Benefits Specialist II	\$5,179	\$5,437	\$5,709	\$5,997	\$6,294	\$6,609
330	Payroll/Benefits Specialist	\$4,929	\$5,176	\$5,433	\$5,708	\$5,992	\$6,291
330	Human Resources Specialist	\$4,929	\$5,176	\$5,433	\$5,708	\$5,992	\$6,291
340	Accounting/Budgeting Techniciar	\$5,179	\$5,437	\$5,709	\$5,997	\$6,294	\$6,609
320	Secretary	\$4,099	\$4,305	\$4,519	\$4,744	\$4,986	\$5,236
310	Office Specialist	\$3,724	\$3,911	\$4,106	\$4,313	\$4,528	\$4,756
<b>LG4 - 25 YRS - 8% OF BASE SALARY</b>							
450	District Executive Secretary	\$5,689	\$5,973	\$6,273	\$6,589	\$6,914	\$7,260
440	Administrative Secretary	\$5,277	\$5,539	\$5,817	\$6,111	\$6,413	\$6,734
445	Lead Payroll/Benefits Specialist	\$5,541	\$5,817	\$6,108	\$6,415	\$6,734	\$7,071
440	Payroll/Benefits Specialist II	\$5,277	\$5,539	\$5,817	\$6,111	\$6,413	\$6,734
430	Payroll/Benefits Specialist	\$5,022	\$5,274	\$5,535	\$5,816	\$6,105	\$6,410
430	Human Resources Specialist	\$5,022	\$5,274	\$5,535	\$5,816	\$6,105	\$6,410
440	Accounting/Budgeting Techniciar	\$5,277	\$5,539	\$5,817	\$6,111	\$6,413	\$6,734
420	Secretary	\$4,176	\$4,386	\$4,604	\$4,833	\$5,080	\$5,335
410	Office Specialist	\$3,794	\$3,985	\$4,184	\$4,395	\$4,614	\$4,846
<b>LG5 - 30 YRS - 10% OF BASE SALARY</b>							
550	District Executive Secretary	\$5,795	\$6,084	\$6,389	\$6,711	\$7,042	\$7,394
540	Administrative Secretary	\$5,375	\$5,642	\$5,925	\$6,224	\$6,532	\$6,859
545	Lead Payroll/Benefits Specialist	\$5,644	\$5,925	\$6,222	\$6,534	\$6,859	\$7,202
540	Payroll/Benefits Specialist II	\$5,375	\$5,642	\$5,925	\$6,224	\$6,532	\$6,859
530	Payroll/Benefits Specialist	\$5,115	\$5,371	\$5,638	\$5,924	\$6,218	\$6,529
530	Human Resources Specialist	\$5,115	\$5,371	\$5,638	\$5,924	\$6,218	\$6,529
540	Accounting/Budgeting Techniciar	\$5,375	\$5,642	\$5,925	\$6,224	\$6,532	\$6,859
520	Secretary	\$4,254	\$4,467	\$4,689	\$4,923	\$5,174	\$5,434
510	Office Specialist	\$3,864	\$4,059	\$4,261	\$4,476	\$4,699	\$4,936

**BENEFITS**

Paid medical insurance for employees working 30 hours or more a week capped at \$11,250 for one party, \$18,000 for two party, and \$19,000 for family.  
Cash in lieu of medical insurance (capped at \$3500.00 annually) if selected by 01/01/2016  
Paid dental and vision insurance for employee and family at 100% of premium  
1.3333 days of sick leave shall be accrued for each creditable month.

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**HOURLY RATES**

**SCH 025 / SCH 0**

**FINAL**

<b>RANGE</b> *****	<b>POSITION/STEP</b> *****	<b>STEP 1</b> *****	<b>STEP 2</b> *****	<b>STEP 3</b> *****	<b>STEP 4</b> *****	<b>STEP 5</b> *****	<b>STEP 6</b> *****
<b><u>BASE PAY</u></b>							
050	District Executive Secretary	\$30.39	\$31.91	\$33.51	\$35.20	\$36.94	\$38.78
040	Administrative Secretary	\$28.19	\$29.59	\$31.07	\$32.64	\$34.26	\$35.97
045	Lead Payroll/Benefits Specialist	\$29.60	\$31.07	\$32.63	\$34.27	\$35.97	\$37.77
040	Payroll/Benefits Specialist II	\$28.19	\$29.59	\$31.07	\$32.64	\$34.26	\$35.97
030	Payroll/Benefits Specialist	\$26.83	\$28.17	\$29.57	\$31.07	\$32.61	\$34.24
030	Human Resources Specialist	\$26.83	\$28.17	\$29.57	\$31.07	\$32.61	\$34.24
040	Accounting/Budgeting Technician	\$28.19	\$29.59	\$31.07	\$32.64	\$34.26	\$35.97
020	Secretary	\$22.31	\$23.43	\$24.59	\$25.82	\$27.14	\$28.50
010	Office Specialist	\$20.27	\$21.29	\$22.35	\$23.48	\$24.65	\$25.89
<b><u>LG1 - 10 YRS - 2% OF BASE SALARY</u></b>							
150	District Executive Secretary	\$31.00	\$32.55	\$34.18	\$35.90	\$37.68	\$39.56
140	Administrative Secretary	\$28.75	\$30.18	\$31.69	\$33.29	\$34.95	\$36.69
145	Lead Payroll/Benefits Specialist	\$30.19	\$31.69	\$33.28	\$34.96	\$36.69	\$38.53
140	Payroll/Benefits Specialist II	\$28.75	\$30.18	\$31.69	\$33.29	\$34.95	\$36.69
130	Payroll/Benefits Specialist	\$27.37	\$28.73	\$30.16	\$31.69	\$33.26	\$34.93
130	Human Resources Specialist	\$27.37	\$28.73	\$30.16	\$31.69	\$33.26	\$34.93
140	Accounting/Budgeting Technician	\$28.75	\$30.18	\$31.69	\$33.29	\$34.95	\$36.69
120	Secretary	\$22.76	\$23.90	\$25.08	\$26.34	\$27.68	\$29.07
110	Office Specialist	\$20.68	\$21.72	\$22.80	\$23.95	\$25.14	\$26.41
<b><u>LG2 - 15 YRS - 4% OF BASE SALARY</u></b>							
250	District Executive Secretary	\$31.61	\$33.19	\$34.85	\$36.61	\$38.42	\$40.33
240	Administrative Secretary	\$29.32	\$30.77	\$32.31	\$33.95	\$35.63	\$37.41
245	Lead Payroll/Benefits Specialist	\$30.78	\$32.31	\$33.94	\$35.64	\$37.41	\$39.28
240	Payroll/Benefits Specialist II	\$29.32	\$30.77	\$32.31	\$33.95	\$35.63	\$37.41
230	Payroll/Benefits Specialist	\$27.90	\$29.30	\$30.75	\$32.31	\$33.91	\$35.61
230	Human Resources Specialist	\$27.90	\$29.30	\$30.75	\$32.31	\$33.91	\$35.61
240	Accounting/Budgeting Technician	\$29.32	\$30.77	\$32.31	\$33.95	\$35.63	\$37.41
220	Secretary	\$23.20	\$24.37	\$25.57	\$26.85	\$28.23	\$29.64
210	Office Specialist	\$21.08	\$22.14	\$23.24	\$24.42	\$25.64	\$26.93
<b><u>LG3 - 20 YRS - 6% OF BASE SALARY</u></b>							
350	District Executive Secretary	\$32.21	\$33.83	\$35.52	\$37.31	\$39.16	\$41.11
340	Administrative Secretary	\$29.88	\$31.37	\$32.93	\$34.60	\$36.32	\$38.13
345	Lead Payroll/Benefits Specialist	\$31.38	\$32.93	\$34.59	\$36.33	\$38.13	\$40.04
340	Payroll/Benefits Specialist II	\$29.88	\$31.37	\$32.93	\$34.60	\$36.32	\$38.13
330	Payroll/Benefits Specialist	\$28.44	\$29.86	\$31.34	\$32.93	\$34.57	\$36.29
330	Human Resources Specialist	\$28.44	\$29.86	\$31.34	\$32.93	\$34.57	\$36.29
340	Accounting/Budgeting Technician	\$29.88	\$31.37	\$32.93	\$34.60	\$36.32	\$38.13
320	Secretary	\$23.65	\$24.84	\$26.07	\$27.37	\$28.77	\$30.21
310	Office Specialist	\$21.49	\$22.57	\$23.69	\$24.89	\$26.13	\$27.44
<b><u>LG4 - 25 YRS - 8% OF BASE SALARY</u></b>							
450	District Executive Secretary	\$32.82	\$34.46	\$36.19	\$38.02	\$39.90	\$41.88
440	Administrative Secretary	\$30.45	\$31.96	\$33.56	\$35.25	\$37.00	\$38.85
445	Lead Payroll/Benefits Specialist	\$31.97	\$33.56	\$35.24	\$37.01	\$38.85	\$40.79
440	Payroll/Benefits Specialist II	\$30.45	\$31.96	\$33.56	\$35.25	\$37.00	\$38.85
430	Payroll/Benefits Specialist	\$28.98	\$30.42	\$31.94	\$33.56	\$35.22	\$36.98
430	Human Resources Specialist	\$28.98	\$30.42	\$31.94	\$33.56	\$35.22	\$36.98
440	Accounting/Budgeting Technician	\$30.45	\$31.96	\$33.56	\$35.25	\$37.00	\$38.85
420	Secretary	\$24.10	\$25.30	\$26.56	\$27.89	\$29.31	\$30.78
410	Office Specialist	\$21.89	\$22.99	\$24.14	\$25.36	\$26.62	\$27.96
<b><u>LG5 - 30 YRS - 10% OF BASE SALARY</u></b>							
550	District Executive Secretary	\$33.43	\$35.10	\$36.86	\$38.72	\$40.63	\$42.66
540	Administrative Secretary	\$31.01	\$32.55	\$34.18	\$35.90	\$37.69	\$39.57
545	Lead Payroll/Benefits Specialist	\$32.56	\$34.18	\$35.89	\$37.70	\$39.57	\$41.55
540	Payroll/Benefits Specialist II	\$31.01	\$32.55	\$34.18	\$35.90	\$37.69	\$39.57
530	Payroll/Benefits Specialist	\$29.51	\$30.99	\$32.53	\$34.18	\$35.87	\$37.66
530	Human Resources Specialist	\$29.51	\$30.99	\$32.53	\$34.18	\$35.87	\$37.66
540	Accounting/Budgeting Technician	\$31.01	\$32.55	\$34.18	\$35.90	\$37.69	\$39.57
520	Secretary	\$24.54	\$25.77	\$27.05	\$28.40	\$29.85	\$31.35
510	Office Specialist	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48

**BENEFITS**

Paid medical insurance for employees working 30 hours or more a week capped at \$11,250 for one party, \$18,000 for two party, and \$19,000 for family.  
Cash in lieu of medical insurance (capped at \$3500.00 annually) if selected by 01/01/2016  
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