

**SULPHUR SPRINGS SCHOOL DISTRICT**  
**2023-24 CONFIDENTIAL SALARY SCHEDULE**  
**Effective: 10/1/23**

Board Approval Date: 09/27/2023

**MONTHLY 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>							
<b>050</b>	District Executive Secretary	\$5,115	\$5,370	\$5,639	\$5,923	\$6,216	\$6,526
<b>040</b>	Administrative Secretary	\$4,744	\$4,980	\$5,229	\$5,493	\$5,765	\$6,053
<b>045</b>	Lead Payroll/Benefits Specialist	\$4,982	\$5,229	\$5,491	\$5,767	\$6,053	\$6,356
<b>040</b>	Payroll/Benefits Specialist II	\$4,744	\$4,980	\$5,229	\$5,493	\$5,765	\$6,053
<b>030</b>	Payroll/Benefits Specialist	\$4,515	\$4,741	\$4,976	\$5,228	\$5,488	\$5,762
<b>030</b>	Human Resources Specialist	\$4,515	\$4,741	\$4,976	\$5,228	\$5,488	\$5,762
<b>040</b>	Accounting/Budgeting Technician	\$4,744	\$4,980	\$5,229	\$5,493	\$5,765	\$6,053
<b>020</b>	Secretary	\$3,754	\$3,943	\$4,139	\$4,345	\$4,567	\$4,796
<b>010</b>	Office Specialist	\$3,411	\$3,583	\$3,761	\$3,950	\$4,148	\$4,356
<b><u>LG1 - 10 YRS - 2% OF BASE SALARY</u></b>							
<b>150</b>	District Executive Secretary	\$5,217	\$5,477	\$5,752	\$6,041	\$6,340	\$6,657
<b>140</b>	Administrative Secretary	\$4,839	\$5,080	\$5,334	\$5,603	\$5,880	\$6,174
<b>145</b>	Lead Payroll/Benefits Specialist	\$5,082	\$5,334	\$5,601	\$5,882	\$6,174	\$6,483
<b>140</b>	Payroll/Benefits Specialist II	\$4,839	\$5,080	\$5,334	\$5,603	\$5,880	\$6,174
<b>130</b>	Payroll/Benefits Specialist	\$4,605	\$4,836	\$5,076	\$5,333	\$5,598	\$5,877
<b>130</b>	Human Resources Specialist	\$4,605	\$4,836	\$5,076	\$5,333	\$5,598	\$5,877
<b>140</b>	Accounting/Budgeting Technician	\$4,839	\$5,080	\$5,334	\$5,603	\$5,880	\$6,174
<b>120</b>	Secretary	\$3,829	\$4,022	\$4,222	\$4,432	\$4,658	\$4,892
<b>110</b>	Office Specialist	\$3,479	\$3,655	\$3,836	\$4,029	\$4,231	\$4,443
<b><u>LG2 - 15 YRS - 4% OF BASE SALARY</u></b>							
<b>250</b>	District Executive Secretary	\$5,320	\$5,585	\$5,865	\$6,160	\$6,465	\$6,787
<b>240</b>	Administrative Secretary	\$4,934	\$5,179	\$5,438	\$5,713	\$5,996	\$6,295
<b>245</b>	Lead Payroll/Benefits Specialist	\$5,181	\$5,438	\$5,711	\$5,998	\$6,295	\$6,610
<b>240</b>	Payroll/Benefits Specialist II	\$4,934	\$5,179	\$5,438	\$5,713	\$5,996	\$6,295
<b>230</b>	Payroll/Benefits Specialist	\$4,696	\$4,931	\$5,175	\$5,437	\$5,708	\$5,992
<b>230</b>	Human Resources Specialist	\$4,696	\$4,931	\$5,175	\$5,437	\$5,708	\$5,992
<b>240</b>	Accounting/Budgeting Technician	\$4,934	\$5,179	\$5,438	\$5,713	\$5,996	\$6,295
<b>220</b>	Secretary	\$3,904	\$4,101	\$4,305	\$4,519	\$4,750	\$4,988
<b>210</b>	Office Specialist	\$3,547	\$3,726	\$3,911	\$4,108	\$4,314	\$4,530
<b><u>LG3 - 20 YRS - 6% OF BASE SALARY</u></b>							
<b>350</b>	District Executive Secretary	\$5,422	\$5,692	\$5,977	\$6,278	\$6,589	\$6,918
<b>340</b>	Administrative Secretary	\$5,029	\$5,279	\$5,543	\$5,823	\$6,111	\$6,416
<b>345</b>	Lead Payroll/Benefits Specialist	\$5,281	\$5,543	\$5,820	\$6,113	\$6,416	\$6,737
<b>340</b>	Payroll/Benefits Specialist II	\$5,029	\$5,279	\$5,543	\$5,823	\$6,111	\$6,416
<b>330</b>	Payroll/Benefits Specialist	\$4,786	\$5,025	\$5,275	\$5,542	\$5,817	\$6,108
<b>330</b>	Human Resources Specialist	\$4,786	\$5,025	\$5,275	\$5,542	\$5,817	\$6,108
<b>340</b>	Accounting/Budgeting Technician	\$5,029	\$5,279	\$5,543	\$5,823	\$6,111	\$6,416
<b>320</b>	Secretary	\$3,979	\$4,180	\$4,387	\$4,606	\$4,841	\$5,084
<b>310</b>	Office Specialist	\$3,616	\$3,798	\$3,987	\$4,187	\$4,397	\$4,617
<b><u>LG4 - 25 YRS - 8% OF BASE SALARY</u></b>							
<b>450</b>	District Executive Secretary	\$5,524	\$5,800	\$6,090	\$6,397	\$6,713	\$7,048
<b>440</b>	Administrative Secretary	\$5,124	\$5,378	\$5,647	\$5,932	\$6,226	\$6,537
<b>445</b>	Lead Payroll/Benefits Specialist	\$5,381	\$5,647	\$5,930	\$6,228	\$6,537	\$6,864
<b>440</b>	Payroll/Benefits Specialist II	\$5,124	\$5,378	\$5,647	\$5,932	\$6,226	\$6,537
<b>430</b>	Payroll/Benefits Specialist	\$4,876	\$5,120	\$5,374	\$5,646	\$5,927	\$6,223
<b>430</b>	Human Resources Specialist	\$4,876	\$5,120	\$5,374	\$5,646	\$5,927	\$6,223
<b>440</b>	Accounting/Budgeting Technician	\$5,124	\$5,378	\$5,647	\$5,932	\$6,226	\$6,537
<b>420</b>	Secretary	\$4,054	\$4,258	\$4,470	\$4,693	\$4,932	\$5,180
<b>410</b>	Office Specialist	\$3,684	\$3,870	\$4,062	\$4,266	\$4,480	\$4,704
<b><u>LG5 - 30 YRS - 10% OF BASE SALARY</u></b>							
<b>550</b>	District Executive Secretary	\$5,627	\$5,907	\$6,203	\$6,515	\$6,838	\$7,179
<b>540</b>	Administrative Secretary	\$5,218	\$5,478	\$5,752	\$6,042	\$6,342	\$6,658
<b>545</b>	Lead Payroll/Benefits Specialist	\$5,480	\$5,752	\$6,040	\$6,344	\$6,658	\$6,992
<b>540</b>	Payroll/Benefits Specialist II	\$5,218	\$5,478	\$5,752	\$6,042	\$6,342	\$6,658
<b>530</b>	Payroll/Benefits Specialist	\$4,967	\$5,215	\$5,474	\$5,751	\$6,037	\$6,338
<b>530</b>	Human Resources Specialist	\$4,967	\$5,215	\$5,474	\$5,751	\$6,037	\$6,338
<b>540</b>	Accounting/Budgeting Technician	\$5,218	\$5,478	\$5,752	\$6,042	\$6,342	\$6,658
<b>520</b>	Secretary	\$4,129	\$4,337	\$4,553	\$4,780	\$5,024	\$5,276
<b>510</b>	Office Specialist	\$3,752	\$3,941	\$4,137	\$4,345	\$4,563	\$4,792

**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>							
<b>050</b>	District Executive Secretary	\$29.51	\$30.98	\$32.53	\$34.17	\$35.86	\$37.65
<b>040</b>	Administrative Secretary	\$27.37	\$28.73	\$30.17	\$31.69	\$33.26	\$34.92
<b>045</b>	Lead Payroll/Benefits Specialist	\$28.74	\$30.17	\$31.68	\$33.27	\$34.92	\$36.67
<b>040</b>	Payroll/Benefits Specialist II	\$27.37	\$28.73	\$30.17	\$31.69	\$33.26	\$34.92
<b>030</b>	Payroll/Benefits Specialist	\$26.05	\$27.35	\$28.71	\$30.16	\$31.66	\$33.24
<b>030</b>	Human Resources Specialist	\$26.05	\$27.35	\$28.71	\$30.16	\$31.66	\$33.24
<b>040</b>	Accounting/Budgeting Technician	\$27.37	\$28.73	\$30.17	\$31.69	\$33.26	\$34.92
<b>020</b>	Secretary	\$21.66	\$22.75	\$23.88	\$25.07	\$26.35	\$27.67
<b>010</b>	Office Specialist	\$19.68	\$20.67	\$21.70	\$22.79	\$23.93	\$25.13
<b><u>LG1 - 10 YRS - 2% OF BASE SALARY</u></b>							
<b>150</b>	District Executive Secretary	\$30.10	\$31.60	\$33.18	\$34.85	\$36.58	\$38.40
<b>140</b>	Administrative Secretary	\$27.92	\$29.31	\$30.77	\$32.32	\$33.93	\$35.62
<b>145</b>	Lead Payroll/Benefits Specialist	\$29.32	\$30.77	\$32.31	\$33.94	\$35.62	\$37.40
<b>140</b>	Payroll/Benefits Specialist II	\$27.92	\$29.31	\$30.77	\$32.32	\$33.93	\$35.62
<b>130</b>	Payroll/Benefits Specialist	\$26.57	\$27.90	\$29.29	\$30.76	\$32.29	\$33.91
<b>130</b>	Human Resources Specialist	\$26.57	\$27.90	\$29.29	\$30.76	\$32.29	\$33.91
<b>140</b>	Accounting/Budgeting Technician	\$27.92	\$29.31	\$30.77	\$32.32	\$33.93	\$35.62
<b>120</b>	Secretary	\$22.09	\$23.21	\$24.36	\$25.57	\$26.88	\$28.22
<b>110</b>	Office Specialist	\$20.07	\$21.08	\$22.13	\$23.25	\$24.41	\$25.63
<b><u>LG2 - 15 YRS - 4% OF BASE SALARY</u></b>							
<b>250</b>	District Executive Secretary	\$30.69	\$32.22	\$33.83	\$35.54	\$37.30	\$39.16
<b>240</b>	Administrative Secretary	\$28.47	\$29.88	\$31.38	\$32.96	\$34.59	\$36.32
<b>245</b>	Lead Payroll/Benefits Specialist	\$29.89	\$31.38	\$32.95	\$34.60	\$36.32	\$38.14
<b>240</b>	Payroll/Benefits Specialist II	\$28.47	\$29.88	\$31.38	\$32.96	\$34.59	\$36.32
<b>230</b>	Payroll/Benefits Specialist	\$27.09	\$28.44	\$29.86	\$31.37	\$32.93	\$34.57
<b>230</b>	Human Resources Specialist	\$27.09	\$28.44	\$29.86	\$31.37	\$32.93	\$34.57
<b>240</b>	Accounting/Budgeting Technician	\$28.47	\$29.88	\$31.38	\$32.96	\$34.59	\$36.32
<b>220</b>	Secretary	\$22.53	\$23.66	\$24.84	\$26.07	\$27.40	\$28.78
<b>210</b>	Office Specialist	\$20.47	\$21.50	\$22.57	\$23.70	\$24.89	\$26.14
<b><u>LG3 - 20 YRS - 6% OF BASE SALARY</u></b>							
<b>350</b>	District Executive Secretary	\$31.28	\$32.84	\$34.48	\$36.22	\$38.01	\$39.91
<b>340</b>	Administrative Secretary	\$29.01	\$30.45	\$31.98	\$33.59	\$35.26	\$37.02
<b>345</b>	Lead Payroll/Benefits Specialist	\$30.47	\$31.98	\$33.58	\$35.27	\$37.02	\$38.87
<b>340</b>	Payroll/Benefits Specialist II	\$29.01	\$30.45	\$31.98	\$33.59	\$35.26	\$37.02
<b>330</b>	Payroll/Benefits Specialist	\$27.61	\$28.99	\$30.43	\$31.97	\$33.56	\$35.24
<b>330</b>	Human Resources Specialist	\$27.61	\$28.99	\$30.43	\$31.97	\$33.56	\$35.24
<b>340</b>	Accounting/Budgeting Technician	\$29.01	\$30.45	\$31.98	\$33.59	\$35.26	\$37.02
<b>320</b>	Secretary	\$22.96	\$24.12	\$25.31	\$26.58	\$27.93	\$29.33
<b>310</b>	Office Specialist	\$20.86	\$21.91	\$23.00	\$24.16	\$25.37	\$26.64
<b><u>LG4 - 25 YRS - 8% OF BASE SALARY</u></b>							
<b>450</b>	District Executive Secretary	\$31.87	\$33.46	\$35.13	\$36.90	\$38.73	\$40.66
<b>440</b>	Administrative Secretary	\$29.56	\$31.03	\$32.58	\$34.23	\$35.92	\$37.71
<b>445</b>	Lead Payroll/Benefits Specialist	\$31.04	\$32.58	\$34.22	\$35.93	\$37.71	\$39.60
<b>440</b>	Payroll/Benefits Specialist II	\$29.56	\$31.03	\$32.58	\$34.23	\$35.92	\$37.71
<b>430</b>	Payroll/Benefits Specialist	\$28.13	\$29.54	\$31.01	\$32.57	\$34.19	\$35.90
<b>430</b>	Human Resources Specialist	\$28.13	\$29.54	\$31.01	\$32.57	\$34.19	\$35.90
<b>440</b>	Accounting/Budgeting Technician	\$29.56	\$31.03	\$32.58	\$34.23	\$35.92	\$37.71
<b>420</b>	Secretary	\$23.39	\$24.57	\$25.79	\$27.08	\$28.46	\$29.88
<b>410</b>	Office Specialist	\$21.26	\$22.32	\$23.44	\$24.61	\$25.85	\$27.14
<b><u>LG5 - 30 YRS - 10% OF BASE SALARY</u></b>							
<b>550</b>	District Executive Secretary	\$32.46	\$34.08	\$35.78	\$37.59	\$39.45	\$41.42
<b>540</b>	Administrative Secretary	\$30.11	\$31.60	\$33.19	\$34.86	\$36.59	\$38.41
<b>545</b>	Lead Payroll/Benefits Specialist	\$31.61	\$33.19	\$34.85	\$36.60	\$38.41	\$40.34
<b>540</b>	Payroll/Benefits Specialist II	\$30.11	\$31.60	\$33.19	\$34.86	\$36.59	\$38.41
<b>530</b>	Payroll/Benefits Specialist	\$28.66	\$30.09	\$31.58	\$33.18	\$34.83	\$36.56
<b>530</b>	Human Resources Specialist	\$28.66	\$30.09	\$31.58	\$33.18	\$34.83	\$36.56
<b>540</b>	Accounting/Budgeting Technician	\$30.11	\$31.60	\$33.19	\$34.86	\$36.59	\$38.41
<b>520</b>	Secretary	\$23.83	\$25.03	\$26.27	\$27.58	\$28.99	\$30.44
<b>510</b>	Office Specialist	\$21.65	\$22.74	\$23.87	\$25.07	\$26.32	\$27.64

**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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