

SULPHUR SPRINGS SCHOOL DISTRICT  
 2019 - 2020 CONFIDENTIAL SALARY SCHEDULE  
 Effective: 07/1/19  
 Board Approval Date: 04/22/20  
 Raise 1.5% Ongoing

Revised 04/14/20

		HOURLY RATES					
		SCH 025 / SCH 0					
		FINAL					
RANGE	POSITION/STEP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
*****	*****	*****	*****	*****	*****	*****	*****
<b>BASE PAY</b>							
050	District Executive Secretary	\$24.57	\$25.79	\$27.08	\$28.44	\$29.87	\$31.35
040	Administrative Secretary	\$22.79	\$23.93	\$25.11	\$26.38	\$27.70	\$29.07
030	Payroll/Benefits Specialist	\$21.69	\$22.77	\$23.90	\$25.10	\$26.36	\$27.67
030	Human Resources Specialist	\$21.69	\$22.77	\$23.90	\$25.10	\$26.36	\$27.67
030	Accounting/Budgeting Technician	\$21.69	\$22.77	\$23.90	\$25.10	\$26.36	\$27.67
020	Secretary	\$18.04	\$18.93	\$19.89	\$20.87	\$21.91	\$23.03
010	Office Specialist	\$16.39	\$17.20	\$18.07	\$18.97	\$19.92	\$20.91
<b>LG1 - 10 YRS \$0.53</b>							
150	District Executive Secretary	\$25.10	\$26.32	\$27.61	\$28.97	\$30.40	\$31.88
140	Administrative Secretary	\$23.32	\$24.46	\$25.64	\$26.91	\$28.23	\$29.60
130	Payroll/Benefits Specialist	\$22.22	\$23.30	\$24.43	\$25.63	\$26.89	\$28.20
130	Human Resources Specialist	\$22.22	\$23.30	\$24.43	\$25.63	\$26.89	\$28.20
130	Accounting/Budgeting Technician	\$22.22	\$23.30	\$24.43	\$25.63	\$26.89	\$28.20
120	Secretary	\$18.57	\$19.46	\$20.42	\$21.40	\$22.44	\$23.56
110	Office Specialist	\$16.92	\$17.73	\$18.60	\$19.50	\$20.45	\$21.44
<b>LG2 - 15 YRS \$1.06</b>							
250	District Executive Secretary	\$25.63	\$26.85	\$28.14	\$29.50	\$30.93	\$32.41
240	Administrative Secretary	\$23.85	\$24.99	\$26.17	\$27.44	\$28.76	\$30.13
230	Payroll/Benefits Specialist	\$22.75	\$23.83	\$24.96	\$26.16	\$27.42	\$28.73
230	Human Resources Specialist	\$22.75	\$23.83	\$24.96	\$26.16	\$27.42	\$28.73
230	Accounting/Budgeting Technician	\$22.75	\$23.83	\$24.96	\$26.16	\$27.42	\$28.73
220	Secretary	\$19.10	\$19.99	\$20.95	\$21.93	\$22.97	\$24.09
210	Office Specialist	\$17.45	\$18.26	\$19.13	\$20.03	\$20.98	\$21.97
<b>LG3 - 20 YRS \$1.58</b>							
350	District Executive Secretary	\$26.15	\$27.37	\$28.66	\$30.02	\$31.45	\$32.93
340	Administrative Secretary	\$24.37	\$25.51	\$26.69	\$27.96	\$29.28	\$30.65
330	Payroll/Benefits Specialist	\$23.27	\$24.35	\$25.48	\$26.68	\$27.94	\$29.25
330	Human Resources Specialist	\$23.27	\$24.35	\$25.48	\$26.68	\$27.94	\$29.25
330	Accounting/Budgeting Technician	\$23.27	\$24.35	\$25.48	\$26.68	\$27.94	\$29.25
320	Secretary	\$19.62	\$20.51	\$21.47	\$22.45	\$23.49	\$24.61
310	Office Specialist	\$17.97	\$18.78	\$19.65	\$20.55	\$21.50	\$22.49
<b>LG4 - 25 YRS \$2.11</b>							
450	District Executive Secretary	\$26.68	\$27.90	\$29.19	\$30.55	\$31.98	\$33.46
440	Administrative Secretary	\$24.90	\$26.04	\$27.22	\$28.49	\$29.81	\$31.18
430	Payroll/Benefits Specialist	\$23.80	\$24.88	\$26.01	\$27.21	\$28.47	\$29.78
430	Human Resources Specialist	\$23.80	\$24.88	\$26.01	\$27.21	\$28.47	\$29.78
430	Accounting/Budgeting Technician	\$23.80	\$24.88	\$26.01	\$27.21	\$28.47	\$29.78
420	Secretary	\$20.15	\$21.04	\$22.00	\$22.98	\$24.02	\$25.14
410	Office Specialist	\$18.50	\$19.31	\$20.18	\$21.08	\$22.03	\$23.02
<b>LG5 - 30 YRS \$2.65</b>							
550	District Executive Secretary	\$27.22	\$28.44	\$29.73	\$31.09	\$32.52	\$34.00
540	Administrative Secretary	\$25.44	\$26.58	\$27.76	\$29.03	\$30.35	\$31.72
530	Payroll/Benefits Specialist	\$24.34	\$25.42	\$26.55	\$27.75	\$29.01	\$30.32
530	Human Resources Specialist	\$24.34	\$25.42	\$26.55	\$27.75	\$29.01	\$30.32
530	Accounting/Budgeting Technician	\$24.34	\$25.42	\$26.55	\$27.75	\$29.01	\$30.32
520	Secretary	\$20.69	\$21.58	\$22.54	\$23.52	\$24.56	\$25.68
510	Office Specialist	\$19.04	\$19.85	\$20.72	\$21.62	\$22.57	\$23.56

**BENEFITS**

Paid medical insurance (capped at 17,734.30 annually) or 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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		MONTHLY RATES					
		FINAL	SCH 025 / SCH O				
RANGE	POSITION/STEP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
*****	*****	*****	*****	*****	*****	*****	*****
<b>BASE PAY</b>							
050	District Executive Secretary	\$4,258	\$4,471	\$4,693	\$4,929	\$5,177	\$5,434
040	Administrative Secretary	\$3,950	\$4,147	\$4,353	\$4,572	\$4,801	\$5,039
030	Payroll/Benefits Specialist	\$3,760	\$3,946	\$4,143	\$4,350	\$4,569	\$4,796
030	Human Resources Specialist	\$3,760	\$3,946	\$4,143	\$4,350	\$4,569	\$4,796
030	Accounting/Budgeting Technician	\$3,760	\$3,946	\$4,143	\$4,350	\$4,569	\$4,796
020	Secretary	\$3,127	\$3,281	\$3,447	\$3,618	\$3,798	\$3,991
010	Office Specialist	\$2,841	\$2,982	\$3,132	\$3,288	\$3,453	\$3,625
<b>LG1 - 10 YRS \$91.95</b>							
150	District Executive Secretary	\$4,350	\$4,563	\$4,785	\$5,021	\$5,269	\$5,526
140	Administrative Secretary	\$4,042	\$4,239	\$4,445	\$4,664	\$4,893	\$5,131
130	Payroll/Benefits Specialist	\$3,852	\$4,038	\$4,235	\$4,442	\$4,661	\$4,888
130	Human Resources Specialist	\$3,852	\$4,038	\$4,235	\$4,442	\$4,661	\$4,888
130	Accounting/Budgeting Technician	\$3,852	\$4,038	\$4,235	\$4,442	\$4,661	\$4,888
120	Secretary	\$3,219	\$3,373	\$3,539	\$3,710	\$3,890	\$4,083
110	Office Specialist	\$2,933	\$3,074	\$3,224	\$3,380	\$3,545	\$3,717
<b>LG2 - 15 YRS \$183.90</b>							
250	District Executive Secretary	\$4,442	\$4,655	\$4,877	\$5,113	\$5,361	\$5,618
240	Administrative Secretary	\$4,134	\$4,331	\$4,537	\$4,756	\$4,985	\$5,223
230	Payroll/Benefits Specialist	\$3,944	\$4,130	\$4,327	\$4,534	\$4,753	\$4,980
230	Human Resources Specialist	\$3,944	\$4,130	\$4,327	\$4,534	\$4,753	\$4,980
230	Accounting/Budgeting Technician	\$3,944	\$4,130	\$4,327	\$4,534	\$4,753	\$4,980
220	Secretary	\$3,311	\$3,465	\$3,631	\$3,802	\$3,982	\$4,175
210	Office Specialist	\$3,025	\$3,166	\$3,316	\$3,472	\$3,637	\$3,809
<b>LG3 - 20 YRS \$275.85</b>							
350	District Executive Secretary	\$4,534	\$4,747	\$4,969	\$5,205	\$5,453	\$5,710
340	Administrative Secretary	\$4,226	\$4,423	\$4,629	\$4,848	\$5,077	\$5,315
330	Payroll/Benefits Specialist	\$4,036	\$4,222	\$4,419	\$4,626	\$4,845	\$5,072
330	Human Resources Specialist	\$4,036	\$4,222	\$4,419	\$4,626	\$4,845	\$5,072
330	Accounting/Budgeting Technician	\$4,036	\$4,222	\$4,419	\$4,626	\$4,845	\$5,072
320	Secretary	\$3,403	\$3,557	\$3,723	\$3,894	\$4,074	\$4,267
310	Office Specialist	\$3,117	\$3,258	\$3,408	\$3,564	\$3,729	\$3,901
<b>LG4 - 25 YRS \$367.80</b>							
450	District Executive Secretary	\$4,626	\$4,839	\$5,061	\$5,297	\$5,545	\$5,802
440	Administrative Secretary	\$4,318	\$4,515	\$4,721	\$4,940	\$5,169	\$5,407
430	Payroll/Benefits Specialist	\$4,128	\$4,314	\$4,511	\$4,718	\$4,937	\$5,164
430	Human Resources Specialist	\$4,128	\$4,314	\$4,511	\$4,718	\$4,937	\$5,164
430	Accounting/Budgeting Technician	\$4,128	\$4,314	\$4,511	\$4,718	\$4,937	\$5,164
420	Secretary	\$3,495	\$3,649	\$3,815	\$3,986	\$4,166	\$4,359
410	Office Specialist	\$3,209	\$3,350	\$3,500	\$3,656	\$3,821	\$3,993
<b>LG5 - 30 YRS \$459.73</b>							
550	District Executive Secretary	\$4,718	\$4,931	\$5,153	\$5,389	\$5,637	\$5,894
540	Administrative Secretary	\$4,410	\$4,607	\$4,813	\$5,032	\$5,261	\$5,499
530	Payroll/Benefits Specialist	\$4,220	\$4,406	\$4,603	\$4,810	\$5,029	\$5,256
530	Human Resources Specialist	\$4,220	\$4,406	\$4,603	\$4,810	\$5,029	\$5,256
530	Accounting/Budgeting Technician	\$4,220	\$4,406	\$4,603	\$4,810	\$5,029	\$5,256
520	Secretary	\$3,587	\$3,741	\$3,907	\$4,078	\$4,258	\$4,451
510	Office Specialist	\$3,301	\$3,442	\$3,592	\$3,748	\$3,913	\$4,085

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