

COBB COUNTY SCHOOL DISTRICT

Executive Secretary Annual Salary Schedule

2021-2022

STEP	Executive Secretary 1	Executive Secretary 2	Executive Secretary 3	Executive Secretary 4
	NEX1	NEX2	NEX3	NEX4
1	35,855	36,296	36,735	37,616
2	37,428	37,902	38,380	39,332
3	39,002	39,512	40,022	41,045
4	40,569	41,117	41,666	42,762
5	42,143	42,725	43,309	44,478
6	43,718	44,337	44,956	46,196
7	45,286	45,942	46,596	47,908
8	46,862	47,552	48,243	49,624
9	48,429	49,155	49,883	51,333
10	50,001	50,759	51,516	53,027
11	51,575	52,374	53,173	54,767
12	53,146	53,980	54,814	56,482
13	54,717	55,588	56,458	58,195
14	56,294	57,198	58,103	59,908
15-17	57,865	58,804	59,744	61,622
18-20	59,436	60,412	61,387	63,339
21-23	61,005	62,017	63,031	65,057
24-26	62,578	63,628	64,673	66,773
27-29	64,150	65,237	66,320	68,490
30+	65,755	66,885	68,012	70,271

FLSA Category:

Executive Secretary Levels 1, 2, 3 - Non-Exempt

Salaries are rounded to nearest dollar

Annual salaries based on 7.5 hours per day; 238 days per year

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Educational Supplements

An official transcript is required from an accredited institution and will be evaluated by the Human Resources Department. All college credit must reflect a cumulative GPA of “C” or above per semester/quarter. Credit is granted for each year of college (30 semester hours or 45 quarter hours). **Bachelor Degree or above required for maximum college credit.**

College Credit	Annual Supplement
1 year - 30 sem/45 qtr hrs	\$385.52
2 years - 60 sem/90 qtr hrs	\$771.04
3 years - 90 sem/135 qtr hrs	\$1,156.56
Bachelor Degree or above	\$1,542.08

Clerical employees working less than full-time positions are paid an educational supplement pro-rated according to the number of days/hours worked. Amounts are rounded to the nearest hundredth.

Business College: If clock hours are given in lieu of quarter hours, one (1) year of business college must constitute 792 clock hours. Vocational school clock hours may not be combined with college credit unless the employee is enrolled in a joint degree program of secretarial or accounting science.

Evaluation of Previous Experience

All experience must be listed on the original application and verified by completing the appropriate **CCSD** Experience Verification Form. **It is the employee's responsibility to obtain documentation of qualifications and experience from all former employers.** Human Resources will evaluate previously related outside experience and a **maximum of eight (8) steps** may be granted as follows:

Step Level	Full-Time Years of Similar Experience Equal or More Than:	Full-Time Years of Similar Experience Less Than:
1	0	Less than 1
2	1 year	Less than 2
3	2 years	Less than 7
4	7 years	Less than 12
5	12 years	Less than 17
6	17 years	Less than 21
7	21 years	Less than 25
8	25 or more	

A maximum of 3 years credit will be given for active duty military experience. **Form DD214 must be submitted for review.**

All full-time personnel are paid for seven and one-half hours of work per day. Lunch periods are **not** compensated. **Compensatory time and overtime must receive prior approval by the employee’s supervisor.**

Budget permitting, a step may be granted, annually, at the beginning of each work year upon **satisfactory** completion of a year’s service (see Work Day Calendar). The following exceptions apply:

- An employee who does not work a sufficient number of days to qualify for 1-year of service credit **or**
- An employee who receives an unsatisfactory annual evaluation (**Policy/Rule reference: GBA-R (9)**)