

COBB COUNTY SCHOOL DISTRICT

Local School Clerical Schedule

2021-2022

STEP	Rank 1	Rank 3	Rank 3	Rank 4	Rank 4	Rank 4	Rank 5	Rank 7
	NC31 - 188 Day	NC43 - 193 Day	NC23 - 198 Day	NC24 - 198 Day	NC14 - 218 Day	NC44 - 238 Day	NC55 - 198 Day	NC57 - 198 Day
1	19,835	22,876	23,404	24,778	28,488	30,964	26,112	34,814
2	20,379	23,646	24,216	25,733	29,535	32,108	27,150	35,785
3	20,922	24,423	25,049	26,688	30,586	33,237	28,190	36,757
4	21,469	25,238	25,882	27,640	31,632	34,345	29,226	37,731
5	22,012	26,049	26,716	28,593	32,681	35,454	30,268	38,703
6	22,552	26,865	27,548	29,546	33,698	36,564	31,304	39,683
7	23,097	27,672	28,382	30,495	34,714	37,674	32,346	40,660
8	23,642	28,485	29,212	31,452	35,732	38,785	33,382	41,642
9	24,206	29,303	30,053	32,373	36,749	39,895	34,425	42,612
10	24,778	30,114	30,886	33,300	37,767	41,004	35,466	43,599
11	25,350	30,929	31,711	34,225	38,783	42,112	36,501	44,560
12	25,920	31,736	32,517	35,149	39,801	43,223	37,539	45,538
13	26,491	32,546	33,333	36,073	40,818	44,333	38,578	46,507
14	27,059	33,331	34,138	37,000	41,834	45,446	39,619	47,481
15-17	27,635	34,121	34,948	37,925	42,852	46,555	40,656	48,460
18-20	28,205	34,910	35,760	38,878	43,901	47,698	41,696	49,429
21-23	28,777	35,701	36,570	39,776	44,889	48,775	42,733	50,421
24-26	29,347	36,493	37,379	40,703	45,904	49,886	43,772	51,393
27-29	29,916	37,273	38,185	41,620	46,919	50,989	44,812	52,382
30+	30,516	38,100	39,024	42,578	47,971	52,133	45,887	53,271

FLSA Category: Non-Exempt

Annual salaries are rounded to nearest dollar

Local School Clerical Schedule 2021-2022

Rank 1 - Guidance & School Clerks (188 Day)

Rank 3 - HS Guidance & Pupil Personnel Clerks (193 Day); ES Bookkeepers (198 Day); MS Pupil Personnel Clerks (198 Day)

Rank 4 - Braille Clerks (198 Day); ES & MS Secretaries (218 Day); HS Secretaries (238 Day)

Rank 5 - MS Bookkeepers (198 Day)

Rank 7 - HS Bookkeepers (198 Day)

Educational Supplements

An official transcript is required from an accredited institution. Human Resources will evaluate college credit. All college credit must reflect a cumulative GPA of “C” or above per semester or 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.** The supplement below is based on full-time employment or 7.5 hours per day and will be added to base annual salary.

College Credit	238 Day	218 Day	198 Day	193 Day	188 Day
30 sem/45 qtr hrs	385.52	353.12	320.72	312.62	304.52
60 sem/90 qtr hours	771.04	706.24	641.44	625.24	609.04
90 sem/135 qtr hours	1,156.56	1,059.36	962.16	937.86	913.56
Bachelor or above	1,542.08	1,412.48	1,282.88	1,250.48	1,218.08

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)**)