COBB COUNTY SCHOOL DISTRICT

Executive Secretary Annual Salary Schedule

2020-2021

STEP	Executive Secretary 1	Executive Secretary 2	Executive Secretary 3	Executive Secretary 4
	NEX1	NEX2	NEX3	NEX4
1	34,476	34,900	35,322	36,169
2	35,989	36,445	36,904	37,819
3	37,502	37,992	38,482	39,466
4	39,008	39,536	40,063	41,118
5	40,522	41,082	41,644	42,768
6	42,036	42,632	43,227	44,419
7	43,544	44,175	44,804	46,065
8	45,059	45,723	46,387	47,715
9	46,566	47,264	47,964	49,359
10	48,078	48,807	49,534	50,988
11	49,592	50,360	51,128	52,660
12	51,102	51,904	52,705	54,310
13	52,612	53,450	54,286	55,956
14	54,129	54,999	55,868	57,604
15-17	55,639	56,542	57,447	59,252
18-20	57,150	58,088	59,026	60,903
21-23	58,659	59,632	60,607	62,555
24-26	60,171	61,181	62,185	64,205
27-29	61,683	62,728	63,770	65,856
30+	63,226	64,312	65,396	67,568

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

Executive Secretary Annual Salary Schedule
2020-2021

Executive Secretary positions are ranked according to the skills required and the nature of the responsibility of the position.

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/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	$370.69
2 years - 60 sem/90 qtr hrs	$741.38
3 years - 90 sem/135 qtr hrs	$1,112.07
Bachelor Degree or above	$1,482.76

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