Revised 7.9.14
Auburn School District No. 408
Auburn, Washington

NON-REPRESENTED OFFICE PERSONNEL SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2014

Hourly Rate

Deputy superintendent's secretary $31.00
Associate superintendent's secretary $31.00
Assistant superintendent's secretary $29.75

NOTES:
For longevity purposes, office personnel covered by this salary schedule will receive an additional 1% of their hourly rate beginning with their 15th year; 2% of their hourly rate beginning with their 20th year; and an additional 3% of their hourly rate beginning with their 25th year.

Vacation accrual will be subject to board policy.

Vacation accrual will be earned as follows: one (1) hour of vacation credit for each twelve (12) hours worked, not to exceed one hundred and sixty (160) hours per year.

All employees will be allowed hours of vacation credit based on hours worked during the calendar year September 1 through August 31.

In computing the total vacation credit for any period of service, part of an hour will be disregarded if less than one-half (1/2) hour; otherwise, it will be counted as a full hour.

All straight time hours for which an employee is paid (excluding vacation credit hours, holiday hours, and disability hours) will be counted as hours worked in the computation of vacation credit.

It is mutually agreed that vacations shall be scheduled at the request of the employee and approval of the supervisor, unless such vacation time would disrupt the normal activities of the District.

Stipends for PSP Certificates will be consistent with any other classified employee.