

SECRETARIAL & CLERICAL SALARY SCHEDULE
NORTHSHORE SCHOOL DISTRICT NO. 417
2018-2019

SCHEDULE 32

Effective September 1, 2018

12-MONTH	Steps	01	02	03	04	05	10	12	15
LEVEL D *Substitute Hourly Rate	Hourly	24.77	25.64	26.54	27.47	28.43	29.43	30.46	31.53
LEVEL E**	Hourly	25.64	26.54	27.47	28.43	29.43	30.46	31.53	32.63
LEVEL F**	Hourly	26.54	27.47	28.43	29.43	30.46	31.53	32.63	33.77
LEVEL G**	Hourly	27.47	28.43	29.43	30.46	31.53	32.63	33.77	34.95
LEVEL H**	Hourly	28.43	29.43	30.46	31.53	32.63	33.77	34.95	36.17
LEVEL I**	Hourly	29.43	30.46	31.53	32.63	33.77	34.95	36.17	37.44

An annual stipend shall be given beyond the normal salary to any employee holding an Associate of Arts in Business Education, Bachelor of Arts or other College Degree, or Basic Standards Certificate (NAEOP) - \$869; Associate Professional (NAEOP) - \$1,022; Advanced I (NAEOP) - \$1,129; Advanced II (NAEOP) - \$1,252; Advanced III (NAEOP) - \$1,389; Professional Bachelor's Degree (NAEOP) - \$1,536; Professional Master's Degree (NAEOP) - \$1,600.

A wage differential shall be given to the employees working an evening shift, in the amount: **0.60**

The substitute rate of pay shall be Level D, Step 1. A NEOPA employee with ten (10) or more years of experience who resigns or retires and is rehired as a substitute within three (3) years of separation shall be paid at Level G, Step 1. In such instances that a current school employee is hired to fulfill a NEOPA substitute position, that employee will be paid his or her regular rate of pay, or Level D, Step 1, whichever is higher (see Article 39.44)

**Temporary employees and long-term substitutes shall be paid per the salary schedule on the 45th consecutive work day in the same assignment. (See Article 39.43.)

Existing employees working in a higher classification for five (5) consecutive days or more will be paid the higher rate of pay beginning on the fifth day of such assignment. (See Article 39.45.)

Steps 10, 12 and 15 are considered longevity steps. (See Article 39.42.)

SEE APPENDIX B FOR SPECIFIC JOB TITLES**Formula for Calculating Annual and Monthly amounts:**

9 Month Employee:	Hourly Rate x 1,560 hours = Annual amount and divided by 12 = Monthly amount
10 Month Employee:	Hourly Rate x 1,736 hours = Annual amount and divided by 12 = Monthly amount
10.5 Month Employee:	Hourly Rate x 1,824 hours = Annual amount and divided by 12 = Monthly amount
11 Month Employee:	Hourly Rate x 1,912 hours = Annual amount and divided by 12 = Monthly amount
12 Month Employee:	Hourly Rate x 2,080 hours = Annual amount and divided by 12 = Monthly amount

Adopted by the Board of Directors on: December 10, 2018