

**HIGHLINE PUBLIC SCHOOLS #401**

**EXECUTIVE ASSISTANTS SALARY SCHEDULE**

**Effective: September 1, 2019**

TITLE		Longevity Steps				
		Step 1 & 2	Step 3 & 4	Step 5 & 6	Step 7 & 8	Step 9 & up
Executive Assistant I	2080 hrs	\$30.46019	\$30.91708	\$31.53543	\$32.32381	\$33.21272
		\$63,357	\$64,308	\$65,594	\$67,234	\$69,082
Executive Assistant II	2080 hrs	\$31.91298	\$32.39168	\$33.03951	\$33.86550	\$34.79679
		\$66,379	\$67,375	\$68,722	\$70,440	\$72,377
Executive Assistant to Superintendent	2080 hrs	\$36.13524	\$36.67726	\$37.41081	\$38.34607	\$39.40060
		\$75,161	\$76,289	\$77,814	\$79,760	\$81,953

1. Medical, Dental and Vision: Through December 31, 2019, the District will contribute the state allocation for medical benefits toward district approved medical premiums. The District will pay the retiree healthcare subsidy. The District contribution for less than full-time employees will be prorated by FTE. Beginning January 1, 2020 the District shall provide to eligible employees all non-optional life, dental, health and disability insurance programs available under the rules and regulations of the Washington School Employee Benefit Board (SEBB).
2. Vacation Days: Employees earn fifteen vacation days during their first year of employment with the Highline School District. Employees earn one additional vacation day for each additional year of Highline School District service through Step 4. Employees at Step 5 with 8+ years receive 25 days of vacation.
3. Personal Leave Days: Employees receive annually two personal leave days to be deducted from the employee's sick leave balance.
4. Professional Growth Funds: Employees will be allowed \$500.00 annually plus three days at \$175.00 per day to cover costs related to approved professional growth activities.
5. Extra Duty: Extra stipends of up to 5% of the annual salary must be authorized by the Superintendent for responsibilities assigned which are beyond the regular duties as defined by the job description.
6. Step increments are given at the beginning of each fiscal year payable beginning with the September paycheck. To receive a step increment, employees must have worked at least one-half of the previous fiscal year.
7. Employees will be paid at 1.5 times their hourly rate for all hours worked beyond forty (40) hours per week. All overtime hours must be pre-approved by the employee's immediate supervisor.

APPROVED BY THE BOARD OF DIRECTORS: July 10, 2019