

SCHEDULE A – 24/25 | SECRETARIES / CLERKS
SEPTEMBER 1, 2024 – AUGUST 31, 2025

Includes 3.7% IPD – rates do not include longevity or stipends

POSITION	Step 1 Years 1-4	Step 2 Years 5-9	Step 3 Years 10+
Level I	\$21.78	\$22.87	\$24.01
Level II	\$22.87	\$24.01	\$25.21
Level III	\$24.23	\$25.44	\$26.71
Level IV	\$25.94	\$27.23	\$28.59
Level V	TBD/Level for all positions once reclassified. Room for growth.		
Level VI	TBD/Level for all positions once reclassified. Room for growth.		

Level I	Library Clerk, A.V. Coordinator, Building Receptionist, Program Clerk/PHS, New Horizons Clerk and all other Clerk I's.
Level II	Guidance Secretary, Attendance Clerk, Nutrition Service Clerk, Substitute Calling Clerk, Business Office Clerk, ELC Clerk, HS Psych Clerk, Secretary to Program Manager/Assistant Director/ Assistant Principal, Accounting Assistant/PHS, Business Office Assistant Technician, Transportation Clerk, and all other Clerk II's, and District Receptionist.
Level III	Secretary to Director, Elementary Principal Secretary, Department Supervisor Secretary, and Guidance Registrar.
Level IV	Dispatcher, Technicians, Middle/Alternative High/High School Principal Secretary, Executive Director Secretary, Secretary to the Athletics Director.
Level V	TBD/Level for all positions once reclassified. Room for growth.
Level VI	TBD/Level for all positions once reclassified. Room for growth.

*When an employee moves from a position at a lower level on this salary schedule to a position at a higher level on this salary schedule, the employee will be placed on the same step held prior to the change in position.

1. Non-permanent PSD employee Substitute secretaries/clerks will be paid at Level I, Step 1. Permanent employees of Pasco School District that work extra shifts as Substitutes will be paid according to their regular step but on the level of the position they are subbing.
2. Ten (10) month secretaries /clerks shall be paid for two hundred (200) workdays, plus twelve (12) holidays, plus ten (10) vacation days, plus any accrued vacation days after the fifth (5th) year of employment, in twelve (12) equal monthly payments.
3. All employees under this salary schedule who attend District required classes, programs, meetings, etc. will be compensated for the time spent at these meetings at the employee's hourly rate.
4. An employee whose position is reclassified per Section 15.6 will move laterally on the salary schedule into the same step of the higher level.
5. Longevity: After completing the 5th, 10th, 15th, and 20th year of service with the Pasco School District, employees shall be paid two percent (2%) above scale.
6. Longevity years of service in the district. Seniority is the years of service in the position/classification. Experience: years of work outside of District that is used to determine appropriate pay scale.



7. Educational Enhancements Pay:

Secretaries/Clerks who possess an Associate's Degree or Bachelor's Degree (or higher) shall be eligible for Educational Enhancement Pay, provided that the degree is not a required qualification for the positions. Educational Enhancement Pay shall be paid at the following rates:

- a. Associate's degree - fifty cents (\$0.50) per hour
- b. Bachelor's degree (or higher) - seventy-five cents (\$0.75) per hour

An employee possessing both an Associates Degree and a Bachelors Degree shall receive Educational Enhancement Pay only for their Bachelor's degree.

Employees, as of the effective date of this agreement, receiving pay for educational enhancement for a degree that is a required qualification of their current position will continue to receive this pay until separation of service with Pasco School District or a transfer to a position outside of their general job classification.

It shall be the responsibility of the employee to provide evidence of the degree to Employee Services in order to become eligible for the differential. No hours will qualify for the differential until the beginning of the first payroll period after documentation of the degree is provided to the District (No retro pay will be provided for hours worked prior to the degree being provided to the District).

Summer school Secretaries/Clerks shall be paid at the current rate of pay they are receiving during the regular school year.

For the purpose of filling summer school positions, if summer school is offered at all schools, jobs will be offered in buildings and by seniority first. If there are any positions not filled, then the remaining positions will be offered District-wide, and seniority will be followed. If summer school is offered on a regional basis (only certain schools) District-wide seniority will be followed.

