

**CENTRAL CONSOLIDATED SCHOOL DISTRICT**  
**Bargaining Unit B (Educational Support)**  
**Clerical**  
**2019-2020 SY**

<b>Step</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>
0	\$12.40	\$12.90	\$12.90	\$13.40
1-6	\$13.50	\$14.10	\$14.10	\$14.65
7-10	\$13.65	\$14.20	\$14.20	\$14.80
11-15	\$14.60	\$15.10	\$15.10	\$15.55
16-18	\$15.00	\$16.15	\$16.15	\$16.35
19-20	\$16.75	\$17.20	\$17.20	\$17.90

- Grade 1 - Clerical and School Library Clerks (HS to HS+47)
- Grade 2 - Clerical (HS+48 to HS+95)
- Grade 3 - School Library Clerks (HS+48 and above)
- Grade 4 - Clerical (HS+96 and above)

School Library Clerks work 190 days and 7.5 hours/day.

Receptionists work 190 days and 6.5 hours/days - OR - 190 days and 8 hours/day when the school has over 350 students on the 120th day of the previous school year.

Clerical, School and District, work 200, 208, 223 or 245 days and 8 hours/day.

The salary schedule is a one-year document that reflects placement only. This schedule does not reflect future movement.

Official transcripts must be on file with the Human Resources Department by October 1st of the current year.

College credits must be job related. College credits that are not job related but are a requirement of a degree program will be counted if the University degree program is submitted as documentation.

Employees hired after September 1st of the school year must have all official transcripts submitted to the Human Resources Department within thirty (30) working days after employment.

Each employee is responsible to supply an accurate address and other required information for verification of out-of-district experience. Verification must be received from the previous employer/supervisor in the Human Resources Department within thirty (30) working days after employment.

A maximum of six (6) years job related out-of-district experience is allowed.

There must be at least a one-year break in service for any employee hired prior to 7/01/2005 to be eligible for six (6) years of out-of-district experience.

Completion of a minimum of fifty-one percent (51%) of a standard year contract is required to be counted for a full year of experience.