

CENTRAL CONSOLIDATED SCHOOL DISTRICT
Confidential Clerical
2021-2022 SY

Step	Grade 1	Grade 2	Grade3
0	\$14.00	\$14.50	\$15.00
1	\$14.50	\$15.00	\$15.50
2-6	\$15.55	\$16.10	\$16.75

Grade 1 - Clerical (HS to HS+47)

Grade 2 - Clerical (HS+48 to HS+95)

Grade 3 - Clerical (HS+96 and above)

District Clerical (Finance, Human Resources, and Secretary to the Directors) work 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.

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.

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.

The Facility Use Manager will receive an additional hourly increment above his/her scheduled position equal to \$1,000 per year.