

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
2016-2017 SCHOOL YEAR**

Board Approved:

Administrative Assistant

Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$40,076	\$41,679	\$46,112	\$51,023	\$55,963	\$60,903	\$65,844

Implementation:

1. **LONGEVITY:** Longevity will be granted for administrative service on the Administrative Assistant Salary Schedule in accordance with the following schedule:

Percentage of Base

7 to 9 years	3.00%
10 to 12 years	6.00%
13 to 15 years	9.00%
16 to 18 years	12.00%
19 to plus	15.00%

Longevity is computed by multiplying that percentage shown above by the total of the Base Salary, Step 0.

Longevity payments are added to the regular salary amount and paid 1/24th per pay period.

Longevity payments will apply towards retirement credit.

2. **Experience:** Placement on the salary schedule will be on Step 1 unless documented previous experience in a similar position. One (1) step placement will be granted for each year of qualified experience not to exceed a maximum of step three (3).
3. The above salary schedule is based on a twelve (12) month contract, 7.5 hour workday.
4. All overtime will be calculated at 1½ times the hourly rate of all hours over a 40 hour work week.