

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
2013-2014 SCHOOL YEAR**

Board Approved:

**Administrative Assistant**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
\$37,867	\$41,894	\$46,357	\$50,845	\$55,333	\$59,822

**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 1.

Longevity payments are added to the regular salary amount and paid 1/24<sup>th</sup> 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.

Employees will receive their normal longevity progression for the 2012-13 school year and will be advanced an additional longevity step to compensate for any longevity progression not granted for the 2011-12 school year.

Any employee not receiving a salary increase due to longevity progression will receive a cash bonus equal to three percent (3%) of Step Zero of the employee's current salary lane. Any employee receiving this bonus will be paid one half of that bonus on his or her December 14, 2012 paycheck and the remainder on his or her June 14, 2013 paycheck. To qualify to receive the bonus payment on December 14, 2012, the employee must have worked at least 50 days prior to December 14, 2012 and be in a paid status during the pay period (November 16-29, 2012). To qualify to receive the bonus payment on June 14, 2013, the employee must have worked at least one-half the year plus one day and be in a paid status during the pay period (May 17 - June 1, 2013). There will be no proration of these bonuses for employees working less than a complete school year.