

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
2011-2012 SCHOOL YEAR**

Board Approved:

Administrative Assistant

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$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.

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.