

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**2015-2016 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>
\$40,076	\$44,338	\$49,061	\$53,811	\$58,561	\$63,312

**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.