

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

Board Approved:

Administrative Assistant

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$39,098	\$43,256	\$47,864	\$52,498	\$57,132	\$61,767

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 1/24th 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.

For the 2013-14 school year all salary schedules will receive a 3.25% (three and one quarter percent) across-the-board increase. This increase will be fully retroactive to July 1, 2013 for all employees. There will be no step increments granted for the 2013-14 school year.

The parties agree that should the funding level provided by the Teacher Salary Allocation line item of 2013 (\$6.3 million after reduction for charter schools) not be appropriated or converted to an increase in the base student allocation or other funding source, each employee's salary and the included salary schedules will be reduced by 3.25% (or a pro-rata reduction in the case of partial reduction in the Teachers Salary Allocation line item of 2013) as of the close of business on June 30th of the last school year such appropriation was made.