

**Box Elder School District Salary Schedule
Secretaries and Clerks
2020-2021**

Step	Lane I	Lane II	Lane III	Lane IV	Lane V	Lane VI
1	\$13.69	\$14.63	\$15.40	\$17.29	\$18.71	\$21.01
2	\$14.25	\$15.15	\$16.11	\$17.90	\$19.42	\$21.71
3	\$14.83	\$15.78	\$16.79	\$18.60	\$20.11	\$22.41
4	\$15.44	\$16.45	\$17.52	\$19.27	\$20.86	\$23.16
5	\$16.30	\$17.30	\$18.45	\$20.02	\$21.70	\$23.93
6	\$16.62	\$17.64	\$18.83	\$20.65	\$22.31	\$24.61
7	\$16.62	\$17.64	\$18.83	\$20.79	\$22.78	\$25.24
8	\$16.62	\$17.64	\$18.91	\$20.97	\$23.25	\$25.75
9	\$16.62	\$17.71	\$19.24	\$21.35	\$23.73	\$26.28
10	\$16.62	\$17.80	\$19.41	\$21.48	\$23.73	\$26.50
11	\$16.94	\$18.00	\$19.48	\$21.56	\$23.87	\$26.56
12	\$16.94	\$18.00	\$19.48	\$21.56	\$23.87	\$26.56
13	\$16.94	\$18.00	\$19.48	\$21.56	\$23.87	\$26.56
14	\$16.94	\$18.00	\$19.48	\$21.56	\$23.87	\$26.56
15	\$16.94	\$18.00	\$19.56	\$21.62	\$24.02	\$26.73
16	\$17.28	\$18.36	\$19.84	\$21.92	\$24.16	\$26.96
17	\$17.28	\$18.36	\$19.84	\$21.92	\$24.16	\$26.96
18	\$17.28	\$18.36	\$19.84	\$21.92	\$24.16	\$26.96
19	\$17.28	\$18.36	\$19.84	\$21.92	\$24.16	\$26.96
20	\$17.70	\$18.79	\$20.10	\$22.19	\$24.31	\$27.16
21	\$17.70	\$18.79	\$20.10	\$22.19	\$24.31	\$27.16
22	\$17.70	\$18.79	\$20.10	\$22.19	\$24.31	\$27.16
23	\$17.70	\$18.79	\$20.10	\$22.19	\$24.31	\$27.16
24	\$17.70	\$18.79	\$20.10	\$22.19	\$24.31	\$27.16
25	\$18.79	\$19.88	\$21.11	\$22.44	\$24.67	\$27.31
26	\$18.79	\$19.88	\$21.11	\$22.44	\$24.67	\$27.31
27	\$18.79	\$19.88	\$21.11	\$22.44	\$24.67	\$27.31
28	\$19.79	\$20.88	\$22.11	\$23.44	\$25.67	\$28.31

Job Title**Job Title**

Lane I	Clerical/Office Aide	
Lane II	Transportation Receptionist	Receptionist
Lane III	Attendance Secretary Comprehensive Guidance Clerk District Receptionist	DYCH Adult Ed Sec/Receptionist/Financial Registration Clerk School Nurse Secretary (187 days)
Lane IV	Asst. Payroll/ Fixed Assets Secretary Benefits Secretary DYCH Prin Sec/YIC/Registrar/Financial Elementary Secretary High School Financial Secretary Intermediate School Secretary Medicaid Secretary (192 days)	Middle School Financial Secretary Middle School Principal Secretary Preschool/ Psych Secretary Software/CTE/Migrant/EYE Secretary Technology Secretary
Lane V	Accounts Payable Secretary Facilities Secretary Classified Personnel/Substitutes Secretary High School Principal Secretary	Purchasing Secretary Special Ed Secretary Student Services/Assessment Secretary Transportation Secretary
Lane VI	Superintendent Secretary Payroll Secretary	Assistant Superintendent Secretary

Contract hours and days for School Secretarial Staffing

Adult Ed Secretary - DYCH	7.5 hours	220 days
Attendance Secretary	7.5 hours	192 days
Financial Secretary - High School	7.5 hours	220 days
Financial Secretary - Middle School	7.5 hours	220 days
Principal Secretary - Elementary	8.0 hours	200 days
Over 500 students add	2.0 hours	180 days
Principal Secretary - High School & Middle School	7.5 hours	260 days
Principal Secretary/Financial - Intermediate School	7.5 hours	260 days
Receptionist	7.5 hours	192 days
Registration Clerk	7.5 hours	205 days
VP Secretary - BEHS ONLY	6.0 hours	205 days
900 plus students -- Add Registration Secretary		
900 plus students -- Add Attendance Secretary		
1200 plus students -- Add 6 hour Vice Principal Secretary		
Jul-03		
Benefits:	192 day employees: 10 days sick leave, 3 days personal leave	
	200 day employees: 10 days sick leave, 3 days personal leave	
	205 day employees: 10 days sick leave, 3 days personal leave	
	220 day employees: 5 days vacation, 11 days sick leave, 1 day personal leave	
	260 day employees: 12 days vacation, 12 days sick leave, 1 day personal leave	
Annual \$3000 stipend for BS or BA degree for lanes V and VI		
May - 19		
Annual \$3000 stipend for the BESD Foundation Secretary		
May - 19		

Contract hours and days for District Secretarial Staffing

Accounts Payable Clerk	7.5 hours	260 days
Assistant Payroll/Fixed Asset Secretary	7.5 hours	260 days
Assistant Superintendent Secretary	7.5 hours	260 days
Benefits Secretary	7.5 hours	260 days
Classified Personnel/Substitutes Secretary	7.5 hours	260 days
District Receptionist	7.5 hours	260 days
Facilities Secretary	7.5 hours	260 days
Medicaid Secretary	6.5 hours	192 days
Payroll Clerk	7.5 hours	260 days
Purchasing Clerk	7.5 hours	260 days
School Nurse Secretary	7.5 hours	187 days
Software/CTE/Migrant/EYE Secretary	7.5 hours	260 days
Special Education Secretary	7.5 hours	260 days
Superintendent Secretary	7.5 hours	260 days
Technology Secretary	7.5 hours	260 days
Transportation Secretary	7.5 hours	260 days