

COBB COUNTY SCHOOL DISTRICT
Local School Clerical Schedule
2022-2023

STEP	Rank 1	Rank 3	Rank 3	Rank 4	Rank 4	Rank 4	Rank 5	Rank 7
	NC31 -188 Day	NC43 - 193 Day	NC23 - 198 Day	NC24 - 198 Day	NC14 - 218 Day	NC44 - 235 Day	NC55 - 198 Day	NC57 - 198 Day
1	21,521	24,820	25,394	26,884	30,909	33,596	28,332	37,773
2	22,112	25,656	26,274	27,920	32,045	34,837	29,458	38,827
3	22,700	26,499	27,179	28,957	33,186	36,062	30,586	39,882
4	23,294	27,383	28,082	29,990	34,320	37,265	31,710	40,938
5	23,883	28,264	28,987	31,023	35,459	38,468	32,840	41,993
6	24,469	29,148	29,890	32,057	36,562	39,672	33,965	43,056
7	25,060	30,024	30,795	33,087	37,664	40,876	35,095	44,116
8	25,652	30,906	31,695	34,125	38,770	42,081	36,219	45,181
9	26,263	31,793	32,608	35,125	39,872	43,286	37,351	46,234
10	26,884	32,674	33,511	36,131	40,977	44,490	38,481	47,305
11	27,504	33,558	34,406	37,134	42,080	45,692	39,604	48,347
12	28,124	34,433	35,281	38,137	43,184	46,897	40,729	49,409
13	28,743	35,312	36,166	39,140	44,288	48,102	41,857	50,460
14	29,360	36,165	37,040	40,145	45,390	49,309	42,986	51,517
15-17	29,984	37,021	37,919	41,148	46,494	50,513	44,112	52,579
18-20	30,602	37,877	38,799	42,182	47,633	51,752	45,241	53,630
21-23	31,223	38,736	39,678	43,157	48,705	52,921	46,365	54,706
24-26	31,842	39,595	40,556	44,162	49,806	54,126	47,493	55,761
27-29	32,458	40,442	41,431	45,157	50,907	55,323	48,621	56,834
30+	33,110	41,338	42,341	46,197	52,049	56,564	49,788	57,799

FLSA Category: Non-Exempt

Annual salaries are rounded to nearest dollar

Local School Clerical Schedule 2022-2023

Rank 1 - Guidance & School Clerks (188 Day)

Rank 3 - HS Guidance & Pupil Personnel Clerks (193 Day); MS Pupil Personnel Clerks (198 Day); ES Clerks (198 Day)

Rank 4 - Braille Clerks (198 Day); ES & MS Secretaries (218 Day); HS Secretaries (235 Day)

Rank 5 - ES Bookkeepers (198 Day) MS Bookkeepers (198 Day)

Rank 7 - HS Bookkeepers (198 Day)

Educational Supplements

An official transcript is required from an accredited institution. Human Resources will evaluate college credit. All college credit must reflect a cumulative GPA of "C" or above per semester or quarter. Credit is granted for each year of college (30 semester hours or 45 quarter hours). **Bachelor Degree or above required for maximum college credit.** The supplement below is based on full-time employment or 7.5 hours per day and will be added to base annual salary.

College Credit	235 Day	218 Day	198 Day	193 Day	188 Day
30 sem/45 qtr hrs	418.29	383.14	347.98	339.19	330.40
60 sem/90 qtr hrs	836.58	766.28	695.96	678.38	660.80
90 sem/135 qtr hrs	1,254.87	1,149.42	1,043.94	1,017.57	991.20
Bachelor or above	1,673.16	1,532.56	1,391.92	1,356.76	1,321.60

Clerical employees working less than full-time positions are paid an educational supplement pro-rated according to the number of days/hours worked. Amounts are rounded to the nearest hundredth.

Business College: If clock hours are given in lieu of quarter hours, one (1) year of business college must constitute 792 clock hours. Vocational school clock hours may not be combined with college credit unless the employee is enrolled in a joint degree program of secretarial or accounting science.

Evaluation of Previous Experience

All experience must be listed on the original application and verified by completing the appropriate **CCSD Experience Verification Form**. **It is the employee's responsibility to obtain documentation of qualifications and experience from all former employers.** Human Resources will evaluate previously related outside experience and a **maximum of eight (8) steps** may be granted as follows:

Step Level	Full-Time Years of Similar Experience Equal or More Than:	Full-Time Years of Similar Experience Less Than:
1	0	Less than 1
2	1 year	Less than 2
3	2 years	Less than 7
4	7 years	Less than 12
5	12 years	Less than 17
6	17 years	Less than 21
7	21 years	Less than 25
8	25 or more	

A maximum of 3 years credit will be given for active duty military experience. **Form DD214 must be submitted for review.**

All full-time personnel are paid for seven and one-half hours of work per day. Lunch periods are **not** compensated. **Compensatory time and overtime must receive prior approval by the employee's supervisor.**

Budget permitting, a step may be granted, annually, at the beginning of each work year upon **satisfactory** completion of a year's service (see Work Day Calendar).

The following exceptions apply:

- An employee who does not work a sufficient number of days to qualify for 1-year of service credit **or**
- An employee who receives an unsatisfactory annual evaluation (**Policy/Rule reference: GBA-R (9)**)