

SULPHUR SPRINGS SCHOOL DISTRICT
2024-25 CONFIDENTIAL SALARY SCHEDULE
Effective: 07/01/24

Board Approval Date: 2/12/25

MONTHLY RATES
SCH 025 / SCH 0
FINAL

RANGE	POSITION/STEP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
*****	*****	*****	*****	*****	*****	*****	*****

BASE PAY

050	District Executive Secretary	\$5,321	\$5,586	\$5,866	\$6,162	\$6,466	\$6,789
040	Administrative Secretary	\$4,935	\$5,180	\$5,440	\$5,715	\$5,997	\$6,297
045	Lead Payroll/Benefits Specialist	\$5,182	\$5,440	\$5,713	\$5,999	\$6,297	\$6,612
040	Payroll/Benefits Specialist II	\$4,935	\$5,180	\$5,440	\$5,715	\$5,997	\$6,297
030	Payroll/Benefits Specialist	\$4,697	\$4,932	\$5,176	\$5,439	\$5,710	\$5,994
030	Human Resources Specialist	\$4,697	\$4,932	\$5,176	\$5,439	\$5,710	\$5,994
040	Accounting/Budgeting Technician	\$4,935	\$5,180	\$5,440	\$5,715	\$5,997	\$6,297

LG1 - 10 YRS - 2% OF BASE SALARY

150	District Executive Secretary	\$5,427	\$5,698	\$5,983	\$6,285	\$6,595	\$6,925
140	Administrative Secretary	\$5,034	\$5,284	\$5,549	\$5,829	\$6,117	\$6,423
145	Lead Payroll/Benefits Specialist	\$5,286	\$5,549	\$5,827	\$6,119	\$6,423	\$6,744
140	Payroll/Benefits Specialist II	\$5,034	\$5,284	\$5,549	\$5,829	\$6,117	\$6,423
130	Payroll/Benefits Specialist	\$4,791	\$5,031	\$5,280	\$5,548	\$5,824	\$6,114
130	Human Resources Specialist	\$4,791	\$5,031	\$5,280	\$5,548	\$5,824	\$6,114
140	Accounting/Budgeting Technician	\$5,034	\$5,284	\$5,549	\$5,829	\$6,117	\$6,423

LG2 - 15 YRS - 4% OF BASE SALARY

250	District Executive Secretary	\$5,534	\$5,809	\$6,101	\$6,408	\$6,725	\$7,061
240	Administrative Secretary	\$5,132	\$5,387	\$5,658	\$5,944	\$6,237	\$6,549
245	Lead Payroll/Benefits Specialist	\$5,389	\$5,658	\$5,942	\$6,239	\$6,549	\$6,876
240	Payroll/Benefits Specialist II	\$5,132	\$5,387	\$5,658	\$5,944	\$6,237	\$6,549
230	Payroll/Benefits Specialist	\$4,885	\$5,129	\$5,383	\$5,657	\$5,938	\$6,234
230	Human Resources Specialist	\$4,885	\$5,129	\$5,383	\$5,657	\$5,938	\$6,234
240	Accounting/Budgeting Technician	\$5,132	\$5,387	\$5,658	\$5,944	\$6,237	\$6,549

LG3 - 20 YRS - 6% OF BASE SALARY

350	District Executive Secretary	\$5,640	\$5,921	\$6,218	\$6,532	\$6,854	\$7,196
340	Administrative Secretary	\$5,231	\$5,491	\$5,766	\$6,058	\$6,357	\$6,675
345	Lead Payroll/Benefits Specialist	\$5,493	\$5,766	\$6,056	\$6,359	\$6,675	\$7,009
340	Payroll/Benefits Specialist II	\$5,231	\$5,491	\$5,766	\$6,058	\$6,357	\$6,675
330	Payroll/Benefits Specialist	\$4,979	\$5,228	\$5,487	\$5,765	\$6,053	\$6,354
330	Human Resources Specialist	\$4,979	\$5,228	\$5,487	\$5,765	\$6,053	\$6,354
340	Accounting/Budgeting Technician	\$5,231	\$5,491	\$5,766	\$6,058	\$6,357	\$6,675

LG4 - 25 YRS - 8% OF BASE SALARY

450	District Executive Secretary	\$5,747	\$6,033	\$6,335	\$6,655	\$6,983	\$7,332
440	Administrative Secretary	\$5,330	\$5,594	\$5,875	\$6,172	\$6,477	\$6,801
445	Lead Payroll/Benefits Specialist	\$5,597	\$5,875	\$6,170	\$6,479	\$6,801	\$7,141
440	Payroll/Benefits Specialist II	\$5,330	\$5,594	\$5,875	\$6,172	\$6,477	\$6,801
430	Payroll/Benefits Specialist	\$5,073	\$5,327	\$5,590	\$5,874	\$6,167	\$6,474
430	Human Resources Specialist	\$5,073	\$5,327	\$5,590	\$5,874	\$6,167	\$6,474
440	Accounting/Budgeting Technician	\$5,330	\$5,594	\$5,875	\$6,172	\$6,477	\$6,801

LG5 - 30 YRS - 10% OF BASE SALARY

550	District Executive Secretary	\$5,853	\$6,145	\$6,453	\$6,778	\$7,113	\$7,468
540	Administrative Secretary	\$5,429	\$5,698	\$5,984	\$6,287	\$6,597	\$6,927
545	Lead Payroll/Benefits Specialist	\$5,700	\$5,984	\$6,284	\$6,599	\$6,927	\$7,273
540	Payroll/Benefits Specialist II	\$5,429	\$5,698	\$5,984	\$6,287	\$6,597	\$6,927
530	Payroll/Benefits Specialist	\$5,167	\$5,425	\$5,694	\$5,983	\$6,281	\$6,593
530	Human Resources Specialist	\$5,167	\$5,425	\$5,694	\$5,983	\$6,281	\$6,593
540	Accounting/Budgeting Technician	\$5,429	\$5,698	\$5,984	\$6,287	\$6,597	\$6,927

BENEFITS

Paid medical insurance for employees working 30 hours or more a week capped at \$11,250 for one party, \$18,000 for two party, and \$19,000 for family.
Cash in lieu of medical insurance (capped at \$3500.00 annually) if selected by 01/01/2016
Paid dental and vision insurance for employee and family at 100% of premium
1.3333 days of sick leave shall be accrued for each creditable month.

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FINAL **HOURLY RATES** **SCH 025 / SCH 0**

RANGE	POSITION/STEP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
*****	*****	*****	*****	*****	*****	*****	*****

BASE PAY

050	District Executive Secretary	\$30.70	\$32.23	\$33.84	\$35.55	\$37.30	\$39.17
040	Administrative Secretary	\$28.47	\$29.89	\$31.39	\$32.97	\$34.60	\$36.33
045	Lead Payroll/Benefits Specialist	\$29.90	\$31.39	\$32.96	\$34.61	\$36.33	\$38.15
040	Payroll/Benefits Specialist II	\$28.47	\$29.89	\$31.39	\$32.97	\$34.60	\$36.33
030	Payroll/Benefits Specialist	\$27.10	\$28.45	\$29.86	\$31.38	\$32.94	\$34.58
030	Human Resources Specialist	\$27.10	\$28.45	\$29.86	\$31.38	\$32.94	\$34.58
040	Accounting/Budgeting Technician	\$28.47	\$29.89	\$31.39	\$32.97	\$34.60	\$36.33

LG1 - 10 YRS - 2% OF BASE SALARY

150	District Executive Secretary	\$31.31	\$32.88	\$34.52	\$36.26	\$38.05	\$39.95
140	Administrative Secretary	\$29.04	\$30.49	\$32.02	\$33.63	\$35.29	\$37.06
145	Lead Payroll/Benefits Specialist	\$30.50	\$32.02	\$33.62	\$35.30	\$37.06	\$38.91
140	Payroll/Benefits Specialist II	\$29.04	\$30.49	\$32.02	\$33.63	\$35.29	\$37.06
130	Payroll/Benefits Specialist	\$27.64	\$29.02	\$30.46	\$32.01	\$33.60	\$35.27
130	Human Resources Specialist	\$27.64	\$29.02	\$30.46	\$32.01	\$33.60	\$35.27
140	Accounting/Budgeting Technician	\$29.04	\$30.49	\$32.02	\$33.63	\$35.29	\$37.06

LG2 - 15 YRS - 4% OF BASE SALARY

250	District Executive Secretary	\$31.93	\$33.52	\$35.19	\$36.97	\$38.79	\$40.74
240	Administrative Secretary	\$29.61	\$31.09	\$32.65	\$34.29	\$35.98	\$37.78
245	Lead Payroll/Benefits Specialist	\$31.10	\$32.65	\$34.28	\$35.99	\$37.78	\$39.68
240	Payroll/Benefits Specialist II	\$29.61	\$31.09	\$32.65	\$34.29	\$35.98	\$37.78
230	Payroll/Benefits Specialist	\$28.18	\$29.59	\$31.05	\$32.64	\$34.26	\$35.96
230	Human Resources Specialist	\$28.18	\$29.59	\$31.05	\$32.64	\$34.26	\$35.96
240	Accounting/Budgeting Technician	\$29.61	\$31.09	\$32.65	\$34.29	\$35.98	\$37.78

LG3 - 20 YRS - 6% OF BASE SALARY

350	District Executive Secretary	\$32.54	\$34.16	\$35.87	\$37.68	\$39.54	\$41.52
340	Administrative Secretary	\$30.18	\$31.68	\$33.27	\$34.95	\$36.68	\$38.51
345	Lead Payroll/Benefits Specialist	\$31.69	\$33.27	\$34.94	\$36.69	\$38.51	\$40.44
340	Payroll/Benefits Specialist II	\$30.18	\$31.68	\$33.27	\$34.95	\$36.68	\$38.51
330	Payroll/Benefits Specialist	\$28.73	\$30.16	\$31.65	\$33.26	\$34.92	\$36.66
330	Human Resources Specialist	\$28.73	\$30.16	\$31.65	\$33.26	\$34.92	\$36.66
340	Accounting/Budgeting Technician	\$30.18	\$31.68	\$33.27	\$34.95	\$36.68	\$38.51

LG4 - 25 YRS - 8% OF BASE SALARY

450	District Executive Secretary	\$33.16	\$34.81	\$36.55	\$38.39	\$40.28	\$42.30
440	Administrative Secretary	\$30.75	\$32.28	\$33.90	\$35.61	\$37.37	\$39.24
445	Lead Payroll/Benefits Specialist	\$32.29	\$33.90	\$35.60	\$37.38	\$39.24	\$41.20
440	Payroll/Benefits Specialist II	\$30.75	\$32.28	\$33.90	\$35.61	\$37.37	\$39.24
430	Payroll/Benefits Specialist	\$29.27	\$30.73	\$32.25	\$33.89	\$35.58	\$37.35
430	Human Resources Specialist	\$29.27	\$30.73	\$32.25	\$33.89	\$35.58	\$37.35
440	Accounting/Budgeting Technician	\$30.75	\$32.28	\$33.90	\$35.61	\$37.37	\$39.24

LG5 - 30 YRS - 10% OF BASE SALARY

550	District Executive Secretary	\$33.77	\$35.45	\$37.22	\$39.11	\$41.03	\$43.09
540	Administrative Secretary	\$31.32	\$32.88	\$34.53	\$36.27	\$38.06	\$39.96
545	Lead Payroll/Benefits Specialist	\$32.89	\$34.53	\$36.26	\$38.07	\$39.96	\$41.97
540	Payroll/Benefits Specialist II	\$31.32	\$32.88	\$34.53	\$36.27	\$38.06	\$39.96
530	Payroll/Benefits Specialist	\$29.81	\$31.30	\$32.85	\$34.52	\$36.23	\$38.04
530	Human Resources Specialist	\$29.81	\$31.30	\$32.85	\$34.52	\$36.23	\$38.04
540	Accounting/Budgeting Technician	\$31.32	\$32.88	\$34.53	\$36.27	\$38.06	\$39.96

BENEFITS

Paid medical insurance for employees working 30 hours or more a week capped at \$11,250 for one party, \$18,000 for two party, and \$19,000 for family.
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