

**CLERK SALARY SCHEDULE  
2022-23**

<u>Step</u>	<u>Salary</u>	<u>Hourly Rate</u>
1	\$ 30,081	\$ 16.51
2	\$ 30,846	\$ 16.93
3	\$ 31,685	\$ 17.39
4	\$ 32,432	\$ 17.80
5	\$ 33,233	\$ 18.24
6	\$ 34,090	\$ 18.71
7	\$ 34,928	\$ 19.17
8	\$ 35,802	\$ 19.65
9	\$ 36,677	\$ 20.13
10	\$ 37,588	\$ 20.63
11	\$ 38,535	\$ 21.15
12	\$ 39,501	\$ 21.68
13	\$ 40,485	\$ 22.22
14	\$ 41,523	\$ 22.79
15	\$ 42,544	\$ 23.35
16	\$ 43,564	\$ 23.91
17	\$ 44,639	\$ 24.50
18	\$ 45,769	\$ 25.12

Longevity Benefit:

Employees must have been employed in the district for at least 15 consecutive years or a combined 20 years and meet the Rule of 85 (age and years of service), or be age 62 in the year they will retire. Employees must notify the district administration by **March 1** of their plan to retire at the end of the following year. The longevity benefit for a clerk is \$5,500. The longevity benefit will be paid in the employee's final paycheck.

Work Schedule:

8.5 hours per day (Mon-Thurs)  
6 hours per day (9 Fridays)  
for a total of 217 days  
Average hours 8.3963

Sick Leave:

16 days

Personal Leave:

5 days

Vacation:

15 days

Bereavement Leave:

Bereavement leave is granted to employees in the event of the death of an immediate family member. Prior to receiving days from the bereavement leave bank, the employee who is a member of the bereavement leave bank must first use two (2) days of sick leave and may then be granted an additional five (5) days from the bereavement leave bank. Employees who are not members of the bereavement leave bank may use five (5) days sick leave in the event of the death of an immediate family member. These days are per occurrence.

Benefits:

Employee Health Insurance  
Life Insurance