

**BLACKFOOT SCHOOL DISTRICT NO. 55
SECRETARY SALARY SCHEDULE
2021-22**

STEP	Hourly Rate	ELEM	SECONDARY	SECONDARY	DISTRICT
		183 DAYS	183 DAYS	PRINCIPAL 195 DAYS	Year-round 220 DAYS
1	\$ 12.16	\$ 18,401	\$ 20,334	\$ 21,796	\$ 23,569
2	\$ 12.52	\$ 18,946	\$ 20,936	\$ 22,441	\$ 24,266
3	\$ 12.89	\$ 19,506	\$ 21,554	\$ 23,104	\$ 24,983
4	\$ 13.28	\$ 20,096	\$ 22,207	\$ 23,803	\$ 25,739
5	\$ 13.64	\$ 20,641	\$ 22,809	\$ 24,449	\$ 26,437
6	\$ 13.99	\$ 21,170	\$ 23,394	\$ 25,076	\$ 27,115
7	\$ 14.40	\$ 21,791	\$ 24,079	\$ 25,811	\$ 27,910
8	\$ 14.78	\$ 22,366	\$ 24,715	\$ 26,492	\$ 28,647
9	\$ 15.10	\$ 22,850	\$ 25,250	\$ 27,066	\$ 29,267
10	\$ 15.50	\$ 23,455	\$ 25,919	\$ 27,783	\$ 30,042
11	\$ 15.86	\$ 24,000	\$ 26,521	\$ 28,428	\$ 30,740
12	\$ 16.22	\$ 24,545	\$ 27,123	\$ 29,073	\$ 31,438
13	\$ 16.60	\$ 25,120	\$ 27,758	\$ 29,754	\$ 32,174
14	\$ 16.97	\$ 25,680	\$ 28,377	\$ 30,417	\$ 32,891
15	\$ 17.36	\$ 26,270	\$ 29,029	\$ 31,116	\$ 33,647
16	\$ 17.75	\$ 26,860	\$ 29,681	\$ 31,815	\$ 34,403
17	\$ 18.09	\$ 27,375	\$ 30,250	\$ 32,425	\$ 35,062
18	\$ 18.48	\$ 27,965	\$ 30,902	\$ 33,124	\$ 35,818

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 secretary is \$5,387. The longevity benefit will be paid in the employee's final paycheck.

Sick Leave:

183 Day Work Schedule: 13 days
195 Day Work Schedule: 14 days
220 Day Work Schedule: 16 days

Work Schedule:

Elem - 8.33 hrs/day (Mon-Thurs); 7 hrs/day (9 Fri)
Secondary - 9.16 hrs/day (Mon-Thurs); 7 hrs/day (9 Fri)
Secondary - 9.25 hrs/day (Mon-Thurs); 7 hrs/day (9 Fri)
Year-round - 8.75 hrs/day (Mon-Thurs); 8.5 hrs/day (11 Fri)

Personal Leave: (220 days) - 5 days

All others: (183 and 195 days) - 6 days

Vacation:

220 Day Work Schedule: 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