

**BLACKFOOT SCHOOL DISTRICT NO. 55
SECRETARY SALARY SCHEDULE
2023-24**

STEP	Hourly Rate	OFFICE	HIGH SCHOOL	DISTRICT
		177 DAYS	PRINCIPAL 185 DAYS	Year-round 217 DAYS
1	\$ 15.45	\$ 22,369	\$ 23,380	\$ 28,129
2	\$ 15.91	\$ 23,035	\$ 24,077	\$ 28,966
3	\$ 16.39	\$ 23,730	\$ 24,803	\$ 29,840
4	\$ 16.88	\$ 24,440	\$ 25,545	\$ 30,732
5	\$ 17.39	\$ 25,178	\$ 26,316	\$ 31,661
6	\$ 17.91	\$ 25,931	\$ 27,103	\$ 32,607
7	\$ 18.45	\$ 26,713	\$ 27,920	\$ 33,591
8	\$ 19.00	\$ 27,509	\$ 28,753	\$ 34,592
9	\$ 19.57	\$ 28,335	\$ 29,615	\$ 35,630
10	\$ 20.16	\$ 29,189	\$ 30,508	\$ 36,704
11	\$ 20.76	\$ 30,058	\$ 31,416	\$ 37,796
12	\$ 21.38	\$ 30,955	\$ 32,354	\$ 38,925
13	\$ 22.02	\$ 31,882	\$ 33,323	\$ 40,090
14	\$ 22.68	\$ 32,837	\$ 34,322	\$ 41,292
15	\$ 23.36	\$ 33,822	\$ 35,351	\$ 42,530
16	\$ 24.06	\$ 34,836	\$ 36,410	\$ 43,804
17	\$ 24.78	\$ 35,878	\$ 37,500	\$ 45,115
18	\$ 25.52	\$ 36,949	\$ 38,619	\$ 46,462

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:

177 Day Work Schedule: 13 days
185 Day Work Schedule: 14 days
217 Day Work Schedule: 16 days

Work Schedule:

Office-8.25 hrs/day (Mon-Thurs); 7 hrs/day(8 Fri) Ave Hrs 8.18
Secondary-8.25 hrs/day (Mon-Thurs); 7 hrs/day(8 Fri) Ave Hrs 8.18
Year-round-8.5 hrs/day (Mon-Thurs); 6 hrs/day(9 Fri) Ave Hrs 8.39

Personal Leave: (217 days) - 5 days

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

Vacation:

217 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