

# NOVATO UNIFIED SCHOOL DISTRICT

## Confidential Employee's Salary Schedule 2007 - 2008

Monthly/Annual Rate:

4.5% INCREASE EFFECTIVE 7/1/06 + PROPOSED 1.92% INCREASE

**#20**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
1	3,745	3,922	4,119	4,318	4,526	4,743	4,979	5,220
	44,940	47,064	49,428	51,828	54,324	56,928	59,748	62,640
2	3,936	4,126	4,325	4,537	4,759	4,989	5,231	5,489
	47,232	49,512	51,900	54,444	57,108	59,868	62,772	65,868
3	4,136	4,339	4,548	4,771	5,002	5,247	5,501	5,773
	49,632	52,068	54,576	57,240	60,036	62,964	66,012	69,276

**RANGE**

**POSITION**

- |   |   |
|---|---|
| 1 | Open  |
| 2 | Executive Assistant – Business Services, Human Resources,<br>Instructional Services |
| 3 | Executive Assistant - Superintendent  |

## CONFIDENTIAL EMPLOYEES SALARY SCHEDULE

1. Credit of one step may be granted for each year of related experience. The Superintendent has the discretion to place the employee on the appropriate range.
2. Employees who have been on Step E for one (1) year shall move to Step F the next fiscal year. After one (1) year on Step F, they shall move to Step G. After one (1) year on Step G, they shall move to Step H. Effective July 1, 1996.
3. Employees working less than full time shall receive that portion of the salary as their workweek relates to a full week.
4. District employees appointed to a Confidential position shall receive a salary not less than 10 percent above the salary which would have been received that year in the present position assigned. The placement shall be on the Confidential Salary Schedule at the closest place above this step.
5. Confidential employees assigned to another confidential position shall be placed on the same step to which they would have been assigned in the prior position assigned.
6. Longevity: Employees who have served in the District for seven (7) years shall receive a 2 ½% increase, for ten (10) years a 5% increase, for thirteen (13) years a 7 ½% increase, for sixteen (16) years a 10% increase, for nineteen (19) years a 12 ½%, and twenty-two years a 15% increase over and above their placement on the salary schedule. The longevity increase shall be implemented the first pay period following the anniversary date of hire.
7. District-paid group life insurance and income protection insurance (ACSA only).
8. Confidential employees may earn a professional growth salary increment of \$40 per month by completing nine (9) semester units of approved courses or workshops. Advance approval of courses or workshops shall be obtained from the Superintendent/designee. Two such increments are the maximum that may be earned during employment. All verification for professional growth units must be on file in Human Resources prior to September 1 for the increment to take effect on September 1, and prior to February 1 in order for the increment to take effect on February 1.
9. Confidential employees who retire shall receive up to \$200 per month for medical premiums until age 65, under the following conditions:
  - a) must be between 55 and 65 years of age;
  - b) must have been employed by the District for at least ten years;
  - c) If employed less than ten (10) years, but at least five (5) years, the term of benefits will be equal to the years of service.