

Administrative Board Rule #25¹

Salary Schedule for Exempt Confidential Secretaries

The Administrative Board directs that, effective July 1, 1978, all exempt Confidential secretaries will be compensated in accordance with the following salary schedule:

(1) Base Salary

- (a) Cabinet Level- Pay Range EP 11 in the Executive and Professional Pay Schedule
- (b) Department Level- Pay Range EP 10 in the Executive and Professional Pay Schedule
- (c) Other Agencies- Pay Range EP 9 in the Executive and Professional Pay Schedule

(2) Longevity

Exempt Confidential Secretaries will be eligible for a longevity pay increase at the rate established for Executive and Professional Category classes under Civil Service. These payments will be added to the base salary as of the anniversary date for each five (5) years of completed services with the City.

(3) Assignment to Pay Step

- (a) All new appointees shall be assigned to Step 1 of the appropriate pay range unless the appointee has served in a position in the City Service for which the appointee was compensated at a rate above Step 1 of the appropriate pay range. In such a case, appointment shall be at the next pay step which would provide a salary increase.
- (b) All incumbent exempt Confidential Secretaries will be assigned to that pay step for which they would be qualified on the basis of anniversary date, or in the case of those whose present salary exceeds their eligible pay step, the next pay step which would provide a salary increase.
- (c) As of their next anniversary date the employee shall be entitled to advance to the next highest step in the appropriate pay range.

(4) Exceptions

All exceptions to the above must be approved by the Administrative Board.

¹Established September 16, 1974. Amended September 16, 1974, August 28, 1978, November 6, 1978, January 2, 1980.