

Eastern Michigan University

Salary and Wage Schedule-Clerical/Secretarial (CS) Step Plan

Effective: January 1, 2010

Annual Rate= Hourly * 2080
 Hourly Rate= Annual / 2080
 Base Pay Unit = Hourly

| <i>Step</i> | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i> | <i>8</i> | <i>9</i> | <i>10</i> | <i>11</i> | |
|--------------|----------------------|----------|----------|-----------------|----------|----------|----------|----------------|----------|-----------|-----------|--|
| <i>Grade</i> | <i>Minimun</i> | | | <i>Midpoint</i> | | | | <i>Maximum</i> | | | | |
| | <i>Annual Hourly</i> | | | | | | | | | | | |
| 04 | 27,611 | 28,534 | 29,456 | 30,378 | 31,301 | 32,223 | 33,146 | 34,068 | 34,991 | 35,913 | 36,836 | |
| | 13.27 | 13.72 | 14.16 | 14.60 | 15.05 | 15.49 | 15.94 | 16.38 | 16.82 | 17.27 | 17.71 | |
| 05 | 31,202 | 32,346 | 33,490 | 34,635 | 35,779 | 36,923 | 38,068 | 39,212 | 40,356 | 41,500 | 42,645 | |
| | 15.00 | 15.55 | 16.10 | 16.65 | 17.20 | 17.75 | 18.30 | 18.85 | 19.40 | 19.95 | 20.50 | |
| 06 | 34,026 | 35,449 | 36,871 | 38,294 | 39,716 | 41,139 | 42,561 | 43,984 | 45,407 | 46,829 | 48,252 | |
| | 16.36 | 17.04 | 17.73 | 18.41 | 19.09 | 19.78 | 20.46 | 21.15 | 21.83 | 22.51 | 23.20 | |
| 07 | 38,945 | 40,678 | 42,411 | 44,144 | 45,877 | 47,610 | 49,343 | 51,076 | 52,809 | 54,542 | 56,275 | |
| | 18.72 | 19.56 | 20.39 | 21.22 | 22.06 | 22.89 | 23.72 | 24.56 | 25.39 | 26.22 | 27.06 | |

CS employees are required to earn 6 or more years of service, on or after January 1, 2010, in order to be eligible for their initial step increase. The initial step to be slotted into will be the first available step with a salary value greater than their current salary at time of eligibility. After the CS employee receives their initial step assignment/increase, he/she will require two (2) additional years of service in order to move to the next step in the pay grade.

CS employees are required to have an overall performance rating that they "consistently" or "frequently" satisfy performance requirements in order to be eligible for a step increase.