

Eastern Michigan University

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

Effective: July 1, 2018

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>Minimum</i>					<i>Midpoint</i>			<i>Maximum</i>			
	<i>Annual</i>		<i>Hourly</i>									
04	34,394	35,498	36,600	37,701	38,803	39,906	41,007	42,110	43,213	44,313	45,416	
	16.54	17.07	17.60	18.13	18.66	19.19	19.71	20.25	20.78	21.30	21.83	
05	38,684	40,051	41,420	42,786	44,153	45,521	46,888	48,255	49,623	50,988	52,356	
	18.60	19.26	19.91	20.57	21.23	21.88	22.54	23.20	23.86	24.51	25.17	
06	42,058	43,759	45,457	47,158	48,857	50,556	52,256	53,957	55,655	57,355	59,057	
	20.22	21.04	21.85	22.67	23.49	24.31	25.12	25.94	26.76	27.57	28.39	
07	47,934	50,006	52,077	54,147	56,218	58,288	60,359	62,429	64,500	66,570	68,640	
	23.05	24.04	25.04	26.03	27.03	28.02	29.02	30.01	31.01	32.00	33.00	

CS employees are required to complete 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.