

Eastern Michigan University

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

Effective: July 1, 2021

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>Minimun</i>					<i>Midpoint</i>			<i>Maximum</i>			
<i>Grade</i>	<i>Annual Hourly</i>											
04	36,410	37,579	38,745	39,911	41,077	42,245	43,410	44,578	45,745	46,910	48,078	
	17.50	18.07	18.63	19.19	19.75	20.31	20.87	21.43	21.99	22.55	23.11	
05	40,951	42,398	43,847	45,294	46,741	48,189	49,636	51,083	52,531	53,976	55,425	
	19.69	20.38	21.08	21.78	22.47	23.17	23.86	24.56	25.26	25.95	26.65	
06	44,523	46,323	48,121	49,922	51,720	53,519	55,319	57,120	58,917	60,717	62,518	
	21.41	22.27	23.14	24.00	24.87	25.73	26.60	27.46	28.33	29.19	30.06	
07	50,744	52,936	55,129	57,320	59,512	61,704	63,896	66,087	68,280	70,471	72,662	
	24.40	25.45	26.50	27.56	28.61	29.67	30.72	31.77	32.83	33.88	34.93	

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.