

# Henderson County Schools

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To: Board Members: Lisa Baird, Jennifer Keach, Brad Staton,  
Sally Sugg and Tracey Williams

From: Jinger Carter

Date: April 14, 2016

We respectfully request the following changes to the 2015-16 classified salary schedule:

- Transportation Area Assistant – this position will be on the salary scale at pay grade 24. The reasoning is that this is the position that will be used to replace the Transportation Area Coordinator position.
- Payroll Clerk I – this position will be replacing the Payroll/Insurance Clerk II position that was previously split between the Finance and HR department. The previous position was pay grade 23 but this will be pay grade 22.
- Payroll Clerk II – the Payroll Clerk I reports to the Payroll Clerk II as well as the Director of Finance. In order to recognize the new supervisory role this position will take, we are requesting this move from pay grade 23 to pay grade 24.
- HR/Personnel Assistant – this position previously existed in the HR department. Whenever the previous HR/Personnel Assistant left the district, the position was not hired and left off of the 2015-16 salary schedule. Due to an anticipated retirement of the HR Administrative Secretary as well as the loss of .5 position in HR (Insurance/Payroll clerk now solely Finance department), it is requested that this position be added to the salary schedule at pay grade 23.