

Montgomery County Public Schools

To: All Full-Time Administrative Assistants
From: Roger Hartless, Supervisor of Payroll & Benefits
Re: Summary of Full-Time Administrative Assistants' Compensation Value
Date: May 21, 2007

Within our school district each employee is compensated as approved by the School Board. As a general statement, most employees are aware of their hourly or annual salary, however, few are familiar with the total value of their "Compensation Package." To illustrate the true compensation employees receive we are providing some sample positions and compensation component values.

	Admin Asst. Level I Step 8	Admin Asst. Level I Step 16
Salary	\$ 25,572.00	\$ 30,554.00
Medical Ins	\$ 6,286.20	\$ 6,286.20
VRS Retirement	\$ 3,912.52	\$ 4,674.76
Soc Sec	\$ 1,585.46	\$ 1,894.35
Medicare	\$ 370.79	\$ 443.03
VRS Health Ins Credit	\$ 296.64	\$ 354.43
VRS Group Life Ins	\$ 255.72	\$ 305.54
LT Disability	\$ 66.72	\$ 66.72
Unemp Ins	\$ 16.00	\$ 16.00
Benefit Total	\$ 12,790.05	\$ 14,041.03
Compensation Total	\$ 38,362.05	\$ 44,595.03

Given the sample compensation totals, a Level 1 Step 8 Administrative Assistant receives a benefit package valued at 50.01% of their salary, and 45.95% at Level 1 Step 16.

In addition to an employees' financial compensation package, Full-Time Administrative Assistants receive twelve sick days, two personal days, twelve, fifteen, or eighteen vacation days, and fourteen paid holidays in the 260 workday calendar.