

# 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 1, 2009

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 a sampling of positions and compensation component values.

	Admin Asst. Level I Step 8	Admin Asst. Level I Step 16
<u>Salary</u>	\$ 27,167.00	\$ 32,459.00
Medical Ins	\$ 7,144.50	\$ 7,144.50
VRS Retirement	\$ 3,341.54	\$ 3,992.46
Soc Sec	\$ 1,684.35	\$ 2,012.46
Medicare	\$ 393.92	\$ 470.66
VRS Health Ins Credit	\$ 293.40	\$ 350.56
VRS Group Life Ins	\$ 222.77	\$ 266.16
LT Disability	\$ 66.72	\$ 66.72
<u>Unemp Ins</u>	\$ 28.80	\$ 28.80
<b>Benefit Total</b>	<b>\$ 13,176.01</b>	<b>\$ 14,332.31</b>
<b>Compensation Total</b>	<b>\$ 40,343.01</b>	<b>\$ 46,791.31</b>

Given the sample compensation totals, a Level 1 Step 8 Administrative Assistant receives a benefit package valued at 48.50% of their salary, and 44.15% 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.