New employees may be placed on the schedule from Step 1-6 based on previous office personnel experience.

*PSP Credits will be added to each person's salary

**Longevity stipends will be given in the following manner:
- After 5 years - $15.00 per month
- After 10 years - $20.00 per month
- After 15 years - $25.00 per month
- After 20 years - $30.00 per month
- After 25 years - $35.00 per month

Substitute Secretary: $12.84