

**CENTRAL**

**ADMINISTRATIVE**

**SECRETARIES**

**2007 – 2011**

**CENTRAL ADMINISTRATIVE SECRETARIES**

**2007-2011**

1. Vacation: Two (2) weeks after 1 year, plus other school vacations; two and one-half (2-1/2) weeks after 5 years of service, plus other school vacations; three (3) weeks after 10 years of service, plus other school vacations; and four (4) weeks after 20 years of service, plus other school vacations. Vacation days accrued, and not used prior to retirement, will be paid out at retirement.
2. Hospitalization insurance: The Board of Education shall make available the MESSA Choices II Medical Plan or comparable. Employees selecting Pak B shall receive the same monthly amounts toward cash-option as teachers. The Board agrees to negotiate a change in PAK B contribution subject to the parties negotiating health care options including, but not limited to, HRA and HSA alternatives.
3. Dental insurance: Same as administrators
4. Life insurance: \$50,000 per person
5. Vision insurance: Same as administrators
6. L.T.D.: Same as administrators
7. If an employee is off due to accident or illness, they shall have their insurance premiums paid by the employer for three (3) months beyond the exhaustion of their paid sick days. This includes medical, dental, vision, LTD and life insurance.
8. Sick leave shall be given on the first day of the new school year at the rate of ten (10) days per year for 10-month employees and twelve (12) days per year for year-round employees. Four (4) sick days per year may be used for personal business. Business days must be approved in advance.
9. There are ten (10) paid holidays, namely: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Years Eve. Secretaries shall not be required to work during the student school year on days when administrators are not required to report to work.
10. Bereavement: Five (5) days for each of the following deaths: spouse, father, mother and child. Three (3) days for the following deaths: grandparents, grandchildren, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparent and stepchildren.
11. Longevity:

10-15 years	\$650.00
16-20 years	\$750.00
21-25 years	\$850.00
26+ years	\$1,050.00

Longevity will be determined by the number of years of service as of the end of a school year and will be paid on the last pay in June. If employment terminates during the year, longevity monies will be determined by the number of months the employee worked and will be prorated accordingly.

12. Any administrative secretary who does not use any paid sick leave, business days, or have any deduct days shall receive the following stipend at the end of the year:

2007-11\$900.00

13. Unused sick days will be paid upon retirement at \$20.00 per day.
14. The Board and secretaries recognize that, although specific description of proper dress may vary according to secretarial assignment circumstances, the wearing of jeans and "T" shirts or other attire of similar informality are not generally appropriate for a secretarial assignment.
15. The Board and secretaries agree that there are professional practices that enhance student success. To that end, the parties have defined below student outcomes and professional practices that shall be the focus of this Value Added Initiative:
  1. Eighty-five percent (85%) of the secretaries attend district scheduled Professional Development.
  2. At least three (3) secretaries will be current Notaries.
  3. Each secretary attends six (6) student activities per year.
  4. Each secretary will attend four (4) hours of PD/Coursework in a cross training area
  5. Each secretary will work at four (4) Board activities.

All secretaries must achieve all of the applicable outcomes and practices above to receive a lump sum payment of 1.0% of salary and a floating holiday.

16. Salary for 2007-2008 will increase by 2% retroactive to July 1, 2007.

Years 2008-09, 2009-10, and 2010-11 will increase by 50% of the percentage increase in the State Aid Foundation Allowance from the previous year, with a minimum of 1% and a maximum of 3%. If there is no increase in the Foundation Allowance, a 0.75% increase shall be applied. If the Foundation Allowance has not been determined by July 1st, then the 0.75% shall be applied. When the actual Foundation Allowance is determined, any increase above the minimum will be pro-rated over the remainder of the contractual year.

17. The Board of Education reserves the right to review salary as employee turnover creates vacancies.

**Public Relations Coordinator**

Work Year: 224 days Total Hours: 1,344

School year: 186 days plus 9 holidays at 6 hours per day  
 Summer: 29 days at 6 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	18,640	18,836	18,985	Formula
60-1 year	19,140	19,336	19,485	Formula
Over 1 year	19,640	19,836	19,985	Formula

**Secretary to Special Education Director**

Work Year: 214 days Total Hours: 1,595.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
 Summer: 19 days at 7 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	26,286	26,559	26,766	Formula
60-1 year	26,786	27,059	27,266	Formula
Over 1 year	27,286	27,559	27,766	Formula

**District Test Coordinator**

Work Year: 214 days Total Hours: 1,595.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
 Summer: 19 days at 7 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	NA	16,136	16,265	Formula
60-1 year	NA	16,636	16,765	Formula
Over 1 year	NA	17,136	17,265	Formula

**Secretaries to Transportation Supervisor and Community Education Director**

Work Year: 249 days                      Total Hours: 1,840.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
 Summer: 53 days plus 1 holiday at 7 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	30,347	30,660	30,898	Formula
60-1 year	30,847	31,160	31,398	Formula
Over 1 year	31,347	31,660	31,898	Formula

**Secretary to Building and Grounds Supervisor**

Work Year: 249 days                      Total Hours: 1,965

School year: 186 days plus 9 holidays at 8 hours per day  
 Summer: 53 days plus 1 holiday at 7-1/2 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	32,469	32,804	33,057	Formula
60-1 year	32,969	33,304	33,557	Formula
Over 1 year	33,469	33,804	34,057	Formula

**Secretary to Assistant Superintendent for Curriculum & Instruction**

Work Year: 249 days                      Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day  
 Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	40,508	40,923	41,238	Formula
60-1 year	41,008	41,423	41,738	Formula
Over 1 year	41,508	41,923	42,238	Formula

**Secretary to Assistant Superintendent for Business & Operations**

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,992	
School year:	186 days plus 9 holidays at 8 hours per day			
Summer:	53 days plus 1 holiday at 8 hours per day			
<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	40,508	40,923	41,238	Formula
60-1 year	41,008	41,423	41,738	Formula
Over 1 year	41,508	41,923	42,238	Formula

**Payroll Secretary**

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,965	
School year:	186 days plus 9 holidays at 8 hours per day			
Summer:	53 days plus 1 holiday at 7-1/2 hours per day			
<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	40,952	41,372	41,689	Formula
60-1 year	41,452	41,872	42,189	Formula
Over 1 year	41,952	42,372	42,689	Formula

(Days will be added to meet payroll during holiday periods. Days will be predetermined by the Assistant Superintendent for Business & Operations, Bookkeeper and Payroll Secretary.)

**Bookkeeper**

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,992	
School year:	186 days plus 9 holidays at 8 hours per day			
Summer:	53 days plus 1 holiday at 8 hours per day			
<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	41,540	41,965	42,287	Formula
60-1 year	42,040	42,465	42,787	Formula
Over 1 year	42,540	42,965	43,287	Formula

**Secretary to Superintendent**

Work Year: 249 days                      Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
0-60 days	45,103	45,564	45,913	Formula
60-1 year	45,603	46,064	46,413	Formula
Over 1 year	46,103	46,564	46,913	Formula