

**AGREEMENT BETWEEN**  
**THE CLIO AREA SCHOOLS BOARD OF EDUCATION**  
**AND**  
**THE CLIO AREA SCHOOLS ADMINISTRATIVE SECRETARY**  
**ASSOCIATION**  
**2020 - 2023 SCHOOL YEARS**

July 1, 2020

**CENTRAL ADMINISTRATIVE SECRETARIES**

**2020 - 2023**

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. Unused vacation may not be carried over to the following year without permission of the Superintendent. Vacation days accrued, and not used prior to retirement, will be paid out at retirement.
2. Hospitalization insurance: Same as Administrators.  
Employees declining health insurance shall receive the same monthly cash option as administrators.
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 Year’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s 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 children and grandchildren. 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:

\$900.00

13. Unused sick days will be paid upon retirement at \$20.00 per day. Employee must meet minimum ORS retirement criteria at separation in order to qualify for the payment.
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 of Education reserves the right to review salary as employee turnover creates vacancies.
16. Salaries for the 2020 – 2021 school year increase by .50% effective January 1, 2021. A 1.75% off schedule stipend for 2020-2021 will be paid on the December 18, 2020 payroll. Steps and lanes will be honored for the 2020 - 2021 contract year.
17. Wages in the second and third year of the contract will increase by the same percentage as the wage increase/decrease for members of the Clío Area Educational Association.

**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

Salary 2020-21

0-60 days 27,821

60-1 year 28,321

Over 1 year 28,821

**District Test Coordinator**

Work Year: 224 days Total Hours: 1,665.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
Summer: 29 days at 7 hours per day

Salary 2020 - 21

0-60 days 24,565

60-1 year 25,065

Over 1 year 25,565

**Secretary to Transportation Supervisor**

Work Year: 221 days Total Hours: 1,644.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
Summer: 26 days at 7 hours per day

Salary 2020 - 21

0-60 days 28,581

60-1 year 29,081

Over 1 year 29,581

**Secretary to Clio Community HS/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

Salary 2020 - 21

0-60 days 32,111

60-1 year 32,611

Over 1 year 33,111

**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

Salary 2020 - 21

0-60 days 34,351

60-1 year 34,851

Over 1 year 35,351

**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

Salary 2020 - 21

0-60 days 42,844

60-1 year 43,344

Over 1 year 43,844

**Accounts Payable/Human Resources Secretary**

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

Salary    2020 - 21

0-60 days    43,920

60-1 year    44,420

Over 1 year    44,920

**Payroll Secretary**

Work Year: 249 days                      Total Hours: 1,938

School year: 186 days plus 9 holidays at 8 hours per day

Summer: 53 days plus 1 holiday at 7 hours per day

Salary    2020 - 21

0-60 days    43,312

60-1 year    43,812

Over 1 year    44,312

(Days will be added to meet payroll during holiday periods. Days will be predetermined by the Assistant Superintendent of Business and the Payroll Secretary.)

**Accountant**

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

Salary    2020 - 21

0-60 days    43,448

60-1 year    43,948

Over 1 year    44,448

**Not filled effective November 2, 2020.**

**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

Salary                                      2010 - 21

0-60 days                                      47,696

60-1 year                                      48,196

Over 1 year                                      48,696