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# APPENDIX D

## SECRETARIES & RECEPTIONISTS

### Section 1: Assignments and Duties

- A. **Probation:** All new hires shall be considered probationary Employees for the first one (1) year of continuous permanent employment and the probationary period may, in the judgment of the Administrator, be extended an additional year. During this period every effort will be made to assist new Employees in making a satisfactory adjustment and they will be provided the guidance and the means necessary to progress. Progress will be continually evaluated by appropriate supervisory/administrative staff.
- B. **Dress:** Special attention will be given to conduct, appropriate dress suited to an office situation, attitude, and general character traits of an Employee.
- C. **Duty Hours:** An eight (8) hour day, forty (40) hour week is basic for school offices. Duty hours are generally from 8:00 a.m. to 4:30 p.m. with one (1) unpaid half hour for lunch, Monday through Friday or such other schedule as determined by the Superintendent.

The work hours above may be modified or changed as deemed necessary by the Superintendent.

Necessary civic duty or religious duty (not including recreation) may be performed by having a shift altered or rescheduled if such change has received advanced approval of the Employee's supervisor and if such alteration/rescheduling is not disruptive of school operations.

- D. **Rest Periods:** Employees may take two (2) rest periods of not more than fifteen (15) minutes each for each eight (8) hour day of work. Rest periods are to be taken at a time scheduled by the Employee's supervisor. The rest period is intended to be a recess to be preceded and followed by an extended work period and may not be used to cover an Employee's late arrival to work or early departure, nor may it be regarded as accumulative if not taken.
- E. **Workers Compensation:** If injured in the course of employment at the school, Employees must notify their supervisor immediately. The supervisor will have the forms for reporting such accidents and will forward the completed forms to the business office. If an Employee is

unable to work due to an injury arising out of and in the course of the Employee's employment at Lake City Area Schools, the Employee may be eligible for Worker's Compensation benefits.

**Section 2: Calendars & Holidays**

- A. **Calendar:** During this contract, the parties agrees that the Employees will work 204 days per school year and in addition, receive regular pay for seven (7) holidays. This is an addition of six days over the 2011-2012 contract. These six days will not be used to compensate for comp time. If the calendar exceeds 204 days, additional days will be paid at the per hourly rate. Recognizing that there may be occasions when additional work hours may be needed as additional duties are assigned to secretaries, additional work hours may be allowed with prior principal and superintendent approval.

The parties agree to meet in a subcommittee to determine the actual days of work. If the Union and the District are unable to reach an agreement, the District will impose a calendar.

The Union and District agree that further discussion may be warranted for the school year as it relates to the impact of pending legislation regarding a common ISD calendar.

- B. **Holidays:** The Employees covered under this agreement will receive the following holidays off with regular pay:

Labor Day  
Thanksgiving  
Friday following Thanksgiving  
Christmas Day  
New Years Day  
Good Friday (if school is not in session)  
Memorial Day

**Section 3: Compensation**

A. The wages of Employees covered by this Agreement are as set forth below:

<b><u>Receptionist</u></b>	<b>16-17</b>
Step 1	\$ 11.99
Step 2	12.66
Step 3	14.04
Step 4	15.37
Step 5	15.65
Step 10	15.78
Step 15	15.90
Step 20	16.06
<b><u>Secretary</u></b>	
Step 1	\$ 12.45
Step 2	13.48
Step 3	14.50
Step 4	15.84
Step 5	16.10
Step 10	16.23
Step 15	16.36
Step 20	16.52

B. Pay periods shall be every other Friday.

**Section 4: Severance**

Severance pay for unused sick time will be granted by the Board of Education on the base pay at the time of retirement from the School District according to the following schedule: 25% after five (5) years of service, 50% after ten (10) years service, with \$2,500.00 maximum.

**Section 5: Health Benefit:**

A. The Board agrees to offer health insurance to secretaries and receptionists. An employee may elect single, double or full family coverage. The Board shall pay no more than the amounts listed on the following schedule (“Board Maximum Costs”).

<b>SECRETARIES</b>			
	<b>BOARD MAXIMUM COSTS CALCULATION</b>	<b>ENTIRE GROUP</b>	
		<b>PERCENT OF HARD CAP</b>	<b>BOARD MAXIMUM COSTS</b>
<b>SINGLE</b>	% OF HARD CAP	100%	\$ 5,992.30
<b>TWO PERSON</b>	% OF HARD CAP	99%	\$ 12,406.43
<b>FAMILY</b>	% OF HARD CAP	95%	\$ 15,525.53

An employee electing to be covered by the district’s health insurance may choose either:

1. A traditional health insurance plan. If the traditional health insurance plan exceeds the Board Maximum Costs, the employee is responsible for paying the excess cost.
2. A high deductible health insurance plan with a health savings account. If the high deductible health insurance plan costs exceed the Board Maximum Costs, the employee is responsible for paying the excess cost. If the health insurance plan costs are lower than the Board Maximum Costs, the Board agrees to provide to the employee a benefit in the amount of the difference between the health insurance cost and the Board Maximum Cost. This benefit will be provided in a manner that complies with state and federal law. A Health Savings Account contribution, if applicable, will be distributed on a monthly basis and will discontinue upon termination of employment.

**B. In-Lieu of Health Benefit:**

Upon appropriate written application, the Board shall provide thirty-five hundred dollars (\$3,500.00) for any Employee who elects not to apply for the regular health plan provided by the school. Cash in lieu will be prorated and paid out over 18 pay periods beginning the first payroll in October.

Any employee receiving cash-in-lieu of health insurance will be required to provide proof of health insurance coverage.

The District will no longer provide health insurance coverage and cash in lieu to both staff and spouse employed by the District.

**Section 6: Dental**

The Board shall provide full-time employees dental benefits comparable to the SET-SEG Ultra-dent (50-50-50 W/10% annual incentive) dental coverage for the employee and his/her family.

**Section 7: Vision**

Upon appropriate written application, the Board shall provide full-time employees with benefits comparable to the MASB Set Plan II with \$100.00 frames with a six percent (6%) cap per year (non-accumulative).

**Section 8: Longevity**

The employees covered by this Agreement shall be paid longevity according to their date of hire within the bargaining unit. New hires/transfers start at Step 1 of the pay scale.

**Section 9: Long Term Disability**

Upon appropriate written authorization the Board will provide a long term disability program for full-time secretaries and receptionists. (L.T.D.-90 days, 66% of wages, maximum of \$2,500 per month). A payment schedule will be established in accordance with the insurance carrier stipulations. If the secretary is disabled beyond the amount of sick days that she/he accumulated, it is understood that there will be no reduction in L.T.D. insurance premium payments.

**Section 10: Seniority**

Seniority is defined as length of service in the bargaining unit.

**Section 11: Recall**

Employees who are laid-off shall have recall rights to a position comparable to that position laid-off from for two years.

**Section 12: Snow Days**

Due to inclement weather causing school closure, whereby school is closed for the day, all Employees will be paid for the first two (2) snow days. Any additional days (not worked) of closure due to inclement weather will be deducted from their paid schools days referred to above. Secretaries may request additional hours to accomplish duties which must be completed prior to the close of the school year (e.g. CA 60s, grades, etc.). The Superintendent reserves the sole right to grant such requests.

Additionally, should an employee wish to exercise the option of substituting one or both personal days to avoid a pay reduction for additional days not worked when school is called off, he/she may do so by submitting a personal day leave request form to the building Principal the next day worked.

**Section 13: Sick Days**

Upon initial employment and each year thereafter, full-time employees shall be granted ten (10) sick days and two (2) personal days (Pro-rated during first year of employment). Unused sick days shall accrue to a maximum of ninety (90) days.

**Section 14: Professional Development**

The District and Union recognize that the need for the employee to stay current with information and technology is a benefit to both the employee and the school district to ensure efficient and effective operations. To that extent, the district, with Union input, will provide training and learning opportunities as appropriate and affordable. Secretaries will be permitted to attend PowerSchool and/or other training as approved.

**Section 15: Duration**

Upon ratification by both parties, this Agreement shall be effective July 1, 2016 and shall remain in full force and effective until June 30<sup>th</sup>, 2019.

Secretaries & Receptionists  
Lake City Support Staff Federation

Board of Education  
Lake City Area Schools

\_\_\_\_\_  
Tracy Reitz, President      Date

\_\_\_\_\_  
Rodney Hose, Board President      Date

\_\_\_\_\_  
Pauline Hose, Negotiator      Date

\_\_\_\_\_  
Thomas Redman, Board Secretary      Date

\_\_\_\_\_  
Kimberly Blaszak, Superintendent      Date