

**Peck Community Schools
Secretaries Contract 2010 – 2011**

A. Work Day

Working hours shall be 8 hours per day on an “as needed” basis. These days will include a 30-minute lunch break and two 10-minute breaks. Summer hours shall be 8:00 a.m. - 2:00 p.m.

B. Length of Employment

Workdays shall be school days, 5 days pre-school, 5 days post-school and 10 paid holidays: Labor Day, Thanksgiving (2), Christmas (2), New Year's Day, New Year's Eve, Good Friday, Easter Monday and Memorial Day.

C. Superintendent's Secretary

Workdays shall be school days plus 5 days pre-school, 5 days post-school, and during the summer as needed, with paid holidays as listed in B. Working hours shall normally be 8:00 a.m.- 4:00 p.m. and arranged with other office personnel. Leave benefits will be in accordance to the non-certified contract - Article VI as well as 12 days (2 of which may be used for defined business). Beginning with the 6th year of seniority, the number of leave days will increase to 14 days.

D. Mileage: \$100.00 per year driving allowance.

E. Other

Other contractual obligations as defined in Articles I through XIII in the non-certified contract. An additional benefit of \$20 per month will be allocated towards a cancer insurance policy (AFLAC).

F. Salary Schedule

If the per pupil foundation for 2010-2011 school year is greater than \$7151 and the student count is at or greater than the February 2010 count all scheduled salary steps will increase an additional .5% which will be paid to all in a retroactive check on June 8, 2011.

<u>Years</u>	<u>2010-11</u>
4 th	13.64
3 rd	12.17
2 nd	11.53
1 st	10.73
Sub	9.82

Longevity after 10 years - \$200.00

Superintendent's Secretary: step + \$1.50 per hour.

Duration of Agreement

This agreement shall be effective as of July 1, 2010 and shall continue in effect until June 30, 2011.

By _____
Superintendent Secretary

By _____
Board President

By _____
Secondary Secretary

By _____
Vice-President

By _____
Elementary Secretary

By _____
Secretary

By _____
Treasurer

Date

Date