

**Peck Community Schools  
Secretaries Contract 2013 – 2016**

A. Work Day for Building Secretaries

Working hours shall be eight hours per day. 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 for Building Secretaries

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. Central Office Secretary

Workdays shall be school days plus 5 days pre-school, 5 days post-school, and during the summer as needed with no paid holidays. Working hours shall normally be five hours in the afternoon and arranged with other office personnel. Leave benefits will be in accordance to the non-certified contract - Article VI.

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

E. Cancellations: If hours and days permit, the first four cancellations due to conditions not within the control of the school shall be paid. Additional days not rescheduled will be deducted.

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) for full-time secretaries only.

F. Salary Schedule

<u>Years</u>	<u>2013-2015</u>	<u>2015-2016</u>
4 <sup>th</sup>	14.67	15.93
3 <sup>rd</sup>	13.20	13.20
2 <sup>nd</sup>	12.56	12.56
1 <sup>st</sup>	11.76	11.76
Sub	9.82	

Longevity after 10 years - \$200.00

Duration of Agreement

This agreement shall be effective as of July 1, 2013 and shall continue in effect until June 30, 2016.

By \_\_\_\_\_ By \_\_\_\_\_  
Central Office Secretary Board President

By \_\_\_\_\_ By \_\_\_\_\_  
Secondary Secretary Vice-President

By \_\_\_\_\_ By \_\_\_\_\_  
Elementary Secretary Secretary

By \_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date