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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 agree that the Employees will work 198 days per school year and in addition, receive regular pay for five (5) holidays. If the calendar exceeds 198 days, additional days will be paid at the per hourly rate.

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
- New Years Day
- Memorial Day

Section 3: Compensation

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

Receptionist

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Step 1	\$10.45	\$10.61	\$10.77	\$10.77
Step 2	\$11.41	\$11.58	\$11.75	\$11.75
Step 3	\$12.05	\$12.23	\$12.41	\$12.41
Step 4	\$13.36	\$13.56	\$13.76	\$13.76
Step 5	\$14.63	\$14.85	\$15.07	\$15.07
Step 10	\$14.89	\$15.11	\$15.34	\$15.34
Step 15	\$15.01	\$15.24	\$15.47	\$15.47
Step 20	\$15.13	\$15.36	\$15.59	\$15.59

Secretary

	<u>07/08</u>	<u>08/09</u>	<u>09/10</u>	<u>10-11</u>
Step 1	\$10.88	\$11.04	\$11.21	\$11.21
Step 2	\$11.85	\$12.03	\$12.21	\$12.21
Step 3	\$12.83	\$13.02	\$13.22	\$13.22
Step 4	\$13.80	\$14.01	\$14.22	\$14.22
Step 5	\$15.07	\$15.30	\$15.53	\$15.53
Step 10	\$15.32	\$15.55	\$15.78	\$15.78
Step 15	\$15.44	\$15.67	\$15.91	\$15.91
Step 20	\$15.56	\$15.79	\$16.04	\$16.04

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. Provided with shared costs according to the following schedule for the contract year 2010-2011, the total dollar amount co-paid by the employee for the elected coverage shall remain the same as the amount deducted from wages in the 2009-2010 school year:

TWO (2) PERSON COVERAGE	92%
FULL FAMILY COVERAGE	80%

B. In-Lieu of Health Benefit:

Upon appropriate written application, the Board shall provide twenty-five hundred dollars (\$2,500.00) for any Employee who elects not to apply for the regular health plan provided by the school.

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 up to \$900 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: Seniority

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

Section 10: Recall

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

Section 11: 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 12: 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 one-hundred twenty (120) days.

Section 13: 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.