

FRANKENMUTH SCHOOL DISTRICT

SECRETARIAL AND CLERICAL

WAGE AND BENEFITS SCHEDULE 2009-2012 SCHOOL YEAR

The designation "School Year Secretary or Clerk" indicates a secretary who works 210 days a year with the work days assigned by the principal or other immediate supervisor. These secretaries or clerks may be given student vacations (Christmas, Easter) off without pay on the recommendation of the principal or immediate supervisor.

If a school year secretary or clerk desires, her salary can be computed on a basis of 26 bi-weekly payments which will provide a continuing check throughout the school Christmas, Easter and summer vacation periods. Employees selecting such payments should contact the Financial Secretary prior to the end of the first week of work, and the principal should submit a schedule of work for the school year to the District Office. School year clerical employees do not work during Christmas and Easter vacations.

A work day shall consist of eight hours and a work week of 40 hours. In an emergency, if more than 40 hours are worked in a week, the time may be taken off the following week or the employee paid on an overtime basis which shall be 1½ times the regular rate.

The building principal and/or the Superintendent shall fix the time of schedules for the opening and closing of all school offices within each building. Principals will annually notify the Superintendent of office hours and employee annual work schedules.

**Vacations**

Fifty-week secretaries will receive vacations according to the following schedule:

<i>First Year of Employment</i>	<i>5 Days</i>
<i>After First Year of Employment</i>	<i>10 Days</i>
<i>After Fifth Year of Employment</i>	<i>15 Days</i>

Vacation time may not accumulate. With the approval of the Superintendent, the secretary may work during her vacation period and receive the extra compensation. Vacation days are granted from July 1 through June 30 of the following year. Requests for summer vacations should be made prior to the closing of school in June with the cooperation of the building principal or Superintendent.

School year employees do not receive a paid vacation but are paid for five holidays.

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**Holidays**

School year employees are paid for the following holidays:

<i>Labor Day</i>	<i>Good Friday (If School Is Not In Session)</i>
<i>Thanksgiving Day</i>	<i>Memorial Day</i>
<i>Day After Thanksgiving</i>	

Fifty-week employees are paid for the previously mentioned plus the following:

<i>Independence Day</i>	<i>Christmas Day</i>	<i>New Year's Day</i>
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If these holidays fall on Saturday, Friday may be taken as a holiday; if they occur on Sunday, Monday may be taken as a holiday.

**Sick Leave**

Full-time District employees will be allowed one day sick leave for each month worked, which may accumulate to 50 days. Sick leave will be paid only in half or full day multiples. Payment will not exceed the accumulated total allowed.

Upon retirement or resignation, any fulltime employee with fifteen (15) or more years of District service will be paid \$35 per day for their accumulated sick days. To be eligible for payment for accumulated sick days the employee must give written notice of intent to retire or resign at least 60 days prior to their expected separation date. In the unfortunate event that the qualifying employee dies after having served notice of intent to retire of resign, payment will be made to the beneficiary named in the written notice.

**Personal Leave**

Full-time District employees are entitled to two days of personal leave per school year. Personal leave days may only be taken for the purpose of conducting business which cannot be conducted during normal time away from the job. A written request for personal leave should be submitted to the immediate supervisor at least four days in advance of the requested leave day.

**Insurance Program**

Full-time District employees may participate in the medical, vision, dental, life, and salary protection programs offered to the instructional staff.

**"Act of God" Days**

1. Full year (50-week) employees are expected to report for work as soon as they are able on days when school is called off because of bad weather; they will be paid for these days.

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2. School year secretarial and clerical personnel may, at the discretion of the Building Principal and with the approval of the Superintendent, be asked to report for work as soon as they are able on days when school is called off because of bad weather. If the employee does not work on these days, the Building Principal will make arrangements so that the employee's work year includes 210 days.
3. Part-time clerical personnel need not report to work on these days.

***FRANKENMUTH SCHOOL DISTRICT WILL NOT DISCRIMINATE IN EMPLOYMENT OR OTHER MATTERS ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, MEDICAL CONDITION, HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.***

## SECRETARIAL AND CLERICAL

Executive Secretary			
Step	2009/2010	2010/2011	2011/2012
0	\$26,547	\$26,813	\$27,215
1	\$27,872	\$28,150	\$28,573
2	\$29,183	\$29,475	\$29,917
3	\$30,502	\$30,807	\$31,269
4	\$31,820	\$32,139	\$32,621
5	\$33,138	\$33,469	\$33,971
6	\$34,456	\$34,801	\$35,323
7	\$35,775	\$36,133	\$36,675
8	\$37,094	\$37,464	\$38,026
9	\$38,411	\$38,795	\$39,377
10	\$39,730	\$40,127	\$40,729
11	\$41,048	\$41,459	\$42,081
12	\$42,367	\$42,790	\$43,432
13	\$43,685	\$44,122	\$44,784

Accounting Secretary			
Step	2009/2010	2010/2011	2011/2012
0	\$28,458	\$28,742	\$29,173
13	\$46,366	\$46,829	\$47,532

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46 Week Secretary			
Step	2009/2010	2010/2011	2011/2012
0	\$19,474	\$19,669	\$19,964
1	\$20,431	\$20,635	\$20,944
2	\$21,387	\$21,601	\$21,925
3	\$22,344	\$22,568	\$22,906
4	\$23,301	\$23,534	\$23,887
5	\$24,258	\$24,500	\$24,868
6	\$25,214	\$25,467	\$25,849
7	\$26,171	\$26,433	\$26,829
8	\$27,128	\$27,399	\$27,810
9	\$28,085	\$28,366	\$28,791
10	\$29,041	\$29,332	\$29,772
11	\$29,998	\$30,298	\$30,753
12	\$30,955	\$31,265	\$31,734
13	\$31,912	\$32,231	\$32,714

School Year Secretary			
Step	2009/2010	2010/2011	2011/2012
0	\$17,098	\$17,269	\$17,528
1	\$17,940	\$18,120	\$18,391
2	\$18,780	\$18,968	\$19,253
3	\$19,620	\$19,816	\$20,113
4	\$20,461	\$20,665	\$20,975
5	\$21,302	\$21,515	\$21,838
6	\$22,142	\$22,364	\$22,699
7	\$22,982	\$23,212	\$23,560
8	\$23,824	\$24,062	\$24,423
9	\$24,664	\$24,910	\$25,284
10	\$25,505	\$25,760	\$26,146
11	\$26,345	\$26,609	\$27,008
12	\$27,186	\$27,458	\$27,870
13	\$28,024	\$28,305	\$28,729

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Part Time Clerical			
Step	2009/2010	2010/2011	2011/2012
0	\$7.61	\$7.68	\$7.80
1	\$7.93	\$8.01	\$8.13
2	\$8.27	\$8.35	\$8.48
3	\$8.60	\$8.69	\$8.82
4	\$8.94	\$9.03	\$9.17
5	\$9.29	\$9.38	\$9.52
6	\$9.62	\$9.71	\$9.86
7	\$9.93	\$10.03	\$10.18

Student Supervision			
Step	2009/2010	2010/2011	2011/2012
0	\$7.40	\$7.47	\$7.58
1	\$7.71	\$7.79	\$7.90
2	\$8.03	\$8.11	\$8.23
3	\$8.33	\$8.41	\$8.54
4	\$8.65	\$8.74	\$8.87
5	\$8.96	\$9.05	\$9.19
6	\$9.29	\$9.38	\$9.52
7	\$9.59	\$9.68	\$9.83

**Terms of Employment**

Seven hours daily and 203 days per year which includes five paid holidays.

<i>Labor Day</i>	<i>Good Friday (If School Is Not In Session)</i>
<i>Thanksgiving Day</i>	<i>Memorial Day</i>
<i>Day After Thanksgiving</i>	

**FRANKENMUTH SCHOOL DISTRICT  
STANDARDS OF BEHAVIOR**

All School District Employees:

In compliance with Federal rules (Drug Free Schools and Communities Act Amendments P.L. 101-226), the following information is provided as a part of the work agreement and as a part of the official Board Policies.

- A. Possession of illicit drugs and alcohol on school grounds or on school buses or in school facilities or at school activities is strictly forbidden. Such possession will be grounds for disciplinary action as described in item D below.
- B. Use of such illicit drugs and alcohol while at work for the District or appearing for work under their influence shall be cause for disciplinary action.
- C. Sale of such illicit drugs or alcohol to other employees, students, or others on school grounds or buildings will be cause for immediate dismissal from employment with the right of due process.
- D. Disciplinary Sanctions:
  - 1. Possession of illicit drugs or alcohol on school property or use of such drugs or alcohol while at work or reporting for work under their influence, first offense:
    - a. Four-week layoff without pay and enrollment in an appropriate rehabilitation program. Such program must be completed prior to completion of disciplinary sanctions.
  - 2. Second offense:
    - a. Dismissal from employment. Employees accused of such actions shall have the right of due process.