

**Peck Community Schools
Secretaries Contract 2016 – 2019**

A. Work Day for Building Secretaries

Working hours shall be eight hours per day. These days will include a 30-minute unpaid 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 9 paid holidays: Labor Day, Thanksgiving (2), Christmas (2), New Year's Day, New Year's Eve, Good Friday, and Memorial Day.

C. Central Office Secretary

Workdays shall be school days and during the summer as needed with no paid holidays. Working hours shall normally be 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 for full time secretaries.

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>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
4 th	16.09	16.25*	16.41**
3 rd	13.33	13.47*	13.60**
2 nd	12.69	12.81*	12.94**
1 st	11.88	12.00*	12.12**
Sub	9.92	10.01*	10.12**

****Wage increase only if fund balance on June 30, 2017 is \$450,000 or higher, otherwise remain at 2016/17 level.***

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Fund Balance as determined by business director.

Longevity after 10 years - \$400.00

Longevity after 20 years - \$600.00

Duration of Agreement

This agreement shall be effective as of July 1, 2016 and shall continue in effect until June 30, 2019.

By _____ By _____
Central Office Secretary Board President

By _____ By _____
Secondary Secretary Vice-President

By _____ By _____
Elementary Secretary Secretary

By _____
Treasurer

Date

Date