

CENTRAL ADMINISTRATIVE SECRETARIES

2014 - 2017

1. Vacation: Two (2) weeks after 1 year, plus other school vacations; two and one-half (2-1/2) weeks after 5 years of service, plus other school vacations; three (3) weeks after 10 years of service, plus other school vacations; and four (4) weeks after 20 years of service, plus other school vacations. Unused vacation may not be carried over to the following year without permission of the Superintendent. Vacation days accrued, and not used prior to retirement, will be paid out at retirement.
2. Hospitalization insurance: Same as Administrators.
Employees declining health insurance shall receive the same monthly cash option as administrators.
3. Dental insurance: Same as administrators
4. Life insurance: \$50,000 per person
5. Vision insurance: Same as administrators
6. L.T.D.: Same as administrators
7. If an employee is off due to accident or illness, they shall have their insurance premiums paid by the employer for three (3) months beyond the exhaustion of their paid sick days. This includes medical, dental, vision, LTD and life insurance.
8. Sick leave shall be given on the first day of the new school year at the rate of ten (10) days per year for 10-month employees and twelve (12) days per year for year-round employees. Four (4) sick days per year may be used for personal business. Business days must be approved in advance.
9. There are ten (10) paid holidays, namely: New Year’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Eve. Secretaries shall not be required to work during the student school year on days when administrators are not required to report to work.
10. Bereavement: Five (5) days for each of the following deaths: spouse, father, mother and child. Three (3) days for the following deaths: grandparents, grandchildren, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparent and stepchildren.
11. Longevity:

10-15 years	\$650.00
16-20 years	\$750.00
21-25 years	\$850.00
26+ years	\$1,050.00

Longevity will be determined by the number of years of service as of the end of a school year and will be paid on the last pay in June. If employment terminates during the year, longevity monies will be determined by the number of months the employee worked and will be prorated accordingly.

12. Any administrative secretary who does not use any paid sick leave, business days, or have any deduct days shall receive the following stipend at the end of the year:

\$900.00

13. Unused sick days will be paid upon retirement at \$20.00 per day. Employee must meet minimum ORS retirement criteria at separation in order to qualify for the payment.
14. The Board and secretaries recognize that, although specific description of proper dress may vary according to secretarial assignment circumstances, the wearing of jeans and "T" shirts or other attire of similar informality are not generally appropriate for a secretarial assignment.
15. The Board of Education reserves the right to review salary as employee turnover creates vacancies.
16. Salaries for the 2015 – 2016 and 2016 – 2017 school years will remain the same as the 2014 – 2015 school year. A .75% off schedule stipend will be paid on the last payroll prior to Christmas Break for both the 2015 – 2016 and 2016 – 2017 school years. Steps and lanes will be honored for both years as well.

Secretary to Special Education Director

Work Year: 214 days Total Hours: 1,595.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day
Summer: 19 days at 7 hours per day

Salary 2014-17

0-60 days 27,184

60-1 year 27,684

Over 1 year 28,184

District Test Coordinator

Work Year: 224 days Total Hours: 1,665.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day
Summer: 29 days at 7 hours per day

Salary 2017

0-60 days 24,000

60-1 year 24,500

Over 1 year 25,000

Secretary to Transportation Supervisor

Work Year: 221 days Total Hours: 1,644.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day
Summer: 26 days at 7 hours per day

Salary 2014-17

0-60 days 27,927

60-1 year 28,427

Over 1 year 28,927

Secretary to Clio Community HS/Community Education Director

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,840.5
School year:	186 days plus 9 holidays at 7-1/2 hours per day		
Summer:	53 days plus 1 holiday at 7 hours per day		
<u>Salary</u>	<u>2014-17</u>		
0-60 days	30,371		
60-1 year	30,871		
Over 1 year	32,378		

Secretary to Building and Grounds Supervisor

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,965
School year:	186 days plus 9 holidays at 8 hours per day		
Summer:	53 days plus 1 holiday at 7-1/2 hours per day		
<u>Salary</u>	<u>2014-17</u>		
0-60 days	33,569		
60-1 year	34,069		
Over 1 year	34,569		

Secretary to Assistant Superintendent for Curriculum & Instruction

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,992
School year:	186 days plus 9 holidays at 8 hours per day		
Summer:	53 days plus 1 holiday at 8 hours per day		
<u>Salary</u>	<u>2014-17</u>		
0-60 days	41,874		
60-1 year	42,374		
Over 1 year	42,874		

Accounts Payable/Human Resources Secretary

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,992
School year:	186 days plus 9 holidays at 8 hours per day		
Summer:	53 days plus 1 holiday at 8 hours per day		
<u>Salary</u>	<u>2014-17</u>		
0-60 days	42,927		
60-1 year	43,427		
Over 1 year	43,927		

Payroll Secretary

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,931
School year:	186 days plus 9 holidays at 8 hours per day		
Summer:	53 days plus 1 holiday at 7 hours per day		
<u>Salary</u>	<u>2014-17</u>		
0-60 days	42,332		
60-1 year	42,832		
Over 1 year	43,332		

(Days will be added to meet payroll during holiday periods. Days will be predetermined by the Executive Director of Business and the Payroll Secretary.)

Accountant

<u>Work Year:</u>	249 days	<u>Total Hours:</u>	1,992		
School year:	186 days plus 9 holidays at 8 hours per day				
Summer:	53 days plus 1 holiday at 8 hours per day				
<u>Salary</u>	<u>2014-15</u>				
0-60 days	35,000	July 1, 2015	36,693	\$18.42	
		July 1, 2016	38,386	\$19.27	
		July 1, 2017	40,079	\$20.12	
60-1 year	35,000	July 1, 2018	41,772	\$20.97	
		July 1, 2019	43,465	\$21.82	
Over 1 year	35,000				

Salary will increase annually as indicated above.

Secretary to Superintendent

Work Year: 249 days Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day

Summer: 53 days plus 1 holiday at 8 hours per day

Salary 2014-17

0-60 days 46,619

60-1 year 47,119

Over 1 year 47,619