



South O'Brien Community School

Classified Staff

Rules and Regulations

2018-2019



Approved by the South O'Brien Board of Education May 17, 2018

**South O'Brien Community School
Classified Staff**

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RULES, REGULATIONS AND PROCEDURES

All effective organizations have a vision of what they must accomplish. The vision becomes the energy behind every effort and force that pushes through all the problems. A vision sets us on a mission to move our district forward.

Our vision is that **“the Community of South O'Brien will work together to provide a ‘World Class’ education for all students.”**

A clearly-articulated mission for the district enables staff to share an understanding of and a commitment to instructional goals, priorities, assessment procedures, and accountability.

Our mission is **“to prepare students to be responsible citizens and lifelong learners.”**

Our vision and mission are carried out through five critical areas:

**Academics
Character Education
Community Unity
Fiscal Responsibility
Facilities**

A school district operates best when everyone accepts responsibility for their own success as well as the success for all students. When all students at South O'Brien leave with the knowledge and skills required for them to successfully complete the next stage in their lives, then we have been successful in our work.

We should take pride in our work and do our very best. The example we set in our work may touch a student in ways we don't even realize.

Phone Numbers

Central Office - 712-949-2115
Paullina - 7th-12th grade - 712-949-3454
Primghar - TK-6th grade - 712-957-3755
Transportation - 712-949-2642

Rules, regulations, and procedures that govern employees' work are contained in this manual. Familiarity with the contents of this manual will make your work more effective and enjoyable. It is the responsibility of classified staff to be familiar with this information.

Employee Expectations and Work Rules:

Examples of misconduct under the Work Rules for Certified and Classified Employees, which may lead to disciplinary action to include demotion, suspension or termination, are listed below. The list is not intended to include all types of activity which may lead to discipline, but is intended to be suggestive of those types of things which will result in disciplinary action.

1. Incompetence

2. Insubordination

- a. Insubordination such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions.
- b. Leaving assigned work area without permission.
- c. Refusal to work assigned overtime.

3. Willful Neglect of Duties

- a. Sleeping during working hours.
- b. Wasting time, loafing, or taking excessive breaks.
- c. Deliberate or excessive waste of school materials or abuse of school equipment.

4. Immorality

- a. Theft of property or equipment of the school or school employee.
- b. Possessing, using, selling, or buying an alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant or materials represented to be in the aforementioned classifications during working hours or on school premises, or reporting to work under the influence of any of the above.
- c. Gambling during working hours.
- d. Use of profanity.
- e. Possession, use, or display of any firearm or other object during working hours that may be considered a weapon.
- f. Immoral conduct or indecency.

5. Arrest or Conviction of Any Crime Involving Moral Turpitude

6. Employee Must Self-Report Any Arrest to the Superintendent within 24 Hours

7. Failure to Comply With All Reasonable Orders, Requests, or Directions of the Superintendent or Other Superior Officials

8. Violation of Any Rule or Regulation of the Board of Education

- a. Use of sick or personal leave for other than reasons stated.
- b. Use of other leave days, i.e., jury duty, military, bereavement, infant care, for other than reasons stated.
- c. Unauthorized absences; absence for one (1) day without authorization or proper reporting can result in termination, but unauthorized absences for three (3) consecutive working days will result in automatic termination. Absences must be reported one hour before the start of the shift.
- d. Failure to promptly report an accident or injury occurring on school property or during working hours.

9. Inciting, Encouraging, or Counseling Students to Violate Any Valid State Law, Municipal Ordinance, or Policy or Rule of the Local Board of Education

10. Violation of Any Provision of the Employment Agreement

- a. Falsification of any school record or employment application.

11. Any Other Good and Sufficient Cause

- a. Unsatisfactory performance during probationary period.
- b. Any statement, action, or conduct not in the best interest of the school system.
- c. Arrest leading to conviction of traffic violations while operating a school-owned vehicle.
- d. Smoking or the use of any tobacco product in restricted areas.
- e. Excessive absenteeism or tardiness.
- f. Solicitation for any cause or distribution of written materials or printed matter on school property during working hours other than established breaks or lunch periods.
- g. Faulty or negligent operation of a school vehicle or equipment.
- h. Failure to have a physical ordered by the administration.
- i. To reduce staff due to loss of students or cancellation of programs.
- j. Failure to secure and maintain necessary educational training or licensure.
- k. Deliberate destruction of school property or the property of another school employee.
- l. Fighting or causing physical harm to a student or another school employee during working hours or on school property.
- m. Threatening, intimidating, or harassing students or other school employees.
- n. Unauthorized use of school equipment or property.
- o. Employees found to have committed an act of misconduct, which leads to a recommendation of disciplinary action, will have the recommendation reviewed by the Superintendent or his designee.

Equity

It is the policy of the South O'Brien Community School not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is also the policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, SES, disability, religion, creed. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, Section 504, and/or ADA may be directed to the Superintendent of Schools, 216 S Rutledge, PO Box 638, Paullina, IA 51046 or by calling 712-949-2115.

Mandatory Child Abuse Training

All school employees are required to have completed the required Mandatory Child Abuse Training and are to understand that they are mandatory reporters.

Coaches and Sponsors Not Under a Teaching or Other Regular Contract

Those people not under a teaching contract or working for the district in some other capacity and are coaching or serving as a supervisor or sponsor of an activity are considered at-will employees.

Activities-Free Night

The following periods of time shall, as nearly as possible, be kept free of school-sponsored activities: each Wednesday during the school year after 6:00 p.m., every Sunday during the calendar year, Ash Wednesday, all of Holy Week, and the Wednesday before Thanksgiving.

Equipment

No school equipment is to be transferred from one room to another or one building to another without prior permission from the building principal. No school equipment will be allowed to be taken home without prior permission from the immediate supervising administrator.

Keys

All school keys must be recorded with the building principal. Loss of keys should be immediately reported to the building principal. It is important to remember that no one other than school employees is to have access to any school keys. Students should NEVER be given keys to the school. Refer to Policy No. 905.3 for a detailed explanation.

Duties

An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their work assignment. Other duties may be assigned as required to assure that programs address the needs of students and assure efficient building level operations.

During the summer months the superintendent will assign custodial duties. Custodians may be assigned to a single building for a period. Summer work assignments may not follow the job description set forth for school-year operations.

Evaluation of Staff

The building administrator and the immediate supervisor are responsible for evaluating the classified staff serving within their jurisdiction. Classified staff shall be evaluated at least once a year. An employee may be evaluated more frequently as determined by the supervisor.

Employees shall meet the Board's standards of performance. The superintendent shall monitor the evaluation process for classified employees.

Time Clock - Recording Hours Worked

Classified staff shall record time worked on a computer program located within their work area. Employees will personally record the time they report to work and the time they leave their work assignment.

Employees are not to punch in earlier than the time scheduled to work. Likewise, employees are to clock out no later than their scheduled work time. An exception to an employee's work period would be an emergency which would require early arrival or a late departure. The superintendent may also request an employee to adjust hours to accommodate the utilization of facilities by the public or for another reason that is external to the normal operations of the facility.

At the end of the pay cycle, the employee will sign a printed time sheet, secure signature of the immediate supervisor, and submit to the central office by the fifth (5th) of each month.

Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

Overtime

Policy Code No. 412.2 states, "...Overtime will not be permitted without prior authorization of the superintendent."

All employees who are eligible to receive overtime pay are reminded that they may not work overtime hours unless they have prior authorization from the superintendent. If the superintendent is not available and if it appears that overtime work must be performed, you must contact and receive authorization from your supervisor before performing the work.

Personal Illness of Employees

Classified staff shall be granted excused sick leave as follows:

- 10 days the first year
- 11 days the second year
- 12 days the third year

- 13 days the fourth year
- 14 days the fifth year
- 15 days the sixth year and subsequent years

Unused sick leave shall be accumulated from year to year with a maximum of 90 days. Five (5) days of an employee's sick leave bank may be used for family illness per year for employees who work over twenty (20) hours per week.

NOTE: Part-time people are given sick leave based on the number of part-time days (example: half-time people will receive 10 half-days of sick leave the first year).

The employer may require an employee to furnish a doctor's statement to substantiate illness or disability for which sick leave benefits are requested.

Job-Related Injury

In case of absence due to injury or illness incurred in the course of the employee's employment for which workmen's compensation benefits are received, the employer shall pay to the employee the difference between his/her salary and workmen's compensation benefits for the duration of such absence or thirty (30) days, whichever is first to occur. After said thirty (30) days, the employee may elect to receive sick leave on a pro-rata basis to receive the difference between his/her salary and benefits received under workmen's compensation. The employer reserves the right to require medical proof of the existence or continuation of such injury or illness. The employee shall not be required to use sick leave during such a leave.

Professional Leave

Attendance at area staff development conferences or workshops will be permitted at your regular hourly time and pay if such an absence is recommended by the building principal and approved by the superintendent. The district will pay out-of-pocket expenses with prior approval by the superintendent. All requests will be reviewed in light of the budget, the benefits to the educational program, the availability of substitutes, and the costs.

Leave Requests

You must complete a leave request form each time you plan to be gone. If the leave is due to an unexpected illness or an emergency situation that requires immediate departure from work, the leave request is to be completed immediately upon your return. The employee's immediate supervisor is to be notified as soon as possible when an emergency situation is present. The leave request form is to be submitted directly to the employee's immediate supervisor. Employees should have the leave request form to their immediate supervisor at least five (5) days prior to the leave day. Failure to meet the required date for filing leave may result in the leave being denied.

Complete the leave request form with all required information. Mark the date you will be gone, not the day of the six-day cycle; also, clearly indicate a.m., p.m., or all day. All other information must

be completed in detail. Forms that are incomplete will be sent back to you. This could delay processing and result in your leave being denied because it wasn't filed timely.

Personal Leave

The intent of personal leave is to provide the employee the opportunity to conduct important and necessary personal business which cannot be conducted during non-working hours.

Non-classified personnel shall be granted personal leave as follows:

- Paraeducators, one day each year
- Bus Drivers, one day each year
- Cooks, one day each year
- Custodians, two days each year
- Secretaries, two days each year

Personal leave will be reported as such on a time card and reviewed each month by the superintendent or designated representative.

Employees may carry over one day of personal leave.

Jury and Legal

Any Employee called for jury duty or subpoenaed for any judicial proceeding by the Employer during school hours shall immediately notify their Principal and be provided paid time off for such a purpose. Any fees or remuneration, which the Employee receives during such time, shall be turned over to the District.

Bereavement Leave

Up to five (5) days of leave shall be granted at any one time in the event of death of any of the following family members of the employee and/or the employee's spouse: spouse, mother, father, child, step-child, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or any member of the immediate household. Leave will be granted up to five (5) days, at the discretion of the Superintendent, in the event of death of a relative not set forth herein. Leave shall be granted up to one (1) day for the death of a friend. Up to five (5) days of additional time may be taken with the employee having the cost of a substitute's pay deducted from the employee's salary.

Vacation and Holiday Pay

Classified employees who are scheduled to work twelve months are eligible to receive ten (10) days of vacation each year. Upon completion of 15 years of service, they will receive fifteen (15) days of vacation each year. Vacation days will be prorated if the employee begins employment after July 1. Classified employees who have worked at least one (1) year and terminate employment prior to June 30 will receive their prorated share of vacation for that year. The employee may carry over a

maximum of one (1) week (40 hours) of vacation to be used in the next fiscal year (July 1-June 30). Unused vacation time at the end of the fiscal year, excluding the one (1) week (40 hours) carried over, may be cashed in for one-half (½) of the employee's per diem pay.

Classified employees who work twelve months a year will be allowed paid holidays as follows: July 4, Labor Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day.

Christmas Eve Day and Good Friday will be granted as paid vacation days. These days are separate of vacation granted with the twelve-month work year.

Secretaries, cooks, educational aides, and bus drivers who work less than twelve months a year will be allowed Labor Day, Thanksgiving Day, Christmas Day, New Years Day and Memorial Day as paid holidays if these days fall within the employee's work year. Good Friday is granted as a paid vacation day.

Unpaid Leaves – Military Service

Leaves of absence are granted for military purposes, not to exceed the enlistment or draft period. On completion of the military service, the Employee is entitled to reinstatement at the same step on the salary schedule as they held at the time they took such leave, but subject to the following conditions:

- a. that the position was not abolished;
- b. that the Employee is physically and mentally capable of performing the duties of the position;
- c. that they make written application for reinstatement to the Superintendent within ten (10) days after termination of military service; and
- d. that the Employee submits an honorable discharge from the military service.

The Board, in its sole discretion, shall have the right to schedule the Employee's return so as to avoid cost or disruption of education.

Reporting Absence from Building

An employee who is unable to report for work should notify his/her immediate supervisor prior to 6:30 a.m.

Purchasing

No purchase is to be made without an authorized purchase order. All purchase orders must be approved and coded by the building principal or immediate district supervisor.

Unauthorized purchases will become the responsibility of the individual and not the school district.

Transporting of Students by Employees

Transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. A school employee shall not transport a student in a personal vehicle. Only school vehicles are to be used to transport students.

Classified employees who transport students for school purposes shall have the permission of the superintendent or his/her immediate supervisor who will secure approval from the superintendent.

Use of District Vehicles

The use of any and all district vehicles will be only with prior approval of the superintendent or director of transportation. Unauthorized use of district vehicles will be considered a serious violation of district policy and rule.

When district transportation is authorized, the employee needs to make arrangements for access to the vehicle and district gas credit cards, if appropriate, well in advance.

Employee Complaints

Policy Code No. 401.4 states, "Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be taken directly to the immediate supervisor, principal, or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A complaint that is not resolved between the parties may be filed in writing with the immediate supervisor or with the superintendent, if the immediate supervisor is a party to the complaint."

Inclement Weather

When school is canceled due to inclement weather prior to the start of the school day, you will be notified by phone tree. The missed day will have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. Please listen to the following radio stations for inclement weather announcements:

KIWA – Sheldon – AM 1550 FM 105.5
KICD – Spencer – AM 1240 FM 107.7
KCHE – Cherokee – AM 1440 FM 92.1
<http://closings.sioxland.com> or 712-276-1962

Emergency Alert

Should the school receive a warning of severe weather, the superintendent's office will notify all buildings. In the event a building is notified directly by the police or civil defense personnel, the superintendent's office should also be notified immediately. Each principal will provide a plan of action for his/her building and familiarize you with it. In addition, each principal will discuss with you the procedure to follow in the event of any emergency.

District Lights, Doors and Windows

We all recognize the importance of conserving energy in our world today. We have an even more important responsibility to maintain a secure and safe environment for everyone. Please remember to keep all doors and windows shut and locked when you are not in a room at school. Local law officials will require a building administrator or designated person to secure the building if doors or windows are found open at night or if lights are left on.

Conflict of Interest

We are all partners in the education of young people in a small Iowa community. The members of our district community watch all we do very critically. Please use good judgment when contracting services or purchasing goods for or through the school district. We will always want to give local district vendors an opportunity to bid or compete for our business. We must also use good judgment when purchasing from or providing work for relatives or family members (please note Policy Code No. 401.2 - Employee Conflict of Interest).

At-Will Agreement

It is understood that unless otherwise stated in an employment agreement, the employer or the employee may terminate employment at any time upon 14 calendar days' written notice without cause.

Insurance

In accordance with rules relating to group health insurance plans, the following is important information concerning your group health coverage:

The South O'Brien Community School District's health insurance annual enrollment period will be announced to staff after April 1st. Participating employees are allowed to change their current deductible/out-of-pocket plan and non-participating employees may opt to begin enrollment. Enrollment is allowable for employees and/or their dependents when first eligible, if there is a qualifying event (marriage, birth adoption, involuntary loss of coverage) or at the annual open enrollment. Should you experience an event change, please contact the business manager for policy explanations and options.

Please direct all questions to the superintendent or business manager. Remember that the open enrollment date will be announced after April 1st. You must contact the superintendent's office to obtain an enrollment form if you need to add coverage for yourself or your dependents.

Continuation of Benefits - In the event that an Employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned coverage shall continue throughout the balance of the school year. An Employee granted extended leave without pay, other than leave under the Family Medical Leave Act, shall have the option to continue all insurance benefits provided by this Agreement for the duration of said leave at the expense of the Employee.

Long-term Disability Insurance - The Employer will contribute the annual premium amount for long-term disability insurance.

Life Insurance - The Employer will contribute the annual premium amount for a term life insurance policy of \$20,000 for each employee. The Employee shall designate the beneficiary or beneficiaries for this policy.

Activity Workers

At the beginning of the school year, each employee shall specify whether they will commit themselves to work at least three (3) extracurricular activities during the year. Employees who elect to work at least three (3) extracurricular activities shall receive free passes for themselves and their spouse or guest of a single employee to all extracurricular activities of the school. Any employee who elects not to work at least three (3) extracurricular activities and who is required to work shall be compensated at the rate specified in Schedule III. Teachers required to work at the two annual elementary school music programs will be given one activity credit each, toward their three (3) needed for a free pass. Any employee who has elected to work at least three (3) extracurricular activities shall be compensated at the rate specified in Schedule III for each event in excess of three (3) extracurricular activities.

SALARY SCHEDULES

All support staff employees hired after July 1, 2000 will follow the appropriate following salary schedule. Those hired prior to July 1, 2000 will be placed on an appropriate step as of July 1, 2000. (Schedule edited: April 17, 2014)

BUILDING CUSTODIAN

	0	1	2	3	4	5	6	7	8	9	10
Bldg. Head	12.00	12.25	12.50	12.75	13.00	13.25	13.50	13.75	14.00	14.25	14.50
Full-Time	10.25	10.50	10.75	11.00	11.25	11.50	11.75	12.00	12.25	12.50	12.75

Numbers or Steps do not necessarily coincide with years of service.

- *** The District contribution toward medical insurance will be \$6,600 for full-time employees.
- ** All part-time custodians working over 20 hours per week will receive a pro-rata of \$6,600 insurance.

1. Those who have exceeded step 10 will receive a minimum 3% increase each year in salary and benefits.
2. Employees receive ten (10) days of vacation each year (Policy Code No. 414.1).
3. Employees receive eight (8) paid holidays.
4. Employees receive two (2) personal days (maximum carryover of one (1) day).
5. Substitute pay is part-time step 0.

Summer	7.50	7.75	8.00	8.25	8.50	8.75	9.00	9.25	9.50	9.75	10.00
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Student workers will be hired as temporary employees to work for the school during the summer hiatus. No IPERS, benefits, or leave provision will be considered for temporary employees.

BUS DRIVER

BUS DRIVERS	0	1	2	3	4	5	6	7	8	9	10
Class 1	60.00	62.00	64.00	66.00	68.00	70.00	72.00	74.00	76.00	78.00	80.00
Class 2	45.00	46.50	48.00	49.50	51.00	52.50	54.00	55.50	57.00	58.50	60.00
Class 3	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	38.00	39.00	40.00
Class 4	67.50	69.75	72.00	74.25	76.50	78.75	81.00	83.25	85.50	87.75	90.00
Class 5	37.50	38.75	40.00	41.25	42.50	43.75	45.00	46.25	47.50	48.75	50.00
Class 6	52.50	54.25	56.00	57.75	59.50	61.25	63.00	64.75	66.50	68.25	70.00
Class 7	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00
Class 8	18.75	19.38	20.00	20.63	21.25	21.88	22.50	23.13	23.75	24.38	25.00

(edited 2008)

SP ED VAN DRIVER-LUNCH BUS

10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00
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(edited 2008)

Extra-duty driving paid at \$15 per hour (revised 2014)

Drivers are paid on the basis of miles, time, number of stops and number of students on each route. Formal contracts are offered for bus drivers.

Numbers or Steps does not necessarily coincide with years of service.

- *** The District contribution toward medical insurance will be \$6,600 for full-time employees.
*Full-time is defined as an employee who is scheduled to work the full length of the regular school day, all days that school is in session.
 - ** All part-time bus drivers working over 20 hours per week will receive a pro-rata of \$6,600 insurance.
1. Drivers that have surpassed step 10 on the scale will receive a minimum 3% increase annually.
 2. Bus drivers that are contracted to work more than 20 hours per week may choose to purchase health insurance under the district policy at their own expense. Please check in central office for details and enrollment periods, if interested.
 3. Extra-duty driving will pay \$15.00 per hour (\$15.00 or one-hour minimum per trip).
 4. Employees receive one personal day (maximum carryover of one (1) day).
 5. Substitutes are paid on the basis of the classification of the driver they are subbing for at a step 1 rate.
 6. After ten (10) consecutive days of subbing for the same driver, the district will pay the sub driver at step 2.

PARAEDUCATOR AND LITERARY SPECIALIST

	0	1	2	3	4	5	6	7	8	9	10
PARAEDUCATORS											
HS Diploma & above	9.25	9.50	9.75	10.00	10.25	10.50	10.75	11.00	11.25	11.50	11.75
Certified Para	9.75	10.00	10.25	10.50	10.75	11.00	11.25	11.50	11.75	12.00	12.25
4-year College Ed	10.25	10.50	10.75	11.00	11.25	11.50	11.75	12.00	12.25	12.50	12.75
LITERACY SPECIALISTS											
	11.00	11.25	11.50	11.75	12.00	12.25	12.50	12.75	13.00	13.25	13.50

Numbers or Steps do not necessarily coincide with years of service.

- *** The District contribution toward medical insurance will be \$6,600 for full-time employees.
*Full-time is defined as an employee who is scheduled to work the full length of the regular school day, all days that school is in session.
- ** All part-time paras working over 20 hours per week will receive a pro-rata of \$6,600 insurance.
- 1. Those who have exceeded step 10 will receive a minimum 3% increase each year in salary and benefits.
- 2. Employee receives one (1) personal day (maximum carryover one (1) day).
- 3. Employee receives six (6) paid holidays.
- 4. External substitutes are paid \$75.00 per day in classroom.
- 5. Internal substitutes will be paid at their current work agreement rate.
- 6. If the para is one-on-one with a specific student and said student is absent, para will be paid for one hour, but would be expected to go home, unless reassigned by the administrator.

FOOD SERVICE

FOOD SERVICE	0	1	2	3	4	5	6	7	8	9	10
Director	10.00	10.25	10.50	10.75	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Cook	9.00	9.25	9.50	9.75	10.00	10.25	10.50	10.75	11.00	11.25	11.50

Numbers or Steps do not necessarily coincide with years of service.

- *** The District contribution toward medical insurance will be \$6,600 for full-time employees.
- ** All part-time food service personnel working over 20 hours per week will receive a pro-rata of \$6,600 insurance.

- 1. Those who have exceeded step 10 will receive a minimum 3% increase each year in salary and benefits.
- 2. Employee receives one (1) personal day (maximum carryover one (1) day).
- 3. Employee receives six (6) paid holidays.
- 4. Substitutes paid at step 0.

SECRETARY

	0	1	2	3	4	5	6	7	8	9	10
SECRETARIES	10.00	10.25	10.50	10.75	11.00	11.25	11.50	11.75	12.00	12.25	12.50

Numbers or Steps do not necessarily coincide with years of service.

- *** The District contribution toward medical insurance will be \$6,600 for full-time employees.
- ** All part-time secretaries working over 20 hours per week will receive a pro-rata of \$6,600 insurance.
- 1. Those who have exceeded step 10 will receive a minimum 3% increase each year in salary and benefits.
- 2. Employee scheduled to work less than twelve months receives six (6) paid holidays.
- 3. Employee scheduled to work twelve months receives eight (8) paid holidays.
- 4. Employee receives two (2) personal days (maximum carryover one (1) day).
- 5. Substitutes are paid at step 0.

