

**EXECUTIVE SECRETARY COMPENSATION PLAN**

08/10/22

Modified 07-15-2024

Modified 08-20-2024

**Part I – Base Salary**

	2022-2023	2023-2024	2024-2025
Level 1	39,918	40,717	41,532
Level 2	40,986	41,806	42,643
Level 3	42,123	42,966	43,826
Level 4	43,293	44,159	45,043
Level 5	44,487	45,377	46,285
Level 6	45,729	46,644	47,577
Level 7	47,006	47,947	48,906
Level 8	48,323	49,290	50,276

Salary schedule effective with the first pay of August.

Payments will be made over twenty-four pays. Pay dates will be the tenth and twenty-fifth of each month.

All payments will be made by direct bank deposit (ACH).

**Part II – Responsibility Factor**

AP/AR Specialist (260 days)	1.15
Network Support Specialist (260 days)	1.30
Human Resource Specialist (260 days)	1.05
Special Education Secretary (260 days)	1.05
Administrative Technology Assistant (260 days)	1.05
Fiscal Assistant (260 days)	1.15
Central Office Secretary (260 days)	1.05
Tri Star Secretary (260 days)	1.00
EMIS Coordinator (260 days)	1.15
Spike's Place Manager (187 days)	.55

**Part III – Level Placement and Advancement**

Executive Secretaries will be placed on the level deemed most appropriate by the Superintendent. The Executive Secretaries will only advance at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level placement. At no time will the Executive Secretaries be reduced in level placement.

**Part IV – Benefits**

The Executive Secretaries will have the option of enrolling in any of the benefits offered by the district. The District will offer to the employees covered by this agreement the plans offered by the Mercer-Auglaize Benefit Trust ("MABT"). The District will also offer the option of an HDHP/HSA Plan offered by MABT at a cost of 9% (for 2022-23 and 2023-24) and at a cost of 10.5% for 2024-25.

For the HDHP plan, the Board will contribute \$1000 for a single plan and \$2000 for a family plan to each employee's HSA from January 1, 2023 to December 31, 2024; and \$500 for single plan and \$1000 for a family plan from January 1, 2025 to December 31, 2025, with no match required by the employee.

For each year, half of the contribution will be deposited into the employee's account on the first pay in January and the other half to be provided the earlier of the first pay in July or once the employee has used all of the funds deposited by the Board.