

EXECUTIVE SECRETARY COMPENSATION PLAN

08/10/22

Modified 07-15-2024

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)	1.15
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.

The Executive Secretaries have the option to opt-out of the medical insurance benefits and receive a \$3,000 stipend. The Executive Secretary must request this opt-out option during the annual open enrollment period for benefits of each year. Provided that the Executive Secretary has remained without the medical benefits, this opt-out payment will be made during October of the following year just prior to the next open enrollment period.

The Executive Secretaries will be eligible to enroll in a Board provided, \$25,000 life insurance policy. Executive Secretaries will have the option to participate in the optical reimbursement program as provided to all other regular employees of the district.

Part V – Leaves

Vacation leave will be based upon total service to the district. Vacation will be deemed earned based upon completed service as of August 1st of each year and based upon the following chart:

0-8 years of service	3 weeks
9-17 years of service	4 weeks
18+ years of service	5 weeks

The vacation use period is August 1 through July 31 of each year. Vacation may not be carried over except with the written permission of the Superintendent.

Vacation days earned for the 2023-2024 contract year must be used by August 31, 2024. Unused vacation days from the 2023-2024 contract year will not be paid out.

(*187 and 210 day employees are not eligible for vacation)

Executive Secretaries are eligible for three (3) personal leave days to be used between August 1 through July 31 each year. The maximum number of personal leave days an individual can have is three (3) days. After July 31 of each year an employee not using his/her personal leave will be compensated, at their daily rate, for the balance of the days on the second pay of August.

Part VI – Holidays

Executive Secretaries shall be entitled to the following holidays:

Labor Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Juneteenth (June 19) Holiday
New Year's Eve	Independence Day (July 4 th)
New Year's Day	

(*187 and 210 day employees are not eligible for the Independence Day Holiday)

Part VII – Longevity Credit

For years of service to the Celina City Schools, the Executive Secretary shall be paid longevity on the following schedule:

2-9 years of service	\$100.00
10-14 years of service	\$200.00
15-19 years of service	\$300.00
20-24 years of service	\$400.00
25-29 years of service	\$500.00
30+ years of service	\$600.00

Part VIII – Professional Growth

Executive Secretaries will be reimbursed for professional growth meetings, workshops, and/or courses that are approved by their direct supervisor.

Part IX – Calamity Day

1. First five (5) calamity days

- a. If school is cancelled the night before, do not report to work unless instructed by your direct supervisor.
- b. If school is delayed then cancelled day of, you must report to work. If cancelled, you may work up to a maximum of four (4) hours unless otherwise instructed by direct supervisor. You will be granted up to four (4) hours of vacation time for time worked on a calamity day. If there are five (5) calamity days during the contract year, you would be eligible to be granted up to a maximum of 2.5 additional vacation days. The Calamity Day Work Sheet must be filled out and returned to the Treasurer's office for the additional vacation time to be added to your vacation balance.

2. Calamity day six (6) and over

- a. You must report and work your normal schedule unless you use paid leave.