

**EXECUTIVE SECRETARY COMPENSATION PLAN**

12/8/2015

**Part I – Base Salary**

		<b>2015-2016</b>	<b>2016-2017</b>
Level 1		33,249	34,247
Level 2		34,216	35,242
Level 3		35,242	36,300
Level 4		36,299	37,388
Level 5		37,378	38,499
Level 6		38,499	39,654
Level 7		39,654	40,844
Level 8		40,844	42,069

**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 direct bank deposit (ACH).**

**Part II – Responsibility Factor**

Superintendent Secretary (260 days)	1.10
Special Education Secretary (260 days)	1.05
Administrative Technology Assistant (260 days)	1.05
Treasurer's Secretary (260 days)	1.00
Business/Reception Secretary (260 days)	1.00
Tri Star Secretary (260 days)	1.00
EMIS Coordinator (260 days)	1.00
Food Service Assistant (210 days)	0.95

**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 Executive Secretaries will be required to contribute 7.5% of the premium towards the purchase of any benefits selected during the 2015-16 school year and the 2016-17 school year. The medical benefits are for the Alternate PPO medical plan. If the Executive Secretary elects a medical plan other than the Alternate PPO, she will be required to pay the difference in the premiums plus the percentage required for the Alternate PPO Plan.

The Executive Secretaries have the option to opt-out of the medical insurance benefits and receive 15% of annual medical premium. The Executive Secretary must request this opt-out option during the annual open enrollment period (November) 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 1<sup>st</sup> of each year and based upon the following chart:

1-8 years of service	3 weeks
9-17 years of service	4 weeks
18+ years of service	5 weeks

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

(\*210 day employees are not eligible for vacation)

Executive Secretaries are entitled to the other leave benefits as provided all other classified employees.

**Part VI – Holidays**

Executive Secretaries shall be entitled to the following holidays:

Labor Day	New Year’s Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	President’s Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year’s Eve	Independence Day (July 4 <sup>th</sup> )

(\*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	\$ 50.00
10-14 years of service	\$100.00
15-19 years of service	\$150.00
20-24 years of service	\$200.00
25-29 years of service	\$250.00
30+ years of service	\$300.00

**Part VIII – Professional Growth**

Executive Secretaries will be reimbursed up to \$400.00 per year for professional growth or workshops and courses that are approved by their direct supervisor and enhance one’s skills to perform one’s duties.

Executive Secretaries will have their dues paid for their local and state organizations up to \$300.00 per year.

**Part IX – Calamity Day**

Any 260 day Executive Secretary will receive one hour of additional vacation time for each hour worked on a calamity day. There is a limit of 40 hours (5 vacation days) and is limited to hours worked on the first five calamity days of each school year. Executive Secretaries not working their complete shift on any additional calamity days will be required to use leave time unless directed not to come to work by the Superintendent.