

EXECUTIVE SECRETARY COMPENSATION PLAN

10/10/2018

Revised 3/15/19

Revised 5/13/19

Revised 1/13/21

Revised 8/10/21

Revised 4/20/22

Part I – Base Salary

	2018-2019	2019-2020	2020-21
Level 1	35,368	36,076	36,798
Level 2	36,395	37,123	37,866
Level 3	37,488	38,238	39,003
Level 4	38,612	39,385	40,173
Level 5	39,759	40,555	41,367
Level 6	40,953	41,773	42,609
Level 7	42,181	43,025	43,886
Level 8	43,447	44,316	45,203

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

Treasurer's Administrative Assistant (260 days)	1.30
Network Support Specialist (260 days)	1.30
Superintendent Secretary (260 days)	1.15
Special Education Secretary (260 days)	1.05
Administrative Technology Assistant (260 days)	1.05
Treasurer's Secretary (260 days)	1.00
Business/Receptionist & Technology Asst. (260 days)	1.00
Tri Star Secretary (260 days)	1.00
EMIS Coordinator (260 days)	1.00
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 current PPO Plan will be in effect until discontinued by the MABT at a cost of 15% in 2018-19; 20% in 2019-20 and 20% in 2020-21.~~ The District will also offer the option of an HDHP/HSA Plan offered by MABT at a cost of 7.5% (for all three years).

For the HDHP plan, the Board will contribute \$1225 for a single plan and \$2450 for a family plan to each employee's HSA from January 1, 2019 to December 31, 2019; and from January 1, 2020 to December 31, 2020; and from January 1, 2021 to December 31, 2021, 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 September 1 through August 31 of each year. Vacation may not be carried over except with the written permission of the Superintendent.

(*187 and 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 th)

(*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 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.