

REFERENCE HANDBOOK

Non-Bargaining Classified Employees Of Washington Local Schools

July 1, 2018 – June 30, 2020

Approved by the Board of Education on June 28, 2018

Notes

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PREFACE

This handbook contains information regarding procedures, benefits, and salary schedules. Board of Education resolution is required for revisions to this document.

Employees covered under this handbook are expected to comply with these provisions as well as Board of Education policies, state mandates, job description responsibilities, Master Agreement provisions, and directives.

For purposes of this handbook, employees shall be understood to mean current employees as listed and any subsequent positions approved by the Board of Education as non-bargaining unit classified personnel under these provisions.

- Assistant to Treasurer
- Coordinator of School Information
- Executive Secretary to Superintendent
- Federal Program Analyst
- Payroll Clerk – Classified Salaries
- Secretary to Assistant Superintendent
- Secretary/Assistant to Director of Human Resources
- Secretary – Business Services

SECTION 1 – General

Definitions

- **TOTAL REGULAR SALARY** is the remuneration per placement on the appropriate salary schedule plus the education stipend, if applicable.
- **DAILY RATE OF PAY / PER DIEM** is the total regular salary divided by the number of contractual days. Two hundred thirty (230) days shall be used to calculate the daily rate of pay for employees on a twelve-month contract.

Direct Deposit

Employees shall be paid by direct deposit.

Enrollment of Children of Employees

Student enrollment in Washington Local Schools of the dependent(s) of Non-Bargaining Classified employees, regardless of school district in which they reside, shall be tuition free.

Equal Opportunity Employer

The Board of Education will provide equal opportunity for employment and advancement regardless of race, color, national origin, handicap, creed, gender, age, ancestry, genetic information, and military status provided the candidate meets the qualifications of the vacant position and is the most qualified of those interviewed.

Evaluation

Employees shall receive a minimum of two written evaluations during the first year of employment with a minimum of one written evaluation per year thereafter. Evaluations shall be completed by immediate

supervisor(s) on appropriate forms. The original evaluation will be placed in the Employment Record File with a copy given to the employee.

The employee will be requested to sign the evaluation to indicate acknowledgement but not necessarily agreement. If the employee refuses to sign the document, the refusal shall be noted on the evaluation form.

Documents containing statements of concern or recognition may be placed in an Employment Record File at any time; however, all documents must be filed with the knowledge of the author and the employee.

The employee has the right to attach a rebuttal to any document placed in the Employment Record File. Upon request, the Office of Human Resources will provide employees with copies of their evaluations.

Reduction in Force

Procedures outlined below will be used in the event a need arises to reduce a non-bargaining position due to:

- Decrease in enrollment
 - Decrease in financial resources
 - Closing of building or department within a building
 - Change in program assigned to a building
1. If a classified non-bargaining unit position is eliminated, the employee in that position will be notified of the reason for reducing the position and placed on a recall list for that same position for up to 28 months from the last day of service in the position.
 2. If another non-bargaining classified position is vacant, the employee will be granted an interview for the position if the employee meets the requirements of the job description.
 3. If a vacancy exists in the OAPSE unit after the bid and transfer process has concluded, a non-bargaining classified employee who meets the qualifications of the job description may be granted assignment to the OAPSE vacancy. The employee may accept or decline such assignment and remain on the recall list for his/her former non-bargaining assignment for up to 28 months.

Voluntary Transfer

A non-bargaining classified employee has no seniority transfer rights to other positions within the district. However, non-bargaining classified employees may apply and be considered for other vacancies within the non-bargaining unit, OASPE, TAWLS or SAAWLS for which they are qualified.

Involuntary Transfer

In the event a poor working situation arises due to personality conflict, inability to perform the work effectively, or other pressures within a building or department, an employee may be requested to transfer to another position after a conference between the employee, the immediate supervisor and the Superintendent/designee. The immediate supervisor may recommend an involuntary transfer to the Superintendent if all efforts to resolve the situation have failed.

This provision may be implemented only if a vacancy exists. Discipline shall be considered where appropriate. This procedure is not required to be utilized in lieu of discipline.

SECTION 2 – Benefits

Complimentary Passes

Full-time employees are encouraged to attend athletic events and other school programs involving student participation for which admission is charged to the general public. Therefore, upon presentation of a district ID card, employees will receive free general admission.

Holidays

Employees on twelve-month contracts shall be entitled to the following 12 Holidays:

- Labor Day
- Thanksgiving and Day After Thanksgiving
- Day before Christmas & Christmas Day (see exceptions below)
- Day before New Year's & New Year's Day (see exceptions below)
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (see exceptions below)

To qualify for holiday pay, employees must be on pay status on the workdays immediately before and after the designated holiday. Restrictions:

Exceptions:

Twelve-month employees shall be required to report for work on designated holidays should those days be included in the teachers' calendar; that holiday may be taken at another time as approved.

If December 24 and December 31 fall on Friday, the holidays will be observed on Thursday and Friday

If December 24 and December 31 fall on Saturday, the holidays will be observed on Friday and Monday

If December 24 and December 31 fall on Sunday, the holidays will be observed on Monday and Tuesday

If July 4 falls on Saturday, the holiday will be observed on Friday

If July 4 falls on Sunday, the holiday will be observed on Monday

Professional Meetings

Attendance at conferences that lead to professional growth will be encouraged. Participation shall be governed by the following:

Reimbursement shall be governed by district 106-form procedures for attendance and expenses. Excluded from this provision are conferences mandated by the State Department of Education.

Retirement and/or Severance Pay Upon Death During Employment

In the event of the death of an employee who has otherwise qualified for receipt of retirement and/or severance pay pursuant to any agreement or Board of Education resolution, said payment should be made to the designated beneficiary/beneficiaries. The designation shall be made in writing by the employee using Form RS-100 and forwarded to the Director of Human Resources for placement in the Employee Record File. In the absence of such designation, payment shall be made to the surviving spouse, if any, or in the absence of a surviving spouse, to the deceased's estate.

Within fifteen (15) days following receipt of death notice of an employee whose spouse and/or dependents are covered by insurance provided by the Board, the Treasurer shall mail the option for conversion to an individual policy, as provided by Section 3923.122 O.R.C., to the spouse and/or dependents at the last-known address.

Retirement Pay

Retirement shall be based upon the following:

1. Sixty-five percent (65%) for days 1 to 300

Eighty percent (80%) for days 301 and beyond

TIMES: Ten percent (10%) for each year in the Washington Local school district (cannot exceed 100%).

TIMES: The daily rate of pay.

2. In order to qualify for any retirement pay benefit, the employee must have been employed by the Washington Local Board of Education a minimum of five (5) years.
3. The date from which sick leave may be accumulated for retirement pay purposes will be based on the opinion of the Ohio Attorney General.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of retirement.
5. Retirement pay will be issued as follows:

The maximum IRS 415 contribution will be deposited by the Treasurer into the VOYA account not later than sixty (60) days following the effective retirement date of the employee, provided proof from a recognized retirement system has been submitted. Any amount of money exceeding current annual IRS 415 limit will be deposited at the maximum contribution level allowed by IRS 415 for up to five (5) years beyond retirement until all monies are paid out. Future contributions will be made in January of each year following retirement.

6. Retirement is defined as the process whereby an employee leaves the Washington Local Schools and is immediately eligible for monthly retirement income for life from the School Employees Retirement System based on contributions to the retirement system by the employee and the Board of Education.

Retirement Notification

Five (5) additional days' retirement pay shall be granted for a minimum sixty (60) calendar days early notification of retirement. Seven (7) additional days' retirement pay shall be granted for a minimum ninety (90) calendar days notice of retirement. Pay for these days will be separate from the regular severance and retirement. These days shall be paid at the individual per diem rate.

Retirement Pick-Up

The Board shall designate each employee's mandatory contributions to the SERS as "picked up" by the Board as contemplated by Internal Revenue Service Revenue 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory SERS contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up," nor is the Board's total contribution to the SERS increased thereby.

In the event that there is a determination that the foregoing adversely affects the qualified status under the Internal Revenue Code of the contributions by the Board of the "pick up" contributions or of the SERS retirement plan, this "pick up" provision shall be null and void.

SERS Retirement Pick-Up

The Board agrees to pick-up retirement and pick-up on the pick-up for all employees covered under this agreement.

Severance Pay

Upon leaving the district, severance pay will be issued based upon the following considerations:

1. 25% of accumulated sick leave for the first 120 days (not to exceed 30 days)
TIMES: 10% for each year in the Washington Local District (cannot exceed 100%)
TIMES: The daily rate of pay
2. In order to qualify for any severance pay benefits, the employee must have been employed by the district a minimum of five (5) years and have accumulated at least sixty (60) days' sick leave.
3. The date from which sick leave may be accumulated for severance pay purposes will be based on the opinion of the Ohio Attorney General.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of severance. Supplemental contracts are not included in the calculation of severance pay.
5. Severance pay will not be granted to employees who have been terminated from employment with the district for reasons of unsatisfactory work performance. Severance pay will not be granted if an employee elects to take retirement pay.
6. An employee may qualify for severance pay only once in a lifetime.
7. Severance pay will be issued in one lump sum after the employee has officially resigned from WLS.

Travel Reimbursement

Employees who use personal automobiles for school business, during the regular workday within the district and proximity, will be reimbursed at the IRS rate in effect at the time of travel.

A mileage log must be maintained. Travel reimbursement forms must be submitted to the immediate supervisor by January 1 and July 1 of each year.

Vacation

The Board of Education recognizes vacations with pay for employees who work twelve-month contracts. Employees must receive advance approval from immediate supervisors prior to use of vacation days.

After Completion of Year(s)	Days Granted
1 – 5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20
16 – 21	21
22 – 24	22
25 and thereafter	25

Previous employment by the State of Ohio or any political subdivision of the state entitles the employee to service credit counted to determine the total number of vacation days.

Employees under contract less than one (1) full contractual year shall receive prorated vacation. EXAMPLE: 5/12 times 20/1 equals 8.3 rounded to the highest full day will be nine (9) days of vacation.

SECTION 3 – Insurance

Health Care

The Board will provide a comprehensive hospitalization and physician group plan for employees who work at least a seven-hour day and are employed for the school year. Both single and family coverage will be provided. Each employee receiving health coverage shall pay the following premiums beginning September 1, 2016 and September 1, 2017:

- Family – 6% of monthly premium for 2016-2017 and 8% of monthly premium for 2017-2018 with a cap of \$125 per month each year
- Single – 6% of monthly premium for 2016-2017 and 8% of monthly premium for 2017-2018 with a cap of \$35 per month each year

Employees opting other health coverage at date of hire are able to enroll in the WLS program at a later date. Open enrollment for eligible employees without evidence of insurability will be August 15 to September 15 with coverage effective October 1. Continuous enrollment for eligible employees with evidence of insurability will be the first of the next month after approval of medical survey by carrier.

A working spouse who is eligible for a health care plan through another employer and pays 50% or less of the monthly premium, must take at least single coverage through that employer to be eligible for coverage through Washington Local Schools. If a spouse must enroll or re-enroll in their company's plan, this must be done at the first available window period.

Employees may elect not to be covered under the health care insurance plan. In lieu of this insurance coverage, the employee may elect to receive a \$1,368.00 payment pursuant to the provisions of the Section 125 Employee Benefit Plan.

Should a change in coverage be needed due to a major life event (e.g. death of spouse, divorce, dissolution, spouse loss of job), causing a cessation of the employee's alternate source of coverage during the waiver year, the employee may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided the employee has filed the proper application with the Treasurer. This re-entry into the insurance program will preclude the employee from receiving the health care insurance waiver payment made in lieu of coverage as indicated during the waiver year. Waiver payment shall be made on a prorated basis.

Employees who are eligible for family coverage and who select single coverage will receive \$960.00 for medical and \$348.00 for prescription annually.

125 Plan

The Board will shelter premiums paid toward health-care plans.

Per legal requirements for implementation of 125 plans, and subject to minimum and maximum contributions and the employment of a 125 plan administrator, the Board will shelter designated dollars per employee request for child care, elder care, and medical expenses.

Dental

Dental insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Vision

Vision insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Prescription Drugs

A prescription drug insurance plan shall be provided with a deductible for generic prescriptions and multiple-source or single-source brand prescriptions as granted to bargaining units. In lieu of insurance coverage, employees may elect to receive \$636.00 annually.

Life Insurance

The Board of Education will provide a life insurance policy, as listed, for employees covered in this handbook who work at least a seven-hour day and are employed for the school year: \$50,000.

Liability Insurance

Insurance will be provided as required by O.R.C. in the amount of \$1,000,000 per claim or \$5,000,000 aggregate.

Cobra

Pursuant to 4117.10(A), it is hereby provided that Title XXII of the Public Health Service Act, 41, U.S.C. §201, et seq., shall specify the Board's obligation to offer continuation of group health care benefits to covered employees and their qualified beneficiaries, as those terms are defined in the Public Health Service Act.

Continuation of Insurance

For continuation purposes, the Board shall carry employees on its payroll records, as it pertains to insurance other than group health care covered by the Public Health Service Act, for twelve (12) months.

SECTION 4 – Leaves of Absence

Leave of Absence

Employees who have completed a minimum of two (2) school years of full-time employment in the district, and who have the approval of the Board of Education, are entitled to take a leave of absence without pay for up to twenty-four consecutive months, subject to the following restrictions:

Applications for a leave of absence must be submitted in writing to the Superintendent; the duration of the leave shall not exceed twenty-four months; the leave shall terminate at the end of a semester and shall be contingent upon the availability of a qualified replacement, if needed. Should the initial grant be for less than two years, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extended leave exceed twenty-four months.

The contractual status of a continuing-contract employee shall not be adversely affected by a leave of absence. While on leave of absence, employees will not receive sick leave credit, experience credit on the salary schedule, or salary remuneration.

A leave of absence for six months or less shall be defined as SHORT-TERM and the employee may return to his/her original job. An employee on short-term leave shall notify the Human Resources' office in writing no later than twenty-one (21) days prior to the termination of the leave regarding the intention to return to employment, request an extension of leave (total leave not to exceed twenty-four months), or resign.

A leave of absence for six months to two years shall be defined as a LONG-TERM leave. An employee on long-term leave shall notify the Human Resources' office in writing no later than sixty days prior to the termination of the leave regarding the intention to return to employment, request an extension of leave (total leave not to exceed twenty-four months), or resign.

It shall be left to the discretion of the Superintendent whether an employee on leave may return earlier than the specified time to full- or part-time employment.

Assault Leave

Notwithstanding the provision of O.R.C. Section 3319.141, the district will grant assault leave to employees absent due to physical disability resulting from assault under the following conditions:

Employees absent due to disability resulting from an unprovoked attack which occurs on Board premises or while in attendance at an official school function and is in the course of employment, shall, subject to the approval of the Superintendent or designee, be granted up to twenty (20) work days' assault leave. The period of absence, as defined in this provision, shall be termed "assault leave." During this leave, employees shall be maintained on full-pay basis.

Assault is defined as intentional physical contact that results in injury. If permanently disabled, employees shall apply for disability retirement and no assault leave shall be granted after retirement has been approved. Before assault leave can be approved, employees shall furnish the Superintendent with the following information:

1. A signed statement describing the circumstances and events surrounding the assault and its cause, including location and time of assault, names and addresses of participants, victims, and witnesses to the extent available.
2. A signed statement from a physician regarding the nature and duration of the disability and the necessity of absence from regular employment.
3. A signed statement of the employee's intent to file criminal assault charges, or if not, a written statement of the reasons for not doing so.

Falsification of either 1 or 2 above shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, approved by the Superintendent, shall not be charged against sick leave earned or earnable by employees on leave granted under regulations adopted by the Board pursuant to 3319.08 R.C. or any other leave to which employees are entitled. Assault leave benefits shall not be paid concurrently with Worker's Compensation wage benefits. The Board shall reimburse employees whose personal effects are damaged or destroyed as a result of an assault hereunder to the extent not otherwise reimbursed from any other source but not to exceed the total sum of \$200.00. The employee may receive additional reimbursement, with proper receipts, through a written request to, and with the approval of, the Superintendent.

In the event of assault that results in more than twenty (20) days of lost time, the Superintendent may authorize additional days of leave.

Funeral Leave

An absence of up to five (5) workdays shall be granted to employees who have a death in the immediate family, including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

An absence of up to three (3) workdays shall be granted to employees who have a death in the extended family, including aunt, uncle, niece, nephew, guardian, or a person whose legal residence is in the same household.

Employees attending the funeral of someone not in the immediate or extended family will be granted absence for the day of the funeral. The Superintendent may authorize additional funeral leave. Any days taken for funeral leave will be deducted from the number of sick leave days accumulated by the employee.

Jury Duty

Employees appointed to jury duty during the work week shall be excused and shall be paid for the absence without deduction from sick leave or personal leave days.

It is understood the employee may retain monies received from the Clerk of Courts for jury service, provided a copy of the summons or jury check stub is forwarded to the Treasurer's office for verification of days' absent.

Maternity, Paternity, Adoption Leave

The Board of Education may grant a leave of absence for maternity, paternity or adoption, without pay, to any full-time employee, upon written request to the Superintendent. A request for a maternity or adoption leave shall include the proper written certification of pregnancy or adoption.

A leave may be granted for a period of time not to exceed twenty-four (24) consecutive months, but must terminate at the end of the semester. Should the initial grant be for less than twenty-four months, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extension exceed twenty-four consecutive months.

Employees may apply to the maternity leave, accumulated sick leave during any portion of the maternity leave, for which a physician certifies the employee physically incapable of performing duties by reason of pregnancy or any other disabling illness or injury incurred during the maternity leave. A doctor's statement attesting to the physical ability to perform normal duties may be required by the Superintendent. It shall be left to the discretion of the Superintendent whether an employee may return earlier than the specified time to full-time or part-time employment.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity leave, paternity leave, adoption leave, or a combination. Employees returning from a leave of longer than one semester should expect to return to a position of comparable status, similar to, but not necessarily the same position. However, if organization does not permit the employee to be assigned to the same or comparable position, the employee may then be assigned to some other position for which the employee is qualified.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding the employee's intention to return to employment, request an extension of the leave (not to exceed twenty-four months), or to resign.

Contractual status of employees on maternity leave, paternity leave, or adoption leave shall not be adversely affected. While on leave, the employee will not receive sick leave credit or experience credit on the salary schedule. Adopting employees will be granted the same leave privileges as natural parents, with every consideration made to expedite the leave.

Paternity leave may be granted, if requested, to full-time employees according to conditions set forth for maternity or adoption leave.

Military Leave

Military leave shall be granted pursuant to provisions of the Ohio Revised Code and applicable federal statutes.

Personal Leave

Employees under regular contract shall be entitled to two personal leave days per contractual year, to be credited July 1 through June 30. Eligible personal leave shall be granted automatically, upon request. (Exception—when that day falls immediately before or after holidays, vacations, or non-paid days, the person requesting leave shall be required to show justifiable cause in writing for the request, with the Director of Human Resources deciding whether leave should be granted.)

Upon receipt of written request, the Superintendent may authorize additional days of personal leave and may authorize the use of up to two additional days of leave for a religious holy day as identified by a duly constituted religious body.

Unused personal leave days will be compensated at the rate of 100% of the per diem rate for each unused day.

Sick Leave

Employees shall be entitled to accumulate a maximum of fifteen (15) days' sick leave per contractual year, to be earned at 1.25 days of credit for each completed month of service. Sick leave shall be computed and credited at the end of each completed month of service. Sick leave shall be cumulative with no maximum.

Sick leave shall be paid for absences due to the following:

1. Personal illness: Employees absent for more than twenty (20) consecutive workdays due to personal illness shall, upon return to work, provide the Office of Human Resources with a doctor's statement verifying that the employee is physically able to return to work
2. Personal injury
3. Quarantine
4. Illness in the immediate family including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

New employees will be credited with an advancement of five days' sick leave at the beginning of the first year of service after completion of five workdays. That advancement will be charged against the sick leave subsequently accumulated under this provision and employees will not be eligible for additional sick leave until the period of service has entitled them to more.

Employees re-entering this district after a separation of less than ten years shall be entitled to unused balance of any accumulated sick leave credit previously earned from public service within the state of Ohio, provided credit is substantiated by written affidavit from previous employer.

Employees returning to service of this district after a separation of less than ten years from public service shall be granted previous accumulated sick leave which shall be placed to the employee's credit upon re-employment in the public schools.

Sick leave credit from previous employment shall not exceed the accumulated total that is currently granted by the Board of Education.

SECTION 5 – Salary Schedules

Longevity

The Board recognizes that employee loyalty and length of continuous service are imperative to maintaining a quality school system. Longevity is based on continuous years of service completed with the district regardless of the service within the employees' particular job classifications. The employee will be paid on the basis of the step the employee falls under on the regular schedule.

Salary Stipend

Each employee shall receive a one-time salary stipend of \$250 paid between October 1, 2016 and October 31, 2016, to currently contracted employees.

Coordinator of School Information

Experience Steps

Step	2018/2019	2019/2020
0	41,741	42,576
1	43,554	44,425
2	45,371	46,278
3	47,120	48,062
4	49,379	50,367
8	51,698	52,732

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Executive Secretary to Superintendent

Experience Steps

Step	2018/2019	2019/2020
0	47,014	47,954
1	48,848	49,825
2	50,704	51,718
3	52,680	53,734
4	54,535	55,626
5	56,511	57,641
6	58,367	59,534
7	60,271	61,476
8	61,494	62,724
9	64,009	65,289
10	65,984	67,304
11	67,841	69,198
12	69,628	71,021
14	71,719	73,153
15	72,966	74,425

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Secretary / Assistant to Director of Human Resources

Experience Steps

Step	2018/2019	2019/2020
0	21.64	22.07
1	22.22	22.66
2	22.78	23.24
3	23.34	23.81
4	23.92	24.40
5	24.48	24.97
6	25.06	25.56
7	25.59	26.10
8	26.17	26.69
9	26.78	27.32
10	27.33	27.88
11	27.89	28.45
12	28.45	29.02
14	29.04	29.62
15	29.66	30.25

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Assistant to Treasurer

Experience Steps

Step	2018/2019	2019/2020
0	47,014	47,954
1	48,848	49,825
2	50,704	51,718
3	52,680	53,734
4	54,535	55,626
5	56,511	57,641
6	58,367	59,534
7	60,271	61,476
8	61,494	62,724
9	64,009	65,289
10	65,984	67,304
11	67,841	69,198
12	69,628	71,021
14	71,719	73,153
15	72,966	74,425

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

**Secretary to Assistant Superintendent
Secretary – Business Services**

Experience Steps

Step	2018/2019	2019/2020
0	44,678	45,572
1	45,780	46,696
2	46,881	47,819
3	47,892	48,850
4	48,882	49,860
5	49,938	50,937
6	51,063	52,084
7	52,053	53,094
8	53,042	54,103
9	54,255	55,340
10	55,178	56,282
11	56,236	57,361
12	57,315	58,461
14	58,415	59,583
15	59,697	60,891

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Clerk – Classified Salaries Payroll

Experience Steps

Step	2018/2019	2019/2020
0	43,790	44,666
1	44,511	45,401
2	45,339	46,246
3	46,039	46,960
4	46,824	47,760
5	47,524	48,474
6	48,351	49,318
7	48,924	49,902
8	49,688	50,682
9	50,431	51,440
10	51,109	52,131
11	51,936	52,975
12	52,743	53,798
14	53,740	54,815
15	54,992	56,092

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Federal Program Analyst

Experience Steps

Step	2018/2019	2019/2020
0	45,933	46,852
1	47,461	48,410
2	48,941	49,920
3	50,470	51,479
4	51,974	53,013
5	53,385	54,453
6	54,983	56,083
7	56,345	57,472
8	57,851	59,008
9	59,402	60,590
10	60,883	62,101
11	62,270	63,515
12	63,728	65,003
14	65,115	66,417
15	66,383	67,711

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

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