School Year Secretary Benefits 2021-2022

Assignment Length
Number of days (187 to 220) and hours per day for assignments are determined at each building.

Insurances
- **Medical** – Full single health insurance.
- **Dental** - Dental insurance is available to new employees at the employee’s expense. Enrollment option only at date of hire.
- **Disability** - Each full time employee shall be covered by a long term disability insurance providing for income protection to age 65. Benefits shall include 70% of covered monthly compensation to a maximum benefit of $1,000 less any payments for that month for which the employee is eligible under the Federal Social Security Act, Worker’s Compensation Act, or other similar legislation or under any other group plan providing benefits for loss of time from employment. Covered monthly compensation is defined as one-twelfth of annual salary up to the maximum allowable. Benefits shall be paid consistent with the provisions of the policy selected.
- **Life** - A group term life insurance policy shall be provided to each employee in the amount equal to the nearest $1,000 of annual salary to a maximum of $25,000 until termination of employment for employees working 6 or more hours per day.
- **IPERS (Iowa Public Employees Retirement System)** - A percentage of each employee’s salary is set aside for a state-mandated retirement program. The employee may withdraw this money upon leaving public employment or use it to supplement retirement income. Employee contribution = 6.29% and Employer contribution = 9.44%

Flexible Benefit Reduction Plan
The district will provide a salary reduction plan, under which it will deduct from employees’ monthly wages amounts specified by employees to be applied to:

- employees’ portion of health and major medical insurance premiums
- unreimbursed medical expenses
- employees’ dependent care expenses

Paid Vacation
Employees shall be credited with 1 day of vacation for completed years of service beginning with the start of employment up to a maximum of 6 days of vacation in any year.

Paid Leave
- **Sick Leave** - 10 days the first year, 11 days the second year, 12 days the third year, etc. up to 15 days per year the sixth and subsequent years (maximum accumulation of 120 days, excluding current contract).
- **Family Illness** - 6 days of family illness per year, which is taken from the sick leave balance.
- **Bereavement** – 5 days for funerals of immediate family. One day per year of unrestricted paid leave for funerals (i.e., non-family members, close friend, etc.)
- **Personal** – 1 days of personal leave per year for personal reasons. (can carry over 1 day)
**Miscellaneous Information**

- Employees shall be paid twice per month, the 15th, and the last business day of the month. When the 15th or last day of the month falls on a weekend or during a Board recognized holiday, employees shall receive their paychecks on the last preceding work day. Time worked the 1st - 15th of each month is paid on the last day of the month. Time worked the 16th - 31st of the month is paid on the 15th of the following month. Employees shall receive their checks through direct deposit. Pay is based on time entered in the time clock system.
- In accordance with Board Policies 409 and 411-414, employees are expected to conduct themselves in a professional manner and attend work daily. Unless an emergency arises, sick leave (including family illness) should be entered prior to beginning of workday. Vacation, personal and unpaid leave must be approved by the supervisory in advance and must be submitted for approval at least three workdays prior to the requested leave dates. Employees that take excessive leave and/or do not enter leave correctly and timely will be subject to discipline, which could include termination.
- The District reserves the right to deny the use of leave.

**Classifications and 2021-2022 Salary Schedule**

**Paygrade I**
- Clerk Typist
- Building Receptionist/Typist
- Building Receptionist/Secretary
- Assistant Principal’s Secretary
- AV Secretary (in schools)
- Media Secretary (in schools)
- Faculty Secretary
- Athletic Secretary
- Music Secretary
- Circulation Professional Library Secretary
- Senior High Guidance Secretary
- Senior High Registrar/Attendance Secretary
- Media Center Processing Clerk
- Junior High Combinations
- - Attendance Secretary/Bookkeeper
- - Registrar/Guidance Secretary

**Paygrade II**
- Elementary Principal’s Secretary
- Alternative Site Secretary

All new secretaries will start at step 1

For 21-22, all current secretaries are being migrated to the new 14-step scale with placement determined by the staff member’s eligible years of service.

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