

Secretaries

Section 1. Unit Determination. This guideline applies to all Secretaries not covered by the Operational Support Personnel guideline.

Section 2. Evaluation. Each Secretary's performance will be evaluated by the building administrator. The evaluation will be signed and dated by the Secretary. The evaluation, and the Secretary's written response to the evaluation, will be placed in the Secretary's personnel file.

Section 3. Work Year. The Secretary's work year, including any paid holidays, and unpaid holidays as added work days during breaks or at the end of the work year, shall be determined by the Human Resources Department with the following number of paid days to be assigned:

1. 11 month employees (Secondary Bookkeepers) – 231 paid days
2. 10 month employees (Elementary Bookkeepers, Athletic and Guidance Secretaries) – 214 paid days

Beginning with the 2013-14 school year, the secretarial calendar will be in conjunction with the 225 days administrators' work schedule.

Elementary and Secondary secretaries will be offered the option to work up to an additional five (5) paid days during the summer recess which days will be scheduled by mutual agreement between the Secretary and the building administrator.

When schools are closed or delayed due to inclement weather, the Secretary will have the option of working and being paid for the hours worked. If the Secretary does not work, the Secretary will have the option of working the hours during spring recess, working additional hours at the end of the Secretary's yearly work schedule, or using a benefit day. However, the use of a benefit day may not be used to increase the number of work days in the Secretary's work year. If student days are made up, Secretaries will work their normal hours on any make-up day.

Additionally, one day will be added for mandatory district training.

Section 4. Work Day. The normal work day, shall consist of eight (8) consecutive hours exclusive of a minimum of thirty (30) minute duty-free lunch period between the hours of 11:00 a.m. and 1:00 p.m. in any twenty-four (24) hour period. The Secretary will have the right to leave the building during the lunch period. Changes in the start and end time of the work day may be established by the building administrator after first

notifying the Secretary involved at least twenty-four (24) hours in advance. However, in exercising the discretion granted to change the start and end time of a Secretary's work day, the building administrator may not reduce the number of hours the Secretary is scheduled to work on any work day, except by mutual agreement with the Secretary.

Section 5. Extra Hours/Overtime. Secretaries requested to work extra hours either immediately prior to, or immediately after, the Secretary's normal work day will be paid the Secretary's regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week.

Elementary school Secretaries have an overtime allowance not to exceed twenty-four (24) hours per building per school year. Middle school and high school buildings have an overtime allowance not to exceed thirty-six (36) hours per building per school year. Additionally, each building will be allotted a 12 hour pool of hours per building to be used specifically for registration and parent teacher conference responsibilities.

Section 6. Personal Illness Leave. Effective July 1, 2006, a Secretary with at least one year's service will be credited with ten (10) days (if working a 231-day schedule), or, with nine (9) (if working a 214-day schedule) new personal illness leave each fiscal year (July 1 - June 30). Unused personal illness leave will accumulate on a yearly basis to a total of one hundred twenty (120) days. Personal illness leave may be used because of illness, disability, medical appointments or quarantine that substantially prevents the Secretary from carrying out the Secretary's duties. For Secretaries hired prior to January 1, 2006, unused personal illness days in excess of the maximum number of personal illness days will be credited to the Secretary's Supplemental Retirement Account and will be unavailable for use for regular personal illness leave.

During the first year of employment, personal illness leave eligibility will be based on a rate of one (1) day per month up to a maximum of ten (10) days. During the first year of employment, a Secretary may use personal illness leave as needed up to the Secretary's maximum eligibility without loss of compensation.

Personal illness leave may be taken in one-half (1/2) day units. One day's pay will be the Secretary's regular straight time hourly rate times the number of hours the Secretary is regularly scheduled to work. Personal illness leave will not be paid where social security, state or any other insurance benefits are payable. Misuse of personal illness leave will result in disciplinary action.

The Secretaries' sick leave bank was dissolved effective January 1, 2006.

Section 7. Family Illness Leave. If an employee's spouse, child, stepchild, parent, stepparent, parent-in-law, brother, sister, stepbrother, stepsister, grandchild or another person living in the employee's household as a part of the family suffers from an illness and that illness calls for the employee to be absent from work, he/she will be permitted up to three (3) days off with pay per year. These days are non-accumulative from year to year (July 1-June 30). A Secretary may elect to use ten (10) days of accumulative personal illness leave for family illness. One (1) day's pay will be the Secretary's regular straight time hourly rate times the number of hours the Secretary is regularly scheduled to work.

Section 8. Personal Leave. A Secretary with prior approval of the building administrator/immediate supervisor, will be allowed three (3) working days off per year (July 1 - June 30) with pay for personal leave. Personal leave days unused in any one year (July 1 - June 30) may be carried over to the following school year, except that no more than a total of two (2) days may be accumulated from earlier school years to use as personal leave, so that the maximum total personal leave available in any one year (July 1 - June 30) would be five (5) days. If an unused personal leave day cannot be carried over as a personal leave day, it will be added to the Secretary's accumulated personal illness leave days. Personal leave may be taken in one-half (1/2) day units. One (1) day's pay will be the Secretary's regular straight time hourly rate times the number of hours the Secretary is regularly scheduled to work. Personal days must be used prior to requesting unpaid days.

Section 9. Bereavement Leave. For the death of a spouse, child, step-child, parent, parent-in-law, step-parent, brother, sister, grandchild or a person living in the Secretary's home as part of the family, a Secretary will be allowed five (5) days off with pay per death. The five (5) days must be taken within two (2) calendar weeks of the day of death. Under special circumstances the two (2) calendar week window may be extended with approval of the Director of Human Resources.

For the death of a grandparent, grandparent-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, a Secretary will be allowed three (3) days off with pay per death. The three (3) days must be taken within one (1) calendar week of the day of death.

One (1) work day with pay per death, prior to, or the day of, a funeral will be allowed for members of the Secretary's family, not included above.

One (1) day's pay will be the Secretary's regular straight time hourly rate times the number of hours the Secretary is regularly scheduled to work.

Section 10. Legal Leave. Each employee who is subpoenaed to appear in court on behalf of the EACS Corporation during any work day shall receive full compensation for the time absent from work. Legal leave only applies to scenarios in which employees are representing the EACS Corporation on official business.

Each Secretary who is called to jury duty during any one work day, will receive the difference in pay for time lost and the amount received as jury pay. When a Secretary is released from jury duty before the end of the Secretary's work day, he/she must report to his/her work assignment for the remainder of the work day.

Section 11. Unpaid Leave Of Absence. The Board, where unusual circumstances warrant, may grant a Secretary a leave of absence without pay upon written request and upon good cause being shown for a period not to exceed one (1) year. A Secretary returning to work, after a Board-approved leave, will be returned to the

Secretary's former job, if such position exists. If the Secretary's job no longer exists, the Secretary will have the reassignment rights outlined in Section 21. An eligible Secretary is not required to use the Secretary's available paid leave in Family and Medical Leave Act (FMLA) leave situations.

Section 12. Time Off Without Pay. Each Secretary's request for time off without pay will be considered on an individual basis according to the situation. Secretaries wishing to request time off without pay must do so in advance, unless it is an emergency and unforeseen, with a full explanation regarding the request. The request should be submitted to the Building Administrator for initial approval. Requests will then be forwarded to Human Resources and the Superintendent for approval. All requests are submitted to the Board for final approval.

The failure on the part of any Secretary to comply with this regulation shall be considered an act of insubordination and appropriate disciplinary action will be taken.

Section 13. Insurance. The Corporation will provide a plan of group insurance for Secretaries and their dependents. The plan will consist of:

1. A Comprehensive Hospital/Medical Program.
2. A Vision Care Program.
3. A Prescription Program.
4. A Dental Insurance Program.
5. A Group Life Insurance Program.

The manner in which these benefits are provided, the benefits levels to be provided, and the deductible and co-pays to be charged, will be a matter of Corporation discretion. The Corporation will pay beginning September 1, 2015:

The same contribution level paid by the Corporation for Administrators Group Health Insurance for Employee only, Employee plus spouse, employee plus child(ren), or Family coverage.

The group life insurance program will provide the following benefits to active Secretaries:

Amended 08/07/18, 08/01/17, 08/02/16,
08/04/15, 08/05/14, 08/06/13, 07/15/13,
11/27/12, 08/12, 08/17/10, 8/09, 1/09,11/08,
8/08, 12/07 (2), 8/07, 3/07, 8/06,11/05

1. \$15,000 life insurance through age sixty-nine (69);
2. \$9,750 life insurance commencing at age seventy (70) and continuing through age seventy-four (74);
3. \$6,750 life insurance commencing at age seventy-five (75) and continuing thereafter.

A Secretary may select life insurance coverage without selecting health insurance coverage.

The Corporation reserves the option to modify the Corporation's contribution rates to insurance effective January 1, 2010 based on information received after plan year ends.

Continuation of health insurance coverage upon separation from Corporation employment will be governed by COBRA rules and regulations and state law requirements. Continuation of health insurance coverage after retirement, at any age, will require the retiree to pay the full cost of the selected coverage level. Those employees leaving employment, because of retirement, may remain part of the group plan by paying the full premium. However, coverage under the EACS plan will terminate on the last day of the month in which the member (retired employee or dependent spouse) becomes eligible for Medicare whether through age or disability. The spouse, and eligible dependents, may remain on the EACS plan until the spouse becomes eligible for Medicare. Continuation of life insurance after retirement will be at the retiree's cost and will be dependent upon the conversion policies of the group life insurance carriers.

Continuation of insurance coverage during a Board-approved unpaid leave, including a medical leave, will require the Secretary to pay the full premium for the selected coverage level unless the leave is a FMLA leave. If the leave is a FMLA leave, then the FMLA rules and regulations will govern the Secretary's obligation to pay insurance premiums.

Section 14. Long-Term Disability Insurance. The Corporation will provide for those who are eligible and elect to enroll, a long-term disability income protection plan which after ninety (90) calendar days of disability will provide a benefit of sixty percent (60%) of regular pay up to fifty-two (52) weeks per year with a maximum benefit of \$2,500 per month continuing for the period of disability or up to age sixty-five (65), whichever occurs sooner. Effective January 1, 2008, the Corporation shall pay all but \$1.00 of the premium toward the Secretary's full long-term disability insurance annual premium. The monthly benefit will be calculated including any benefits received from Worker's Compensation, Social Security, or any other disability payments, and will be payable based upon the terms and conditions of the policy in effect when the claim is filed.

Section 15. Public Employees' Retirement Fund Participation. Any Secretary serving in a position requiring one thousand (1000) hours or more per year will become a member of the Public Employees' Retirement Fund (PERF) at the time of hire. Any Secretary in a position requiring at least six hundred (600) hours but less than one thousand (1000) hours per year will have the option of becoming a member of PERF at the time of hire subject to all applicable PERF rules and regulations.

Effective January 1, 2019 for any Secretary participating in PERF, the Board will contribute that percentage of gross salary designated by PERF as the "employee's share" and the Board will contribute that percentage of gross salary designated as the "employer's share" under the laws, rules and regulations governing PERF contributions.

Section 16. Supplemental Retirement/Severance Compensation. This benefit is available only to Secretaries last hired by the Corporation prior to January 1, 2006. Any Secretary who qualifies in accordance with one of the following:

1. Has a minimum of ten (10) years of service as a Corporation non-management and non-teaching employee, and who has attained at least age 62; or
2. Has a minimum of fifteen (15) years of service as a Corporation non-management and non-teaching employee, and who has attained at least age 50; or
3. Is eligible and has applied for retirement benefits under the Public Employee's Retirement Fund (at least 50 years of age and 15 years of creditable service in PERF),

will receive, at the time of severance, a lump sum severance payment equal to \$150 times the number of years of service within the Secretary's unit contributed to a 403(b) post-separation account. In addition, there can be added to the years of qualifying service up to an additional seven (7) years of service within another classified unit. In the event the last year prior to retirement is not a full work year, he/she will receive a prorated amount for that year.

Additionally, any such qualifying severed Secretary (as specified in the preceding paragraph) will have added to his/her 403(b) account at the time of severance, an amount equal to the following:

1. The number of days in his/her Supplemental Retirement Account times two (2) hours based upon his/her present (at the time of retirement/severance) hourly rate, and
2. The number of days above seventy (70) in his/her sick leave accumulation including any unused sick days from his/her last year's allotment times two hours of pay based on his/her present (at the time of retirement/severance) hourly rate.

Any Secretary with a minimum of fifteen (15) years of service as a Corporation non-management and non-teaching employee who severs regardless of age, because of physical reasons will be eligible at the time of severance for the 403(b) contribution provided for in this Section.

In the event of the death of a Secretary who has at least fifteen (15) years of service as a Corporation non-management and non-teaching employee, the 403(b) contribution specified in this Section will be paid, at the earliest possible date, in the following order:

1. To the widow(er).
2. To dependents.
3. To the executor, administrator, or personal representative of the employee's estate, if an executor, administrator, or personal representative has been designated by the court.

A Secretary will become ineligible for a 403(b) contribution specified in this Section if he/she is discharged for just cause.

Section 17. Worker's Compensation. In the event a Secretary is drawing temporary total disability benefits under the Indiana Worker's Compensation statute, he/she will receive the difference in total amount between such temporary total disability benefits and the Secretary's regular straight hourly rate times the number of hours the Secretary is regularly scheduled for each day he/she receives such benefits up to a maximum of thirty (30) working days, and such amount will not cause the Secretary's regularly accumulated sick leave to be reduced.

If the Secretary continues beyond the aforementioned thirty (30) days to qualify for benefits under the Indiana Worker's Compensation statute, commencing with the thirty-first (31st) day, the Secretary may elect to be compensated the difference between Worker's Compensation and the Secretary's regular daily wage.

Payments made by the Corporation commencing with the thirty-first (31st) day will be charged against the Secretary's accumulated sick leave on a basis of one-third (1/3) sick leave day until the Secretary's accumulated sick leave days will be exhausted. Such sick leave deduction will be rounded to the nearest half-day upon the return of the Secretary to work. The Secretary may elect not to receive sick leave pay from the Corporation, and as a result, such time will not be charged against the Secretary's accumulated sick leave. After the first thirty (30) day period, the Corporation may request a second doctor's opinion.

Physician required appointments for follow-up care relative to injuries sustained while on the job within the scope of the Secretary's responsibilities will be allowed without a loss of pay or reduction of sick leave benefits for thirty (30) days after the Secretary returns to work. After the thirty (30) day period, the Secretary may use his/her sick leave

in full or half-day units for such physician required appointments for follow-up care relative to the work-related injury. The Corporation may require that the Secretary provide verification of such physician required appointment for follow-up care.

Section 18. Compensation. The following hourly rates will be paid to Secretaries, beginning January 1, 2016:

<u>Years of Service</u>	<u>Class I Secondary</u> (General and Athletic)		<u>Class II Guidance</u> (Guidance)		<u>Class II Bookkeeper</u> (Elementary and Secondary)	
	<u>1/1/2018</u>	<u>2019</u>	<u>1/1/2018</u>	<u>2019</u>	<u>1/1/2018</u>	<u>2019</u>
Start	\$14.95	\$15.30	\$15.39	\$15.74	\$15.65	\$16.00
1	\$15.13	\$15.48	\$15.57	\$15.92	\$15.83	\$16.18
2	\$15.30	\$15.65	\$15.76	\$16.11	\$16.02	\$16.37
3	\$15.48	\$15.83	\$15.94	\$16.29	\$16.20	\$16.55
4	\$15.66	\$16.01	\$16.12	\$16.47	\$16.38	\$16.73
5	\$15.83	\$16.18	\$16.30	\$16.65	\$16.57	\$16.92
6	\$16.18	\$16.53	\$16.66	\$17.01	\$16.94	\$17.29
7	\$16.53	\$16.88	\$17.02	\$17.37	\$17.31	\$17.66
8	\$16.89	\$17.24	\$17.39	\$17.74	\$17.67	\$18.02
9	\$17.24	\$17.59	\$17.75	\$18.10	\$18.04	\$18.39
10	\$17.59	\$17.94	\$18.11	\$18.46	\$18.41	\$18.76

Years of service will be calculated as of each January 1. For calendar year 2007, a Secretary will be credited, as of January 1, 2007, with the years of service the Secretary would have been credited on the Secretary's 2007 anniversary date. The minimum amount of service, in a prior calendar year, to be counted as one (1) year of service would be one hundred twenty actual (120) days.

Hourly rate advancements based on years of service will be made at the start of the first pay period following the Secretary's completion of the years of service required for the advancement. "Years of service" will mean the number of years of work in a Secretarial position covered by this guideline.

Section 19. Paid Holidays. The following days will be considered paid holidays for Secretaries, hired as Secretaries, on, or before June 30, 2006, and unpaid holidays for Secretaries, hired as Secretaries, on, or after July 1, 2006:

Labor Day	Christmas Eve Day	New Year's Day
Thanksgiving Day	Christmas Day	Good Friday
Day after Thanksgiving	New Year's Eve Day	Memorial Day

These holidays, whether paid or unpaid, shall count as "paid" days for determining the Secretaries' work year under Section 3. If a paid holiday falls on a Saturday, Friday becomes the holiday. If a paid holiday falls on a Sunday, Monday becomes the holiday.

Section 20. Filling Vacancies. Vacancies will be posted for not less than five (5) working days by the Human Resources Department and will be filled, at the discretion of the building administrator, without regard to seniority, unless there are Secretaries on lay-off.

If the vacancy is a Classification I vacancy, the vacancy will be offered to all Secretaries on the recall list, in order of seniority, before the position is offered to an outside applicant. If the vacancy is a Classification II vacancy, the vacancy need be offered only to Secretaries on the recall list with Classification II experience, before the position is offered to an outside applicant.

In the event of a Classification II vacancy, the three (3) most senior Secretaries with Classification II experience responding to the posting must be interviewed before an outside applicant is hired to fill the vacancy. There is no obligation to interview any Classification I secretary who has responded to a Classification II posting, unless there are less than three (3) Secretaries with Classification II experience who have responded to the posting. In that case, all Secretaries with Classification II experience and the two most senior Classification I Secretaries, without Classification II experience, must be interviewed before an outside applicant is hired to fill the vacancy.

In the event of a Classification I vacancy, the three (3) most senior Secretaries responding to the posting must be interviewed before an outside applicant is hired to fill a Classification I position before an outside applicant is hired to fill a Classification I vacancy.

Section 21. Reduction in Force. Displaced Secretaries will be offered any vacant Secretary position in the Classification in which the Secretary was working prior to displacement, in order of Corporation seniority.

If there are no vacant Secretary positions at the time of the Secretary's displacement, the displaced Secretary may bump the least senior Secretary in the same Classification in which the displaced Secretary was working.

Displaced Secretaries not placed into a new position under the provisions of this Section will be placed on the Secretaries unit recall list for a period of one (1) year. Secretaries on the recall list may respond to any posting. Secretaries on the recall list will be offered, in order of seniority, any vacant position. Secretaries on the recall list may reject, or waive, recall without losing their position on the recall list.

Section 22. Summer School Assignments. Summer School assignments will be offered first to building Secretaries, in order of seniority within the Classification of the assignment, in the building where the assignment exists. If the assignment is not filled by a candidate within the building, the assignment will be filled at the building administrator's discretion.

Section 23. “Work-Related” Assault and Battery Income Protection. In the case of absence of a Secretary due to a compensable injury under Worker’s Compensation resulting from an assault or battery arising out of, and in the course of, the Secretary’s employment with the Corporation, the Secretary will be compensated the difference between Worker’s Compensation payments and the Secretary’s regular salary for as long as Worker’s Compensation payments continue, but not to exceed 160 working days. Sick leave need not be used in such a situation during the first 160 working days after the assault or battery.

Should the Secretary be unable to return to work by the 160th working day after the assault or battery as a result of any compensable injury sustained, the Secretary may do either of the following:

1. If still receiving Worker's Compensation payments after the 160th working day, the Secretary will be compensated the difference between Worker’s Compensation payments and the Secretary’s regular salary provided the Secretary uses 1/3 sick day for each day so compensated.
2. If Worker's Compensation payments have terminated, the Secretary may take regular sick leave, if eligible. Secretaries absent due to such a compensable injury may be required to provide medical proof of the Secretary’s anticipated “return to work” date or may be required to perform “light duty”, if available and medically authorized.

Section 24. Miscellaneous.

New hires and those rehired after a break in service will be considered probationary Secretaries for the first sixty (60) working days and will not be eligible for any supplemental benefits during the probationary period. Probationary Secretaries may be transferred, disciplined, suspended, or discharged as exclusively determined by the Board and will have no recourse under the Corporation’s Classified Employee Complaint and Review Process.

All non-probationary employees within this unit may exercise any and all rights and privileges available under the Corporation’s Classified Employee Complaint and Review Process.

All Secretaries may participate in the Corporation’s Section 125 plan. All administrative costs or fees associated with the Section 125 plan will be paid by the Corporation.