

Secretary – Proposal

Guideline Section	Secretary Current	Secretary Proposed	Management Proposal
Section 3. Work Year	1. 11 month employees – 231 paid days 2. 10 month employees – 214 paid days	Group requested clarification of who is in which group	Clarify language: 1. 11 month employees – 231 paid days (Secondary Bookkeepers) 2. 10 month employees – 214 paid days (Elementary Bookkeepers, Athletic and Guidance)
Section 12. Time Off Without Pay	Each Secretary request for time off without pay will be considered on an individual basis according to the situation. Secretary's wishing to request time off without pay must do so in advance with a full explanation regarding the request. The Director of Human Resources will approve/disapprove all requests for time off without pay. Time off without pay will not be approved after the absence. The failure on the part of any employee to comply with this regulation shall be considered an act of insubordination and appropriate disciplinary action will be taken.		Modify language: 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.

	<p>A Secretary needing to use more than five (5) unpaid days in a year but not requiring an extended Corporation-approved unpaid leave of absence, may apply to the Director of Human Resources for permission to take additional unpaid days. The Director of Human Resources, at his/her discretion, may grant such request based upon a determination of the existence of extenuating circumstances and a determination that no substantial or material disruption will occur in school operations if the request for extended leave were granted.</p>		
<p>Section 15. Public Employees' Retirement Fund Participation.</p>	<p>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</p>		<p>Clarify language (currently in practice): 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. For a Secretary participating in PERF, the Corporation will contribute the percentage designated as the "employee's share" and also contribute that percentage of gross</p>

	<p>option of becoming a member of PERF at the time of hire subject to all applicable PERF rules and regulations.</p> <p>For a Secretary participating in PERF, the Corporation will also contribute that percentage of gross salary designated as the “employer’s share” under the laws, rules and regulations governing PERF contributions.</p>		<p>salary designated as the “employer’s share” under the laws, rules and regulations governing PERF contributions.</p>
Section 18. Compensation		.	
<i>Management proposed</i>	<u>Class I Secondary (General and Athletic)</u>	<u>Class II Guidance (Guidance)</u>	<u>Class II Bookkeeper (Elementary and Secondary)</u>

<u>Years of Service</u>	<u>Current</u> <u>2018</u>	<u>Proposed</u> <u>01/01/2019</u>	<u>Current</u> <u>2018</u>	<u>Proposed</u> <u>01/01/2019</u>	<u>Current</u> <u>2018</u>	<u>Proposed</u> <u>01/01/2019</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

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