

**AGREEMENT BETWEEN**  
**THE CLIO AREA SCHOOLS BOARD OF EDUCATION**  
**AND**  
**THE CLIO AREA SCHOOLS ADMINISTRATIVE SECRETARY**  
**ASSOCIATION**  
**2017 – 2020 SCHOOL YEARS**

Revised July, 2018

**CENTRAL ADMINISTRATIVE SECRETARIES  
REVISED JULY, 2018**

**2017 - 2020**

1. Vacation: Two (2) weeks after 1 year, plus other school vacations; two and one-half (2-1/2) weeks after 5 years of service, plus other school vacations; three (3) weeks after 10 years of service, plus other school vacations; and four (4) weeks after 20 years of service, plus other school vacations. Unused vacation may not be carried over to the following year without permission of the Superintendent. Vacation days accrued, and not used prior to retirement, will be paid out at retirement.
2. Hospitalization insurance: Same as Administrators.  
Employees declining health insurance shall receive the same monthly cash option as administrators.
3. Dental insurance: Same as administrators
4. Life insurance: \$50,000 per person
5. Vision insurance: Same as administrators
6. L.T.D.: Same as administrators
7. If an employee is off due to accident or illness, they shall have their insurance premiums paid by the employer for three (3) months beyond the exhaustion of their paid sick days. This includes medical, dental, vision, LTD and life insurance.
8. Sick leave shall be given on the first day of the new school year at the rate of ten (10) days per year for 10-month employees and twelve (12) days per year for year-round employees. Four (4) sick days per year may be used for personal business. Business days must be approved in advance.
9. There are ten (10) paid holidays, namely: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Secretaries shall not be required to work during the student school year on days when administrators are not required to report to work.
10. Bereavement: Five (5) days for each of the following deaths: spouse, father, mother and child. Three (3) days for the following deaths: grandparents, grandchildren, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparent and stepchildren.
11. Longevity:

10-15 years	\$650.00
16-20 years	\$750.00
21-25 years	\$850.00
26+ years	\$1,050.00

Longevity will be determined by the number of years of service as of the end of a school year and will be paid on the last pay in June. If employment terminates during the year, longevity monies will be determined by the number of months the employee worked and will be prorated accordingly.

12. Any administrative secretary who does not use any paid sick leave, business days, or have any deduct days shall receive the following stipend at the end of the year:

\$900.00

13. Unused sick days will be paid upon retirement at \$20.00 per day. Employee must meet minimum ORS retirement criteria at separation in order to qualify for the payment.
14. The Board and secretaries recognize that, although specific description of proper dress may vary according to secretarial assignment circumstances, the wearing of jeans and "T" shirts or other attire of similar informality are not generally appropriate for a secretarial assignment.
15. The Board of Education reserves the right to review salary as employee turnover creates vacancies.
16. Salaries for the 2017 – 2018 school year will remain the same as the 2016 – 2017 school year. A .75% off schedule stipend will be paid on the last payroll prior to Christmas Break in the 2017 – 2018 school year. Steps and lanes will be honored as well. The parties agree to reopen the contract in May, 2018 and May, 2019 for the purpose of negotiating economics for the upcoming year.
17. Salaries for the 2018 – 2019 school year will increase by 1.50%. Salaries for the 2019 – 2020 school year will increase by .25%. The .75% off schedule stipend paid in 2017 – 2018 eliminated for 2018 – 2019 and 2019 – 2020. Steps and Lanes will be honored in 2018 – 2019 and 2019 – 2020.

**Secretary to Special Education Director**

<u>Work Year:</u>	214 days	<u>Total Hours:</u> 1,595.5	
School year:	186 days plus 9 holidays at 7-1/2 hours per day		
Summer:	19 days at 7 hours per day		
<u>Salary</u>	<u>2017-18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	27,184	27,607	27,678
60-1 year	27,684	28,107	27,178
Over 1 year	28,184	28,607	28,678

**District Test Coordinator**

<u>Work Year:</u>	224 days	<u>Total Hours:</u> 1,665.5	
School year:	186 days plus 9 holidays at 7-1/2 hours per day		
Summer:	29 days at 7 hours per day		
<u>Salary</u>	<u>2017 - 18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	24,000	24,375	24,438
60-1 year	24,500	24,875	24,938
Over 1 year	25,000	25,375	25,438

**Secretary to Transportation Supervisor**

<u>Work Year:</u>	221 days	<u>Total Hours:</u> 1,644.5	
School year:	186 days plus 9 holidays at 7-1/2 hours per day		
Summer:	26 days at 7 hours per day		
<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	27,927	28,361	28,434
60-1 year	28,427	28,861	28,934
Over 1 year	28,927	29,361	29,434

**Secretary to Clio Community HS/Community Education Director**

Work Year: 249 days Total Hours: 1,840.5

School year: 186 days plus 9 holidays at 7-1/2 hours per day  
Summer: 53 days plus 1 holiday at 7 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	30,371	31,864	31,946
60-1 year	30,871	32,364	32,446
Over 1 year	32,378	32,864	32,946

**Secretary to Building and Grounds Supervisor**

Work Year: 249 days Total Hours: 1,965

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 7-1/2 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	33,569	34,088	34,175
60-1 year	34,069	34,588	34,675
Over 1 year	34,569	35,088	35,175

**Secretary to Assistant Superintendent for Curriculum & Instruction**

Work Year: 249 days Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	41,874	42,517	42,626
60-1 year	42,374	43,017	43,126
Over 1 year	42,874	43,517	43,626

**Accounts Payable/Human Resources Secretary**

Work Year: 249 days                      Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	42,927	43,586	43,697
60-1 year	43,427	44,086	44,197
Over 1 year	43,927	44,586	44,697

**Payroll Secretary**

Work Year: 249 days                      Total Hours: 1,938

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 7 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	42,332	42,982	43,092
60-1 year	42,832	43,482	43,592
Over 1 year	43,332	43,982	44,092

(Days will be added to meet payroll during holiday periods. Days will be predetermined by the Assistant Superintendent of Business and the Payroll Secretary.)

**Accountant**

Work Year: 249 days                      Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day  
Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2017 - 18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	35,000	41,399	43,227
60-1 year	35,000	41,899	43,727
Over 1 year	35,000	42,399	44,227

**Secretary to Superintendent**

Work Year: 249 days                      Total Hours: 1,992

School year: 186 days plus 9 holidays at 8 hours per day

Summer: 53 days plus 1 holiday at 8 hours per day

<u>Salary</u>	<u>2017 -18</u>	<u>2018 - 19</u>	<u>2019 - 20</u>
0-60 days	46,619	47,333	47,454
60-1 year	47,119	47,833	47,954
Over 1 year	47,619	48,333	48,454