

ASG Handbook

Administrative Support Group Handbook 2006-2009

**Sumner School District No. 320
1202 Wood Avenue
Sumner, WA 98390**

Term: September 1, 2006 through August 31, 2009

ADMINISTRATIVE SUPPORT GROUP GUIDELINES

The Administrative Support Group Handbook is a compilation of guidelines and provisions, which pertain to those Administrative Support Group employees whose positions are listed on the salary schedule attached to this handbook

1.0 PROBATIONARY PERIOD

- 1.1 When an employee is hired full time, the probationary period, benefits and vacation provisions take effect. New employees remain in a probationary status for a period of sixty (60) calendar days commencing with their first day on the job. Termination of an employee during the probationary period is at the discretion of the District.

- 1.2 Upon completion of the probationary period, the employee shall be credited with seniority back to his/her hire date and the employee shall advance to the appropriate step on the salary schedule. Employees shall move to their next step on September 1, following their last increase provided the employee has been actively employed continuously for at least three quarters of the previous school year (September 1 to August 31).

2.0 TRANSFER OF PREVIOUS EXPERIENCE

A newly hired employee may be eligible for experience credit on the salary schedule. One year's credit will be given for each year's experience when transferring from one school district to another within the State. To qualify, an employee must have previously held a position, which is similar to the job for which the employee has been hired by the Sumner School District.

3.0 HOURS OF WORK

The normal workday consists of eight and one-half (8-1/2) hours; including a thirty (30) minute lunch period. Lunch breaks exceeding thirty (30) minutes must have supervisor's approval and must be made up at the beginning or ending of the same day. The workday includes two fifteen (15) minute rest periods, one in the morning and one in the afternoon.

4.0 OVERTIME

- 4.1 In the assignment of overtime, the District will provide the employee with as much advance notice as practicable. All overtime must have prior approval from the immediate supervisor.

- 4.2 All employees will be paid one and one-half (1 1/2) times their base hourly rate for all hours worked in excess of forty (40) hours in any one work week. Holidays, sick leave and personal leave only will be considered as time worked for the purpose of computing overtime compensation.

5.0 BENEFITS

- 5.1 Employees hired on work-study or temporary basis are not eligible for benefits or vacation. Less than full-time employees are eligible for benefits on a prorated basis.
- 5.2 The District agrees to pay in full, membership dues for one of three professional organizations, WSPA, WASBO or WEAOP, at the discretion of the employee.
- 5.3 Each year a vote shall be conducted to determine if employees shall have access to a VEBA 1 account. The District agrees to have two participation groups (260 day / 10-month) within ASG for VEBA 1 participation. Contribution levels will also be set by an annual vote of members.

6.0 STAFF DEVELOPMENT

Administrative Support Group members shall receive a wage adjustment for successfully completing staff development workshops, training sessions, seminars and college courses as provided below:

AA Degree or 90 quarter credits upon hire or when earned =	\$0.25/hour
45 hours of contact time =	\$0.25/hour
90 hours of contact time =	\$0.50/hour
200 hours of contact time =	\$250 stipend (one payment)
400 hours of contact time =	\$250 stipend (one payment)
600 hours of contact time =	\$250 stipend (one payment)

ASG members who complete staff development hours by August 31 shall be responsible for providing documentation to the Human Resources office by October 1 to be calculated for salary placement. The October 1 salary placement will be retroactive to September 1. A second calculation will be done for documentation received by March 1, with any change in salary effective on March 1. Courses will be pre-approved at the discretion of the District.

Staff development work must be directly related to the employee's job. For hours to be eligible for staff development contact time, prior written approval by the Human Resources Department is required. Degree work does not need pre-approval of the District. First aid/CPR is excluded from this provision.

7.0 INSURANCE BENEFITS

- 7.1 **Concept.** The District's program of insurance premium contributions will operate on a pooling basis and will be designed to deliver, to the extent feasible and as described below, full District payment of premiums for dental, group term life, vision, long term disability and medical insurance coverage. Employees will also be able to select coverage beyond those paid for by the District, with the premiums paid by payroll deductions.

- 7.2 **Aggregate Insurance Pool.** The District's aggregate insurance pool contribution will be calculated at the rate of \$660.00 per employee per month on an FTE basis, for levy/program FTE and the State pass through amount for apportioned FTE for benefits, for September, 2006 through August, 2007, except as may be adjusted as set forth in 7.4 and 7.5.

ASG pooling will include all employees covered by ASG guidelines. Family pooling will be optional within ASG and across bargaining units.

- 7.3 **Eligibility.** Employees employed for .5 FTE or more will be included in the district dental, group term life, vision, long-term disability and will be eligible for the medical insurance plans. Employees will, by payroll deduction, pay the difference between the pro-rata (FTE) rate contributed by the District and the premium cost.

Employees hired before September 1, 2003 and employed for less than .5 FTE will be eligible for participation in the medical insurance plans only. If they elect such coverage they pay by payroll deduction the difference between the pro-rata rate contributed by the District and premium cost. Employees hired after September 1, 2003 and employed for less than .5 FTE will not be eligible for a District contribution or participation under this section.

- 7.4 **September through October, 2006.** For the months of September, 2006, through October, 2006, the insurance program will operate as follows: Each eligible employee will be entitled, on a pro-rata basis, to a maximum district contribution of \$682.54. The district will calculate its 2006-07 aggregate insurance pool contribution, in light of the limitations of RCW 28A.400.200 and the State Operations Appropriations Act for the applicable year, as amended. If the aggregate pool so allows, the District will increase for September and October 2006 its contribution for individual employees above \$682.54 per employee in a manner designed to utilize fully the aggregate insurance pool within limits of RCW 28A.400.200 and the State Operations Appropriations Act for the applicable year. The monthly district contribution for .5 FTE or more employees will first be applied to the dental plan, then to group term life plan of \$50,000, then vision, then long-term disability, then to coverage under district medical insurance plans. Any shortfall will be covered by payroll deduction.

- 7.5 **November, 2006, Contribution Adjustment.**

A. In November, 2006, the District will recalculate the 2006-07 aggregate insurance pool contribution in light of the limitations of RCW 28A.400.200 and the State Operations Appropriation Act for the applicable year, and will compare the size of the pool to the District's projected expenditure for 2006-2007 premium contributions for dental, then group term life, then vision, then long-

term disability and medical insurance, for this unit, based upon projected changes in employee participation in those programs and contribution utilization.

- B. If the aggregate insurance pool so allows, the District will increase, for November, 2006, through August, 2007, its contribution for individual employees above \$682.54 in a manner designed to utilize fully the aggregate insurance pool within the compliance limits provided by law. If there remains money in the pool, it shall be returned to the General Fund.
- C. If the aggregate insurance pool is insufficient to cover full dental, group term life, vision, long-term disability, and health insurance premiums for 2006-07, the District's maximum monthly contribution for November, 2006, through August, 2007, will be set at a level designed to utilize the aggregate insurance pool within the compliance limits provided by law. Thus the District's maximum monthly contribution for each employee will be set at a fixed dollar level (e.g., \$10.00) below the full premiums due for the employee's dental, group term life, vision, long-term disability and medical coverage. Any shortfall will be covered by payroll deduction.

7.6 Menu of Plans

- A. A group dental plan with orthodontia shall be provided for each employee who is .5 FTE or more, and the employee's eligible dependents.
- B. A \$50,000 group term life insurance shall be provided for each eligible employee who is .5 FTE or more.
- C. A vision insurance plan shall be provided for each eligible employee who is .5 FTE or more, and the employee's eligible dependents.
- D. A long-term disability plan shall be provided for each eligible employee who is .5 FTE or more.
- E. All employees and their eligible dependents may elect WEA Blue Cross Plans, KPS Health Plans or Group Health Cooperative Health Maintenance.
- F. District contributions shall be made for basic benefits only as defined by the 1990 Legislature.

The District will continue to pay the Health Care Authority (retirees) carve-out for each employee (\$55.15 for 2006-07 school year) for the duration of the agreement.

7.7 Compliance

It is the intent of the parties to comply with appropriate limitations imposed by regulations, statute, and the State Appropriations Act, as they relate to expenditures for employee benefits. No provision of this Section shall be interpreted or applied so as to place the District in breach of the benefit limitation imposed by state law or to subject the District to a penalty.

The parties agree to abide by state laws relating to school district employee benefits.

8.0 LEAVES

The district shall provide the following leaves to the Administrative Support Group:

8.1 Bereavement Leave

A maximum of five (5) days per occurrence which are not deducted from sick leave and which are noncumulative shall be allowed annually for absences resulting from the following:

- 8.1.1 Death of an immediate family member. The immediate family includes the spouse, child, parent, stepparent, brother, sister, grandparent or grandchild.
- 8.1.2 Death in the immediate family of the spouse of the employee. The immediate family in this case means parent, stepparent, brother, sister, grandparent or grandchild (in-law).
- 8.1.3 When a death occurs outside the immediate family, the employee may be excused at the discretion of the supervisor, if the employee had a close relationship to the deceased.

8.2 Jury Duty and Subpoena Leave

- 8.2.1 Leaves of absence with pay shall be granted for jury duty. Any compensation received for jury duty performed on contracted days shall be deducted from the employee's salary. The employee shall notify his/her supervisor when notification to serve is received.
- 8.2.2 Leaves of absence with pay shall be granted when an employee is subpoenaed to appear in a court of law, where the employee and District are codefendants. Additionally, in situations where an employee is subpoenaed to appear as a witness in a court of law and is not a party to the lawsuit, leave with pay shall be granted when the court appearance contributes to the discharge of the employee's civic duty.

8.3 Health Leave

A maximum of one (1) year may be granted without pay or benefits. A physician's written statement is necessary in order for an employee to be considered for this leave. A physician's written statement is also necessary

certifying the fitness of the employee to fulfill assigned duties prior to resuming employment.

8.4 Maternity/Paternity Leave

8.4.1 Maternity leave, without pay or benefits, shall be granted at a date agreed upon during pregnancy by the expectant employee and/or her physician, with the physician's statement being the final authority.

8.4.2 The employee shall give a four-week notification prior to commencement of leave unless a medical emergency determines that leave be taken sooner. The employee shall determine when time is to be taken and what is an emergency.

8.4.3 Employees have the option of taking accumulated sick leave in lieu of or in addition to maternity leave for only the actual time of disability or recuperation.

8.4.4 Upon the request of the employee, maternity leave shall be granted up to one (1) year and upon the request of the employee may be renewed for one (1) additional year.

8.5 Adoption Leave

8.5.1 An employee adopting a child shall notify the District in writing of the intent to take adoption leave stating the expected dates of commencement of leave and return to employment.

8.5.2 A maximum of one (1) day's leave shall be granted with pay.

8.5.3 Adoption leave of absence beyond the day stipulated in the above paragraph shall be granted for a period of up to one (1) year and upon the request of the employee may be renewed for one (1) additional year.

8.6 Military Service (National Guard/Reserve Duty) Leave

8.6.1 Any employee who is a member of the Washington National Guard or of any organized reserve or armed forces unit of the United States shall be entitled to and shall be granted military leave of absence from his or her employment for a period not exceeding fifteen (15) days during each fiscal year.

8.6.2 Military leave shall be granted in order that the person may take part in active training duty when required to do so by the military service if such duty cannot be taken during non-work days.

8.6.3 When military leave is granted, the employee shall receive his/her regular pay from the District.

8.6.4 Such paid leave shall be in addition to any vacation to which the employee might otherwise be entitled.

8.6.5 Holidays shall not be included.

8.7 Personal Leave

8.7.1 Each employee shall be allowed two (2) full days of personal leave per year, of which one (1) day must be used as a whole day and one (1) day may be granted in increments of no less than one (1) hour when a substitute is not required. This leave shall not be accumulative except as provided in Article 8.7.2 below.

8.7.2 10-month employees may carry over one (1) day of personal leave into the next year for a maximum of three personal leave days per year. Employees who wish to carry over one day of Personal Leave must notify the Payroll Office in writing by May 1.

8.7.3 Employees who have worked the entire work year shall be compensated for unused personal leave at the rate of 100% of the hourly rate based on their normal workday.

8.8 Sick Leave

8.8.1 Each employee is entitled to twelve (12) days sick leave on an FTE basis. The FTE prorate application shall be based on the ratio of the employee's assigned normal work year of 2080 hours. Employees who have accrued sick leave while employed by another public school system in the state of Washington shall be given credit for such accrued sick leave upon employment by the District. Sick leave may be used for illness of the employee and/or serious illness within the employee's immediate family or spouse's family.

8.8.2 VEBA 3 Account. Each year, a vote shall be conducted to determine if employees shall have access to VEBA 3 accounts; such decision shall apply to employees who cash out sick leave annually or upon retirement that qualifies pursuant to VEBA 3 eligibility rules.

8.9 Emergency Leave

Emergency leave of up to three (3) days annually shall be granted with pay. Emergency leave shall be deducted from sick leave. Emergency leave is noncumulative and may not be used to extend other leaves, with the exception of bereavement leave, within these guidelines. Emergency leave shall be defined as emergency in nature due to a sudden, urgent, unusual and unforeseen occurrence or occasion requiring immediate action and not of mere convenience. The immediate supervisor shall be notified by the employee as to the date and the reason for the use of emergency leave. In case of emergency, when it is not possible to notify the supervisor, the employee shall notify the Human Resources Office.

Exclusions for which Emergency leave may not be used include:

1. Weddings
2. Graduation/ceremonies where the employee is not a direct participant.
3. Political related activities.
4. Recreation related activities.
5. Transportation problems, including weather conditions for local travel, with the exception of an accident.

8.10 Leave Without Pay

The District may grant a leave of absence without pay or benefits for a period not to exceed sixty (60) working days. The employee will retain accrued sick leave, vested vacation rights while on leave of absence. However, vacation credits, sick leave and seniority shall not accrue while the employee is on leave of absence.

9.0 LEAVE SHARING

The District will comply with current statutory leave sharing provisions. Leave sharing is available for all employees as a group.

10.0 ABSENCE POLICY

Employees should adhere to their assigned work schedule and should avoid commitments which would result in excessive absences.

11.0 MAKE UP OF SCHOOL CLOSURE DAYS

It is important to follow established district procedures in the event of school closures due to emergency weather conditions. Employees are expected to report to work, if at all possible, unless notified otherwise by their immediate supervisor. If employees are unable to report to work, the time may be made up in the following manner:

1. Charge the absence(s) to the days remaining in the individual's vacation balance.
2. Charge the absence(s) to personal leave.
3. Building staff following the student calendar can make up missed time by working the student makeup day or by making up the lost time (caused by the closure) within the remainder of the work year. Administrator approval is required if working on a non-student day. The work may not put the employee in an overtime situation.

12.0 HOLIDAYS

12.1 Following are paid holidays, which fall within the work year:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Friday during the Week of Spring Vacation
5. Memorial Day

6. Independence Day
7. Labor Day
8. Veterans' Day
9. Thanksgiving Day
10. Day After Thanksgiving
11. Day Before Christmas
12. Christmas Day
13. Day After Christmas

- 12.2 An employee must work their last scheduled day before the holiday and their first scheduled day after the holiday or be on an approved leave in order to be eligible for "holiday" pay. A scheduled day is defined as an employee's full work day (full regular shift) unless arrangements are made with the employee's supervisor or Human Resources beforehand.
- 12.3 Should a holiday occur while the employee is on vacation, the employee will be allowed to take one extra day of vacation with pay in lieu of the holiday.

13.0 VACATION

- 13.1 Each two hundred-sixty (260) day employee is entitled to take accrued vacation after probation. Vacation is accrued at a variable rate for hours worked. To determine the actual number of vacation hours to which an employee is entitled:
1. determine a ratio of hours worked to 2080 hours
 2. multiply this ratio times the number of days of vacation earned based on experience.

The results equal the employee's vacation entitlement.

Each two hundred-sixty (260) day employee shall receive paid vacation in accordance with the following schedule:

Years of Completed Service From Date of Hire	Days of Vacation
Date of hire to 5 years of completed service	15 days
More than 5 years of completed service	20 days
More than 20 years of completed service	21 days

- 13.2 Vacation time must be approved by the immediate supervisor before it is taken. Upon application, in writing, to the Human Resources Office and approval thereof, the employee may carry over a maximum of five (5) days vacation from the prior year to the current year. (Based on the anniversary date.) The written application must outline the specific reasons for carrying over vacation days. Vacation may not be taken during the probation period.
- 13.3 Each 10-month employee will earn up to (3) days of accrued vacation if employed by October 1. Vacation shall not normally be used; rather, it shall

be paid in the June pay warrant on a pro-rata basis on the ratio of an employee's normal scheduled work day to eight (8) hours.

Use of vacation days by ten (10) month employees during the student year shall be allowed if mutually agreed upon with the employee's supervisor and no substitute coverage is required. A maximum of one year accrual may be carried over to the next school year. Employees who wish to carry over vacation days for this purpose must notify the payroll office in writing by May 1st.

- 13.4 For vacation purposes, a school year ASG employee transferred to a full year ASG position will enter the vacation schedule at the step which credits a year of "school year" employment with the district as a year of experience entitlement.

14.0 EVALUATION

- 14.1 Each employee will be evaluated annually. The evaluator will be the employee's immediate supervisor. The evaluation form will reflect three performance categories:
1. Does Not Meet Minimum Requirements
 2. Needs Improvement
 3. Meets Expectations

- 14.2 During the annual evaluation process each employee will plan their individual goals with their supervisor to coincide with District goals.

15.0 EMPLOYEE CONCERNS

- 15.1 If a member of the Administrative Support Group has a serious concern or believes an unfair practice has occurred, that employee is encouraged to take up the matter with his/her immediate supervisor. Most problems can be taken care of at this level. However, if the matter is not satisfactorily resolved, the employee may then proceed to take up the matter with the Human Resources Classified Director. If resolution is not possible, the final level of appeal rests with the Executive Director of Human Resources.
- 15.2 Board Policy (5111.1) indicates that it is a policy of the District to provide equal opportunity for all qualified persons to prohibit discrimination in employment because of race, creed, color, sex, age or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program in each department. There is nothing in policy or practice that prevents an employee from exercising his/her rights under law.

16.0 SALARY PROVISIONS

- 16.1 All employees will be paid the actual hours worked per month.

16.2 Time sheets are due into Payroll in accordance with the schedule established by the Business Office. The time sheet must be approved by the employee's immediate supervisor.

16.3 Salaries for employees subject to these guidelines, during the effective term of the Administrative Support Group Guidelines, are contained in the salary schedule attached hereto and by this reference incorporated herein.

17.0 PAYROLL DEDUCTIONS

Upon receipt of authorization from an employee, the Business Office will deduct from the employee's salary and make appropriate remittance for insurance plans, tax-sheltered annuities and other programs as determined by the District.

18.0 LAYOFF

In the event of a promotion, lay off or transfer, the selection of employees to be promoted, laid off or transferred shall be in accordance with merit, ability and seniority with the District. Primary consideration in such a selection shall be the employee's evaluation and such objective criteria as may be available. Should the employee being laid off so desire, he/she may request to be placed in a reemployment pool for fifteen (15) months.

19.0 POSITION POSTING

Except in cases where circumstances require expeditious action, new or vacated positions will be posted for an appropriate period, during which time employees may apply for the position. Notwithstanding such posting, it is understood that the District shall make assignment to such positions as it deems necessary or in the best interests of overall district operations.

20.0 DURATION

The guidelines shall be effective from September 1, 2006 to August 31, 2009. These guidelines may be opened for the sole purpose of negotiating the amount of the District contribution to the benefits pool for levy/program FTE for the 2008-2009 school year.

For the 2007-2008 school year incremental moves will be provided and the salary schedule shall be increased by the State allocation, if provided, for classified employees or two-percent (2%) whichever is greater.

For the 2008-2009 school year incremental moves will be provided and the salary schedule shall be increased by the State allocation, if provided, for classified employees or one-percent (1%) whichever is greater.

Insurance contributions will be provided to employees during the life of the contract at the same rate as the State Insurance Benefit Allocation (\$682.54 for 2006-2007).

Administrative Support Group 2006-2007 Salary Schedule

			Prob		Step1		Step 2		Step 3		Step 4		Step 5
LEVEL 1		A	\$10.86	A1	\$12.07	A2	\$12.68	A3	\$13.31	A4	\$13.94	A5	\$14.57
	45+ Credits	B		B1	\$12.32	B2	\$12.93	B3	\$13.56	B4	\$14.19	B5	\$14.82
	90+ Credits	C		C1	\$12.57	C2	\$13.18	C3	\$13.81	C4	\$14.44	C5	\$15.07
LEVEL 2		D	\$11.52	D1	\$12.80	D2	\$13.42	D3	\$14.05	D4	\$14.66	D5	\$15.28
	45+ Credits	E		E1	\$13.05	E2	\$13.67	E3	\$14.30	E4	\$14.91	E5	\$15.53
	90+ Credits	F		F1	\$13.30	F2	\$13.92	F3	\$14.55	F4	\$15.16	F5	\$15.78
LEVEL 3		G	\$12.16	G1	\$13.51	G2	\$14.14	G3	\$14.78	G4	\$15.39	G5	\$16.02
	45+ Credits	H		H1	\$13.76	H2	\$14.39	H3	\$15.03	H4	\$15.64	H5	\$16.27
	90+ Credits	I		I1	\$14.01	I2	\$14.64	I3	\$15.28	I4	\$15.89	I5	\$16.52
LEVEL 4		J	\$12.83	J1	\$14.25	J2	\$14.88	J3	\$15.50	J4	\$16.12	J5	\$16.74
	45+ Credits	K		K1	\$14.50	K2	\$15.13	K3	\$15.75	K4	\$16.37	K5	\$16.99
	90+ Credits	L		L1	\$14.75	L2	\$15.38	L3	\$16.00	L4	\$16.62	L5	\$17.24
LEVEL 5		M	\$13.47	M1	\$14.97	M2	\$15.61	M3	\$16.23	M4	\$16.86	M5	\$17.46
	45+ Credits	N		N1	\$15.22	N2	\$15.86	N3	\$16.48	N4	\$17.11	N5	\$17.71
	90+ Credits	O		O1	\$15.47	O2	\$16.11	O3	\$16.73	O4	\$17.36	O5	\$17.96
LEVEL 6		P	\$14.35	P1	\$15.94	P2	\$16.57	P3	\$17.21	P4	\$17.81	P5	\$18.44
	45+ Credits	Q		Q1	\$16.19	Q2	\$16.82	Q3	\$17.46	Q4	\$18.06	Q5	\$18.69
	90+ Credits	R		R1	\$16.44	R2	\$17.07	R3	\$17.71	R4	\$18.31	R5	\$18.94
LEVEL 7		S	\$15.23	S1	\$16.92	S2	\$17.54	S3	\$18.17	S4	\$18.77	S5	\$19.39
	45+ Credits	T		T1	\$17.17	T2	\$17.79	T3	\$18.42	T4	\$19.02	T5	\$19.64
	90+ Credits	U		U1	\$17.42	U2	\$18.04	U3	\$18.67	U4	\$19.27	U5	\$19.89
LEVEL 8		V	\$16.99	V1	\$18.88	V2	\$19.48	V3	\$20.11	V4	\$20.73	V5	\$21.34
	45+ Credits	W		W1	\$19.13	w2	\$19.73	W3	\$20.36	W4	\$20.98	W5	\$21.59
	90+ Credits	X		X1	\$19.38	X2	\$19.98	X3	\$20.61	X4	\$21.23	X5	\$21.84

A. The probationary period is 60 days. New hires will be placed on the probation step of the appropriate level and after successful completion of probation placed at the appropriate step, based on previous Washington public school experience. When applicable, employees shall move to their next step on September 1, following their last increase provided the employee has been actively employed continuously for at least three quarters of the previous school year (September 1 to August 31).

B. Individuals being promoted to a higher division shall be placed at the step providing a salary increase consistent with the next horizontal step at their previous level. In the event the next horizontal increase is the probation rate, the footnote (a) will apply.

C. A longevity premium of forty-five cents (\$.45) per hour shall be paid to those employees who complete ten (10) years of continuous service with the Sumner School District. A longevity premium of fifty cents (\$.50) shall be paid to those employees who complete fifteen (15) years of continuous service with the Sumner School District.

**Administrative Support Group
Salary Schedule Level Placement
2006-2007**

Level 1

Attendance Secretary (193 days)
Library Media Assistant – Elem (193 days)
Library Media Assistant – MS (198 days)
Secretary PAC (207 days)
Copy Center Operator (193 days)

Level 2

Student Services Secretary - HS (198 days)
Library Media Assistant HS (198 days)
Secondary Secretary HS (198 days)
Media Technician (198 days)

Level 3

Elementary Building Secretary (207 days)
Guidance Secretary HS (210 days)
Secondary Building Secretary (210 days)

Level 4

ASB Bookkeeper – SHS (207 days)
Bookkeeper-Middle School (193 days)
Building Secretary – HS (210 days)
District Receptionist (260 days)
Registrar/Guidance Secretary (210 days)
Secretary – Teaching & Lrng (260 days)
Secretary – Career & Tech Ed (218 days)
Secretary – Recreation (260 days)
Secretary – Special Serv (207/218 days)
Secretary – Technology (198 days)
Secretary M&O (260 days)

Level 5

Accounts Payable/Receivable Clerk (260 days)
Elem. Admin Secretary – Bldgs (207 days)
Middle School Admin Sec – Bldgs (218 days)
Admin Sec – Special Services (198/260 days)
Registrar HS (218 days)
Secretary – Human Resources (260 days)
Substitute Coordinator (260 days)
Secretary – Transportation (207 days)

Level 6

Admin Secretary – Athletics (260 days)
Admin Secretary – Business (260 days)
Admin Secretary – FS (218 days)
Admin Secretary – M&O (260 days)
Admin Secretary – HS (260 days)
Admin Secretary – STARR (210 days)
FS Fiscal Technician (210 days)
Risk Management Technician (260 days)

Level 7

Router/Dispatcher (260 days)
Benefits Specialist (260 days)
Homeless Coordinator (210 days)

Level 8

Accountant (260 days)
Computer Technician (260 days)
Purchaser (260 days)
Transportation Coordinator (260 days)

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Administrative Support Group

Salary Schedule

2007-2008

			Prob		Step1		Step 2		Step 3		Step 4		Step 5
LEVEL 1		A	\$11.27	A1	\$12.52	A2	\$13.15	A3	\$13.80	A4	\$14.46	A5	\$15.11
	45+ Credits	B		B1	\$12.77	B2	\$13.40	B3	\$14.05	B4	\$14.71	B5	\$15.36
	90+ Credits	C		C1	\$13.02	C2	\$13.65	C3	\$14.30	C4	\$14.96	C5	\$15.61
LEVEL 2		D	\$11.94	D1	\$13.27	D2	\$13.92	D3	\$14.57	D4	\$15.20	D5	\$15.85
	45+ Credits	E		E1	\$13.52	E2	\$14.17	E3	\$14.82	E4	\$15.45	E5	\$16.10
	90+ Credits	F		F1	\$13.77	F2	\$14.42	F3	\$15.07	F4	\$15.70	F5	\$16.35
LEVEL 3		G	\$12.61	G1	\$14.01	G2	\$14.66	G3	\$15.33	G4	\$15.96	G5	\$16.61
	45+ Credits	H		H1	\$14.26	H2	\$14.91	H3	\$15.58	H4	\$16.21	H5	\$16.86
	90+ Credits	I		I1	\$14.51	I2	\$15.16	I3	\$15.83	I4	\$16.46	I5	\$17.11
LEVEL 4		J	\$13.30	J1	\$14.78	J2	\$15.43	J3	\$16.07	J4	\$16.72	J5	\$17.36
	45+ Credits	K		K1	\$15.03	K2	\$15.68	K3	\$16.32	K4	\$16.97	K5	\$17.61
	90+ Credits	L		L1	\$15.28	L2	\$15.93	L3	\$16.57	L4	\$17.22	L5	\$17.86
LEVEL 5		M	\$13.97	M1	\$15.52	M2	\$16.19	M3	\$16.83	M4	\$17.48	M5	\$18.11
	45+ Credits	N		N1	\$15.77	N2	\$16.44	N3	\$17.08	N4	\$17.73	N5	\$18.36
	90+ Credits	O		O1	\$16.02	O2	\$16.69	O3	\$17.33	O4	\$17.98	O5	\$18.61
LEVEL 6		P	\$14.88	P1	\$16.53	P2	\$17.18	P3	\$17.85	P4	\$18.47	P5	\$19.12
	45+ Credits	Q		Q1	\$16.78	Q2	\$17.43	Q3	\$18.10	Q4	\$18.72	Q5	\$19.37
	90+ Credits	R		R1	\$17.03	R2	\$17.68	R3	\$18.35	R4	\$18.97	R5	\$19.62
LEVEL 7		S	\$15.80	S1	\$17.55	S2	\$18.19	S3	\$18.84	S4	\$19.46	S5	\$20.11
	45+ Credits	T		T1	\$17.80	T2	\$18.44	T3	\$19.09	T4	\$19.71	T5	\$20.36
	90+ Credits	U		U1	\$18.05	U2	\$18.69	U3	\$19.34	U4	\$19.96	U5	\$20.61
LEVEL 8		V	\$17.62	V1	\$19.58	V2	\$20.20	V3	\$20.85	V4	\$21.50	V5	\$22.13
	45+ Credits	W		W1	\$19.83	w2	\$20.45	W3	\$21.10	W4	\$21.75	W5	\$22.38
	90+ Credits	X		X1	\$20.08	x2	\$20.70	X3	\$21.35	X4	\$22.00	X5	\$22.63

A. The probationary period is 60 days. New hires will be placed on the probation step of the appropriate level and

**Administrative Support Group (ASG)
Sumner School District #320
07-08 Salary Schedule Level Placement**

Level 1

Attendance Secretary (193 days)
Library Media Assistant – Elem (193 days)
Library Media Assistant – MS (198 days)
Secretary PAC (207 days)
Copy Center Operator (193 days)

Level 2

Student Services Secretary - HS (198 days)
Library Media Assistant HS (198 days)
Secondary Secretary HS (198 days)
Media Technician (198 days)

Level 3

Elementary Building Secretary (207 days)
Guidance Secretary HS (210 days)
Secondary Building Secretary (210 days)

Level 4

ASB Bookkeeper – SHS (207 days)
Bookkeeper-Middle School (193 days)
Building Secretary – HS (210 days)
District Receptionist (260 days)
Registrar/Guidance Secretary (210 days)
Secretary – Teaching & Lrng (260 days)
Secretary – Recreation (260 days)
Secretary – Special Serv (207/218 days)
Secretary – Technology (260 days)
Secretary M&O (260 days)

Level 5

Accounts Payable/Receivable Clerk (260 days)

Elem. Admin Secretary – Bldgs (207 days)
Middle School Admin Sec – Bldgs (218 days)
Admin Sec – Special Services (198/260 days)
Registrar HS (218 days)
Secretary – Human Resources (260 days)
Substitute Coordinator (260 days)
Secretary – Transportation (207 days)

Level 6

Admin Secretary – Athletics (260 days)
Admin Secretary – Business (260 days)
Admin Secretary – FS (218 days)
Admin Secretary – M&O (260 days)
Admin Secretary – HS (260 days)
Admin Secretary – STARR (210 days)
FS Fiscal Technician (210 days)
Risk Management Technician (260 days)
Secretary – Career & Tech Ed (260 days)

Level 7

Router/Dispatcher (260 days)
Benefits Specialist (260 days)
Homeless Coordinator (210 days)
Student System Support Analysis (260 days)

Level 8

Accountant (260 days)
Computer Technician (260 days)
Purchaser (260 days)
Transportation Coordinator (260 day)

<u>A</u>		<u>L</u>	
Absence Policy	9	Layoff	12
Adoption Leave	7	Leave Sharing	9
		Leave Without Pay	9
<u>B</u>		Leaves	6
Benefits	3		
Bereavement Leave	6	<u>M</u>	
		Maternity/Paternity Leave	7
<u>D</u>		Military Service Leave	7
Duration	12		
		<u>O</u>	
<u>E</u>		Overtime	2
Emergency Leave	8		
Employee Concerns	11	<u>P</u>	
Evaluation	11	Payroll Deductions	12
		Personal Leave	8
<u>H</u>		Position Posting	12
Health Leave	6	Probationary Period	2
Holidays	9		
Hours of Work	2	<u>S</u>	
		Salary Level Placement	14
<u>I</u>		Salary Provisions	11
Insurance Benefits	3	Salary Schedule	13
		School Closure Days	9
<u>J</u>		Sick Leave	8
Jury Duty and Subpoena Leave	6	Staff Development	3
		<u>T</u>	
		Transfer of Previous Experience	2
		<u>V</u>	
		Vacation	10