

Bethlehem Central School District



Confidential Employee Benefits Policy

For the period of July 1, 2023 through June 30, 2027

TABLE OF CONTENTS

Confidential Position Titles 1

BENEFITS FOR CONFIDENTIAL EMPLOYEES

Application of Policy 2
General Provisions 2
Other Compensation 4
Leaves of Absence 4
Insurance Benefits 9
Retirement Incentive 10
Retiree Health Insurance 11
District Office Benefits and Miscellaneous 12

APPENDICES

Appendix A 14

CONFIDENTIAL POSITION TITLES

District Administrative Support Staff

Central Registrar

Payroll Supervisor

Secretary to Chief Business & Financial Officer (Secretary II)

Secretary to Educational Services Center (Secretary I)

Secretary/Executive Assistant to Superintendent/District Clerk

Secretary for Human Resources (Secretary I)

Senior Account Clerk (Business Office)

BENEFITS FOR CONFIDENTIAL EMPLOYEES

APPLICATION OF POLICY

This policy applies to Administrative Support Staff who are not represented by a certified or recognized Employee organization or employed pursuant to an individual employment contract. Unless otherwise noted, all positions are 12-month.

Application of this policy shall commence on July 1, 2023, with any amendments as may be approved by the Board of Education, and shall conclude on June 30, 2027..

GENERAL PROVISIONS

The following provisions shall apply to all Employees covered by this policy.

- A.** Salaries, health insurance benefits and contribution rates, and any other matters relating to employee compensation shall be established periodically by the Board, except as specified in this policy.
- B.** Use of leave benefits shall be subject to administrative procedures established by or at the direction of the Superintendent of Schools, consistent with Board policy.
- C.** Bethlehem CSD shall provide worker's compensation coverage of Employees.
- D.** An Employee will be granted paid leave for jury duty without charge to any other leave credits, provided that the Employee submits proof of the necessity to serve on jury duty to the Superintendent's Office or Chief Business and Financial Officer before the commencement of jury duty services.
- E.** An Employee will be granted paid leave for attendance in court due to a subpoena, in any proceedings related to employment with Bethlehem CSD in which the Employee is not a party, without charge to any other leave credits, provided that the Employee submits proof of the necessity to appear in Court to the Superintendent's Office or Chief Business and Financial Officer before the date of such appearance. Any such Employee must agree to turn over all fees received as a result of the subpoena to the Bethlehem CSD Treasurer in order to be paid for such time.
- F.** Bethlehem CSD will grant leave to an eligible Employee in accordance with the Family Medical and Leave Act (FMLA) and Bethlehem CSD FMLA policy.
- G.** References to "day" in this policy shall mean a full work day or business day.

H. SALARY

For the period July 1, 2023 through June 30, 2027, Employees covered by this policy shall receive an annual salary as noted in Appendix A. For employees to advance to the salary noted in Appendix A of this agreement, the date of their official appointment must be no later than January 1 of the prior fiscal year.

- I. 12-month Employees shall be granted thirteen (13) paid holidays in accordance with the District’s annually published holiday schedule.
- J. For those Employees electing the health insurance buy-out, where one spouse is employed by the District and receives the health insurance benefit, and the other spouse is a benefit-eligible District Employee as well, one of the spouses may elect to participate in the buyout, at the following buyout levels:

The level of the buyout is dependent on the number of covered individuals within the household as indicated by the following conversion chart:

| Size of Household (inclusive of both BCSD employees) | Buyout Level |
|---|---------------------|
| Two Person Household | Individual |
| Three Person Household | Two Person |
| Four or More People in the Household | Family |

K. SECTION 125 PLAN

The District shall provide a full cafeteria plan under IRS Code Section 125 with the District paying the administrative costs thereof. Such a plan will permit Employee contributions for Employee health insurance premiums, unreimbursed medical and dental expenses, allowable child care expenses, etc., in before-tax dollars.

L. 403(b) DEFERRED COMPENSATION PLAN

The District shall provide a deferred compensation plan under IRS Code Section 403(b) with the District paying the administrative costs thereof. Such a plan will permit Employee contributions for supplemental retirement benefits, in before-tax dollars.

M. MILEAGE REIMBURSEMENT

The district shall reimburse Employees for mileage at the IRS rates when they are required to use their personal vehicle in the performance of their official duties.

N. PROBATIONARY PERIODS

Confidential Employees will serve a probationary appointment consistent with New York State Department of Education or Civil Service regulations.

OTHER COMPENSATION

District Administrative Support Staff shall be eligible for the following compensation elements, to be paid evenly throughout the year:

A. LONGEVITY

Longevity amounts are included in the Employee's total compensation but are not included as part of "base pay" for purposes of applying any annual cost-of-living increase to the base salary. For Employees who have been appointed by September 30th of any given school year, that initial partial year of service shall count as a full year for purposes of earning a longevity benefit. For Employees who have been appointed on or after October 1st of any given school year, the initial partial school year shall not count as a full year for purposes of earning a longevity benefit. Upon completion of the following number of years of service, measured as of June 30th, the Employee will receive a longevity benefit, commencing on July 1st of the successive year, as follows:

| Years Completed | Annual Longevity Amount |
|-----------------|-------------------------|
| 5-9 | \$750 |
| 10-14 | \$1,000 |
| 15+ | \$1,250 |

The longevity amounts listed above represent the total longevity amount that will be in addition to base salary for the applicable years of service (i.e. the maximum benefit is \$1,250, not a cumulative amount of \$3,000).

LEAVES OF ABSENCE

Employees hired after July 1, 1977, who work less than one-half of the full-time weekly hours, or who are employed on a temporary basis for six months or less, shall accrue no leave rights hereunder.

A. VACATION/HOLIDAY LEAVE

12-month regularly employed personnel shall be granted vacation as follows*:

- During the first year of employment, Employees shall earn paid vacation time equal to one (1) day for each month worked prior to June 30th. After completion of six (6) months of service, an Employee may elect to use up to three (3) days of vacation time in the year of hire. The balance of time earned will then be credited July 1.
- For each year of employment thereafter, each Employee shall receive twelve (12) days of paid vacation for that year through the 7th year of employment.

- An additional annual entitlement of five (5) days of paid vacation shall be granted after the completion of seven (7) years of employment.
- An additional three (3) days of paid vacation shall be granted after the completion of fifteen (15) years of service.
- Vacation days are to be taken at times mutually agreeable to the Employee and the immediate supervisor. Vacation days are not cumulative.
- Employees are encouraged to take vacations in blocks of time of one (1) week unless the Employee has accrued less than one (1) week of vacation time. Employees may take vacation in blocks of one hour at the discretion of and with the approval of the immediate supervisor. Exceptions may be made with the approval of the immediate supervisor. Otherwise, vacation time must be taken in full days.
- A day of vacation will not be charged when a day observed as a holiday falls within the vacation period.
- In the event that sickness, disability, or compensable accident occurs prior to and interferes with the scheduled vacation of an Employee, the vacation will be rescheduled whenever practicable within the school year. If prolonged disability occurs prior to an Employee's vacation and makes it impossible for the Employee to take their vacation that year, they shall be allowed their normal vacation without curtailment of concurrent benefits.
- Upon separation of service with the District, the Employee will be reimbursed at their rate of pay for unused vacation days.
- If any vacation is taken beyond that granted under this policy, a pay deduction will be made at the rate of 1/260 of a year's salary for 12-month Employees covered by this Agreement for each extra vacation day.
- Employees who have completed three (3) years of continuous service with at least half-time in the District may carry over up to ten (10) days of unused vacation leave from one year to the next under the following conditions:
 - the Employee must notify the Chief Business and Financial Officer in writing no later than June 1st of the request to carry over unused vacation leave days and how many are requested;
 - a maximum of ten (10) days may be carried over from one year to the next and must be used by December 31st of the school year;
 - any vacation days not used and not carried forward are forfeited.
- The employee may give written notice of their intention to retire, to the Superintendent of Schools, up to one year prior to their retirement date. If so elected, then in the year prior to retirement, the employee may opt to carry forward up to twenty (20) days, in lieu of the ten (10) earned but unused days in the preceding paragraph. The employee should send a written notice to the Superintendent of Schools of how many days they elect to carry forward, by June 30th in the year prior to retirement. Upon retirement from the District, the employee will be reimbursed at their rate of pay for any unused vacation days.
- An Employee who has been a ten-month Employee working half time or more will be eligible to have such service credited in determining vacation if the Employee is appointed to a half-time or more 12-month position.

- 12-month Employees shall be granted thirteen (13) paid holidays in accordance with the District's annually published holiday schedule.
- Any service required to be performed on any of the holidays listed in the District Schedule shall be compensated at two times the hourly rate paid to the Employee and shall be paid at the said rate in addition to their regular holiday pay.
- * The Secretary to the Superintendent will be entitled to twenty (20) days of vacation each year. Such vacation will increase to twenty-two (22) days after five (5) years of service, twenty-four (24) days after nine (9) years of service, and twenty-five (25) days after thirteen (13) years of service

B. ILLNESS - PERSONAL/FAMILY

- Regularly-employed personnel will be credited with one (1) and a quarter ($\frac{1}{4}$) days per month, except for regularly employed personnel upon their initial appointment date. In their initial year of employment, they will be credited with five (5) days of sick leave upon appointment, and the balance of days earned will be credited on a pro-rated basis at the start of their fifth month of employment.
- Unused sick leave balances will carry forward from one year to the next, and accounting of sick leave and personal leave for the prior fiscal year will be given to all Employees no later than October 1st of the following year.
- Regularly-employed personnel are credited with five (5) days per year, not deducted from their sick leave annual entitlement, for occasions of illness in the immediate family. Employees may use up to five (5) additional days per year for the illness of a member of their immediate family, with a deduction from their sick leave balances. For the purpose of this section, the "immediate family" is defined as husband, wife, mother, mother-in-law, father, father-in-law, son, (or spouse's son), son-in-law, daughter (or spouse's daughter), daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, grandchildren, any relative living as a member of an Employee's household, or any other person with whom the employee has developed an immediate family-like obligation (i.e. grew up in the same household or are a current caretaker) due to established personal relationships.
- In the event an Employee has used all ten (10) days of this leave, extensions may be granted at the discretion of the Superintendent of Schools, including, should the Superintendent of Schools specifically require, a physician's statement at the expense of the employer and with authorization to be provided by the Employee. Any such extensions or additional time shall be deducted from sick leave and shall be conditioned on the satisfactory performance of the Employee.

C. BEREAVEMENT LEAVE

Regularly employed individuals will be granted an annual paid leave of up to five (5) days to be used in the event of death in the immediate family. In the event an individual has used all five (5) days of their annual leave for a death in the immediate family, an additional four (4) days will be granted for each additional death. Such days are to be the first five (5)

work days for which the Employee is regularly scheduled for work which occurs in the first seven (7) calendar days following the death of the member of the immediate family. For example, if the death occurs on a Friday and the Employee is scheduled to work the following Monday through Friday, then they can take the Monday through Friday as paid bereavement leave. If the death occurs on the Friday immediately before a recess period for which the Employee is not scheduled to work, then no paid bereavement leave is available. Such leave may be taken on non-consecutive days and beyond the first seven (7) calendar days following the death of the member of the immediate family, based on proof of arrangements. Such leave is not to be deducted from sick leave and is not to be cumulative. "Immediate family" is defined in Paragraph B.

D. PROFESSIONAL RESPONSIBILITIES LEAVE

Employees will be granted leave without deduction in pay for professional responsibilities such as attendance at conferences, consultant services, fulfillment of obligations as officers of state and national professional organizations, curriculum development, and service as resource personnel. Such leaves shall require the approval of the Employee's supervisor.

E. CHILDCARE LEAVE

Childcare leave shall be granted without pay for a period not to exceed one year from the time of the birth or adoption of a child.

Only one staff member is entitled to leave if the Employees are parents of the same child. In the event a pregnancy results in a miscarriage or stillbirth during or prior to such leave, the Employee, with 30 days' notice to the District, may return or remain in their position of employment. In the event an adoption agreement is revoked, an employee, with 30 days' notice to the District, may return or remain in their position of employment. An Employee shall notify the District of their intention to take childcare leave at least ninety days in advance of the date the leave is to commence, together with the anticipated return date consistent with the first sentence herein. An adopting parent shall notify the District immediately upon receipt of notification that a child is available for them to adopt on a specific date. Childcare leave shall be an interruption of the probationary period on non-tenured employees and shall not apply in lieu of service in meeting the probationary time requirements.

F. PERSONAL LEAVE

Each Employee will be granted three (3) days of personal leave annually. Time may be used at their own discretion, without submitting a reason to the employer. Except in the case of emergency, the Employee shall notify their supervisor five (5) days in advance of the leave date. Personal leave will not be used for the first day of the school year, or the day immediately preceding or following a holiday or holiday period, except in the case of an emergency, as determined by the Chief Business and Financial Officer or Superintendent of Schools. Personal leave days will not be cumulative, will not be

deducted from the Employee's sick leave, and will be granted without salary deduction. Personal leave shall be taken in not less than one-hour multiples.

Any unused personal leave will be added to the Employee's cumulative sick leave.

G. WORK-CONNECTED DISABILITY ABSENCES

- Absences due to work-connected disability will not be charged against the Employee's sick leave accruals under the following conditions. Employees up to their fifth year of continuous service shall be provided with a single bank of sixty (60) work days from which they may charge absences due to work-related disability before their absence is charged against their sick leave accruals. Employees commencing their fifth-year of continuous service with the District shall be provided with an additional bank of eighty (80) work days from which they may charge absences due to work-related disability before their absence is charged against their sick leave accruals. In each case, the bank of days is non-renewable. Any unused days from the initial bank of sixty days shall roll over to the next period.
- Once an Employee has exhausted the bank of days, their absences due to work-related disability shall be charged against any sick leave accruals they may have. If the Employee does not have sick leave accruals, then their pay shall cease and they shall only be entitled to retain any Workers' Compensation payments received.
- During the period in which the Employee is using the bank of days, any Workers' Compensation payments shall be provided directly to the District. During any period of time in which the Employee is using their own accumulated sick leave, any Workers' Compensation payments shall be provided directly to the District with the Employee's sick leave being reinstated on a pro-rated basis. For example, if an Employee has used sixty work days of paid sick leave and the value of any payment received by the District from Workers' Compensation is equivalent to forty work days, then only forty sick leave days shall be reinstated to the Employee.
- If a case is controverted by the carrier of the Workers' Compensation Insurance, the Employee's absences shall be charged against their accumulated sick leave until the work connection is established. When established, the used sick leave will be returned to the Employee's credit and absences shall be administered in accordance with the above procedure.
- The District may require physical examinations of the Employee by physicians specializing in the field of the disability for the purpose of determining if the Employee is capable of performing any work in the district.

H. OTHER LEAVES

An Employee shall be granted an extended leave of absence without loss of position for a period not to exceed six months for reasons of personal illness upon receipt of a written statement of a physician stating the need for same. At the discretion of the Superintendent of Schools, additional leave may be granted for personal illness. The leave referred to in this paragraph shall be without pay.

I. MISUSE OF LEAVE

Any Employee who uses paid leave for any purpose other than as defined may have their pay reduced for such day(s) and may be suspended for an equivalent period of time, but not less than one day. In addition, disciplinary action may be taken, which may include further suspension or dismissal.

INSURANCE BENEFITS

Employees will receive coverage under the health care insurance plans (Medical and Dental) that are offered by the school district for its Employees and their dependents. All eligible employees will participate in the CASHIC model plan with CDPHP and Highmark/Blue Shield, as designed as of the date of ratification of this Agreement.

A. HEALTH INSURANCE

- Eligible Employees may participate in the District's sponsored health plans (Highmark/Blue Shield and CDPHP). The office co-pays are \$25.

The employer share of insurance premium is as follows:

| | Ind. Coverage | Dep. Coverage |
|------------------|----------------------|----------------------|
| 7/1/23 - 6/30/27 | 86% | 77% |

- Prescription drug plans offered with any of the above insurance plans shall be based on a contribution by the employee of \$5.00 for Tier 1 drugs, \$25.00 for Tier 2 drugs, \$40.00 for Tier 3 drugs, and a "2 co-pay" amount for each of the above categories under the mail order plan.
- Employees may voluntarily participate in the Bethlehem Meds Program offered by the District.

- **Health Reimbursement Account**

The District will establish a Section 105(h) plan account for eligible unit members for payment of unreimbursed medical, dental, vision, and other allowable expenses, which shall be subject to any applicable laws, rules, and regulations. Eligible members are those employees enrolled in the District's Health Insurance plan. Ineligible employees are those who have waived coverage and those who are not benefit-eligible pursuant to this policy.

The health reimbursement account's plan year will be the calendar year.

Upon enrollment in the District's health insurance plan, the District will fund \$250 into the Section 105(h) account of eligible Managerial/Confidential Employees.

Each January thereafter, the District will fund \$100 into the Section 105(h) account of eligible Confidential Employees.

- The District assumes all administrative costs and fees associated with the health reimbursement account.
- Unit members will utilize their Section 125 plan deposits, if any, prior to their Section 105(h) plan deposits.
- Once a unit member retires from or terminates their employment with the District, there will be no further contributions to the individual's account but he/she may continue to access any remaining deposits until the account is exhausted, subject to plan requirements. Should the member predecease their spouse or domestic partner, the remaining funds may be used by their spouse or domestic partner until the funds are exhausted.
- In the event of a partial year of service, the annual deposit will be prorated in the fiscal year. However, if there are insufficient funds in the individual's account, there will be no requirement for the individual to make the District or fund whole.
- The third-party administrator and/or District will provide members with no less than four (quarterly) statements per year.
- Unit members may not elect cash in lieu of the district funding of the health reimbursement account.
- All unused deposits, if any, will roll over from year to year, with no maximum limit.

B. DENTAL INSURANCE

The District will contribute 60% of the total premium, and the member will contribute 40%.

C. HEALTH INSURANCE BUY-OUT

An Employee who chooses not to enroll in the health insurance plan of the District for the next fiscal year will be compensated, at the rate of \$1,000 for a single-plan, \$2,000 for a two-person, domestic partner plan, and \$3,000 for a family plan annually as long as they continue this selection. The health insurance buy-out will be paid directly to eligible Employees in the form of a separate check, on the second pay date in January of each school year. If the Employee must opt into the health insurance program offered by the District, due to a qualifying event as defined by the carrier, during any enrollment period, they will not be eligible to receive any buy-out for that period of the fiscal year. Additionally, the Employee understands and acknowledges that any payment for the health insurance buy-out will be considered taxable income for the Employee.

RETIREMENT INCENTIVE

A. Eligibility

Employees who retire:

- a) with 15 years of full-time service in the Bethlehem Central School District; or b) Employees who retire under the rules of the New York State Employees Retirement System with 15 years of full-time service in the Bethlehem Central School District shall be eligible for the incentive hereinafter provided for at a pro-rate percentage based on

- their total district-wide part-time service or combination thereof; and
- who submit a written letter of retirement at least 6 months prior to the effective date of such retirement.

B. Payment

Eligible Employees shall be entitled to the following retirement incentive:

- A \$5,000.00 one-time lump sum payment payable to Employee within 30 days of the effective date of retirement; and
- sick days will be credited as per section 41-j of NYSERS, for additional service credit up to the maximum allowed by NYSERS.

C. SUPPLEMENTAL BENEFIT FOR SICK LEAVE BALANCES IN EXCESS OF 165 DAYS

For Employees who have more than 165 days of accrued sick leave upon retirement, up to a maximum of \$25,000, the following two options are available.

- The Employee may leave on account with the District the value of unused accumulated sick leave days in excess of 165 days to be applied toward the cost of any contributory health insurance premium upon retirement at 40% of the Employee's per diem rate at that time (the "credit amount"). This provision shall only apply to full-time staff.
- If retiree health insurance coverage is permanently and irrevocably waived then the "credit amount" may be paid as a lump sum to the Employee. (Note: The payment would not likely be includable in the final average salary calculation used by NYSERS to calculate your pension benefit).

The District will make a \$500 payment to any member retiring with 25 or more years of service, and such amount will not be offset within the \$25,000 incentive cap.

RETIREE HEALTH INSURANCE

Employees retiring from the District under the NYS Retirement System and who have at least fifteen (15) years of continuous qualifying (benefit eligible) employment in the District shall be eligible to receive the Health Insurance Coverage applicable to retirees.

Such retirees are eligible for the District contribution for individual coverage that was in effect as of their retirement date, and a 50% District contribution rate for dependent coverage.

The District will offer one or more Medicare Advantage Plans (MAP) to those District Employees, retirees, spouse, or family who are Medicare eligible. Participation by such participants shall be totally voluntary. The MAP's are offered by the existing commercial carriers for the District: Highmark and CDPHP. Eligibility to enroll is subject to the MAP's program requirements, including residency requirements within the local service area for at least six months during the calendar year. Participants may revert to any of the non-MAP commercial plans offered by the District. In the event a participant voluntarily chooses to revert to one of the non-MAP commercial plans offered by the District, the ability to revert will be subject to the existing plan's

entrance requirements.

The Medicare reimbursement will be frozen at the monthly rate in effect on July 1, 1987.

DISTRICT OFFICE BENEFITS AND MISCELLANEOUS

Available Employee work schedules are as follows:

| OFFICE HOURS | (7 ½ HOUR) EMPLOYEE WORK SCHEDULE OPTIONS | | |
|---------------------------------------|--|---|---|
| September – June 8:00 am – 4:30 pm | 8:30 am – 4:30 pm, 30 mins. for lunch | 7:30 am – 4:00 pm, 8:00 am – 4:30 pm One hour for lunch | 8:00 am – 4:00 pm 30 mins. for lunch |
| July – August 8:00 am – 4:00 pm | 7:30 am – 3:00 pm 30 mins. for lunch | 8:00 am – 4:00 pm One hour for lunch | 8:00 am – 3:30 pm 30 minutes for lunch |

* The Secretary/Executive Assistant to Superintendent/District Clerk's hours will be established in consultation with the Superintendent of Schools.

The work week is established as Monday through Friday. The length of an Employee's standard workday is noted in Appendix A. For office coverage hours and available Employee schedules, see above. Employees' schedules are subject to their supervisor's approval, in order to assure office coverage. Any deviations from this schedule, such as during periods when school is not in session, are subject to the Superintendent of Schools' (or their designee's) discretion.

Any time worked beyond the Employee's daily hours (7.5 or 8.0 hours) shall be reported and paid as additional time (straight time if less than or equal to 40 hours) or overtime (if more than 40 hours), or reported and accumulated as compensatory time, except for those positions determined to be salaried professionals, as per Appendix C. Employees are eligible for overtime for time worked in excess of 40 hours. All overtime and comp time must be authorized in advance by an immediate supervisor. The Deputy District Clerk shall be paid a minimum of two (2) hours of pay at the applicable rate of pay for scheduled Board of Education meetings. Employees assigned for a partial day will not be paid at an overtime rate until the weekly hours exceed the number of hours assigned to a full-time worker in a comparable job. Paid leave shall count toward the full-time hours.

Employees are expected to request a work schedule that reflects a cooperative choice that respects co-worker preferences and that also ensures office coverage. These schedules may be rotated between staff during the year, to allow staff access to a preferred schedule. All work schedules are subject to your Supervisor's approval.

- The day before a Holiday, Central Office Staff may leave one (1) hour early from September – June and one-half hour (½) early from July – August.
- During July – August, and school vacation periods, Central Office Staff may work a flexible schedule please see the above chart for the schedule). Any partial days taken as personal

or sick time during the flexible schedule period will be deducted based on actual hours used.

- During July - August, and school vacation periods, Central Office Staff may follow a "Business Casual" (neat appearance) dress code.
- The District may provide Employees with the opportunity to take continuing education classes approved by the Superintendent of Schools or their designee and related to and enhancing job skills of Employees and offered by the District at no cost to the Employee.
- Employees may utilize the District's Employee Assistance Program as desired, at no additional cost to the Employee.

The work schedule will be reevaluated September 15, 2023.

A. Emergency Days

When schools are closed due to inclement weather or other emergencies, personnel are expected to report to work, unless otherwise directed by the Superintendent of Schools.

Efforts to report to work should be governed by good judgment and if the decision is made not to report to work, such absence is to be charged to any available personal leave or vacation leave.

If the Board declares a non-used snow day to be a day off/day school is closed, eligible Employees shall be given this day off with pay.

APPENDIX A

| DAILY HOURS | EXEMPT OR HOURLY | LAST NAME | FIRST NAME | TITLE | DEPARTMENT | 2022/23 SALARY (excl. longevity and doctorate) | 2023/24 SALARY (excl. longevity and doctorate) | 2024/25 SALARY (excl. longevity and doctorate) | 2025/26 SALARY (excl. longevity and doctorate) | 2026/27 SALARY (excl. longevity and doctorate) |
|--|------------------|------------|------------|--------------------|-------------------------|--|--|--|--|--|
| DISTRICT ADMINISTRATIVE SUPPORT | | | | | | | | | | |
| 8.0 | Exempt | BARRETT | BRITTANY | Secretary to Supt. | Superintendent's Office | \$76,306 | \$79,358 | \$82,533 | \$85,834 | \$89,267 |
| | | BARRETT | BRITTANY | District Clerk | | \$5,820 | \$6,053 | \$6,295 | \$6,547 | \$6,809 |
| 7.5 | Hourly | HAAS | MELISSA | Central Registrar | Superintendent's Office | \$70,151 | \$72,957 | \$75,875 | \$78,910 | \$82,067 |
| 7.5 | Hourly | MAHER | NICOLE | Secretary to ESC | District Office | \$50,000 | \$50,000 | \$52,000 | \$54,080 | \$56,243 |
| 7.5 | Hourly | KURDZIOLEK | ANN MARIE | Secretary to HR | Business Office | \$55,000 | \$55,000 | \$57,200 | \$59,488 | \$61,868 |
| 7.5 | Hourly | CURTIS | MICHELLE | Secretary to CBFO | Business Office | \$84,552 | \$87,934 | \$91,451 | \$95,110 | \$98,914 |
| 7.5 | Hourly | SPADA | KIM | Secretary to HR | Business Office | \$57,105 | \$59,389 | \$61,765 | \$64,235 | \$66,805 |
| 7.5 | Hourly | TBD | | Sr. Acct. Clerk | Business Office | | | | | |
| 7.5 | Hourly | VANWIE | CATHERINE | Payroll Supervisor | Business Office | \$76,640 | \$79,706 | \$82,894 | \$86,210 | \$89,658 |