

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT  
2018-19  
Salary Guide for Administrative Assistants**

Index	\$10.96
Step	Administrative Assistants
	1.635
<b>1</b>	<b>\$17.92</b>
	1.675
<b>2</b>	<b>\$18.36</b>
	1.715
<b>3</b>	<b>\$18.80</b>
	1.755
<b>4</b>	<b>\$19.23</b>
	1.800
<b>5</b>	<b>\$19.73</b>

**Career Bonus**

After 10 years	\$ .16 (.015)
After 15 years	\$ .38 (.035)
After 20 years	\$ .55 (.050)
After 25 years	\$ .71 (.065)

**Substitute Rate: \$10.96/hour**

For the 2018-2019 year, a one-time payment of \$65 per FTE will be issued to contracted employees as of August 23<sup>rd</sup> in the August 31<sup>st</sup> payroll.

- Contracts for 230 day administrative assistants will be based on the following days: 5 days every week starting July 1st, less July 1-20, 2018, less the day before Thanksgiving, less five days during the winter recess, less five days during spring break, and less 4 non student days to be determined by the administrator and the employee.

Contracts for 210 day administrative assistants will be based on the following days: 5 days every week starting August 1st, less the day before Thanksgiving, less five days during the winter recess, less five days during spring break, less June 10-July 31 2017 and less 2 non student days to be determined by the administrator and the employee. Summer days and non-student days may be switched based on needs with the employee and administrator.

- Each administrative assistant will be entitled to the following holidays: Labor Day, Thanksgiving, the Friday following Thanksgiving, December 25, January 1, MLK, President's Day, and Memorial Day.
- When an administrative assistant position becomes vacant within the District, those administrative assistants presently employed, if they make application, will be given first consideration.
- LEAVES**

**PERSONAL TIME OFF (PTO)**

Each administrative assistant is entitled to PTO Leave with pay each school year to conduct personal business, for the illness of a family member of the employee, for funeral leave, et. Annual PTO earned is as follows:

210 day Administrative Assistant	6 days
230 day Administrative Assistant (0-7 years of service)	11 days
230 day Administrative Assistant (8 or more years of service)	16 days

5 unused PTO days each year may be carried forward. Requests for PTO must be made in advance and have the approval of the administrative assistant's immediate supervisor.

#### SICK LEAVE

Each administrative assistant is entitled to Sick Leave with pay each school year for the personal illness of the employee. Annual sick leave is earned as follows:

230 day Administrative Assistant =	18 days
210 day Administrative Assistant =	15 days

Unused Sick Leave days each year shall be carried forward and will accumulate to a maximum of 120 days total.

6. **INSURANCE BENEFITS** • *Based on minimum 37.5 hours per week; less time shall be entitled to prorated benefits.*

Employees may elect to receive the District's group term life insurance, subject to provisions of the policy in force. The amount shall be \$10,000 with the premium paid by the District. Employees may opt for additional coverage of \$15,000 or \$40,000 through salary reduction.

Employees may elect to receive the District's group disability insurance, subject to provisions of the policy in force. The benefit shall be 50% with the premium paid by the District. Employees may opt for 70% coverage through salary reduction.

Employees may elect to receive the District's group medical insurance, subject to provisions of the policy in force. Employees opting for medical insurance coverage shall have an amount equal to the \$500 deductible single coverage premium paid by the District. Employees may opt for \$750 or \$1000 deductible single coverage and could also add family coverage to their single coverage election through salary reduction.

Employees may elect to receive the District's group dental insurance, subject to provisions of the policy in force. Employees opting for dental insurance coverage shall have an amount equal to the single coverage premium paid by the District. Employees may opt for family coverage through salary reduction.