Terms & Conditions of Employment

Secretary to the Superintendent

**COMPENSATION**

Salary

1. The employee will begin at a salary of $37,500 with additional increases for experience, training, expertise, and education.
2. In addition, the employee shall receive $25 per hour when working part time during the summer months.

**BENEFITS**

Health Insurance-

1. The district will provide the employee up to a family health insurance plan as necessary that will include prescription, vision, and dental coverage.
2. The employee will contribute 15 percent towards the cost of the premium, deducted from his/her bi-weekly pay for the ten months between (and including) September and June.

Health Insurance in Retirement

1. The employee must work at least 10 years to be eligible for health insurance coverage in retirement.
2. The District will provide health insurance up to a 2-person plan as necessary to the eligible employee upon retirement. Retirement is defined by one’s application for and the receiving of retirement benefits from the NYSERS.
3. At age 65, the retiree will enroll in Medicare Part B and the District’s plan will become secondary. The District will re-imburse the retiree for his/her share of the Part B premium.
4. District Share of Retiree Health Insurance Premium
	1. The District will pay 50 percent of the retiree’s health insurance premium.
	2. The District’s share of the retiree’s health insurance premium will increase by each unused leave day accumulated over 50 and up to 200 according to the attached table.

Health Insurance Buyout

1. The district will pay the employee $2,000 if he/she refuses health insurance coverage. The employee must demonstrate proof of coverage under another person’s plan.
2. The employee will not be eligible for this health insurance buyout in retirement.

**LEAVE TIME**

1. The employee is entitled to 15 leave days per year for sick leave, family sick leave, and/or bereavement days.
2. Five(5) of the 15 days may be used annually as personal days to conduct personal business that cannot be scheduled or conducted outside of the normal workday. Personal days must be requested in advance from the Superintendent.
3. Requests for unpaid leave must be submitted to the Superintendent and approved by the Board of Education.
4. Unused leave days will accumulate as sick days to 180 days. Accumulated sick days may not be used as personal days. Days will continue to accumulate above 180 to 250 days when calculating the District’s share of health insurance in retirement. However, those days accumulating over 180 may not be used as leave time.

**WORK YEAR**

1. The employee shall work full time during the months of September through June and during the last week of August.
2. The employee shall work at least three half days per week during the summer.

**WORKDAY**

1. The employee shall work from 7:30 a.m. to 3:30 p.m. during the full-time portion of his/her work year, with a half-hour lunch break.
2. The summer hours are flexible, but at least two of the three half-days worked each week should be consistent so that people know when they can come to the District Office to conduct school business.
3. The employee will not be required to work on days when school is closed for inclement weather (snow days).

**VACATION AND HOLIDAYS**

1. The employee’s vacation shall consist of days when school is not in session according to the official school calendar of the Lake Pleasant School District.
2. The employee shall not be required to work on all federally recognized holidays.
3. The employee cannot take vacation until he/she has worked at least 6 months in the position. Requests for vacation should be made to the Superintendent of Schools.