



## **ADMINISTRATIVE ASSISTANTS**

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## **AT WILL EMPLOYMENT**

Administrative Assistants are at-will employees, and nothing set forth in this handbook or Appendix shall be interpreted to provide any guarantee or contract for on-going employment.

## **COMPENSATION & PAYROLL**

Administrative Assistants will be paid by direct deposit on a bi-weekly payroll.

## **EMERGENCY SCHOOL CLOSINGS**

Administrative Assistants will not be paid on days when there is an emergency school closing. You may take vacation time or some form of paid time off, if available, or take the time as unpaid. If you are asked to make up the time it will be at your regular rate of pay and also subject to overtime provisions in the General Handbook.

## **EMPLOYEE CLASSIFICATIONS**

Twelve month (12) administrative assistants: work 12 months per year, either as part-time, which is less than 37.5 hours per week, or full-time at 7.5/8 hrs. per day at the administrators discretion.

School year administrative assistants: work twenty-three (23) days distributed before the first student day of the school year and after the last student day of the school year at the building principal's or administrator's discretion. Additional hours may be available with the building principal's or administrator's approval.

Elementary Administrative Assistants may work an additional 60 hours during the summer at the principal's discretion.

## **HOLIDAYS**

Twelve (12) month employees employed full-time & part-time as administrative assistants will receive the following ten (10) paid holidays per year. Ten (10) month employees will receive nine (9) paid holidays per year. Except for listed holidays, Winter and Spring Breaks are considered workdays unless you take approved vacation. (holidays for part-time employees will be prorated):

New Years Day	Thanksgiving Day
Good Friday	Day following Thanksgiving
Memorial Day	Christmas Eve
Fourth of July-(not available for 10.5 month employees)	Christmas Day
Labor Day	New Years Eve

## **INSURANCE**

Administrative Assistants who are scheduled to work more than 18.75 hours per week will be eligible for Health Insurance, Dental Insurance and Cash in Lieu benefits. District insurance contributions and cash in lieu amount will be prorated for part-time employees.

Dental: The current District contribution will be set annually. The employee percentage may vary by elected plan the option (as applicable). The District may change the insurance plan options at any time.

Health Insurance: The current District contribution will be set annually. The employee percentage may vary by elected plan option (as applicable). The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Employees choosing not to take the District Health Insurance can take cash in lieu in the amount of \$250. This election will be subject to all required/applicable deductions, see general handbook for more information.

Life Insurance: Benefit will be a payout of one (1) times their salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, domestic partners and children.

Long Term Disability: District will pay 100% of the premium and the policy currently pays out at 66 2/3% of your salary.

## **RETIREMENT**

Administrative Assistants age 62 or older with at least 20 years of District experience will qualify for the retirement benefit.

Tax Sheltered Annuity Payment: Upon retirement, the Administrative Assistant will receive a fixed dollar amount (currently \$1,000) per month for 36 months. These dollars will be deposited by the District in a tax sheltered annuity and will grow tax deferred until withdrawn by the retiree. These payments will begin on the first practical payroll following the date of retirement.

If an Administrative Assistant should die during the period of the annuity payments, a surviving spouse or surviving domestic partner shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse/domestic partner will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse/domestic partner lump sum payment into a tax sheltered account. The surviving spouse/domestic partner benefit vests as of the date of the employee's death, meaning that if the employee has any surviving spouse at the time the retiree dies, the surviving spouse/domestic partner will receive the remaining benefit regardless whether the retiree was married at the time of retirement. The benefit provided to the surviving spouse/domestic partner may be subject to tax implications as would be required by local, state and federal laws.

## **VACATIONS**

Administrative Assistants are required to work during the Winter and Spring Breaks unless paid time off is taken with the approval of their administrator.

Twelve (12) month administrative assistants will receive vacation days per the following schedule:

years 1 – 5 2 weeks                      years 6 – 14 3 weeks                      years 15+ 4 weeks

Twelve (12) Month Administrative Assistants hired before July 1, 2013, will be grandfathered to receive four (4) additional vacation days beyond those stated in the above schedule. School year administrative assistants hired before July 1, 2013, will receive 5 vacations days to be scheduled and used with their supervisor's/administrator's approval. School year administrative assistants hired after July 1, 2013, will not receive any paid vacation days. Employees may carryover up to 10 days of vacation from one year to the next.