

Carroll Consolidated School Corporation

SECRETARIAL Service Supplement
to Employee Handbook

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Superintendent

Current Version Date: January 1, 2016

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Amendments:

August 4, 2010 Section 1 Salary Schedule

March 21, 2012 Change of Superintendent name

January 1, 2016 Section 1 Salary Schedule and eLearning updates.

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SUPPORT SERVICES GOALS

The success of our schools depend upon the cooperative efforts of all persons concerned including students, parents, administrators, certified and support staff personnel alike. Maximum educational effectiveness can be attained only when each participant in this enterprise recognizes and assumes his share of responsibility and shows an interest in the school and a love for children. Loyalty and adherence to the policies of the Board of School Trustees are expected of all support staff personnel.

PREFACE

The CCSC Employee Handbook and the Secretarial Supplement to the Employee Handbook details certain rights and responsibilities of the Board of School Trustees, Administration, and of Secretarial employees in the implementation of the Secretarial programs of the school district. Most items concerning wages, fringe benefits, work rules, and related items of interest are provided in the General Employee Handbook for the information and use of secretarial employees and those charged with the responsibility for supervising and directing this phase of our school operation.

The CCSC Employee Handbook and the Secretarial Supplement to the Employee Handbook contains information specifically for the benefit of and compliance by Secretarial personnel.

Use the Handbooks to familiarize yourself with school procedures and administrative directions, as well as School Board policy.

SECTION 1. SALARY SCHEDULE

1.1 Treasurer	\$3,406.92 month/\$44,290.00 year+PERF 260 days (8 hour day)
1.2 Assistant Treasurer	\$2,931.54 month/\$38,110.00 year+PERF 260 days (8 hour day)
1.3 Secretary to Superintendent	\$2,272.16 month/\$29,538.04 year+PERF 248 days (7 hour day) (Summer 32hr/week)
1.4 CES Secretary/Treasurer	\$1,861.92 month/\$24,205.00 year+PERF 204 days (8 hour day)
1.5 CJSHS Secretary	\$1,861.92 month/\$24,205.00 year+PERF 204 days (8 hour day)
1.6 CJSHS Secretary	\$1,861.92 month/\$24,205.00 year+PERF 204 days (8 hour day)
1.7 CJSHS Secretary/Treasurer	\$1,861.92 month/\$24,205.00 year+PERF 204 days (8 hour day)
1.8 CES Secretary	\$1,861.92 month/\$24,205.00 year +PERF 204 days (8 hour day)

SECTION 2. EMERGENCY CLOSING

2.1 EMERGENCY EARLY DISMISSAL. In the event emergency conditions necessitate an early dismissal of students in all or part of the schools, support staff employees are to be released from their assignments as directed by their immediate supervisor. If support staff employees are released from their work schedule early, compensation will be as if their work schedule were completed.

2.2 DELAY OF SCHOOL. If school is delayed, employees are to report as soon as the conditions allow for safe travel, unless otherwise directed by their immediate supervisor. In the event of a 3-hour delay staff can report an hour later due to extended day.

2.3 EMERGENCY CANCELLATION OF CLASSES. In the event emergency conditions necessitate the cancellation of classes for students prior to opening for the school day, secretaries are to report for e-Learning days as scheduled unless otherwise directed by their building principal or designee.

2.4 EMERGENCY CANCELLATION OF CLASSES/CLOSING OF BUILDINGS/No eLearning. In the event emergency conditions necessitate the cancellation of classes for students prior to the opening for the school day and there is no eLearning, less-than-12 month employees are not to report as scheduled, unless otherwise directed by their immediate supervisor, and they shall not be compensated. This student day will be made up later in the year. Student days missed must be made up as required by Indiana law. All 12-month employees are to report as scheduled unless otherwise directed by their immediate supervisor.