



2022 - 2026

AGREEMENT

BETWEEN THE

DISTRICT U-46

SECRETARIAL ASSOCIATION

AND THE

DISTRICT U-46

BOARD OF EDUCATION



ARTICLE XIII

SALARY

13.1 STARTING SALARIES FOR UNIT MEMBERS

For the 2022-2023 fiscal year, starting salaries will be as follows:

Group A - \$13.63 per hour

Group B - \$15.26 per hour

Group C - \$17.44 per hour

Level 2 Technicians* - \$24.53 per hour

For the 2023-2024 fiscal year, starting salaries will be as follows:

Group A - \$13.93 per hour

Group B - \$15.60 per hour

Group C - \$17.83 per hour

Level 2 Technicians* - \$25.08 per hour

Starting rates for the 2024-2025 and 2025-2026 fiscal years will be increased by the Consumer Price Index used for the most recent tax levy with a floor of 2.0% and a ceiling of 3.25%.

*Level 2 Technicians shall possess A+ Certification as a condition of employment.

13.2 DUSA SALARY INCREASES

FOR SECRETARIES/CLERICALS/LEVEL 2 TECHS FY23-FY26

Salary increases will only be granted to employees whose rating for the previous twelve (12) months was either proficient or above during their annual employee evaluation pursuant to Section 8.5. If an employee is rated less than proficient, the employee will not receive any type of increase. If an employee is not evaluated, performance will be deemed proficient and the employee will receive a salary increase.

If an employee is changing classification as a result of this agreement, in the fiscal year they shift classifications they will only receive the increase for the move and will not be eligible for any other increase that year.

FY 2022 - 2023, the hourly rates will be increased across all levels at a rate of 9%.

FY 2023-2024, the hourly rate will be increased across all levels at a rate of 2.25%.

For the 2024-2025 and 2025-2026 fiscal years, hourly rates will be increased across all levels by a minimum of 2.0% but not to exceed 3.25% based on the Consumer Price Index used for the most recent tax levy.

Additionally, for the 2024-2025 and 2025-2026 fiscal years, should the consumer price index used for the most recent tax levy be 2% or less, a \$500.00 one-time, non-compounding payment will be paid in September of the following fiscal year. (i.e. If the Consumer Price Index is 1% for the 2024-2025 fiscal year, bargaining unit members will receive a 2% increase at the beginning of the school year and a one-time payment in September of 2025)

13.3 INCREASES/DECREASES BETWEEN GROUP LEVELS

By June 1 of each fiscal year (July 1-June 30), Human Resources and DUSA will collaborate on creating a Pay Chart for the upcoming fiscal year based on the contractual agreement of rate increases for that year. This chart will be used by Human Resources to determine increases and decreases in hourly rates for members moving group levels during the corresponding fiscal year.

When a full-time secretary moves to either a part-time secretary position or a clerical position in a lower group level, they shall receive full credit in the lower group level on the pay chart for the corresponding fiscal year.

When a part-time secretary moves to a full-time secretary position in a higher group level, they shall receive half credit in the higher group level on the pay chart for the corresponding fiscal year. A part-time secretary, who moves to a clerical position in a lower group level, will receive full credit on the pay chart for the corresponding fiscal year.

A clerical who moves to a full-time or part-time secretarial position in a higher group level will be given half credit in the higher group level on the pay chart for the corresponding fiscal year.

A clerical who accepts a combo position pursuant to Section 6.8.2, shall receive full credit in the higher group level on the pay chart for the corresponding fiscal year.

SECRETARIAL CLASSIFICATION SCHEDULE

The ad-hoc committee established in Section 8.6 will review and update the classification schedule.

GROUP A

Clerical

GROUP B

Central Schools Program Part-time

District Records

District Safety

Early Learners

Elementary Part-time Secretary

Elementary Part-time Secretary/Clerical

Health Secretary

Elementary/Middle High School Secretaries:

Attendance

Divisional Chairperson

*Guidance

Scheduling

Sub-caller

GROUP B CONTINUED...

Middle School Part-time Secretary

Middle School Part-time Secretary/Clerical

GROUP C

Accounts Payable

Early Learners

Elementary Principal

English Language Learners (ELL)

Food Service Bookkeeper High School:

Assistant Principal/Dean

Associate Principal

Athletics

English Language Learners (ELL)

*Guidance

Principal

Registrar

Treasurer

Health Secretary

Human Resources

Middle School Principal

Middle School Assistant Principal

Payroll

Plant Operations SAFE

School Community Relations

Specialized Student Services

Directors of:

Alternative Education

Assessments and Accountability

Business Services

Curriculum and Instruction

District Safety & Security

Early Childhood

Early Language Learners (ELL)

Financial Services

Fine Arts

Food Service

Human Resources

Information Services
Plant Operations
Specialized Student Services
Teacher Effectiveness Initiatives

Coordinators of:

Assessment and Research
AVID
District Records
Gifted Program
Instructional Technology
Literacy Instruction Learning
Math & Social Studies
Multi-Tiered System of Supports (MTSS)
Physical Education (PE) & Fine Arts
Regional Vocational/Career & Technology Education
Science
Student Discipline
Student Registration

Supervisors of:

Central School Programs
Health Services
Specialized Student Services

* The high school guidance secretary classifications are determined by duties assigned in the job description by the high school Principal and approved by Human Resources.

** All Assistant Principal of Specialized Student Services' secretary positions shall be 12-months effective July 1, 2023. This list shall not limit the creation of any new position in any classification.

Click the following link for additional details regarding salary and to view the entirety of the [DUSA Contract](#).