

MEET AND CONFER AGREEMENT
for
ADMINISTRATIVE ASSISTANT STAFF
of the
CAESAR RODNEY SCHOOL DISTRICT

Authorized by
THE BOARD OF EDUCATION
of the
CAESAR RODNEY SCHOOL DISTRICT

Effective July 1, 2026

CONTENTS

Introduction	3
Duration	3
Non-Discrimination	4
Meet and Confer Committee	4
Personal Expectations	4
Work Year/Work Day	5
Salary	6
Salary Supplements	7
Benefits	8
Leave of Absence	11
Vacations	11
Holidays	12
Job Description	12
Probationary Period	13
Evaluation	13
Promotion Opportunities	13
Employee Complaint	14
Review of Personnel File	14
Reduction in Force	14
Termination	15
Safety and Protective Equipment.	16
FY 2027 Secretary Local Salary Schedule	17
FY 2028 Secretary Local Salary Schedule	18
FY 2029 Secretary Local Salary Schedule	19
Evaluation	20

INTRODUCTION

This manual was authorized by the Caesar Rodney School District Board of Education following discussions between representatives of the District.

Through the adoption of this Manual, the Board of Education expects the Administrative Assistant Staff will have a greater understanding of:

- their role in the Mission of the District
- the benefits provided to the Administrative Assistant Staff
- the District's appreciation of the services provided by the Administrative Assistant Staff

This manual is only one process the District uses to communicate with the Administrative Assistant Staff. The other primary methods include handbooks, meetings, job descriptions, and dialogue between other employees, supervisors, and administrators.

A Manual such as this cannot address every matter of concern, but it is expected that the items included are important to the Administrative Assistant Staff. The issues addressed in this Manual are specific to and solely intended for the Administrative Assistant Staff.

This Manual is not designed to circumvent any rights or benefits an employee is entitled to by Federal or State law. Should a conflict exist, it is understood that the provisions of an appropriate law supersede the provisions of this manual.

If material included or omitted from the manual raises questions, the Administrative Assistant Staff is expected to bring this matter to the attention of their supervising administrator so clarification can be made and future manuals modified.

DURATION

This manual shall be in effect beginning July 1 of the 2026-2027 school year and continue in effect for subsequent years unless amended by the action of the Board of Education. This agreement shall remain in effect for 3 years. In a fiscal year where a current expense increase takes effect due to the passing of an operating referendum the prior fiscal year, there shall be a salary scale only reopener. The Board of Education will not amend this Manual without first meeting with representatives of the Administrative Assistant Staff.

NON-DISCRIMINATION

Title VII, IX and Section 504 Compliance Notification

It is the policy of the Caesar Rodney School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Occupational Rehabilitation Act of 1973. Inquiries should be addressed to the Superintendent, Caesar Rodney School District, 7 Front Street, Wyoming, DE 19934.

MEET AND CONFER COMMITTEE

The Administrative Assistant Staff shall form a Meet and Confer Committee. The Superintendent or the Director of Human Resources shall meet with the Meet and Confer Committee as needed to discuss matters of interest to the Administrative Assistant staff.

The Meet & Confer Committee shall be voluntary, and up to two members of the committee shall be eligible to receive an annual stipend.. The stipends shall be as follows and will be paid from the Administrative Assistant's "Tuition, Association & Professional Development Budget". Should two people choose to "co-lead" the committee, they shall each receive the stipend for the Vice President.

President	\$250
Vice President	\$150

PERSONAL EXPECTATIONS

Administrative Assistants are often the first person visitors encounter when entering a school or District office. The District is dependent upon the Administrative Assistants establishing the initial contact with visitors in such a way that the taxpayers of the District feel the schools are conducting their business in a manner in which all citizens can be proud.

The District does not believe it is necessary to establish dress regulations for the Administrative Assistant employees, but does expect the Administrative Assistant staff to present themselves for work in a professional manner with clothing appropriate for the assigned task.

In addition, Administrative Assistants should never leave a person without answers to questions they receive. If the employee does not know the answer, the visitor should be informed of that fact and the Administrative Assistant should either direct the person to someone who can respond to the questions, or obtain the name and telephone number of that person so the appropriate District employee can respond to the visitor's needs.

Administrative Assistants are expected to understand the confidentiality of the material they handle and the rights of students and fellow employees of the District with respect to records they are entrusted with. It is inappropriate for any Administrative Assistant employee to share information with anyone regarding confidential information they have become aware of in the performance of their job.

WORK YEAR/WORK DAY

Unless specified at the time of employment, all Administrative Assistant positions are full-time for a twelve-month period. All salaries are stated as a yearly total rather than an hourly rate. The following definitions are provided to clarify issues associated with salary.

Full-time

1. Five days/37.5 hours per week, except for holidays, either legal or established by the District.
2. Seven and one half hour work days exclusive of a 30-minute lunch
3. Deductions for leave without pay: The Epilogue language contained in the FY 2001 Budget Act changed the per diem salary divisor for 12-month public education employees from 261 to 222.
 - Daily rate = annual salary divided by 222
 - Hourly rate = daily rate divided by 7.5
4. Extra Time: At the request of the appropriate Director, extra work hours incurred to meet the demands of the district will be compensated. Compensation will be either as time or salary as mutually agreed by the employee and her/his supervisor.
5. Compensatory time may be accrued in the event that the District moves to a summer Alternative Work Schedule (AWS). In the case of an AWS, employees shall be granted the ability to accumulate compensatory time during the school year prior to usage. Time accrued between 37.5 and 40 hours per week accrues hour for hour, per Fair Labor Standards Act (FLSA) requirements. Time over 40 hours per work week (Monday through Friday) accrues at 1.5 times the hours worked. Accrued time shall not include regular lunch breaks, or any task for which the employee receives compensation.

At no time shall an employee be permitted to work sufficient hours such that the accrued compensatory time would exceed seventy-five (75) hours excluding the Departments of Finance and Human Resources. Scheduling of all compensatory time must be authorized by the supervising administrator and shall be approved absent extraordinary effect on operations. All compensatory time accrued shall be exhausted prior to the conclusion of the summer AWS.

Part-time

1. Days and hours will be established upon employment.
2. A 30-minute unpaid duty-free lunch break will be included if the work day is a four-hour or longer shift which starts before 11 a.m. and lasts later than 2 p.m.

Temporary Assignments

Employees temporarily transferred to a position of a higher pay rate for 30 consecutive days shall be paid the salary of the higher paying position, retroactive to day one of the temporary promotion. Employees temporarily transferred to a lower position will not have their salary reduced during that time. The procedure described here is intended to provide for coverage while an employee is on temporary leave of absence.

Breaks

During each four-hour period, employees are entitled to one meal break or one rest period. During a normal 7.5 hour shift, employees are entitled to one 30-minute unpaid duty-free meal break and one 15-minute rest period. Building Administrators are responsible for working with employees to ensure coverage for the Administrative Assistant's lunch break.

1. With the approval of, her/his supervising administrator, an administrative assistant employee may combine their 30 minute lunch with their 15-minute rest period.
2. With the approval of her/his supervising administrator, an administrative assistant employee may schedule an hour lunch by extending her/his work day.
3. With the approval of her/his supervising administrator, a second break may be scheduled if corresponding time is added to the work day.

Scheduling of Workday

The District authorizes building administrators to implement a flex time schedule with the Administrative Assistant staff, as needed, to ensure the efficient and effective operation of the building.

SALARY

Salary: For all employees referenced in this manual, the salary shall be as prescribed by Section 1308(a), Chapter 13, Title 14, Delaware Code plus any supplement from District funds authorized by the Board of Education as listed in this manual.

Upon employment, an employee will be provided a letter of employment which specifies the salary grade of the position for which she/he was hired. A similar letter will be provided to an employee transferred to a new assignment.

Current salary grades are identified as:

- Salary Grade 1 [equivalent to the State salary grade for clerk}
- Salary Grade 2 [equivalent to the State salary grade for secretary]
- Salary Grade 3 [equivalent to the State salary grade for financial secretary]
- Salary Grade 4 [equivalent to the State salary grade for administrative secretary]

Salary grade assignments for Administrative Assistant positions are made by the Superintendent. It is the intent of the District to assign salary grades equivalent to the number of positions earned in each salary grade from the state by the District, as specified in Section 1308f, Title 14, Chapter 13 of the Delaware Code.

Salary grades do not describe job responsibilities; they merely identify salaries for positions. Job responsibilities are listed in Job Descriptions that are kept in the HR office. Employees may request a copy at any time.

All salaries quoted in the salary schedule are salaries for full-time, twelve (12) month positions. Any salary for less than full-time (12 months) will be prorated.

The local component of the salary schedule will be increased by the following percentages:

2026-2027 = 3%

2027-2028 = 2%

2028-2029 = 1%

Additionally, the following dollar amounts will be added to the salary schedule after the % increase is calculated for the first year (2019-2020) of this agreement:

3 - 9 years of experience = \$100

10 - 14 years of experience = \$150

15 - 19 years of experience = \$200

20 or more years of experience = \$250

SALARY SUPPLEMENTS

Merit Steps: In addition to the salary prescribed by Chapter 13, Title 14, Delaware Code for her/his salary grade, and the local salary schedule, each Administrative Assistant support staff member will receive a local supplement based on her/his placement on the accompanying fifteen step Merit Scale.

All beginning Administrative Assistant support staff will initially be placed on Step 1 of the Merit Scale. Movement to the next level of the scale is an indication of outstanding job performance and will only be considered upon two consecutive years of achieving or surpassing 32 evaluation points on the Administrative Assistant evaluation form. A rating of 1 in any category, excluding attendance, will be cause for elimination in the current year's step process. Supervising Administrators reserve the right to request that an Administrative Assistant remain at their current step due to job performance. In any instance where an employee is not considered for a step increase, a meeting will be held with the employee, their supervisor and the superintendent or their designee.

If an administrative assistant support staff member changes positions and moves to a higher salary grade and, at the time of the promotion were currently at Step 2 through 4 on the Merit Scale, she/he will be placed on the Merit Scale at the Step 2 rather than Step 1. If an administrative assistant support staff member is currently at Step 5 or above on the Merit Scale, she/he will be placed on the Merit Scale at half their Step rounding up. (For example: administrative assistant on a Step 8 would

be placed at a Step 4, and administrative assistant at a Step 5 would be placed at a Step 3) However, in no case, will a staff member who is hired into a higher salary grade receive a lower salary because of her/his having to move back steps from a higher level in a lower salary scale. In such a case, the staff member will receive their current salary until such time as she/he advances to a step level in the new salary grade that is at or above her/his current salary.

Additional Education and Training: The qualifications for the following Salary Supplements are established by the State Board of Education. Current qualifiers are listed in Appendix I. Employees shall receive an additional supplement to their salary, if qualified according to the State Board of Education, Title 14, Chapter 13, Section 1309(b) as follows:

<u>Qualifier</u>	<u>State</u>	<u>Local</u>
Bachelor's Degree, Level III**	\$1,320	\$1,401
Adm. Support Personnel, Level II**	\$ 991	\$1,052
Adm. Support Personnel, Level I**	\$ 662	\$ 702

**As described in Delaware Code Title 14 Education, section 750 Support Personnel Salary Supplements for Additional Training.

BENEFITS

1. **Medical and Health Benefits:** The district contributes up to a maximum of \$135 per month to defray the membership costs for those employees eligible * and participating in the individual or family Health Insurance Program sponsored by the State of Delaware.

Vision Plan: The District will provide a group vision plan program for full time employees. There is a buy- in option for part time employees.

Group Dental Insurance: The District will provide a group dental insurance program for eligible* and participating employees and dependents.

The district will provide the administrative assistant staff the same Medical and Health Benefits as in the teacher's negotiated contract.

*To be an employee eligible for Benefits under #1, an employee must be scheduled to work a minimum of thirty (30) hours per week. If an employee who is not eligible to receive the paid Health/Dental Insurance desires coverage of either plan, they can purchase the plan. In such instances, contact the District Benefits Coordinator for information about the purchase process.

2. **Flexible Spending:** In addition to the Caesar Rodney School District employee benefits, the District agrees to make the State of Delaware Flexible Benefit Plan available to district employees. All rules and regulations promulgated by the State of Delaware shall apply.
3. **Liability Insurance:** All employees of the District are covered by liability insurance in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and \$50,000 property damage. Employees

must give written notice to the District Office upon becoming aware of any pending claim. Policy covers all employees while in the performance of their assigned duties.

4. **Term Life Insurance:** Employees may purchase term life insurance per State regulations on payroll deductions. See Benefits Coordinator for information and the purchase price.
5. **Worker's Compensation:** All employees are eligible for Workman's Compensation. See the Support Staff Handbook, Section II: Reporting Job Related Injury, Accident, or Illness.
6. **Long-term Disability:** The Board shall provide a group Long Term Disability Income Plan for employees hired prior to January 1, 2006 who did not elect to participate in the Short Term/Long Term Disability Plan sponsored by the State of Delaware.
7. **Unused Sick Leave Upon Retirement:** An employee who is retiring is entitled to receive pay for unused sick leave up to one-half of 90 days as provided by law. The local supplement will be added to the State salary when determining the pay for unused sick leave. The daily rate for sick leave payout will be calculated as follows: $\text{Employee's total annual salary} / 222 = \text{daily rate}$.
8. **Payroll Checks:** Employees shall be notified, in writing, of any changes in their bi-weekly checks. Said notice will be sent to the employee at their current assigned location (if the employee is not working, notice will be sent to their home address). Employees are paid bi weekly. All employees shall have access to the State's electronic payroll system (ePay) for viewing/printing their pay advice.
9. **Mileage Reimbursement:** Employees required to use their own vehicles in the performance of their duties shall be reimbursed for their mileage, at the rate specified by State law. Reimbursement forms can be obtained from the principal or supervisor.
10. **Membership Reimbursement:** Administrative Assistants who are members of the Delaware Association of Educational Office Professionals or National Association of Educational Office Professionals will be reimbursed annually for the cost of membership to DAEOP/NAEOP. The total budget for Tuition, Association & Professional Development reimbursement will be \$7,000 annually. Other employees performing on a national committee may request financial support to attend a National meeting.
11. **Tuition Reimbursement:** The Board agrees to pay the full cost of tuition incurred in connection with any training which an administrative assistant is required and/or requested by the administration to take.

A fund in the amount of \$7,000.00 (dollars) will be established annually for the purpose of Tuition, Association & Professional Development reimbursement. The per credit tuition reimbursement amount will be limited to the most current per credit fee charged for undergraduate courses at the University of Delaware. The Administrative Assistant staff will develop a committee, which will appoint a representative or committee to approve disbursement of tuition reimbursement funds. An approval form will be forwarded to the Director of Human Resources for the purpose of tracking the approvals.

12. **Professional Development:** Each Administrative Assistant support staff member is encouraged and expected to take advantage of professional development opportunities which will enhance her/his skills and ability to perform assigned tasks. Advancement on the Merit Scale requires each employee to demonstrate such ongoing professional development. Administrative Assistant staff members and their immediate supervisor are to meet annually to come to agreement on the area(s) of professional development that will be considered as meeting the requirement for professional development in the evaluation of the year's performance.

The following list of contact hours for professional development will serve as the minimum amount in the area(s) agreed upon with the staff member's supervisor, needed to be considered for the corresponding rating of professional development on the annual evaluation.

Rating	Hours	Points
Exemplary	12 or more hours	8
Effective	10-11 hours	6
Needs Improvement	6-9 hours	4
Unsatisfactory	Less than 6 hours	2

To be considered for contact hours on an evaluation, all requirements of the professional development course must be met or completed. If a rating is provided it must be at the satisfactory or C level or above. All professional development work must be documented by a transcript, certificate, letter or other approved documentation.

A professional development committee, established by the Administrative Assistant staff, will be authorized to:

- Develop, plan, and coordinate District Based professional development activities for the Administrative Assistant staff. Any district based development must be pre-approved by the Superintendent.
- Establish procedures and policies for Administrative Assistant travel to workshops and/or conferences to further their professional development. Such procedures will be consistent with Board policy, State Law, and the State rules and regulations. A limit of \$600.00 (dollars) will be established per administrative assistant each year. Should an administrative assistant who is a member of DAEOP serve in an elected office at the State or National level, the Leadership of the Caesar Rodney Administrative Assistant Meet & Confer group may request additional financial support beyond \$600.00 to cover the cost of this elected officer.
- The Administrative Assistant professional development committee will review and make recommendations on applications for requests to attend conferences and workshops with final approval by the Director of Human Resources. The total budget for Tuition, Association & Professional Development reimbursement will be \$7,000 annually.

13. **Athletic Pass:** Employees are entitled to a non transferable pass for all Caesar Rodney School District home athletic contests. This pass shall grant admission to an employee and two guests. This does not apply to DIAA Events, Conferences or Theatre Productions.

LEAVE OF ABSENCE

As employees of a governmental unit in the State of Delaware, employees of Caesar Rodney School District are the beneficiary of a number of benefits under Section 1318 of the Delaware Code. These benefits include: sick leave, special leave associated with death in the immediate family, critical illness leave, death of a near relative, special religious holiday leave, personal leave, etc. Employees should reference the District's Support Staff handbook for procedures regarding benefits under Section 1318(f) of the Delaware Code. In the event an employee has a question regarding any of the leaves from Section 1318 of the Delaware Code, the employee should direct questions to the District Human Resource Office.

Under certain conditions, an employee can use the provisions of sick leave for illness or disability stemming from a pregnancy condition. Employees who are pregnant and become ill as a result of the pregnancy, are eligible to use sick leave for this illness as they would in any other illness. These employees may use sick leave after delivery or other termination of the pregnancy, and should visit with the Director of Human Resources so they can clearly understand their benefits.

Employees of the District may request leave without pay for a period, up to but not exceeding, one year. Requests for leave without pay for periods of ten (10) days or less should be directed to the employee's supervisor. Requests for leave without pay for periods of eleven (11) or more days should be addressed to the Director of Human Resources.

In the event of unscheduled school closings, offices will remain open and twelve-month employees will be expected to work.

During inclement weather closings or the District switching to a virtual day, employees will be granted the opportunity to work remotely, use compensatory time, or use liberal leave with the Superintendent/or designee's approval.

In the event of late school openings due to inclement weather conditions administrative assistants will be granted $\frac{1}{2}$ the time granted to 10-month employees. (Example: if school opens 2 hours late, administrative assistants are to report to work 1 hour later than their normal start time).

VACATIONS

Vacation will be made at a total of 25 days earned per year for employees with one (1) to five (5) years of district administrative assistant experience and employees with more than five (5) years administrative assistant experience will earn vacation at a total of 30 days per year. Vacation leave will be front-loaded at the start of each fiscal year and will be adjusted in the event of retirement, resignation or termination. The maximum amount of annual leave which any employee shall be permitted to carry forward into the next fiscal year shall be 42 days. Where, prior to the end of a fiscal year, an employee has accumulated more than 42 days of annual leave, such annual leave shall be adjusted to 42 days at the end of such fiscal year. All vacation days must be requested in advance of their use.

The school district will be closed during the winter break, The superintendent or his/her designee may authorize the opening of school during this time period if situations warrant and designate workdays.

HOLIDAYS

The following is a list of current holidays that employees will not be scheduled for work:

Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Election Day*
Veteran's Day**
Thanksgiving Break
New Years Day
Christmas Eve
Christmas Day

* During off-years of the General Election, employees will be eligible to earn one (1) additional vacation day provided the employee does not use more than a total of three (3) sick leave and/ or personal days in the preceding fiscal year.

**Per State Code, in the event that Veteran's Day is on a Saturday it will be observed on Friday. If Veteran's Day is on a Sunday it will be observed on Monday.

If the Governor declares an additional holiday/holidays for state employees, the district administrative assistant employees will be granted that day/days. If this is not possible during the school year, they will be given an additional vacation day or days.

JOB DESCRIPTION

A Job Description is presented to all employees upon employment or transfer to a new job assignment Job Descriptions are not all inclusive, but are developed to provide the employee an understanding of the primary job responsibilities, needed skills or training required to function effectively in the assignment and the person who will be the employee's supervisor. A copy of the job description will be provided to each employee annually and/or made available upon request to HR.

PROBATIONARY PERIOD

An employee new to the District shall be on probation for a period of six (6) months to begin from the date of hire and end the last day of the sixth month. During the probationary period, the new employee shall receive thorough instruction and training on the job. The new employee will receive an informal evaluation at the end of the third month and a formal evaluation at the end of the sixth month (end of probationary period). If at any time during the probationary period it is determined by the new employee's supervisor that the employee is incapable of successfully performing the job, he/she shall be immediately terminated. Any employee retained by the District after completion of the probationary period shall automatically obtain regular employee status and shall have seniority retroactive to the date of hire by the District.

EVALUATION

Each Administrative Assistant employee is to receive a minimum of one (1) written evaluation per school year. If an employee's work performance is not identified as unsatisfactory, or if an evaluation is not completed, the employee should interpret their status as an employee in good standing. Lack of written evaluation on administrators behalf will not negatively affect an administrative assistant's chances for step increase.

Should an employee find their job performance evaluated as unsatisfactory, the employee will receive written suggestions regarding how to gain satisfactory status. Except for unusual circumstances, an employee would not be terminated for an initial unsatisfactory evaluation.

At the conclusion of an employee evaluation, the employee will have the opportunity to attach written comments with respect to the content of the evaluator's comments and recommendation.

Comments directed toward an employee judgmental or negative in fashion shall be communicated to the employee in a private setting or in the presence of a third party affected by the employee's work.

PROMOTION OPPORTUNITIES

Promotion opportunities are considered to be those opportunities for an individual to advance a salary grade. Promotion opportunities may be within the school/district office where the employee is assigned or may necessitate a movement to another office. Vacancy notices, posted in the appropriate places, should be reviewed for promotional opportunities. When a promotional opportunity is posted, employees with an interest in the promotional opportunity shall notify the Director of Human Resources. All eligible employees will be interviewed before the assignment is filled. It is the practice of the District to promote employees within the District unless it is considered in the best interest of the District to bring an employee from outside the District to the position. All job postings will be emailed districtwide.

EMPLOYEE COMPLAINT

The District's position regarding employee complaints is that they need to be resolved as quickly and fairly as possible. The District further believes that face to face informal discussion between the parties involved in a situation is the best way to resolve a difference; however, it is understood that there are times when assistance is needed to fairly resolve an issue.

When assistance is deemed needed by employees, a review of the District procedure for Staff Complaints and Grievances should be made. This procedure is printed in Section II of the Support Staff handbook. Should the employee feel a need for advice on how to use this process, the Director of Human Resources should be contacted for advice and counsel on how to use the process.

If the employee's problem is associated with the Director of Human Resources, the employee may seek the advice and counsel of the Superintendent. If an Administrative Assistant employee is of the opinion that formal procedures have not appropriately remedied the concern, it is expected the employee will follow the procedure detailed in the "Procedures: Staff Complaints and Grievances," as published in the Support Staff Handbook to resolve the concern.

REVIEW OF PERSONNEL FILE

An employee shall, upon request, be permitted to review the contents of his/her personnel file, except for confidential documents (i.e. references) as determined by the Director of Personnel or his/her designee and removed by that person in the presence of the employee. The Director of Human Resources will arrange a review of an administrative assistant's file within five (5) working days. In the event the Director is unable to schedule the review within five (5) days, the Superintendent shall appoint an appropriate designee to complete the review.

At least once every two (2) years an administrative assistant shall have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. If the Superintendent does not feel the documents to be obsolete or otherwise inappropriate, an explanation will be given to the employee in writing as to the reason they will not be destroyed.

REDUCTION IN FORCE

In the event the District determines that it is appropriate to reduce the number of employees who are included in this group, seniority will be considered in identifying the person to be reduced.

For this purpose seniority will be considered the length of current continuous employment with the District in an administrative assistant position.

When it is determined by the district which employee position is to be reduced, the least senior employee of that salary grade will be notified if they are scheduled for reduction unless the least senior employee had required skills which are needed for their job. In such an instance, the next least

senior employee would be identified for reduction.

When notified that they are scheduled for reduction, an employee could "bump" the least senior employee in their current salary grade or the next lower salary grade if the employee has the skills, knowledge or capacity needed to function in the position obtained via the "bump". For the purpose of "bumping," if staff reduction should be scheduled, the following is the order of salary grades from highest to lowest: Pay Grade 4, Pay Grade 3, Pay Grade 2, and Pay Grade 1. The salary shall be based on the lesser of their current salary or the current incumbent's salary.

Employees reduced via this procedure shall have recall employment rights to any position of the salary grade they were reduced from one (1) calendar year following the reduction. Recall is also dependent upon the employee having the skills, knowledge or capacity for the recall position.

Employees must notify the District if they desire to use the "bump" process within five (5) days of being notified their job is being reduced to qualify for "bumping." Employees do not forfeit recall rights if they opt not to "bump" another employee.

Employees on "recall status" are entitled to use the Complaint Procedures if they have a complaint regarding their failure to gain re-employment via the recall process.

TERMINATION

Unless an employee is informed upon initial employment that employment is for a specific period of time, employment is a continuing process for both the ten (10) and twelve (12) month employees. Employment will terminate by one of the following causes:

1. Expiration of pre-set period of employment
2. Retirement
3. Resignation
4. Reduction in force (RIF)
5. Death
6. Termination by the action of the Board of Education

Should an employee be recommended for termination, the employee may request a hearing before the Board of Education before the recommendation for termination is acted on. If an employee is to be recommended for termination, the employee will receive a written notification of such recommended action from the Superintendent of Schools. If the employee desires a hearing before the Board of Education, prior to the Board acting on the recommendation of the Superintendent, the employee must provide the Superintendent a written request for the hearing within five (5) days of receipt of the written notice regarding the recommendation for termination. At such a hearing, an employee would have the right to have a representative of their choice with them at the hearing.

The District has high expectations for its employees and identifies those expectations in the Support Staff handbook under Standards of Conduct. A termination would be based on an employee's serious disregard for the standards of conduct and an employee would receive written notice of unsatisfactory conduct before termination was considered, unless the behavior was of such gross nature that remediation of the behavior was inappropriate.

SAFETY AND PROTECTIVE EQUIPMENT

No employee is expected to use equipment that is not maintained in a safe condition. All employees should immediately report any defective equipment to their supervisor.

The District will provide appropriate protective equipment or material for the handling of equipment or materials which could be injurious to the individual. Employees are expected to use appropriate safety measures and protective equipment whenever such equipment or material is used.

Administrative Assistants that cover for the building nurse during break time, lunch, or when a nurse is absent, shall be covered by the District's hepatitis inoculation program which entitles them to be reimbursed for costs of a hepatitis inoculation, above what is covered by insurance.

FY 2027 Secretary Local Salary Supplement

EXPER	Clerk	Secretary	Fin I	Fin II	Admin
0	6,909	7,526	8,786	9,104	9,420
1	6,909	7,526	8,786	9,104	9,420
2	6,909	7,526	8,786	9,104	9,420
3	7,436	8,077	9,347	9,672	9,995
4	7,436	8,077	9,347	9,672	9,995
5	7,436	8,077	9,347	9,672	9,995
6	7,436	8,077	9,347	9,672	9,995
7	7,436	8,077	9,347	9,672	9,995
8	7,436	8,077	9,347	9,672	9,995
9	7,436	8,077	9,347	9,672	9,995
10	7,922	8,590	9,874	10,193	10,511
11	7,922	8,590	9,874	10,193	10,511
12	7,922	8,590	9,874	10,193	10,511
13	7,922	8,590	9,874	10,193	10,511
14	7,922	8,590	9,874	10,193	10,511
15	8,416	9,095	10,385	10,707	11,028
16	8,416	9,095	10,385	10,707	11,028
17	8,416	9,095	10,385	10,707	11,028
18	8,416	9,095	10,385	10,707	11,028
19	8,416	9,095	10,385	10,707	11,028
20	9,280	9,982	11,267	11,589	11,909
21	9,280	9,982	11,267	11,589	11,909
22	9,280	9,982	11,267	11,589	11,909
23	9,280	9,982	11,267	11,589	11,909
24	9,280	9,982	11,267	11,589	11,909
25	9,743	10,442	11,735	12,052	12,369

FY 2027 Secretary Step Supplement

	Clerk	Secretary	Financial I	Financial II	Admin
Step 1	1,591	5,835	7,957	8,488	9,018
Step 2	2,122	6,365	8,753	9,416	10,079
Step 3	2,652	6,896	9,548	10,344	11,139
Step 4	3,183	7,426	10,344	11,272	12,200
Step 5	3,713	7,957	11,139	12,200	13,261
Step 6	4,244	8,487	11,936	13,129	14,322
Step 7	4,774	9,017	12,732	14,058	15,383
Step 8	5,304	9,547	13,528	14,986	16,444
Step 9	5,834	10,077	14,324	15,915	17,505
Step 10	6,364	10,607	15,120	16,843	18,566
Step 11	6,894	11,137	15,916	17,772	19,627
Step 12	7,424	11,667	16,712	18,700	20,688
Step 13	7,954	12,197	17,508	19,629	21,749
Step 14	8,484	12,727	18,304	20,557	22,810
Step 15	9,014	13,257	19,100	21,486	23,871

FY 2028 Secretary Local Salary Supplement

EXPER	Clerk	Secretary	Fin I	Fin II	Admin
0	7,047	7,677	8,962	9,286	9,608
1	7,047	7,677	8,962	9,286	9,608
2	7,047	7,677	8,962	9,286	9,608
3	7,585	8,239	9,534	9,865	10,195
4	7,585	8,239	9,534	9,865	10,195
5	7,585	8,239	9,534	9,865	10,195
6	7,585	8,239	9,534	9,865	10,195
7	7,585	8,239	9,534	9,865	10,195
8	7,585	8,239	9,534	9,865	10,195
9	7,585	8,239	9,534	9,865	10,195
10	8,080	8,762	10,071	10,397	10,721
11	8,080	8,762	10,071	10,397	10,721
12	8,080	8,762	10,071	10,397	10,721
13	8,080	8,762	10,071	10,397	10,721
14	8,080	8,762	10,071	10,397	10,721
15	8,584	9,277	10,593	10,921	11,249
16	8,584	9,277	10,593	10,921	11,249
17	8,584	9,277	10,593	10,921	11,249
18	8,584	9,277	10,593	10,921	11,249
19	8,584	9,277	10,593	10,921	11,249
20	9,466	10,182	11,492	11,821	12,147
21	9,466	10,182	11,492	11,821	12,147
22	9,466	10,182	11,492	11,821	12,147
23	9,466	10,182	11,492	11,821	12,147
24	9,466	10,182	11,492	11,821	12,147
25	9,938	10,651	11,970	12,293	12,616

FY 2028 Secretary Step Supplement

	Clerk	Secretary	Financial I	Financial II	Admin
Step 1	1,591	5,835	7,957	8,488	9,018
Step 2	2,122	6,365	8,753	9,416	10,079
Step 3	2,652	6,896	9,548	10,344	11,139
Step 4	3,183	7,426	10,344	11,272	12,200
Step 5	3,713	7,957	11,139	12,200	13,261
Step 6	4,244	8,487	11,936	13,129	14,322
Step 7	4,774	9,017	12,732	14,058	15,383
Step 8	5,304	9,547	13,528	14,986	16,444
Step 9	5,834	10,077	14,324	15,915	17,505
Step 10	6,364	10,607	15,120	16,843	18,566
Step 11	6,894	11,137	15,916	17,772	19,627
Step 12	7,424	11,667	16,712	18,700	20,688
Step 13	7,954	12,197	17,508	19,629	21,749
Step 14	8,484	12,727	18,304	20,557	22,810
Step 15	9,014	13,257	19,100	21,486	23,871

FY 2029 Secretary Local Salary Supplement

EXPER	Clerk	Secretary	Fin I	Fin II	Admin
0	7,117	7,754	9,052	9,379	9,704
1	7,117	7,754	9,052	9,379	9,704
2	7,117	7,754	9,052	9,379	9,704
3	7,661	8,321	9,629	9,964	10,297
4	7,661	8,321	9,629	9,964	10,297
5	7,661	8,321	9,629	9,964	10,297
6	7,661	8,321	9,629	9,964	10,297
7	7,661	8,321	9,629	9,964	10,297
8	7,661	8,321	9,629	9,964	10,297
9	7,661	8,321	9,629	9,964	10,297
10	8,161	8,850	10,172	10,501	10,828
11	8,161	8,850	10,172	10,501	10,828
12	8,161	8,850	10,172	10,501	10,828
13	8,161	8,850	10,172	10,501	10,828
14	8,161	8,850	10,172	10,501	10,828
15	8,670	9,370	10,699	11,030	11,361
16	8,670	9,370	10,699	11,030	11,361
17	8,670	9,370	10,699	11,030	11,361
18	8,670	9,370	10,699	11,030	11,361
19	8,670	9,370	10,699	11,030	11,361
20	9,561	10,284	11,607	11,939	12,268
21	9,561	10,284	11,607	11,939	12,268
22	9,561	10,284	11,607	11,939	12,268
23	9,561	10,284	11,607	11,939	12,268
24	9,561	10,284	11,607	11,939	12,268
25	10,037	10,758	12,090	12,416	12,742

FY 2029 Secretary Step Supplement

	Clerk	Secretary	Financial I	Financial II	Admin
Step 1	1,591	5,835	7,957	8,488	9,018
Step 2	2,122	6,365	8,753	9,416	10,079
Step 3	2,652	6,896	9,548	10,344	11,139
Step 4	3,183	7,426	10,344	11,272	12,200
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Step 8	5,304	9,547	13,528	14,986	16,444
Step 9	5,834	10,077	14,324	15,915	17,505
Step 10	6,364	10,607	15,120	16,843	18,566
Step 11	6,894	11,137	15,916	17,772	19,627
Step 12	7,424	11,667	16,712	18,700	20,688
Step 13	7,954	12,197	17,508	19,629	21,749
Step 14	8,484	12,727	18,304	20,557	22,810
Step 15	9,014	13,257	19,100	21,486	23,871

Caesar Rodney School District
Evaluation of Administrative Assistant Staff

Employee: _____ **Title:** _____ **Building/Department:** _____ **Date:** _____

Please evaluate the Administrative Assistant Staff (Admn Asst) member based on the following criteria.

- | | |
|------------------------|---|
| 4 = Exemplary: | Serves as a role model to other employees. |
| 3 = Effective: | Meets minimum standards for continued employment. |
| 2 = Needs Improvement: | Performance is not consistently effective. |
| 1 = Unsatisfactory: | Performance is not effective and may jeopardize continued employment. |

Rating Categories	Exemplary (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)	Employee Rating
COOPERATION WITH CO-WORKERS: Rapport and oral/written communication skills with co-workers. Promotes a positive office atmosphere.	Admn Asst always maintains a positive rapport with co-workers and demonstrates exemplary communication skills. Admn Asst is proactive in determining needs and responds accordingly.	Admn Asst consistently maintains a positive rapport with co-workers and demonstrates exemplary communication skills.	Admn Asst sometimes maintains a positive rapport and demonstrates effective communication skills with co-workers.	Admn Asst rarely maintains a positive rapport and rarely demonstrates effective communication skills with co-workers.	
Comments:					
COOPERATION WITH OUTSIDE PERSONNEL: Rapport and oral/written communication skills with parents, students, vendors, the public and outside agencies. Promotes a positive office atmosphere.	Admn Asst always maintains a positive rapport with all parties and demonstrates exemplary communication skills. Admn Asst is proactive in determining needs and responds accordingly.	Admn Asst consistently maintains a positive rapport with all parties and demonstrates highly effective communication skills.	Admn Asst sometimes maintains a positive rapport and demonstrates effective communication skills with all parties.	Admn Asst rarely maintains a positive rapport and rarely demonstrates effective communication skills with all parties.	
Comments:					
ORGANIZATIONAL SKILLS: Organization of tasks and work area.	Admn Asst always demonstrates exemplary organizational skills.	Admn Asst consistently demonstrates highly effective organizational skills.	Admn Asst sometimes demonstrates effective organizational skills.	Admn Asst rarely demonstrates effective organizational skills.	
Comments:					
RECORD KEEPING: Reports completed on time, financial accounts correct, letters/lists pertaining to staff/student information is correct and kept updated.	Admn Asst always demonstrates exemplary record keeping skills.	Admn Asst consistently demonstrates highly effective record keeping skills.	Admn Asst sometimes demonstrates effective record keeping skills.	Admn Asst rarely demonstrates effective record keeping skills.	
Comments:					
COMMUNICATION SKILLS: Oral & written communication with the public and co-workers.	Admn Asst always demonstrates exemplary record keeping skills.	Admn Asst consistently demonstrates highly effective record keeping skills.	Admn Asst sometimes demonstrates effective record keeping skills.	Admn Asst rarely demonstrates effective record keeping skills.	
Comments:					

Rating Categories	Exemplary (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)	Employee Rating
MOTIVATION: Self-motivated, able to work unsupervised to complete assignments, work completed on time and deadlines are met.	Admn Asst always demonstrates an exemplary level of motivation. Admn Asst is proactive in determining needs and responds accordingly.	Admn Asst consistently demonstrates a highly effective level of motivation.	Admn Asst sometimes demonstrates an effective level of motivation.	Admn Asst rarely demonstrates an effective level of motivation.	
Comments:					
PROFESSIONALISM: Maintains confidentiality, knowledgeable of expectations, flexible, remains calm and positive in difficult situations, responds to recommended areas of growth.	Admn Asst always displays professionalism.	Admn Asst consistently displays professionalism.	Admn Asst sometimes displays professionalism.	Admn Asst rarely displays professionalism.	
Comments:					
ATTENDANCE: Arrives on time, dependable, does not call out frequently. <i>*Leave considered FMLA may not be considered when rating this category</i>	Admn Asst always demonstrates a consistent and dependable pattern of attendance.	Admn Asst consistently demonstrates a consistent and dependable pattern of attendance.	Admn Asst sometimes demonstrates a consistent and dependable pattern of attendance.	Admn Asst rarely demonstrates a consistent and dependable pattern of attendance.	
Comments:					
PROFESSIONAL DEVELOPMENT:	8 Points	6 Points	4 Points	2 Points	Employee Rating
Attends in-service training, continues education in a related field.	12 or more hours	10-11 hours	6-9 hours	Less than 6	
Comments:					

Employee Comments:

☐ I wish to attach additional information to this evaluation within 10 days of the signature and date below.

To be completed by the Supervising Administrator:

Points awarded for this evaluation: _____ / 40

You must receive 32 points for TWO CONSECUTIVE YEARS to be considered for a merit step increase.

A rating of 1 in any category, excluding attendance, will be cause for elimination in the current year's step process.

Supervising Administrator reserve the right to request that an Administrative Assistant remain at their current step due to job performance.

In any instance where an employee is not considered for a step increase, a meeting will be held with the employee, their supervisor and the superintendent or their designee.

☐ I request that this employee remain at their current step. The meeting required will be held on _____.

The employee's signature indicates that the employee has reviewed this evaluation and realizes that a copy of the evaluation will be placed in their Personnel File.

The signature does not necessarily indicate that the employee agrees with the evaluation.

Employee's Signature: _____

Date: _____

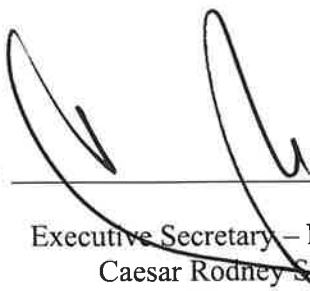
Evaluator's Signature: _____

Date: _____

The Caesar Rodney School District

By: 
President – Board of Education
Caesar Rodney School District

Date: 6/9/26

By: 
Executive Secretary – Board of Education
Caesar Rodney School District

Date: 6/9/26

The Caesar Rodney Administrative Assistant Meet and Confer

By: 
President
Caesar Rodney Administrative Assistant Meet and Confer

Date: 6/9/26