

Executive Assistants Handbook

SCHOOL CITY OF HAMMOND
Hammond, Indiana

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THE WORK YEAR

The work year shall be from July 1 to June 30.

Executive Assistants (employees) will be scheduled to work the entire work year.

WORKING HOURS

All employees shall work the equivalent to eight (8) hours per day. All employees will receive not less than a thirty-minute (30-minute) lunch period not to be included in the above eight (8) hours per day. Employees are permitted a fifteen-minute (15-minute) break in the morning and a fifteen-minute (15-minute) break in the afternoon.

NEW EMPLOYEES

All new employees shall serve a probationary period of ninety (90) working days.

Employees shall not be eligible for short-term leave with pay or paid holidays during the probationary period. However, upon completion of the probationary period employees will be credited with the sick leave days that would have accrued over the ninety (90) working day probationary period. Employees who transfer from a position within a different bargaining unit with the School City of Hammond to a position within the executive assistant unit will be permitted to transfer accumulated sick leave time. Health insurance will be provided by the School City during the probationary period provided the employee completes the required enrollment procedures. The official employment date shall be the one which appears as the effective date on the School City Official Personnel Report. This effective date marks the beginning of the ninety (90) working day probationary period and shall also be used in determining seniority.

Former full-time employees shall serve a probationary period of ninety (90) working days.

PHYSICAL EXAMINATIONS

An employee's supervising administrator shall have the right to recommend to the Superintendent that an employee should be required to submit to a medical or psychological examination to determine if employment should be continued. The Superintendent shall make the final determination as to whether an employee will be required to submit a medical or psychological examination. The Employer shall have the right to designate a qualified, licensed practitioner to conduct such examination and will pay the cost of the same.

EVALUATIONS

All employees shall be evaluated either by the supervisor, administrator or Chief Administrator for Human Resources. Employees shall sign the evaluation form after having reviewed the evaluation with the evaluator. If she/he feels that the evaluation is not just after a meeting with the evaluator, she/he may prepare a written response that will be attached to the file copy of the evaluation. All evaluations shall be final and shall not be removed from the worker's file.

All evaluations regarding executive assistants shall be filed with the Chief Administrator for Human Resources.

VACANCIES AND PROMOTIONS

Notice of vacancies will be posted for five (5) days. An employee wishing to bid on a vacant position must file a written application with the Chief Administrator for Human Resources within five (5) calendar days of the posting.

WAGE SCALE

The annual wage will be paid in twenty-six (26) pays for those employees working fifty-two (52) weeks.

In the event an employee is assigned to a position in a higher classification on a temporary basis, after performing the normal duties of that position for ten (10) consecutive days, the employee will be paid at the rate of pay she would receive if she were assigned to the position on a permanent basis.

An employee whose position is reduced in classification or an employee who is reassigned to a lower classification for reasons unrelated to the employee's performance will be grandfathered at her present rate level until she is reassigned to a position equivalent to her former position. If the lateral reassignment is declined by the employee, her rate of pay will be reduced in her present position effective the following July 1.

OVERTIME

Hours worked in excess of eight (8) hours per day or in excess of forty (40) hours per week shall be compensated for at the rate of time-and-one-half. No overtime shall be worked without prior approval from the Chief Administrator for Human Resources.

HOLIDAYS

Employees shall not report to their regularly assigned duties, and deductions from wages shall not be made from the pay of employees on the following designated holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	One additional holiday scheduled prior to July 1
Independence Day	

In the event students are scheduled to be in attendance on one of these holidays, that day will not be a paid holiday, and one other holiday will be designated during that school year by the Chief Administrator for Human Resources.

VACATIONS

Employees must schedule their vacations with their supervisor or administrator at least thirty (30) days in advance. Approval for vacations can only be made through the immediate supervisor. The

final responsibility for setting vacation times shall remain with the Chief Administrator for Human Resources.

Designated holidays occurring during the vacation period of an employee shall not be charged as vacation time.

Vacation pay for fifty-two-week (52-week) employees will be paid on the regular pay day for that period during which the employee was on vacation. Employees who do not work year around will receive vacation pay on the days they are not scheduled to work during the fall break, winter and spring recesses, thereby qualifying for full pays during those periods. The pay for the remaining vacation days will be included in the last check at the close of the school year.

The number of vacation days to which employees are entitled shall be computed as of June 30. Employees who have been employed less than ten (10) months as of June 30, shall be entitled to one (1) day's vacation for each month employed to be taken the next work year starting July 1.

An employee who transfers from a position in a different School City of Hammond bargaining unit to a position within the Executive Assistant bargaining unit will be credited with a completed year of service for each year she served in a School City of Hammond position in which she received vacation pay.

Vacation time must be used during the work year July 1 to June 30. Vacation time is not cumulative. At the discretion of the Chief Administrator for Human Resources an employee may be allowed to roll up to five (5) vacation days past the June 30th date. If vacation days are rolled past the June 30th date they must be used within three (3) months of the June 30th date.

Completed years of service	Earned this many days of vacation	To be taken during this year of service
10 months thru 1 year	10 days	2nd
2 years	10 days	3rd
3 years	10 days	4th
4 years	10 days	5th
5 years	10 days	6th
6 years	10 days	7th
7 years	15 days	8th
8 years	15 days	9th
9 years	15 days	10th
10 years	15 days	11th
11 years	15 days	12th
12 years	15 days	13th
13 years	15 days	14th
14 years	15 days	15th
15 years	20 days	16th
16 years	20 days	17th
17 years	20 days	18th
18 years	20 days	19th
19 years	20 days	20th
20 years	25 days*	21st
21 years	25 days*	

*Employees will normally be compensated at their regular daily rate of pay in lieu of the **fifth**

week of vacation with the first pay in July; however, by written agreement with the employee and the Chief Administrator for Human Resources, an employee may take the fifth week of vacation rather than receive the additional compensation.

LEAVE PROVISIONS

Professional Leave

Employees desiring to attend national, state or regional educational meetings shall submit a written request to the Chief Administrator for Human Resources on the form provided by the School City of Hammond for such requests. Conference participation shall be limited to those persons who expect to continue their service in the school system for at least the following year.

Personal Illness Absence

Employees shall be entitled to thirteen (13) days for personal illness each year without loss of pay, such days to be cumulative from year to year without limit. Paid holidays shall not be charged against personal illness days accumulated by an employee when holidays occur during employee's illness.

Employees anticipating a prolonged illness must notify in writing their immediate supervisor, of the anticipated length of illness and the probable date of return to work.

Employees who are about to exhaust accumulated personal illness days because of extended illness must follow the procedure in **PROCEDURE FOR LEAVES OF ABSENCE**. Failure to follow such procedure within thirty (30) days after the exhaustion of accumulated personal illness days shall result in termination of employment and loss of all fringe benefits.

The employer reserves the right to demand a physician's certificate for verification of illness of an employee who is absent more than three (3) days. The employer also reserves the right to demand a medical examination of any employee when it deems such an examination necessary.

Employees absent from work because of a childhood communicable disease contracted in the course of employment shall suffer no diminution of compensation and shall not be charged with sick leave, upon submission of written evidence thereof.

[Effective July 1, 2022 through June 30, 2023] If an executive assistant employee provides proof of having received the Covid- 19 vaccine and is directed by the administration to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19 due to the executive assistant employee experiencing symptoms of Covid-19 or due to exposure, during the executive assistant employee's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the clerical employee to get paid for a period of up to five (5) calendar days without the use of paid personal illness leave.

In addition, if a vaccinated executive assistant employee is diagnosed with a prolonged illness due to Covid-19 the superintendent shall have the discretion to allow the executive assistant employee to be absent for an extended period of time without the use of sick leave.

Family Illness Absence

Employees shall be allowed up to five (5) days leave per year with pay (not cumulative and not deducted from accumulated personal illness days) in case of serious illness, major surgery, or serious accident involving an immediate member of their family. For the purposes of this Section the term "immediate family" shall be defined as spouse, child, parent, grandparent, mother-in-law, father-in-law, brother, sister, and others living in the home with the employee.

In the event emergency conditions arise, an extension of family illness leave may be granted without pay by the Chief Administrator for Human Resources. In all cases of approved extension, a written application shall be submitted before return stating clearly all details regarding the emergency.

Personal Business Absence

Employees may be allowed up to three (3) days with pay for personal business leave per year in order to conduct business that clearly cannot be done because of regularly assigned working hours. Personal business leave days shall not be cumulative. Approval for personal business leave shall be made only by the immediate supervisor. A written request by the employee to their immediate supervisor shall be made at least forty-eight (48) hours prior to such time requested. The immediate supervisor shall make the final determination in all cases and has the right to refuse any request for personal business leave.

In case of extreme emergencies, the requirements of the forty-eight (48) hours prior notice will not be necessary.

Unused personal business days shall be credited as sick leave days at the beginning of the ensuing school year.

Bereavement Leaves

In case of death in the immediate family, an employee may be absent with pay not to exceed seven (7) consecutive calendar days immediately following the death. These days shall not be charged against the employee's accumulated personal illness days and such bereavement leave days shall not be cumulative. For the purposes of this Section the term "immediate family" shall be defined as spouse, child, parent, grandparent, grandchild, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and others living in the home with the employee.

One-day leaves may be granted for funerals of persons other than members of the immediate family. Application for such leave shall be made at least twenty-four (24) hours before taking such leave.

Parental Leave

An employee who becomes pregnant shall notify the Associate Superintendent, in writing, as soon as the pregnancy has definitely been determined, and of the expected date of the termination of the pregnancy if a leave of absence is anticipated, and the length of the leave of absence.

The employee shall notify the Superintendent, in writing, of her desire to take such leave and except in case of emergency, shall give such notice at least thirty (30) days prior to the date on which her leave is to begin.

Parental leave shall be granted for a period of up to one (1) year without pay and without experience

credit on the salary schedule.

The employee may elect to use her sick leave days for pregnancy absences rather than take parental leave. If parental leave is taken, it is without pay and the employee shall be responsible for paying group insurance premiums during the leave period.

Written notice of intent to return from parental leave must be filed with the Chief Administrator for Human Resources at least thirty (30) days before the expiration of leave. Failure to file a notice of intent to return to work shall be interpreted as a resignation. Upon return from leave, the employee will be assigned to the same position, if available, or, if not, to a substantially equivalent position for which the employee is qualified. If such a position is not available at the expiration of leave, the employee will be assigned to the first equivalent position which becomes vacant.

Family and Medical Leave Act

An employee may be eligible for paid benefits while on unpaid leave of absence for up to twelve (12) weeks pursuant to the Family and Medical Leave Act.

Jury Duty

In the event an employee is required to perform jury duty or is subpoenaed to appear in a court or before an administrative tribunal, the employee shall receive regular salary minus any remuneration received; provided, however this paragraph has no application if the employee is the plaintiff in the proceedings.

Good Attendance Recognition

Employees who have not used any personal business nor family illness days during an entire year (July 1 through June 30) shall be granted an additional day of vacation to be taken during the ensuing year provided it is taken when no substitute is needed.

Employees who have not used any personal illness days during an entire year (July 1 through June 30) shall be granted an additional day of vacation to be taken during the ensuing year provided it is taken when no substitute is needed.

EMERGENCY CLOSING OF SCHOOLS

In the case of emergency closing of school due to severe weather conditions or any other emergency, employees shall be expected to report to work, in which case the employees who are unable to report to work may, at their discretion, take an unpaid day or use a personal business day or vacation day provided such days remain available to them.

It is recognized that in the event of a severe emergency, an emergency in excess of two days duration, or in some other circumstance, the Superintendent may announce that employees are not to report to work, in which case the employees may, at their discretion, take an unpaid day or use a personal business day or vacation day provided such days remain available to them.

An employee who uses a personal business day(s) because she was unable to report to work on a day when schools were closed due to an emergency, shall be eligible for an additional vacation day pursuant to the Good Attendance Recognition section if the employee used no other personal business days or family illness days.

PROCEDURE FOR UNPAID LEAVES OF ABSENCE

Employees who have been in the employment of the School City of Hammond for three (3) consecutive years or more may be granted a leave of absence without pay. A written application must be filed with the Superintendent. All applications must clearly state the reasons for desiring such leave and the proposed beginning and ending dates. The mere filing of such notification shall in no way be interpreted as allowing a leave of absence. A leave of absence must be approved by the School Board of Trustees. No leave of absence shall be granted for more than one (1) year. Application for illness leave must be filed after the exhaustion of accumulated personal illness days. The employer shall continue to pay the full cost of a single membership in the health insurance plan and the term life insurance plan for the month following the month in which the employee exhausts accumulated personal illness days, following which the person receiving a leave of absence shall personally pay group insurance premiums while officially on leave. Experience credit on the salary schedule shall not be granted for unpaid leaves of absence.

Written notice to the Superintendent of the employee's intent to return to work must be filed at least two (2) weeks before the date of her desired return. Failure to file a notice of intent to return to work shall be interpreted as a resignation. Upon the employee's return, the employee shall present her physician's certificate stating the employee is able to resume work. When possible, the employee shall return to her former position.

Absence not previously defined and not covered by this Handbook, shall be deducted from the employee's wages. Deductions from wages shall equal the hours and days absent.

CAUSE FOR DISCIPLINE UP TO AND INCLUDING DISCHARGE

An employee may be disciplined for cause, up to but not including discharge, by her supervisor, director, or administrator. The Board of School Trustees reserves the right to discharge any employee for cause.

RESIGNATION

Any employee desiring to resign shall file a written letter of resignation with the Board of School Trustees at least ten (10) work days prior to the effective date of the resignation.

Once an employee resigns or is judged not to be employed, she immediately gives up any seniority rights she may have acquired and all accumulated employee benefits.

RETIREMENT SEVERANCE PAY

Retirement severance pay shall be granted to all eligible employees upon their retirement. Eligibility for retirement severance pay shall be defined by and include all of the following:

- a. At least fifty (50) years of age.
- b. A minimum of fifteen (15) years of full-time continuous employment in the School City of Hammond, except that an employee retiring at age sixty-five (65) may qualify with a minimum of ten (10) years of continuous employment in the School City of Hammond.
- c. A written notification of intent to retire must be filed with the Superintendent at least one (1) year prior to retirement. Such written notification can be withdrawn only by permission of the Superintendent.

- d. In the event an employee is unable to give proper notice of retirement as required and is forced to retire as a result of ill health or accident, the required notice of retirement may be waived by the Board of School Trustees on the recommendation of the Superintendent and upon receipt of such written request.

Severance pay shall be computed as follows:

- After 10 years, 25% of accumulated sick leave
- After 11 years, 27.5% of accumulated sick leave
- After 12 years, 30% of accumulated sick leave
- After 13 years, 32.5% of accumulated sick leave
- After 14 years, 35% of accumulated sick leave
- After 15 years, 37.5% of accumulated sick leave
- After 40 years, 100% of accumulated sick leave

For retirement severance pay purposes accumulated sick leave days shall not exceed fifty (50) days. Severance pay shall be based on the employee's rate of wages in effect in the year of the employee's retirement.

Upon the death of any employee eligible for retirement severance pay, the retirement severance pay the employee would have been entitled to receive had the employee retired shall be paid directly, in a lump sum, to the person(s) designated by the deceased in writing to the school employer. If no beneficiary has been named for retirement severance pay benefits, the retirement severance pay will be paid to the beneficiary named on the employee's life insurance policy. If no beneficiary has been named on the employee's life insurance policy, payment will be made to the estate of the deceased.

In the event an employee is discharged for cause, retirement severance pay shall not be paid.

An employee within excess of fifteen (15) years of continuous employment with this school system who, by necessity, exhausts all of her accumulated sick leave due to a prolonged illness during the last three (3) years of employment shall be given \$1,000 as retirement severance pay.

Employees eligible for retirement severance pay pursuant to this Handbook shall also receive payment for unused sick leave upon retirement as follows:

Thirty (30) dollars per day shall be granted for each day of unused sick leave in excess of fifty-one (51) through the balance of remaining unused sick leave days. Such payment shall also be made in the event of death of an employee eligible for retirement.

RETIREMENT PLAN

Effective January 1, 2008, the Board agrees to establish and maintain a qualified retirement plan pursuant to Section 401(a) of the U.S. Internal Revenue Code [hereinafter referred to as the "401(a) plan"] for all employees. Effective January 1, 2008, the Board will contribute an amount equal to one percent (1%) of each employee's regular straight time daily pay into the 401(a) plan on behalf of each employee.

The contributions to the 401(a) plan on behalf of an employee will vest with that employee after the employee completes five (5) consecutive years of service with the School City of Hammond. For purposes of this Article, one (1) year of service shall be defined as a minimum of one hundred twenty (120) days worked in a given school year. If at the time the employment relationship with

the School City of Hammond is severed an employee has not completed five (5) consecutive years of service, the amount in that employee's account shall revert back to the School City of Hammond. At the time an employee severs his/her employment relationship with the School City of Hammond, the value of all contributions to the employee's 401(a) account plus an assumed rate of return equal to a fixed rate account of the (401(a) plan (agreed to by the parties) shall be deducted from the total amount of retirement severance pay to which the employee would be entitled pursuant to Article 24 of this Agreement. The annual rate of return shall be determined each July 1 and shall be used for the succeeding twelve (12) month period. The remaining retirement severance pay shall be paid out pursuant to Retirement Severance Pay section of this handbook.

If the 401(a) account is larger than the employee's retirement severance pay pursuant to Retirement Severance Pay section of this handbook, the employee will receive the 401(a) amount only.

**EMPLOYMENT INCREMENTS
FOR EXECUTIVE ASSISTANTS**

In order to further compensate employees for long service with the School City of Hammond, the following schedule will be observed:

Longevity Increments

Total Years of Service	Increment
10	\$ 200
15	\$ 300
20	\$ 500
25	\$ 1,000
30	\$ 1,200
35	\$ 1,600
40	\$ 2,100
45	\$ 2,600

Employees shall receive the longevity increments to which they are entitled in a lump sum with the pay following the anniversary date of employment.

Employees who leave the employ of the School City of Hammond shall lose their eligibility for longevity increments even though they may later be re-employed. Official leaves of absence will not result in disqualification for eligibility but leave time shall not be counted in computing years of service.

HEALTH INSURANCE

The School City of Hammond, on a partially paid basis, shall provide a single membership in a health insurance plan for all full-time clerical personnel of the School City of Hammond.

The employee shall be responsible for the completion of all necessary enrollment cards.

[Effective January 1, 2019] A full-time executive assistant electing to participate in the School City of Hammond health insurance plan shall pay \$1,200.00 annually toward the cost of participation in a single Plan B (High Deductible Health Plan) or \$3,600.00 annually toward the cost of participation in a family plan. Executive assistants will annually have the opportunity to change plans during an

open enrollment period. This election will be effective for the following calendar year. The Board shall make an annual contribution of \$750.00 into the Health Savings Account (HSA) on behalf of any executive assistants electing to participate in the Single High Deductible Health Plan. The Board shall make an annual contribution of \$1,500.00 into the Health Savings Account (HSA) on behalf of any executive assistants electing to participate in the Family High Deductible Health Plan.

Effective January 1, 2022] In addition to the Health Savings Accounts contributions stated above, the Board shall make a one-time contribution of \$1,000.00 into a Health Savings Account (HSA) on behalf of any executive assistant employee electing to participate in the Family High Deductible Health Plan.

In the event an employee retires after attaining the age of fifty-five (55) with fifteen (15) or more years of experience in the Hammond School System, the employee will be allowed to continue her participation in the health insurance plan of the School City of Hammond until she attains the age of sixty-five (65), provided the employee pays the full cost of the insurance.

Employees are reminded that they must sign up for Medicare coverage at their Social Security Office just prior to attaining sixty-five (65) years of age in order to maintain optimum coverage under the plan.

LIFE INSURANCE

The School City of Hammond, on a partially paid basis, shall provide to all full-time employees group term life insurance. Forty-two thousand dollars (\$42,000.00) of group term life insurance is provided for all full-time employees of the School City of Hammond. An accidental death benefit rider in the sum of forty-two thousand dollars (\$42,000.00) shall also be provided. For employees sixty-five (65) years of age and older, these amounts shall be reduced in accordance with standard insurance reduction schedules. Full-time employees shall pay one dollar (\$1.00) per year toward the cost of the group term life insurance.

LIABILITY INSURANCE

The School City of Hammond shall provide, on a fully paid basis, liability insurance in the amount of not less than one hundred thousand dollars (\$100,000.00) for all full-time employees of the School City of Hammond in case of a suit arising from or in the performance of their regular assigned duties.

LONG TERM DISABILITY INSURANCE

The School City of Hammond shall provide, on a fully paid basis, long term disability insurance with an elimination period of ninety (90) days.

TAX-SHELTERED ANNUITY PROGRAM

The School City of Hammond shall make available to all full-time employees of the School City of Hammond a tax-sheltered annuity program.

WORKER'S COMPENSATION

The School City of Hammond shall provide Worker's Compensation Insurance to all full-time employees of the School City of Hammond.

Should an employee incur injury arising out of and in the course of her employment, the employee's wages shall be continued during absence because of said injury. Absence due to injury arising out of and in the course of employment will not be charged against the employee's sick leave accumulation.

Procedures to be followed in case of the injury during the regular course of employment are available in the employee's individual building.

For further information, clarification and understanding as to the employee's benefit, the employee should contact the Insurance Department.

Any accident or injury incurred arising out of and in the course of employment must be reported in writing to the Insurance Department, within forty-eight (48) hours of employee's accident or injury.

Should report of employee's on-the-job accident or injury not be reported, the employee may be considered to have waived the benefits set forth in this Article.

RETIREMENT BENEFITS

For the benefit of all employees of the School City of Hammond, Indiana, participation in retirement benefits are as follows:

Public Employees' Retirement Fund

a. Eligibility of an employee shall be determined by the rules and regulations of the Public Employees' Retirement Fund of the State of Indiana.

b. Effective January 1, 1993, the Board shall pay directly to the Public Employees' Retirement Fund each employee's three percent (3%) contribution to the fund. In addition, the School City of Hammond shall contribute on behalf of each eligible employee the amount required by the Public Employees' Retirement Fund of the State of Indiana.

Federal Insurance Contribution Act

a. Compulsory participation in the Federal Insurance Contribution Act by all employees of the School City of Hammond, Indiana, is required under Federal law.

b. Deductions from the employee's earnings shall be paid into the Federal Insurance Contribution Act as instituted and required under Federal Law.

c. The School City of Hammond's contribution in behalf of each employee to the Federal Insurance Contribution Act shall be equal to each employee's contribution as instituted and required under Federal Law.

PAYROLL DEDUCTIONS

At the beginning of any calendar year, and restricted as to change during that year, an employee may make a written request of the School City of Hammond that specific amounts be deducted from her salary. All amounts deducted shall be remitted by the School City of Hammond to the employee's specific organization or program.

Deductions from salary may be made only for the following organizations or programs:

- a. Regional Federal Credit Union
- b. Health Insurance
- c. Group Employee's Term Insurance
- d. Tax-Sheltered Annuity
- e. IRS Section 125 Flexible Benefit Spending Plan

It shall be understood that the employee shall be directly responsible for her payments to the programs and/or organizations designated if the employee does not earn pay sufficient to cover her deductions for such obligations.

The School City of Hammond shall not be held responsible or liable based upon the form or manner of deductions, lack of deductions or payments.

ONE-TIME STIPEND

The parties hereby agree, in addition to any compensation to which an executive assistant shall be entitled pursuant to the salary schedule in the Executive Assistant Handbook, a one-time stipend in the amount of \$3,271.85 shall be paid to an executive assistant who was employed by the School City of Hammond and received compensation for ninety (90) days or more during school year 2022-2023, who is still employed by the School City of Hammond as of January 1, 2022. An executive assistant receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the executive assistant employee's Health Savings Account (HSA).

**Executive Assistants
July 1, 2022**

EXECUTIVE ASSISTANT TO SUPERINTENDENT

	Yearly
STEP 0	\$57,058.59
STEP 1	\$65,732.28
STEP 2	\$66,313.66
STEP 3	\$66,895.11
STEP 4	\$67,476.52
STEP 5	\$68,057.92
STEP 6	\$69,931.95
STEP 7	\$70,510.99
STEP 8	\$71,090.03
STEP 9	\$71,669.07
STEP 10	\$72,248.11

EXECUTIVE ASSISTANT TO ASSISTANT SUPERINTENDENT

STEP 0	\$54,473.37
STEP 1	\$63,377.55
STEP 2	\$63,958.99
STEP 3	\$64,540.38
STEP 4	\$65,121.80
STEP 5	\$65,703.21
STEP 6	\$67,577.23
STEP 7	\$68,156.27
STEP 8	\$68,735.31
STEP 9	\$69,314.35
STEP 10	\$69,893.39

In order for an employee to be eligible for a retroactive pay raise during the 2022-2023 school year, the employee must still be employed on January 1, 2023.

NOTE: Increments of \$500.00 effective July 1, 1998 have been included in Salary Range.

Effective January 1, 1993 - 3% PERF paid by School City of Hammond