

**LATROBE SCHOOL DISTRICT  
CONFIDENTIAL SALARY SCHEDULE  
2023-24**

Title	Time Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Longevity Steps			
									Step 8-9	Step 10-14	Step 15-19	Step 20
District Secretary	12	30.96	31.89	32.84	33.83	34.83	35.90	36.96	38.08	39.98	41.99	44.07

**WORK YEAR**

12 month employee = 260 or 261 days depending on calendar

**MEDICAL INSURANCE**

The primary purpose of the District health benefit program is to provide health insurance for all employees who need it. District contributes up to a maximum of \$750 per month (\$9,000 annually) of medical insurance premiums for the employee and his/her dependents.

*Cash in lieu: For employees who were not receiving cash in lieu as of July 1, 2023, there is no cash in lieu of benefits. For employees who were receiving cash in lieu of benefits as of July 1, 2023, and who remain enrolled in a medical plan which is less costly than the District cap, the difference will continue to be paid as cash in lieu of benefits.*

**DENTAL/VISION INSURANCE**

District contributes the full cost of dental and vision insurance premiums for the employee and his/her dependents.

**SICK LEAVE**

12 month employee = 1 day per month.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

District participates in the EAP program which provides up to 7 mental health visits per year.

**VACATION PAY**

12 month employee = 15 days per year

No more than one (1) year of earned vacation time may be carried over from year-to-year. Vacation time accumulated above this cap and not taken as of June 30th shall be paid out at the employee's rate of pay as of June 30th.

**PAID HOLIDAYS**

13 paid holidays:

- |                        |                  |                        |               |
|------------------------|------------------|------------------------|---------------|
| New Year's Day         | Washington's Day | Veteran's Day          | Christmas Eve |
| New Year's Eve         | Memorial Day     | Thanksgiving Day       | Christmas Day |
| Martin Luther King Day | Fourth of July   | Day after Thanksgiving |               |
| Lincoln's Day          | Labor Day        |                        |               |

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|---|--|
| Effective 7/1/23 (Adopted 11/18/22; Revised 5/16/23, 2/20/24) | 5% increase; Increase cap to \$750; phase out Cash in Lieu   |
| Effective 7/1/22 (Adopted 2/15/22; revised 11/18/22)          | 9% increase; increase cap to \$675                           |
| Effective 7/1/21 (Adopted 2/16/21; Revised 2/15/22)           | 4% increase, rename FH days; increase cap to \$625           |
| Effective 7/1/20 (Adopted 2/18/20; Revised 2/16/21)           | 3% increase; increase cap to \$575                           |
| Effective 7/1/19 (Adopted: 5/21/19; Revised 2/18/20)          | 3.5% increase; Increase cap to \$500                         |
| Effective 7/1/18 (Adopted: 5/21/19)                           | 5% increase  |
| Effective 7/1/17 (Adopted: 1/19/17; Revised 2/20/18)          | 2% increase; Increase cap to \$450, add 2nd Floating Holiday |
| Effective 7/1/16 (Adopted: 1/19/17)                           | 3.5% increase  |
| Effective 7/1/15 (Adopted: 6/16/15; Revised 2/23/16)          | 1% increase; Add Longevity Steps                             |
| Effective 7/1/14 (Adopted: 11/18/14; Revised 1/20/15)         | 3% increase, add EAP eff 12/1/14                             |
| Effective 7/1/13 (Adopted: 2/18/14)                           | 2% increase  |
| Effective 7/1/07 (Adopted: 12/18/07)                          | 10% increase   |
| Effective 7/1/06 (Adopted: 11/21/06)                          | 8.82% increase   |
| Effective 7/1/05 (Adopted: 11/15/05)                          | 4% increase  |
| Effective 7/1/04 (Adopted: 3/15/05)                           | 2.25% increase   |