

Staffing Committee Proposal

Proposal for Hiring an Administrative Assistant

Administrative Assistant Position

Job Description: Attached

Salary: Commensurate with experience

Half-time position

Flexible hours

Benefits:

- A. PEBB full health package
 - a. *UMP Select*
 - b. Dental
 - c. ADD – Accidental Death and Disability
 - d. LTD – Long Term Disability
 - e. District pays full cost for employees working half time or more
 - i. Requires amendment of Personnel Policy
 - f. Employee can add spouse at their own cost
- B. 10 Paid holidays
- C. Pro rated vacation days based on 2-weeks vacation for full time employees
 - a. Buy out unused vacation days
 - b. Personnel policy limits number of days that can be carried over
 - c. Would not buy out days that are unused buy can not be carried over under policy
 - d. Requires an amendment of Personnel Policy
- D. State Family and Medical Leave Act benefits
- E. 2 weeks paid jury leave if called to serve
- F. Sick leave: Pro rated based on 6 days/year for full time employee
 - a. No buy out of unused sick days

Advertising of position:

- Ads in Souder and Orcasonian
- Posting in Chamber Blast
- Notice to our email list
- Email to Directors of local non-profits asking them to spread the word
- Flyers at Post Office and Market

PEBB Package cost and benefits

	Classic	Select
Medical only	\$796.77	\$725.82
Full Package	\$884.84	\$813.89
Annual Deductible	\$250	\$750
MOOP (Max Out of Pocket)	\$3,500	\$2,000
In Network Copays*	15%	20%
Out of Network Copays	40%	40%
Drug Deductible**	\$100	\$250
Drug MOOP	\$2,000	\$2,000

* Does not apply to preventative services

** Only applies to Tier 2 and higher drugs