

LANCASTER SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE
2025-2026

	RANGE	2	3	4	5	6	7
Confidential Administrative Secretary	41	5,649	5,934	6,226	6,539	6,863	7,207
Confidential Payroll Lead	41	5,649	5,934	6,226	6,539	6,863	7,207
Administrative Secretary III	43	5,936	6,229	6,541	6,863	7,207	7,567
Executive Secretary to the Superintendent	50	7,047	7,395	7,765	8,150	8,556	8,984

Effective: July 1, 2025

Board Approval: December 16, 2025

CONFIDENTIAL EMPLOYEES BENEFITS

1.0 **HEALTH AND WELFARE**

The District will pay the cost of all health, dental, and vision premiums for full-time employees and their eligible dependents not to exceed the District cap.

2.0 **LIFE INSURANCE**

The District shall offer, at employer expense, a life insurance policy of \$50,000.00 to all qualified employees which includes a double indemnity AD&D policy.

3.0 **ACCIDENTAL DEATH OR DISMEMBERMENT INSURANCE**

The District shall provide an Accidental Death or Dismemberment policy for \$1,000.00 to all qualified members of the bargaining unit.

4.0 **RETIREMENT**

5.1 Employees having reached the minimum retirement age (55 years), and accepting retirement benefits as provided under the Public Employees Retirement System or STRS and having a minimum of ten (10) years of full-time service in this District rendered during the immediate past fifteen (15) years, shall have extended to them the following schedule of benefits: The District shall pay the cost of the tiered rate (October 1, 2017) of medical only health insurance premiums for the retiree, not to exceed the District cap. This benefit shall (a) be limited to a period of ten (10) years, and (b) shall begin concurrently with retirement; and (c) shall continue either for the ten (10) years stated in (a) or until the retiree reaches age sixty-five (65), whichever comes first.

5.2 Employees who retire under this plan and were enrolled in the District-sponsored life insurance program for at least one (1) year prior to retirement, the District will continue to pay the premiums for the plan for a period of ten (10) years or until the retiree's death, whichever occurs first.

5.3 The District shall pay three thousand five hundred (\$3,500) dollars per year for five (5) years toward the purchase of an annuity. The annuity shall mature seven (7) years after the date of retirement. In the event that the retiree dies before the full five (5) years of contributions are paid, the District's obligation to pay shall cease at the end of the plan year of the retiree's death.

5.0 **LONGEVITY**

Years of Service	Amount	Total Amount
10 years	\$568	\$568
15 years	\$3,035	\$3,035
20 years	Additional \$4,035	\$7,070
25 years	Additional \$5,000	\$12,070
30 years	Additional \$6,000	\$18,070

6.0 **VACATION**

Commencing with the 2008/2009 school year, all confidential staff will receive twenty-five (25) vacation days at the beginning of each school year. Beginning with the 2019-2020 school year, all confidential staff will receive one (1) additional day of vacation at 25 years of service for twenty-six (26) days, and one (1) additional day at thirty (30) years of service for a total of twenty-seven (27) days. Should an employee resign, prior to the end of the school year, the advanced vacation days will be prorated.

7.0 **ADDITIONAL COMPENSATION**

Payment of a \$50 monthly cell phone stipend (effective July 1, 2024).