

Human Resources Department



Students First

Inspire, Educate, Celebrate

September 20, 2023

To: Administrative Assistants

From: Maysam Alie-Bazzi
Executive Director of Staff & Student Services

Cc: Nada Alamaddine, HR Director
Courtney Pletzke, HR Director
Payroll Department
Executive Directors & Directors

Re: Compensation

As aligned with the recent changes to the collective bargaining units of DFT, ADSA, and DFSE the Administrative Assistants will be compensated as follows:

- Annual step increase
- Additional 4.89% increase of your base salary
- Longevity has increased as follows:

	Current:	New:
5 years	\$0	\$1,000
7 years	\$1,500	\$3,000
10 years	\$2,500	\$5,000
15 years	\$5,000	\$7,000
20 years	\$7,000	\$10,000
25 years	\$0	\$12,000

- Those that retire with a minimum of fifteen years of service and 80 days in their sick banks are eligible for \$75 per day with a maximum payout of \$7,500 (100 days). The maximum of \$15,000 in any given year payable in the last pay in June. If the total exceeds \$15,000, the amount is prorated based on the original calculation not to exceed \$15,000. Severance Pay is not an eligible pension supplement.
- Added steps 17 and 18 to grade 1. (3% increase per step)
- Add steps 14, 15, 16 to grades 2 and 3. (3% increase per step)

- Administrative Assistants hired after July, 2013 now receive an additional two “holidays” aka “conference release days (total of 16 holidays) and three additional vacation days (total of 20). All offices must be open and available when ASC is open while the rest of the district is closed.

This compensation was effective July 1, 2023, has been prorated to that date, and was included on the Friday September 22nd pay date. Thank you for your patience as numerous changes are being processed following the summer of negotiations.

Much gratitude and appreciation for each and every one of you for your daily commitment to Dearborn Public Schools students and buildings.