



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

FOR

CERTIFIED STAFF MEMBERS

2022-2023

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This employee handbook has been prepared for certified staff members including certified teachers and nurses. The provisions described herein are the terms and conditions governing employment in the North Scott Community School District (“District”) and compliance with them is required.

This Employee handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of district. It has been prepared to acquaint all certified staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the district, and to provide for the orderly and efficient operation of the district.

It is each certified staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the district Administrator that are available electronically on the district website, as well as the rules and regulations contained herein.

If you have questions regarding any of the board policies and/or district administrator’s administrative guidelines, and/or the rules or regulations set forth in this handbook, or about matters, which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This employee handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The district’s certified staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy and state law.

Furthermore, any certified staff member who violates any of the terms and conditions of employment set forth in this employee handbook may be subject to disciplinary action in accordance with Policy 404.1R1 – Employee Code of Conduct and Progressive Discipline.

The association and district will form a joint Interest Based Committee whose purpose shall be to review and make recommendations through the Interest Based Problem Solving process to the board regarding condition of

employment contained in the employee handbook. The board shall approve the employee handbook on an annual basis. On/before April 15th of each year, this committee shall make recommendations to the Board regarding the content of the handbook that will go into effect the following July 1st.

Employees will have the opportunity to review the handbook prior to being asked to sign individual contracts for the successor school year.

REPRESENTATION

The Interest Based Committee will have representation with the district and the association each selecting its own representatives. The association President, or designee, shall serve as the lead representative of the association team. The district Superintendent shall serve as the lead representative of the district team.

FREQUENCY

The Interest Based Committee will meet at least monthly from August through December, and twice a month January through May. An adjustment to this schedule will be mutually agreed upon, with the full meeting schedule set in August.

This employee handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Whenever any words are used in this handbook in the masculine gender, they shall also be construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

This handbook does not encompass all teacher employment policies or staff guides.

STATEMENT OF PHILOSOPHY

This employee manual is devoted to the board's goals and objectives for personnel in the performance and benefits of the job. School district personnel provide an important service for the students of the school district community. Personnel may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each school district employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with their individual needs. While the teachers have the most direct impact on the formal instruction of students, all school district personnel have an impact on the

school environment by the employee's dedication to work, the employee's actions and the employee's manners.

As role models for the students, school district personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment for the students. In striving to achieve a quality education program, the board's goal will be to obtain and retain qualified and effective school district personnel. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance.

It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. Board policies in this series relating to general personnel shall apply to school district personnel regardless of the position as licensed or support personnel. Board policies relating to licensed personnel shall apply to positions that require a teaching certificate. Support personnel policies included in this series shall apply to positions that do not require a teaching or administrative certificate. The board recognizes the right of employee groups to organize under Chapter 20 Code of Iowa for the purposes of collective bargaining.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the district.

[Board Policy #309 – Authority and Communication Channels](#)

PURPOSE

- A. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
- B. Teaching is a profession and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of certified staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic

information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Iowa law), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the district's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment they should refer to:

[Board Policy #401.2 - Equal Employment Opportunity](#)

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the district community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "school district community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the school district community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the district.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The district administrator has prepared written administrative guidelines for certified staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

[Board Policy #401.2.1 - Employee Anti-Harassment](#)

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for certified staff member accountability that each certified staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for certified staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, certified staff members shall refer to Job Descriptions Manual. Further, if a copy of a job description is required or desired, the certified staff member shall ask their immediate supervisor or go to the central office and request a duplicate copy.

CONFLICT OF INTEREST

Certified staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, certified staff members are expected to perform their duties in a manner free from conflict of interest.

[Board Policy #401.3- General Personnel Conflict of Interest](#)

OUTSIDE ACTIVITIES OF STAFF

It is imperative that certified staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district. If a certified staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the district Administrator shall evaluate the impact of such interest, activity, or association upon the certified staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the district, certified staff members should review the following:

[Board Policy #401.3 - General Personnel Conflict of Interest](#)

COMMUNICATIONS AND SUGGESTIONS

The district values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Certified staff members should refer to the detailed procedure regarding communication set forth in:

[Board Policy #401.7 - General Personnel Relations to Administration and to the Board](#)

[Board Policy #401.8 - General Personnel Involvement in Decision Making](#)

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all district buildings and at all district-sponsored activities.

[Board Policy #401.14 - General Personnel Political Activity](#)

[Board Policy #603.4 - Multicultural and Gender Fair Education](#)

[Board Policy #603.9 - Academic Freedom](#)

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Iowa law requires district professional personnel to report all suspected incidents of child abuse and/or neglect to the Iowa Department of Human Services, law enforcement or other legal authorities. Because the Board of Education is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects district staff to act in accordance with all appropriate Iowa statutes.

All district professional employees are required to report suspected abuse or neglect when there is “reasonable cause” to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

The Board of Education supports a preventative approach to child abuse and neglect. Certified staff are required by law to be trained in child abuse and dependent adult reporting.

Further information, guidelines and requirements relating to the district’s child abuse and neglect reporting policy can be found on the district website and are set forth in:

[Board Policy #402.2 - Reporting Child Abuse by a Caretaker](#)

[Board Policy #402.2.1 - Reporting Child Abuse by a Non-Caretaker](#)

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the certified staff if they fall into a category established in Policy 405.1 – Licensed Personnel Defined. Employee should refer to the applicable collective bargaining unit which include all full-time and regular part-time professional employees: Librarians, Guidance Counselors, Nurses, and Dean of Students; classroom teachers including but not limited to those who may have the following titles - department head.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The district shall maintain personnel records of certified members and grant access to inspect or review those records in accordance with Policy 401.6 – General Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 401.6 – General Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The district Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the certified member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. Employees will be formally evaluated at least once every three years. The building principal and/or assistant building principal shall formally evaluate each employee in writing. A copy of any written formal evaluation will be provided to the employee.
- B. Within three (3) weeks after the beginning of each school year, the appropriate supervisor will explain the formal evaluation procedures to employees and will identify the employee's primary evaluator(s). No

formal evaluations shall occur until such explanation has taken place.

- C. Observations are not to be considered the evaluation but do contribute to it. All classroom observations of an employee shall be conducted with the full knowledge of the employee. While these observations may vary in frequency and duration, at least one twenty-minute observation must be made prior to the formal evaluation.
- D. A conference to discuss formal written evaluations shall be held between the employee and the evaluator(s) as soon as practical. Two copies shall be signed by both parties. Signing shall not necessarily mean agreement with the evaluation but rather awareness of the content. The evaluator shall provide at least 24 hours notice of the time of the conference.
- E. If an employee believes the employee's formal evaluation is incomplete, inaccurate or unjust, the employee may set forth his/her objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file(s). The file copy of such objections shall be signed by both parties to indicate awareness of the content. Evaluations shall be subject to the grievance procedure only in the case of a needs improvement or a recommendation for continued evaluation.
- F. Employees shall have the right to review and reproduce the contents of their personnel file(s) except confidential evaluative college material. An employee's personnel file(s) shall be available for the employee's inspection. A representative of the association, at the employee's request, may accompany the employee in this review. The employee shall have the right to respond to all materials contained in his/her file(s), which responses shall become a part of his/her file(s). Copies of any materials evaluative in nature or relating to the employee's work assignment which are placed in his/her personnel file(s) are to be provided to the employee within ten (10) school days of its placement in the file(s).
- G. When the need for improvement is noted in the formal written evaluation, the employer shall provide the employee with specific recommendations in writing and accompanying the evaluation. A signed copy shall be retained by the evaluator and the employee. Failure to meet the recommendations may result in a recommendation to terminate the employee's contract. Absence of the same deficiency(ies) in the next formal evaluation shall be interpreted to mean adequate improvement has taken place.

[Board Policy #405.5 – License Personnel Evaluation](#)

CONFIDENTIALITY

As a result of an employee's responsibilities with the district, an employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an employee, employee records as well as the district's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained, as the result of employment with the district is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any district personnel who are not authorized to receive such information or to persons outside of the district without the express authorization of Administration. Likewise, no information concerning the internal operations of the district, including but not limited to the release of records of the district, may occur except through, and with the permission of Administration.

Unless directed by Administration, employees shall not act as the district's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the district Administrator or building supervisor.

PROFESSIONAL GROWTH REQUIREMENTS

Certified staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

[Board Policy #408.1 – License Personnel Professional Development](#)

PROFESSIONAL LICENSE

A professional license is the responsibility of the employee. The BOEE will notify staff for their renewal dates as long as the employee gives the BOEE their contact information. The district office will not notify staff. A professional employee cannot work without a license.

STUDENT SUPERVISION AND WELFARE

The Board requires each certified member to maintain a standard of care for supervision, control and protection of students commensurate with the

employee's assigned duties and responsibilities.

ASSIGNMENT AND TRANSFERS

The district Administrator is responsible for the proper assignment of all certified members in conformance with any legal requirements or certification requirements.

Further, certified staff members may be transferred between schools when the district Administrator determines that the needs of the students, the school or district so require.

VOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a different assignment due to a vacancy shall be considered a transfer.

B. Notification of Vacancies

1. Date

The superintendent shall notify all staff of vacancies by posting said vacancies on the district website and by e-mailing all staff.

2. Requests to Transfer

Employees who desire to transfer into an open position indicate this desire by completing an electronic application via the district website and connecting this application to the open position. To be considered for open position, such application must be submitted within seven working days of the posting. All vacancies shall be posted and all requests of staff within the district will be considered for vacancies.

3. Posting

As soon as practical and no later than June 1, the superintendent shall post all completed transfers in each school and deliver to the association a system-wide list of all persons being transferred and nature of such transfer. All vacancies shall be posted and all requests of staff within the district will be considered for vacancies.

C. Procedure

In determination of request for voluntary transfer, the wishes of the employee shall be honored to the extent that the transfer does not conflict with the instructional and educational requirements of the school district. All internal applicants will be interviewed in person by the principal of the building to which the applicants are wishing to transfer. All requests for transfer shall be considered on an equitable basis. If more than one employee and/or applicant has applied for the

same position, the determination as to the individual receiving the position shall be made on the needs of the instructional and educational program, seniority, certification and academic preparation. Teachers who will have been in their previous position two years or less at the actual effective date of transfer shall have their request honored only if both principals involved agree to the transfer

INVOLUNTARY TRANSFERS

A. Definition

The movement of any employee to a different assignment, due to a vacancy, shall be considered a transfer. Involuntary transfers shall be those initiated by the employer.

- B. If in the final judgment of the employer it is necessary for the employer to initiate a transfer and there is no suitable volunteer available, the principal of the building in which the employee works shall inform the employee in writing of the reasons for transfer.
- C. Employer initiated transfers of an employee will not be effective until a personal conference has been held between the employer and the employee.
- D. Involuntary transfers shall not be made for arbitrary and capricious reasons. Should any grievance ever be pursued to arbitration under this provision, the board shall have the final decision.
- E. Any employee who shall be transferred to an administrative or supervisory position and who later returns to former status shall be entitled to retain such rights as may have accrued under this handbook and policies prior to such transfer.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a certified staff member shall be consistent with the terms established in:

[Board Policy #404.1R1 – Employee Code of Conduct and Progressive Discipline](#)

REDUCTION IN STAFF

A. Layoffs

- 1. When the employer determines a layoff is necessary, it will be made in the following manner: The employer will check for possible long-term leaves and resignations first. Next those employees with emergency or temporary certification shall be laid

- off. Layoffs shall be made from the categories listed in item C.
2. If additional layoffs are necessary, the employee with the least seniority within the category will be the next laid off. No new substitute appointments may be made while there are laid-off teachers available who are qualified to fill the vacancies. No transfer of staff shall be used to prevent reinstatement of laid-off teachers.

B. Seniority

1. Seniority in the district shall be defined as follows:
Seniority will be defined as the number of continuous years of service to the district. (Approved non-paid leaves do not break continuous service nor add to seniority accumulation.) A year's seniority is earned if the employee is paid a minimum of 110 days in a school year. For new employees, the contract signing date will be used to determine seniority. Returning employees will maintain seniority only if service is continuous to the district unless stated elsewhere in the contract. (In all cases, no distinction is made between full and part-time employment.)

C. Seniority will be in the following categories:

1. Grades PreSchool-6th:
 - a. First by staff reducing by Department (subject areas: art, music, P.E. counselors, media specialists, special education, T.A.G., and classroom which includes: reading specialist, Chapter I, instructional coach.)
 - b. If the staff reduction is not completed as set forth above, then by reducing the least senior employee(s) within Grades Preschool-6.
2. Grades 7-8: by Department (subject area)
3. Grades 9-12: by Department (subject area)
4. Nurses K-12
5. Those employees who previously taught in a dual category 7-12 will retain seniority in new category 7-8 or 9-12 for the number of years taught in that dual category and will have the full number of years of service to the district credited as seniority to his/her present category.
6. Any employee that transfers to another category or department (subject area) will retain seniority for the number of years taught in the previous category or department (subject area) and will begin to accumulate seniority in the new category or department (subject area). Those employees teaching in more than one subject area will be granted a full year of seniority in each of the subject areas (department).
7. If a position in a category or department (subject area) is eliminated, the employee, by virtue of seniority in a previous

category or department (subject area) may enter another category or department (subject area) if they have had previous teaching experience in the district in such category or department (subject area).

D. Recall Rights

1. Any employee laid off pursuant to this article shall have recall rights to any position for which he/she is or may become certified for two (2) years from the effective date of his/her layoff. The effective date of layoff is June 30th. Recall shall be in order of district seniority as defined in paragraph B above. In case of further ties in seniority, the tie will be broken as follows: the employee with the most district experience in the recall area of teaching shall be recalled first and if a tie remains then it will be broken by a random drawing. Drawings shall be witnessed by at least one person and the affected employees and/or their representatives will be provided with the opportunity to be present at the drawing.
2. An employee selected for recall will be informed by the district of his/her re-employment, in writing. Such written notice shall specify the position to which the employee is being recalled and the date of such recall. Any such notice shall be sent by certified mail, return receipt requested, to the last known address of the employee in question as shown on the school district's records. A copy shall be sent to the association president by regular mail. Any such notice shall be considered received by the employee on the date the return receipt is signed.

Within five (5) calendar days after an employee receives this notice of re-employment, he/she must advise the Superintendent or Board Secretary in writing either hand delivered and receipted for or by certified mail, return receipt requested, that he/she accepts the position offered in such notice. Any and all re-employment rights granted to an employee on staff reduction shall terminate upon such employee's failure to accept a recall within the five (5) calendar days. It shall be the responsibility of each employee on staff reduction to keep the Superintendent advised of his/her current address. In the event the certified mail is returned undelivered, the employee's recall rights will terminate fifteen (15) calendar days after the date of original mailing.

3. Any employee re-employed by exercising his/her recall rights shall be given related benefits and experience, such as accrued sick leave, seniority status, and salary placement upon his/her re-employment in the district.
4. If a recalled employee is offered a position that is not equivalent in time (i.e., full time offered half time) and refuses the position, the employee does not forfeit his/her recall rights.

5. An employee hired to replace bargaining unit personnel on approved leave or hired because of unexpected circumstances shall be referred to hereafter as a replacement employee. A replacement employee will not be entitled to recall rights until he/she has completed 270 continuous working days or three (3) consecutive semesters on a regular basis in the district. After 270 consecutive days a replacement employee (one hired to replace a bargaining unit person) who is laid off, will be offered the recall rights afforded in this contract, provided all eligible leave and reduction in force personnel have been recalled.
6. Part-time employees who are laid off have recall rights only to an equivalent part-time position (not full time). This does not preclude the district from offering a part-time employee a full time position, unless the employee was initially a full time employee who was subsequently reduced in time to part-time. In this latter case, the employee would have the rights to a full time position should they be laid off.
7. Should a layoff result in a situation where a part-time employee refuses to take a full time position, the district has the right to fill the full time position in whatever manner they deem to be in the best interest of education for the district in that a part-time more senior employee could be laid off and a less senior employee placed in the full time position.
8. Nothing in the foregoing shall be construed in such a way as to prohibit the employer from directing the work of its employees.
9. Any employee, who is laid off for reasons of staff reduction or realignment shall be accorded the recall rights provided by this agreement unless specifically waived in writing. The Board shall annually provide the association with a current list of those who have retained such rights as provided by this agreement.

TERMINATION AND RESIGNATION

Employees may be terminated or non-renewed, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract. Release from a contract shall be contingent upon finding a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the cost of finding a suitable replacement (minimum \$1,400) shall be deducted from the employee's salary. The deduction from a part-time employee's salary shall be in proportion to the employee's full-time equivalency.

[Board Policy #407.1 - Licensed Personnel Resignation](#)

[Board Policy #407.2 - Licensed Personnel Early Release from Contract](#)

[Board Policy #407.3 - Licensed Personnel Release from Contract Due to Resignation or Retirement](#)

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

Employees shall be paid in twelve (12) equal installments via direct deposit on the 18th of each month. Those employed prior to 2005-06 contract may still be issued checks.

A. Exceptions

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their checks before the 20th of the month. (Schedule C)

B. Summer Checks

Summer checks shall be mailed or direct deposited to the address designated by the employee.

COMPENSATION

The district will negotiate total base wages with certified bargaining units in accordance with the provisions of Iowa law. The district handbook will otherwise set other compensation for employees on an annual basis and will provide Employees notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The district exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. Annually, in conjunction with the budget and handbook processes, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

LEAVES OF ABSENCE

Any certified staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with:

Board Policy #409 - Licensed Personnel Vacations and Leave of Absence

The certified staff have the following leaves:

SICK LEAVE

A. Accumulative Benefits

All employees shall be granted fifteen (15) sick leave days each school year as of the first official day of the contract year. Unused sick leave shall be accumulated from year to year to a total of 180 contract days.

B. Employee sick leave balance is posted in AESOP.

C. Definition

1. Sick leave shall be that leave which is necessary because of illness, injury, or medically related disability of the employee of such nature that the employee cannot perform the duties of his/her position.
2. Sick leave shall also be that leave which is necessary because of the illness or injury of a member of the immediate family--immediate family being defined as husband, wife, children, parents of spouse and parents of employee or other member of the immediate household. Employees shall be required to fill out the sick leave form which shall provide for reasons for the sick leave and file the same with the building principal within five (5) school days after the return from the sick leave.

D. Job Related Illness or Injury

Absence due to injury or illness incurred in the performance of duties in accordance with board policy shall be charged against sick leave unless salary reimbursement is covered by workmen's compensation.

TEMPORARY LEAVES OF ABSENCE

A. Request of Temporary Leave

Requests for temporary leave shall be filed in AESOP, a sufficient time in advance for the request to be acted upon. In case of emergency situations, requests may be made and permission for such leaves granted without prior approval.

B. Paid Leave

1. Personal
 - a. Personal leave shall be defined as absence from work for

- personal reasons.
- b. Two days per year of approved personal leave with pay shall be granted to all regular full-time and regular part-time employees. Approved leave beyond this amount shall be without pay.
 - c. A person wishing to take personal leave shall make application through their immediate supervisor using AESOP for this purpose, indicating dates.
 - d. Personal leave days shall be granted on the day before or immediately following a holiday or a vacation period, and during the first and last week of the in-school work year for leave limited to travel and/or attendance at a graduation or wedding of the immediate family defined as: husband, wife, children, parents of spouse, parents of employee, step-children, grandchildren, brother and sister by stating the reason for the leave on the district leave form. Personal leave days shall also be granted during these time periods for an employee to travel to and/or attend a personal court proceeding by stating the reason for the leave. Leave for other personal reasons requested during the above periods shall be granted, but shall be charged off at the ratio of two days for one day of use, or one day for one-half day of use.
 - e. Employees will have the following options for all unused personal leave days:
 - i. Employees shall receive in a payment itemized on the August pay stub for all unused personal leave days remaining at the close of the previous school year. Payment will be at the rate of \$150 per unused full day and \$75 for an unused half day.
 - ii. In lieu of the above cash payment, employees that have not accumulated one hundred and eighty (180) sick days may convert unused personal days into sick days. This will be at a rate of one personal leave day for two sick leave days or one-half day for one day. This may be done at any time during the year.
 - iii. In lieu of the above options, employees may carry over two personal days to the following school year; a maximum of 4 personal days may be accrued.
 - iv. Employees will receive the cash payout if option ii or iii are not requested.

2. Jury Duty

Any employee called for jury duty during school hours shall be granted leave with pay. Any fees or remuneration of the employee received during such leave shall be turned over to the North Scott School district.

3. Professional Leave

Professional leave may be granted with the approval of the building principal and the superintendent. Professional leave shall be for the purpose of:

- a. Visitation to view other instructional techniques or programs.
- b. Attending conferences, workshops, or conferences of an educational nature which are of direct benefit to the teacher's teaching assignment or of direct benefit to the school district.
- c. Head Varsity athletic coaches may take an additional professional day per year for development of coaching education. Assistant high school coaches may take one day every three years, to be coordinated by the Head Coach and Athletic Director.

4. Association

Up to fifteen (15) school days shall be available, at the discretion of the association, for representatives of the association to attend conferences, conventions or other activities of the local, state and national affiliated organizations. Association leave cannot be used for political activity.

5. Bereavement

- a. Up to ten (10) days shall be granted at any one time in the event of death of an employee's spouse or child. Up to five (5) days shall be granted at any one time in the event of death of an employee's son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, and any other member of the immediate household. Up to two (2) of the above days may be allowed for use, non-concurrently, to serve as executor or administrator of the estate for the relative.
- b. Up to one (1) day shall be granted in the event of the death of a friend or relative outside the immediate family as outlined above.
- c. When necessary additional leave days may be applied for under good cause. If such leave is not approved, unpaid leave will be granted.

C. Good Cause

Other temporary leave with or without pay may be granted by the

superintendent after all other leaves for which the employee is eligible have been exhausted and is that leave which is made necessary by circumstances which cannot be controlled by the employee.

EXTENDED LEAVES OF ABSENCE

All requests for leave shall be in writing and all responses in writing. Between March 1st and March 15th, the superintendent will send a reminder to all employees on extended leave regarding their intention for the upcoming school year. These employees will notify the superintendent in writing of their intention by April 1st.

A. Personal Illness or Injury

An employee who is unable to work, because of personal illness or injury, and who has exhausted all sick leave or who wishes to not use any or all of his sick leave, shall be granted a leave of absence, without pay for the remainder of the contract year and may be renewed for one (1) additional consecutive semester upon written request by the employee and approval by the Board. All benefits shall continue for the balance of the original contract year. Following utilization of this leave, a subsequent request for this leave may not be made until the employee has completed a minimum of one (1) semester of work.

B. Family Illness

An extended leave of absence for up to one year shall be granted to care for sick or injured members of the employee's family, after exhausting all sick leave or choosing not to use sick leave. Such leave shall be without pay, benefits or experience credit. Additional leave may be granted at the discretion of the Board.

C. Parental

1. Upon application to the Superintendent of School or his designee, an unpaid leave of absence may be granted for adoption or child rearing. Such leave shall be granted for a period of an entire school year or for the conclusion of the semester during which the leave commenced or for the conclusion of the school year. Upon return from an approved parental leave of absence of one year or less, the employee shall resume his/her former position if available in accordance with Article XIII, Reduction or Realignment of Staff, and if the employee so desires, including all previous rights and privileges. The employee may be reinstated prior to the conclusion of the approved leave period upon mutual agreement of the employee and superintendent.
2. An employee shall be entitled to all raises and increments upon return from such leave if the employee works at least 110 days of

the school year.

3. All benefits, including insurance, shall be continued for the period of parental leave to the end of the contract year or thirty (30) days, whichever is shorter.
4. The leave may be renewed upon application and approval of the superintendent for one additional school year.

D. Association

A leave of absence for up to two years, without pay, benefits or experience credit shall be granted to any employee for the purpose of serving as an officer of the association, its affiliates or on its staff for non-political activities only.

E. Military

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave as provided in Chapter 29A of the Code of Iowa. On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the superintendent or his designated representative and return to employment within ninety (90) days after termination of such military service.

F. Public Office

A leave of absence for up to four (4) years without pay, benefits or experience credit shall be granted to any employee for the purpose of campaigning for or serving in a public office.

G. Educational Improvement

A leave of absence without pay, benefits or experience credit of up to one (1) year may be granted to any employee for the purpose of engaging in study reasonably related to the employee's professional responsibility. Such study to be at an accredited college or university.

H. Outside Teaching

A leave of absence without pay, benefits or experience credit for a period of up to two (2) years may be granted to an employee who joins Americorps, Peace Corps and the Teach for America or who serves as a teacher in any domestic or overseas program or institution. Upon return, the employee, if not already receiving credit for the maximum

experience outside the North Scott system, may make application to have such experience evaluated for possible experience credit on the salary schedule.

I. Good Cause

Other extended leaves of absence without pay, benefits or experience credit may be granted for good cause.

J. Family Medical Leave

Employees of the district are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

HEALTH INSURANCE BENEFITS

A. The Board agrees to make available to all employees working thirty (30) or more hours per normal workweek, the following insurance coverage. Part-time employees working more than eighteen (18) hours but less than thirty (30) hours per normal workweek are eligible for single health insurance coverage. Part-time employees shall be eligible to purchase coverage, including family coverage, of each insurance program. *The part-time employee will pay any amount in excess of the cost of the district's contribution towards single health insurance. Involuntary full-time employees transferred to part-time employees who have previously had fully paid insurance coverage will continue the same benefits, including the privilege of converting from single to family coverage.*

1. Health and Major Medical

Each eligible employee and his or her immediate family members shall be covered by a health and major medical program with premiums paid by the district and with a \$45 per month contribution by the employee and \$160 per month contribution by the eligible employee for family coverage of the family premium paid by the district that meets the following minimum specifications:

- a. Hospitalization for a maximum of 365 days at semi-private room rates.
- b. Medical expenses paid at the Usual and Customary Rate (UCR).

- c. 80/20 diagnostic x-ray and laboratory service rider, which includes both in-patient and out-patient care on the Major Medical plan.
- d. Medical Deductibles
 - i. Major medical, hospitalization, and physician expenses shall be subject to a \$1,125 deductible for single and \$2,250 deductible for family for **in**-network providers
 - ii. Major medical, hospitalization, and physician expenses shall be subject to a \$1,375 deductible for single and \$2,750 deductible for family for **out**-network providers
 - iii. Co-insurance limit of 20% for insured.
 - iv. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,750 single and \$5,500 family for medical including deductible for **in**-network providers.
 - v. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$3,000 single and \$6,000 family for medical including deductible for **out**-of-network providers.
- e. Prescription Drug Card is included as part of the medical plan. The drug co-pays are:
 - i. 20% to Max \$100 per prescription.
 - ii. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,500 single and \$5,000 family.
- f. Pre-admission Certification/Utilization Review and a \$250 penalty for non-compliance per occurrence.
- g. When two district employees who are married to each other and each are eligible for single health coverage, the family policy premium shall be fully paid by the district.
- h. A preferred provider program providing for 85/15 co-payments after deductibles and providing that no charges will be made for costs above the usual, reasonable and customary rates when services are performed by one of the listed participating physicians. Use of non-participating physicians shall remain at the 80/20 co-payment rate and shall be subject to charges above the usual, reasonable and customary rate.

2. Life

Employee basic life amount is \$50,000. Employee basic accidental death is equal to basic life amount. Benefits will be paid in accordance to the terms of the group policy.

3. Disability

Each eligible employee shall be covered by a long-term disability insurance program paid for by the Board that provides the following benefits. Benefits shall begin after 90 calendar days or upon termination of the employee's sick leave if greater than 90

days and continue at 60% to age 65 for accident or sickness.

- a. Monthly maximum of \$5,000.
- b. No exclusions on mental or nervous conditions, alcohol, or drug addiction.
- c. Social Security freeze.
- d. Rehabilitation to be handled on a case by case basis.
- e. No pre-existing condition or eligibility waiting period.
- f. Overall income limit of 75% of covered monthly compensation.
- g. Recurrent disability clause of three (3) months.
- h. Two-year limitation of job description.
- i. Minimum monthly benefit of \$50.00
- j. Continuation of benefits if master policy is terminated.

4. Workmen's Compensation

Each employee shall be covered by workmen's compensation paid for by the Board. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days when said absence results in salary payment by workmen's compensation.

5. School Liability

All employees shall be covered by a school financed liability insurance covering job related performance of duties.

6. Dental

Each eligible employee shall be covered by a school-paid dental insurance plan equivalent to Delta Dental Plan I. Two district married employees may elect family insurance and the district will pay the equivalent amount of two (2) single premiums toward the cost of the family plan. The calendar year limit shall be \$1,500 per individual.

7. Optical

Each eligible employee and his or her immediate family members shall be covered by a school-paid optical insurance plan which covers all but a \$5.00 charge for eye examinations. **New lenses or contact lenses every 12 months. New frames every 24 months.**

8. Flex Plan

The district shall make available to eligible employees a pre-tax

deduction Section 125 Flex II plan to pay for medical insurance premium expenses, dependent care, and other unreimbursed medical expenses.

B. Coverage

The Board provided insurance programs shall be for twelve (12) consecutive months beginning September 1st and ending August 31st. Employees new to the district shall be covered for the remainder of the insurance covered term by the Board provided insurance beginning with the first day of employment. All insurance coverage except worker's compensation shall not cease on employee's 65th birthday if the current policy provides for coverage beyond the 65th birthday and the premium is reasonably commensurate.

C. Descriptions

The Board shall provide each employee a description of the insurance coverage provided herein, in paragraph A (1,2, and 3), within ten (10) days of the beginning of the school year or date of employment which shall include a clear description of the conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

All policies on insurance may be available for inspection by the employee.

D. Continuation

1. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the contract year.
2. Employees on paid leave shall continue to have Board contributions made according to the level described above.
3. Employees on non-paid leave, except as covered in D(1), for one month or longer, shall have the option to continue any or all of the Board paid programs as permitted by the carriers by paying the premium themselves to the Board within (30 days) of the billing date.

V. WORKING CONDITIONS AND HOURS OF WORK

EMPLOYEE WORK YEAR

A. Regular Contract

1. Teachers

The in-school work year for employees contracted for the regular school year (other than new personnel who may be required to

attend an additional number of days or orientation) shall not exceed 192 days including 180 teaching days, seven (7) in-service days, and five (5) paid holidays.

2. Nurses will be contracted for 186 days with 181 workdays and five (5) paid holidays.

B. Extended Contracts

Extended contracts for a definite number of days shall be on a per diem basis.

C. Holidays

The regular and extended contract of employees shall include five (5) paid holidays. Such holidays shall be: Labor Day, Thanksgiving, Christmas, New Years, and Memorial Day.

TEACHING HOURS

- A. The total in-school workday shall consist of eight (8) hours. The arrival and dismissal times will be determined by the building principal with the approval of the superintendent. No employee shall be required to report for duty earlier than thirty (30) minutes before the opening of the student's day. On Fridays and on days preceding holidays, holiday weekends, vacations, or at the close of the school due to weather, the employee's day shall end at the close of the pupil's day, unless the day is an end of a term, then teachers will stay to the typical Friday time. With the exception that on the last day of a term, the employee's day will end at the typical time the employee's day ends on Friday's.

B. Lunch Period

Employees shall have a daily duty-free lunch period of at least thirty (30) minutes.

C. Leaving the Building

Employees may leave the building during their scheduled duty-free lunch periods or for authorized work-related reasons during non-student contact time by signing out in the school office unless such time has previously been scheduled by supervision. In other instances, employees may sign out during their workday with permission of supervisor.

D. Workday

Employees shall, in addition to duty-free lunch period, have a daily non-student contact period of at least forty (40) minutes or two (2) non-student contact periods totaling at least (40) minutes during which they

will not be assigned any duties. A minimum of forty (40) minutes is not to be construed as a maximum of forty (40) minutes. Such non-student contact period shall be within the normal student instructional day.

E. Released Time

North Scott certified employees covered by this contract shall be released for at least thirty (30) minutes per month prior to the close of the employee's work day for the purpose of attending one of the following: (1) general membership meeting, (2) representative council meeting, or (3) individual building meetings. Five (5) days advance notice to the superintendent will be given for the general membership or representative council meeting. Individual building meetings may be held by arrangement with the building principal.

F. Part-time Employees

Upon acceptance of a part-time assignment, the employee will receive a document clarifying work hours, conditions, and expectations.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, certified staff members are expected to dress in a manner that is consistent with the expectations described in:

[Board Policy #404.1 - General Personnel Conduct and Appearance](#)

EMERGENCY CLOSINGS

The district administrator shall make the decision regarding emergency closings.

TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any certified staff member that is incurred in the course of performing services for the district, whether within or outside the district, under the direction of the Board policy.

[Board Policy #401.11 – General Personnel Travel Compensation](#)

VI. SAFETY AND HEALTH

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the district's administrative and/or certified staff at any time while on district property or while involved in any district-related activity or event. Any staff member who violates Policy 403.8 Substance-Free Workplace shall be subject to disciplinary action in accordance with Policy 403.8R1 Substance-Free Workplace Regulations.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact district administrator for information about the district's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the district's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on district premises or at any school sponsored activity.

[Board Policy #403.9 – Employee Assistance Program \(EAP\)](#)

SMOKING

The Board of Education is committed to providing students, certified staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits certified staff members from using tobacco in any form on district premises, in district vehicles within any indoor facility owned or leased or contracted for by the district and used to provide education or library services to children, and at all district-sponsored events.

[Board Policy #403.5 - Smoke Free Facilities, Vehicles, and Grounds](#)

SAFETY PROVISIONS

- A. The School Board shall cooperate with their insurance company, the local fire departments, and OSHA (Occupational State Health Act) in providing a safe place of employment.
- B. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety and well-being.
- C. The Board shall provide in each building or make accessible through a phone call, properly trained personnel and the equipment necessary to insure proper first aid treatment for employees.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the district Business Office in compliance with Policy 403.2 General Personnel Injury on the Job. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the district's Education Technology will be governed by:

[Policy 401.18 District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems.](#)

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the district's e-mail system must be used by employees for any official district e-mail communications.

The district complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to district employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with:

[Board Policy #709 - Data Management](#)

The district retains the right to monitor or access any district e-mail accounts at any time. Users should not expect that their communications sent or received through the district e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

SOCIAL MEDIA

Student Supervision and Welfare, certified staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. any reason outside of educational use. In accordance with:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with:

[Board Policy #404.1R1 - Employee Code of Conduct and Progressive Discipline](#)

GRIEVANCE PROCEDURE

Each certified staff member of the district shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in the grievance procedures.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance.

A. Definitions

1. Grievance

A grievance is a claim by an employee, a group of employees or the association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.

2. Aggrieved Person

An "aggrieved person" is the person or persons or the association making the complaint.

3. Party-in-Interest

A "party-in-interest" is the person or persons making the complaint and any person, including the association or the Board, who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest; the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

3. Level One - Principal or Immediate Supervisor (Informal)

An employee with a grievance shall first discuss it with his principal or immediate supervisor, either directly or with the association's designated representative, with the objective of resolving the matter informally.

4. Level Two - Principal (Formal)

a. If, as a result of the informal discussion with the principal or immediate supervisor at level one, a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the association on the form set forth in Schedule A. The grievance form shall be available from the association representative in each building and said form shall be signed by the grievance and a representative of the association. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor within ten (10) school days of the level one meeting but not later than twenty-five (25) school days of the occurrence giving rise to the grievance.

b. If the grievance involves more than one school building, it may be filed with the superintendent or his designee within said twenty-five (25) day period. The appropriate principal or immediate supervisor shall indicate his disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance and shall furnish a copy

thereof to the association.

- c. If the aggrieved person or the association is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) school day period, the grievance shall be transmitted to level three within ten (10) school days of the step two answer.

5. Level Three – Superintendent

The superintendent and/or his/her designee shall meet with the aggrieved person and the association within five (5) school days of receipt of the grievance. Within ten (10) school days of receipt of the grievance, the superintendent and/or his/her designee shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the association.

6. Level Four – School Board

- a. If the aggrieved person or the association is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition has been made within ten (10) school days of receipt of the said grievance, the aggrieved person and the association shall meet within five (5) school days of disposition of the grievance to discuss the merits of submitting the grievance to appeal to the School Board.
- b. If the association determines that the grievance is meritorious, it may submit the grievance to appeal to School Board within five (5) school days of the superintendent's step three answer.
- c. Within ten (10) school days after written notice of appeal to the Board, the Superintendent and the association shall set a mutually acceptable date for appeal to be held in private session with the board at the mutually agreed upon date.
- d. The Board shall issue their decision not later than fifteen (15) school days from the date of the close of the appeal. The board's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the board shall not add to, subtract from, or modify the provisions of this agreement and shall be final and binding on the parties.

D. Rights of Employees to Representation

1. Employee and Association

Any aggrieved person must be present at the informal level of the grievance procedure and at any stage of the grievance procedure may at his/her option be represented and/or accompanied by a representative selected or approved by the association. When an

employee is not represented by the association, the association shall have the right to be present at all formal levels as a party of interest and shall have the right to grieve any adjustment of the employee's complaint, starting at step one of the grievance procedure, if such adjustment is inconsistent or contrary to the provisions of this agreement.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the association or any other participant in the grievance procedure by reason of such participation.

3. Released Time

When a grievance meeting has been scheduled during the working day, said aggrieved person and/or association representative shall be released without loss of compensation.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the association, a grievance affects a group or class of employees, the association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at level two. The association may process such a grievance through all levels of the grievance procedure.

2. Written Decisions

Decisions rendered at level one which are unsatisfactory to the aggrieved person and all decisions rendered at levels two and three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the association. Decisions rendered at level four shall be in accordance with the procedures set forth in the article on appeal.

3. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives, heretofore referred to in this article.

IX. SALARY AND SUPPLEMENTAL PAY GUIDES

SALARY SCHEDULE

The salary of each employee, is determined by the newly developed Interest Based Problem Solving combined salary schedule beginning with the 2020-21 master contract. The combined salary schedule consists of the base schedule, the teacher salary supplement equal schedule (TSS=), and the teacher salary supplement indexed schedule (TSSI). (See Article V, section F for a detailed description of these schedules.)

B. Placement on the Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on his/her proper step on the salary schedule as of the effective date of this agreement. Each employee having worked a minimum of 110 actual working days of the contract shall be advanced one vertical step on the salary schedule for each year of service until the maximum of his/her educational classification is reached.

C. Credit for Experience

1. Credit up to ten (10) years on the employee salary schedule shall be given for previous outside experience in a duly accredited school, upon initial employment. Such credit must be within the ten (10) years immediately prior to employment in this district.
2. Equivalent experience, not to exceed five (5) years, in the military, Peace Corps, Americorps, or Teach for America, work and business or industrial experience, may be given upon verification and evaluation in placing an employee new to the system, on the salary schedule.
3. Credit for more than ten (10) years previous experience may be granted to the employee new to the system if agreed to by the Board and the association.

D. Hard to Fill Positions

Employees hired into hard to fill positions will receive up to \$4,000.00 upon their hire contingent upon the employee remaining employed by the district in the position in which the employee was hired for three consecutive school years. In exchange for receiving additional pay for being hired into a hard to fill position, the employee will sign a written payroll authorization stating that if the employee does not remain employed in the position the employee was hired to fill for three consecutive years, the employee agrees to pay back to the district all of

the additional pay the employee received for being hired in the hard to fill position.

E. Educational Lane Advancement

1. Employees shall be advanced to the appropriate higher educational lane on the salary schedule when the appropriate criteria are met.
2. All hours past B. A. must be graduate hours to count on the salary schedule, unless approved by the superintendent or his designee.
3. All graduate hours must be from a fully accredited institution of higher learning.
4. All graduate work must be directly related to the employee's work assignment or education profession or be approved in advance by the superintendent or his designee.
5. In the event that an employee enrolls in a graduate course for which credit has previously been granted, the superintendent shall have the right to request justification before credit is granted toward lane change.
6. College transcripts or other suitable evidence of the attained credit shall be filed in the Central Administration Office by **September 7 of the contract year.**
7. In order to advance to the appropriate higher educational lane the following year, employees are required to indicate an intent to advance a lane by filing the district form on or before March 15.

F. Method of Payment

1. Pay Periods
Employee shall be paid in twelve (12) equal installments via direct deposit on the 18th of each month. Those employed prior to 2005-06 contract may still be issued checks.
2. Exceptions
When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their checks before the 20th of the month. (See Schedule C)
3. Summer Checks
Summer checks shall be mailed or direct deposited to the address designated by the employee.

G. Teacher Salary Supplement

The Teacher Salary Supplement shall be distributed annually based upon the following formula:

1. Ending Fund Balance of the TSS shall be as of June 30th of the prior year.
2. The following fiscal year's allocation will be determined by the

district's aid and levy worksheet. 98% of the allocation will be distributed; 2% will be reserved for horizontal lane movement and additional FTE's. Any carryover TSS money will be distributed on the following November paycheck.

3. Less FICA/IPERS
4. Based upon known staffing levels after step movement on April 15th, the TSS Funds will be distributed by a percentage of indexed and equal amounts. The distribution will be 70% indexed and 30% equal.
5. The index points of teaching personnel shall be computed on the basis of full-time equivalency (FTE). Less than full-time employees' pay shall be pro-rated accordingly.
6. Employees on unpaid leave shall not receive TSS payments.
7. TSS payments shall be subject to coverage under long-term disability and worker's compensation insurance.
8. In the event that TSS payments from the state are increased or reduced, the impact on payment to teaching personnel shall be discussed by the association and the district.

SUPPLEMENTAL PAY

A. Extra-Curricular Activities

1. Employee participation in official paid extra-curricular activities, which extend beyond the regular in-school day, shall be voluntary whenever possible and shall be compensated according to the rate of pay or other stipulation as set forth in Schedule B using the generator base salary schedule.
2. The rate of pay for new extra-duty positions will be part of the meet and confer process between the Board and the association.
3. Employees participation in official non-paid extra-curricular activities beyond the regular in-school day shall be voluntary whenever possible.
4. Each employee shall receive a pass for his/her admission to all school sponsored activities.
5. Any time there is a mutually agreed upon "co-position" the salary of each individual, respective of their individual current step, will be added and divided in half to determine the pay for each individual.

B. Expenses of Traveling Employees

1. The school district shall provide transportation for employees who are required to travel during the school day or reimburse the employee for the use of his/her private automobile at the board approved rate.
2. Travel to be reimbursed must have prior approval of the supervising principal.

C. Employees, who may be requested and consent to the use of their

personal automobiles for field trips and business of the district, shall be paid at the board approved rate.

D. Extended Contracts

Payment for extra time, because of an extended contract beyond the normal 192-day contract, shall be paid at the rate per day of 1/192 of that part of the teaching contract which is determined by the generator base salary schedule.

Schedule A
North Scott Community School District
COMBINED SALARY SCHEDULE
2022-23

Step	1 BA	2 BA + 15	3 BA + 30	4 MA	5 MA + 15	6 MA + 30	7 Master 2 Yr Degree	8 RN 4 Yr Degree
1 Total	43,141	44,710	46,279	48,633	50,986	53,340	31,730	41,964
2 Total	43,686	45,364	47,042	49,504	51,967	54,429	32,080	42,509
3 Total	44,231	46,017	47,805	50,376	52,948	55,519	32,430	43,054
4 Total	44,776	46,671	48,567	51,248	53,928	56,608	32,780	43,599
5 Total	45,320	47,325	49,330	52,119	54,909	57,698	33,130	44,144
6 Total	45,865	47,979	50,093	52,991	55,889	58,788	33,480	44,688
7 Total	46,410	48,633	50,856	53,863	56,870	59,878	33,830	45,233
8 Total	46,955	49,287	51,618	54,735	57,851	60,967	34,180	45,778
9 Total	47,499	49,940	52,381	55,606	58,831	62,057	34,530	46,323
10 Total	48,044	50,594	53,144	56,478	59,812	63,146	34,880	46,867
11 Total	48,589	51,248	53,906	57,349	60,793	64,236	35,230	47,412
12 Total	49,134	51,901	54,669	58,221	61,773	65,326	35,580	47,957
13 Total	49,679	52,555	55,432	59,093	62,754	66,415	35,930	48,502
14 Total	50,224	53,209	56,195	59,965	63,735	67,505	36,280	49,047
15 Total	50,768	53,863	56,957	60,836	64,715	68,594	36,630	49,591
16 Total	51,313	54,517	57,720	61,708	65,696	69,684	36,980	50,136
17 Total	51,858	55,170	58,483	62,580	66,677	70,773	37,330	50,681
18 Total	52,403	55,824	59,246	63,451	67,657	71,863	37,680	51,226
19 Total	52,948	56,478	60,008	64,323	68,638	72,953	38,030	51,771
20 Total	53,492	57,132	60,771	65,195	69,619	74,042	38,380	52,316
21 Total	54,037	57,785	61,534	66,066	70,599	75,132	38,730	52,860
22 Total	54,582	58,439	62,296	66,938	71,580	76,221	39,080	53,405
23 Total	55,127	59,093	63,059	67,810	72,561	77,311	39,430	53,950
24 Total	55,671	59,747	63,822	68,681	73,541	78,401	39,780	54,495
25 Total	56,216	60,400	64,585	69,553	74,522	79,491	40,130	55,039
26 Total	56,761	61,054	65,347	70,425	75,502	80,580	40,480	55,584
27 Total	57,306	61,708	66,110	71,297	76,483	81,670	40,830	56,129
28 Total	57,851	62,362	66,873	72,168	77,464	82,759	41,180	56,674
29 Total	58,396	63,016	67,635	73,040	78,444	83,849	41,530	57,219
30 Total	58,940	63,669	68,398	73,911	79,425	84,939	41,880	57,764

Schedule B
North Scott Community School District
SUPPLEMENTAL PAY SCHEDULE

2022-23
\$32,580 Generator Base

Lane	\$32,580 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	Baseball/Softball Hd Var	5,539	5,649	5,760	5,871	5,982	6,092	6,203
2	Baseball/Softball Asst Var	4,073	4,154	4,235	4,317	4,398	4,480	4,561
3	Baseball/Softball Hd Soph	4,073	4,154	4,235	4,317	4,398	4,480	4,561
4	Baseball/Softball Asst Soph	2,769	2,825	2,880	2,935	2,991	3,046	3,102
5	Baseball/Softball Hd Ninth	4,073	4,154	4,235	4,317	4,398	4,480	4,561
8	Basketball Hd Var	7,493	7,643	7,793	7,943	8,093	8,243	8,393
9	Basketball Asst Var	4,073	4,154	4,235	4,317	4,398	4,480	4,561
10	Basketball Hd Soph	4,073	4,154	4,235	4,317	4,398	4,480	4,561
11	Basketball Asst Soph	3,258	3,323	3,388	3,453	3,519	3,584	3,649
12	Basketball Hd Ninth	4,073	4,154	4,235	4,317	4,398	4,480	4,561
13	Basketball Eighth	2,444	2,492	2,541	2,590	2,639	2,688	2,737
14	Basketball Seventh	2,444	2,492	2,541	2,590	2,639	2,688	2,737
122	Cross Country Hd Boys/Girls	5,539	5,649	5,760	5,871	5,982	6,092	6,203
15	Cross Country Hd Var	3,258	3,323	3,388	3,453	3,519	3,584	3,649
119	Cross Country Asst Var	2,444	2,492	2,541	2,590	2,639	2,688	2,737
16	Cross Country Hd JH	2,444	2,492	2,541	2,590	2,639	2,688	2,737
17	Football Hd Var	7,493	7,643	7,793	7,943	8,093	8,243	8,393
18	Football Asst Var	4,073	4,154	4,235	4,317	4,398	4,480	4,561
19	Football Hd Soph	4,073	4,154	4,235	4,317	4,398	4,480	4,561
20	Football Asst Soph	3,258	3,323	3,388	3,453	3,519	3,584	3,649
21	Football Hd Ninth	4,073	4,154	4,235	4,317	4,398	4,480	4,561
22	Football Asst Ninth	3,258	3,323	3,388	3,453	3,519	3,584	3,649
23	Football Hd Eighth	2,932	2,991	3,049	3,108	3,167	3,225	3,284
24	Football Asst Eighth	2,444	2,492	2,541	2,590	2,639	2,688	2,737
25	Football Hd Seventh	2,444	2,492	2,541	2,590	2,639	2,688	2,737
28	Golf Hd Var	3,258	3,323	3,388	3,453	3,519	3,584	3,649
129	Golf Asst Var	2,769	2,825	2,880	2,935	2,991	3,046	3,102
29	Soccer Hd Var	5,213	5,317	5,421	5,526	5,630	5,734	5,838
30	Soccer Asst Var	3,258	3,323	3,388	3,453	3,519	3,584	3,649
31	Tennis Hd Var	3,258	3,323	3,388	3,453	3,519	3,584	3,649
32	Tennis Asst Var	2,769	2,825	2,880	2,935	2,991	3,046	3,102
33	Track Hd Var	5,213	5,317	5,421	5,526	5,630	5,734	5,838
34	Track Asst Var	3,258	3,323	3,388	3,453	3,519	3,584	3,649
37	Track Eighth	2,444	2,492	2,541	2,590	2,639	2,688	2,737
38	Track Seventh	2,444	2,492	2,541	2,590	2,639	2,688	2,737
39	Volleyball Hd Var	5,213	5,317	5,421	5,526	5,630	5,734	5,838
40	Volleyball Asst Var	3,421	3,489	3,558	3,626	3,695	3,763	3,831
41	Volleyball Soph	3,421	3,489	3,558	3,626	3,695	3,763	3,831

* Changed from TAG to Mock Trial and paid out of the general fund beginning 2019-20.

Schedule B
North Scott Community School District
SUPPLEMENTAL PAY SCHEDULE

2022-23
\$32,580 Generator Base

Lane	\$32,580 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
117	Volleyball Asst Soph	2,606	2,659	2,711	2,763	2,815	2,867	2,919
42	Volleyball Ninth	3,421	3,489	3,558	3,626	3,695	3,763	3,831
121	Volleyball Asst Ninth	2,232	2,287	2,343	2,398	2,453	2,509	2,564
43	Volleyball Eighth	2,444	2,492	2,541	2,590	2,639	2,688	2,737
44	Volleyball Seventh	2,444	2,492	2,541	2,590	2,639	2,688	2,737
45	Wrestling Hd Var	7,493	7,643	7,793	7,943	8,093	8,243	8,393
46	Wrestling Asst Var	4,073	4,154	4,235	4,317	4,398	4,480	4,561
47	Wrestling Soph	4,073	4,154	4,235	4,317	4,398	4,480	4,561
48	Wrestling Ninth	4,073	4,154	4,235	4,317	4,398	4,480	4,561
49	Wrestling JH Head	2,606	2,659	2,711	2,763	2,815	2,867	2,919
50	Wrestling JH Asst	2,444	2,492	2,541	2,590	2,639	2,688	2,737
51	Bowling	2,606	2,659	2,711	2,763	2,815	2,867	2,919
118	Bowling Asst	1,629	1,662	1,694	1,727	1,759	1,792	1,824
52	Asst Orchestra HS	2,606	2,659	2,711	2,763	2,815	2,867	2,919
53	Asst Orchestra JH	652	665	678	691	704	717	730
54	Elementary Chorus	1,303	1,329	1,355	1,381	1,407	1,434	1,460
55	Wellness Coordinator	3,421	3,489	3,558	3,626	3,695	3,763	3,831
120	Weightroom Supervisor	5,213	5,298	5,382	5,467	5,552	5,636	5,721
56	Athletic Director JH	7,493	7,643	7,793	7,943	8,093	8,243	8,393
57	Cheerleading Var Fall	2,606	2,659	2,711	2,763	2,815	2,867	2,919
58	Cheerleading Var Winter	2,606	2,659	2,711	2,763	2,815	2,867	2,919
59	Cheerleading Asst HS Fall	1,629	1,662	1,694	1,727	1,759	1,792	1,824
60	Cheerleading Asst HS Winter	1,629	1,662	1,694	1,727	1,759	1,792	1,824
61	Cheerleading JH	2,444	2,492	2,541	2,590	2,639	2,688	2,737
64	Dance Advisor Hd Var	3,910	3,994	4,079	4,164	4,248	4,333	4,418
65	Dance Advisor Asst Var	1,629	1,662	1,694	1,727	1,759	1,792	1,824
66	Hd Coach Add'l yrs 1 - 5	500	500	500	500	500	500	500
67	Hd Coach Add'l yrs 6 - 10	800	800	800	800	800	800	800
68	Hd Coach Add'l yrs 11 and above	1,100	1,100	1,100	1,100	1,100	1,100	1,100
69	Instr Music HS Dir	5,864	6,001	6,138	6,275	6,412	6,549	6,685
70	Instr Music HS Asst Dir	5,213	5,298	5,382	5,467	5,552	5,636	5,721
71	Instr Music HS Flag Line	1,629	1,662	1,694	1,727	1,759	1,792	1,824
72	Instr Music Eighth	652	665	678	691	704	717	730
73	Instr Music Eighth Jazz	652	665	678	691	704	717	730
74	Instr Music Seventh	652	665	678	691	704	717	730
75	Drama Dir HS	6,516	6,646	6,777	6,907	7,037	7,168	7,298
76	Drama Dir HS Asst	3,258	3,323	3,388	3,453	3,519	3,584	3,649
77	Tech Dir HS	6,516	6,646	6,777	6,907	7,037	7,168	7,298

* Changed from TAG to Mock Trial and paid out of the general fund beginning 2019-20.

Schedule B
North Scott Community School District
SUPPLEMENTAL PAY SCHEDULE

2022-23
\$32,580 Generator Base

Lane	\$32,580 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
78	Tech Dir HS Asst	3,258	3,323	3,388	3,453	3,519	3,584	3,649
79	Speech Dir HS	5,864	5,982	6,099	6,216	6,334	6,451	6,568
80	Speech Dir HS Asst	3,258	3,323	3,388	3,453	3,519	3,584	3,649
81	Drama Dir JH	1,303	1,329	1,355	1,381	1,407	1,434	1,460
84	Vocal Music HS Dir	5,864	6,001	6,138	6,275	6,412	6,549	6,685
85	Vocal Music HS Asst Dir	4,235	4,320	4,405	4,490	4,574	4,659	4,744
86	Vocal Music JH Dir	1,629	1,662	1,694	1,727	1,759	1,792	1,824
87	Vocal Music Elem Dir	489	498	508	518	528	538	547
88	HS Musical Vocal Dir	1,629	1,662	1,694	1,727	1,759	1,792	1,824
125	JH Musical Technical Dir	652	665	678	691	704	717	730
89	Orchestra HS Dir	4,235	4,320	4,405	4,490	4,574	4,659	4,744
90	Orchestra JH Dir	652	665	678	691	704	717	730
92	Yearbook Advisor HS	3,584	3,655	3,727	3,799	3,871	3,942	4,014
94	Newspaper Advisor HS	2,606	2,659	2,711	2,763	2,815	2,867	2,919
96	Student Congress HS	2,606	2,659	2,711	2,763	2,815	2,867	2,919
97	Student Congress JH	652	665	678	691	704	717	730
98	Student Council Elem	652	665	678	691	704	717	730
99	Safety Patrol Elem	1,010	1,030	1,049	1,072	1,091	1,111	1,131
100	Math Bee/JH Math Counts	489	498	508	518	528	538	547
102	Invent Iowa	489	498	508	518	528	538	547
103	History Day	5,864	5,982	6,099	6,216	6,334	6,451	6,568
123	History Day Asst	3,258	3,323	3,388	3,453	3,519	3,584	3,649
105	Elem Mock Trial	489	498	508	518	528	538	547
112	Nat'l Honor Society Chair	652	652	652	652	652	652	652
114	FCCLA Sponsor	652	665	678	691	704	717	730
115	Health Occ Student Assoc	652	665	678	691	704	717	730
116	Mock Trial 7-12 Activities*	5,864	5,982	6,099	6,216	6,334	6,451	6,568
130	Girls Wrestling Hd Var	4,073	4,154	4,235	4,317	4,398	4,480	4,561
131	Girls Wrestling Asst Var	2,769	2,825	2,880	2,935	2,991	3,046	3,102
132	Swimming Hd Var Boys/Girls	4,073	4,154	4,235	4,317	4,398	4,480	4,561
133	Swimming Asst Var Boys/Girls	2,769	2,825	2,880	2,935	2,991	3,046	3,102
134	Swimming Hd JH Boys/Girls	2,444	2,492	2,541	2,590	2,639	2,688	2,737
135	Swimming Asst JH Boys/Girls	2,444	2,492	2,541	2,590	2,639	2,688	2,737
136	JH Ambassador	652	665	678	691	704	717	730
137	HS Service Club	2,606	2,659	2,711	2,763	2,815	2,867	2,919
138	CTE Organizations HD	652	665	678	691	704	717	730

* Changed from TAG to Mock Trial and paid out of the general fund beginning 2019-20.

Schedule B
 North Scott Community School District
 SUPPLEMENTAL PAY SCHEDULE
 2022-23

NOTES TO SUPPLEMENTAL PAY SCHEDULE

\$ 32,580 Generator Base

- * An employee will be eligible to advance a step on the longevity schedule if he/she completed the listed activity in the preceding year(s)
- * No employee will be paid at an index less than paid at in 1998-99
- * Employees who move to a different level within a sport or activity shall retain longevity credit within that sport or activity

A list of all extra duty positions, classified by building and indicating those positions currently open, shall be posted in each building on the first work

Lanes 66-68

North Scott teachers who are coaching two or more high school sports, one of which must be a head varsity position will be granted an additional amount of money based on the number of years of coaching these sports. The high school trainer will qualify under the above positions, provided he/she is a trainer in two or more seasons in the contract year.

Any time there is a mutually agreed upon "co-position" the salary of each individual, respective of their individual current step, will be added and divided in half to determine the pay for each individual.

<u>Hourly Rates</u>	Index/Hrly Rate	Index	Hrly Rate
Curriculum Study	Index/Hrly Rate	0.00085	27.69
Detention Study Hall Supervisor	Index/Hrly Rate	0.00070	22.81
HS PSAT Proctor	Index/Hrly Rate	0.00085	27.69
Weight Training Supervisor	Index/Hrly Rate	0.00070	22.81
Bus Supervisor	Minimum Wage		
Intramurals	Minimum Wage		
Extra Duty			12.50
Special Olympics			12.50
Summer School			30.00
 <u>Other Rates</u>			
Elementary Flag Football		20.00	per day
ESL Coordinator		1500.00	per year
STEM (Lego League/Robotics/First Tech/AWIM)		1029.00	per year
World Food Prize		1029.00	per year
Science Fair		1029.00	per year
Envirothon		1029.00	per year
High School Home Economics	1/192 pay scale/day		
High School/Junior High Guidance	1/192 pay scale/day		
High School/Junior High Instrumental Music	1/192 pay scale/day		
Teacher Librarians	1/192 pay scale/day		
High School VoAg	48/192 pay scale		
Assistant High School VoAg	24/192 pay scale		

2022-2023 Pay Schedule
Administrators / Teachers / Mid-Management

Extra Duty Pay Forms Due*	Direct Deposit Effective Date
July 5, 2022	July 18, 2022
August 5, 2022	August 18, 2022
September 6, 2022	September 19, 2022
October 5, 2022	October 18, 2022
November 7, 2022	November 18, 2022
December 5, 2022	December 19, 2022
January 5, 2023	January 18, 2023
February 6, 2023	February 17, 2023
March 6, 2023	March 17, 2023
April 5, 2023	April 18, 2023
May 5, 2023	May 18, 2023
June 5, 2023	June 16, 2023
July 5, 2023	July 18, 2023
August 7, 2023	August 18, 2023

*Extra Duty/Extra Pay Forms are due **each month** for time worked during prior month.

North Scott 2022-2023 School Calendar

STUDENT'S FIRST DAY:
August 23, 2022

STUDENT'S LAST DAY:
June 2, 2023

SUMMARY OF CALENDAR:

Days in Classroom K-6:
 First Trimester 61
 Second Trimester 56
 Third Trimester 63
TOTAL DAYS 180

Days in Classroom 7-12:
 First Semester 89
 Second Semester 91
TOTAL DAYS 180

CALENDAR LEGEND:

Student's First Day
 Conference Comp Day
 Holidays
 Vacation Days
 Prof. Development Day
 2-Hr Early Dismissal

HOLIDAYS:

Labor Day (9/5)
 Thanksgiving Day (11/24)
 New Year's Day (1/1)
 MLK Day (1/16)
 Memorial Day (5/29)

2-HR EARLY DISMISSAL:

Friday, Sept. 16, Oct. 7, Oct. 21
 Nov. 4, Nov. 18, Dec. 9, Dec. 20,
 Jan. 13, Jan. 27, Feb. 10, Feb. 24,
 Mar. 3, Mar. 24, April 28, May 12,
 June 2

SNOW MAKE-UP DAYS:

June 5, 6, 7, 8, 9

Please Note: State requirements are that each student must attend a minimum of 1080 hrs./year of schooling. This calendar allows more than 1080 hrs.

August 2022							Student Days	
M	T	W	Th	F	S	S		
8	9	10	11	12				
15	16	17	18	19				
22	23	24	25	26	4	4		
29	30	31					3	7
September 2022								
			1	2	2	9		
5	6	7	8	9	4	13		
12	13	14	15	16	5	18		
19	20	21	22	23	5	23		
26	27	28	29	30	5	28		
October 2022								
					0	28		
3	4	5	6	7	5	33		
10	11	12	13	14	4	37		
17	18	19	20	21	5	42		
24	25	26	27	28	5	47		
31					1	48		
November 2022								
	1	2	3	4	4	52		
7	8	9	10	11	4	56		
14	15	16	17	18	5	61		
21	22	23	24	25	3	64		
28	29	30				67		
December 2022								
			1	2	2	69		
5	6	7	8	9	5	74		
12	13	14	15	16	5	79		
19	20	21	22	23	2	81		
26	27	28	29	30	0			
January 2023								
2	3	4	5	6	3	84		
9	10	11	12	13	5	89		
16	17	18	19	20	4	93		
23	24	25	26	27	5	98		
30	31				2	100		
February 2023								
		1	2	3	3	103		
6	7	8	9	10	5	108		
13	14	15	16	17	5	113		
20	21	22	23	24	4	117		
27	28				2	119		
March 2023								
		1	2	3	3	122		
6	7	8	9	10	5	127		
13	14	15	16	17	0			
20	21	22	23	24	5	132		
27	28	29	30	31	5	137		
April 2023								
					0	137		
3	4	5	6	7	5	142		
10	11	12	13	14	5	147		
17	18	19	20	21	4	151		
24	25	26	27	28	5	156		
May 2023								
1	2	3	4	5	5	161		
8	9	10	11	12	5	166		
15	16	17	18	19	5	171		
22	23	24	25	26	5	176		
29	30	31			2	178		
June 2023								
			1	2	2	180		
5	6	7	8	9				

180 Days/1080 Hours Calendar

Aug. 9 New Teachers Orientation
 Aug. 10-11 New Teacher Half Days
 Aug. 15 NS Teacher Institute(optional PD)
 Aug. 17-18 Prof. Development Days
 Aug. 22 Teacher Work Day
 Aug. 23 First Day of School
 Sept.5 Labor Day (No School)
 Oct. 10 Prof. Development Day (No School)
 Oct. 21 End 1st Quarter (42 days) (2-Hr Early Out)
 Nov. 7 Prof. Development Day (No School)
 Nov. 18 End 1st Trimester (61 days) (2-Hr Early Out)
 Nov. 23 Conference Comp Day (No School)
 Nov. 24-25 Thanksgiving Holiday (No School)
 Dec. 21-Jan. 3 Winter Break (No School)
 Jan. 13 End 1st Semester (89 days) (2-Hr Early Out)
 Jan. 16 Martin Luther King Jr. (No School)
 Feb. 20 President's Day (No School) Prof. Development Day
 Feb. 24 End 2nd Trimester (56 days) (2-Hr Early Out)
 Mar. 13-17 Spring Break (No School)
 Mar. 24 End 3rd Quarter (43 days) (2-Hr Early Out)
 April 7 Conference Comp Day (No School)
 April 10 Prof. Development Day (No School)
 May 28 Graduation
 May 29 Memorial Day (No School)
 June 2 End 3rd Trimester (180 days) End 2nd Semester (180 days) (2-Hr Early Out)

X. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read North Scott Community School District's Employee Handbook for Certified Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Certified Staff Members.

I further understand that the Employee Handbook for Certified Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Printed Signature)

(Employee Written Signature)

(Date)