



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

FOR

CERTIFIED STAFF MEMBERS

2026-2027

JULY 1, 2026

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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 the 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-R(1) – Employee Conduct and Appearance - 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 the 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 from 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 their 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 the constant welfare of the students.

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 #401.01- 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, students, 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 #401.15 - 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 the 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 #401.02- Employee 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 #401.02 - Employee 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 #401.16 – Employee Relations to Administration and to the Board

Board Policy #401.17 - Employee 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 #401.09 - Employee Political Activity

Board Policy #603.04 – Multicultural/Gender Fair Education

Board Policy #603.09 - 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 #402.02 - Child Abuse Reporting

Board Policy #402.02-E(1) – Child Abuse Reporting – Iowa Department of Human Services – Suspected Child Abuse Reporting Form

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. Employees should refer to the applicable collective bargaining unit, which includes 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 the 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 401.05 – Employee Records

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 on 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 need for 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(s) in the next formal evaluation shall be interpreted to mean adequate improvement has taken place.

Board Policy #405.08 – Licensed Employee 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 a 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 the 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 the Administration.

Unless directed by the 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 the 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 #408.01 – License Personnel Professional Development

PROFESSIONAL LICENSE

A professional license is the responsibility of the employee. The BOEE will notify staff of their renewal dates as long as the employee gives the BOEE their contact information. The district office is not responsible for notifying 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 the 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 an open position, such an

application must be submitted within seven working days of the posting. All vacancies shall be posted, and all staff requests 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 the nature of such transfer. All vacancies shall be posted, and all staff requests within the district will be considered for vacancies.

C. Procedure

In the determination of a 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 wish 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 their 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-R(1) – Employee Conduct and Appearance - 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 the 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 reduction 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 the 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 who 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 the 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 right 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 \$2,000) 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 #407.01 - Licensed Employee Resignation

Board Policy #407.02 - Licensed Employee Contract Release

Board Policy #407.06 - Licensed Employee Early Retirement

EMPLOYEE PAY AND BENEFITS

PAY PERIODS

Employees shall be paid in twelve (12) equal installments via direct deposit on the 18th of each month.

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 direct deposited to the account 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 leave 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 #409.01 - Licensed Employee Vacation
Board Policy #409.02 – Employee 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 for 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 personal leave shall be without pay.
- c. A person wishing to take personal leave shall make an 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.
The dates of the 2-1 days are August 24, 25, 26, 27, 28; September 4, 8; November 24; December 1, 18; January 4; February 12, 16; March 12, 22; May 28; June 1, 2, 3. If a staff member has an average of 97% attendance for three years, then they will not be charged a 2-1 on the days listed above.

- e. Employees will have the following options for all unused personal leave days:
 - i. Employees shall receive 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 who 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 three personal days to the following school year; a maximum of 5 personal days may be accrued.
 - iv. Employees will receive the cash payout if option ii or iii is 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 the death of an employee's spouse or child. Up to five (5) days shall be granted at any one time in the event of the 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 of the immediate family, as outlined above, to attend a funeral.
- 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 that cannot be controlled by the employee.

EXTENDED LEAVES OF ABSENCE

All requests for leave shall be in writing, and all responses shall be in writing. Between March 1st and March 15th, the superintendent will send a reminder to all employees on extended leave regarding their intentions 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 the 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 \$50 per month contribution by the employee and \$170 per month contribution by the eligible employee for family coverage of the family premium paid by the district that meets the following minimum specifications (Effective September 1, 2026, these premiums will increase to \$65.00 per month and \$200.00 per month, respectively):

- 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 \$1,750 deductible for single and \$3,500 deductible for family for **in**-network providers
 - ii. Major medical, hospitalization, and physician expenses shall be subject to a \$2,500 deductible for single and \$5,000 deductible for family for **out**-network providers
 - iii. Co-insurance limit of 20% for the insured, in-network.
 - iv. 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 **in**-network providers.
 - v. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$4,000 single and \$8,000 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 is

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

The employee's basic life amount is \$50,000. An employee's basic accidental death is equal to the basic life amount. Benefits will be paid in accordance with 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 the 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 workers' compensation shall not cease on an 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.

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 Year's, 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, teachers will be dismissed two hours after student dismissal. On days preceding holidays, holiday weekends, vacations, or at the close of the school day due to weather, the employee's day shall end at the close of the pupil's day.

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 the permission of a supervisor.

D. **Workday**

Employees shall, in addition to a 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 forty (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 workday 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 - Employee 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 who 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 #401.07 – Employee Travel Compensation

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 the 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 #403.08 – 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 #403.05 – Substance-Free Workplace

SAFETY PROVISIONS

- A. The School Board shall cooperate with its 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 that 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 ensure 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.

EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

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

Board Policy #713 – Responsible Technology Use & Social Networking

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 #714 - 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 #713 – Responsible Technology Use & Social Networking

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., for any reason outside of educational use. In accordance with:

Board Policy #713 – Responsible Technology Use & Social Networking

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-R(1) – Employee Conduct and Appearance - 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 that 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 grievant 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 the appeal to be held in private session with the

board at the mutually agreed upon date.

- d. The Board shall issue its 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 its 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 procedures 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.

SALARY AND SUPPLEMENTAL PAY GUIDES

SALARY SCHEDULE

The salary of each employee is determined by the newly developed Interest Based Problem Solving salary schedules.

A. 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. A person's steps do not equal years of service due to the new salary schedule placement.

* dependent on settlement

B. 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 of previous experience may be granted to the employee new to the system if approved by the superintendent.

C. 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.
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 direct deposited into the account designated by the employee.

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 from 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
 CERTIFIED STAFF
 North Scott Community School District
 SALARY SCHEDULE
 2026-27

Step	1 BA	2 BA + 15	3 BA + 30	4 MA	5 MA + 15	6 MA + 30
1	50,000	51,250	52,500	54,050	55,400	56,750
2	51,000	52,300	53,600	55,200	56,600	58,000
3	52,000	53,350	54,700	56,350	57,800	59,250
4	53,000	54,400	55,800	57,500	59,000	60,500
5	54,000	55,450	56,900	58,650	60,200	61,750
6	55,000	56,500	58,000	59,800	61,400	63,000
7	56,000	57,550	59,100	60,950	62,600	64,250
8	57,000	58,600	60,200	62,100	63,800	65,500
9	58,000	59,650	61,300	63,250	65,000	66,750
10	59,000	60,700	62,400	64,400	66,200	68,000
11	60,000	61,750	63,500	65,550	67,400	69,250
12	61,000	62,800	64,600	66,700	68,600	70,500
13	62,000	63,850	65,700	67,850	69,800	71,750
14	62,000	64,900	66,800	69,000	71,000	73,000
15	62,000	65,950	67,900	70,150	72,200	74,250
16	62,000	67,000	69,000	71,300	73,400	75,500
17	62,000	67,000	70,100	72,450	74,600	76,750
18	62,000	67,000	71,200	73,600	75,800	78,000
19	62,000	67,000	72,300	74,750	77,000	79,250
20	62,000	67,000	72,300	75,900	78,200	80,500
21	62,000	67,000	72,300	77,050	79,400	81,750
22	62,000	67,000	72,300	78,200	80,600	83,000
23	62,000	67,000	72,300	78,200	81,800	84,250
24	62,000	67,000	72,300	78,200	83,000	85,500
25	62,000	67,000	72,300	78,200	84,200	86,750
26	62,000	67,000	72,300	78,200	84,200	88,000

NURSES
North Scott Community School District
SALARY SCHEDULE
2026-27

Step	1 Nurse 2 Yr Degree	2 RN 4 Yr Degree
1	33,545	43,638
2	33,895	44,182
3	34,245	44,726
4	34,595	45,270
5	34,945	45,814
6	35,295	46,358
7	35,645	46,902
8	35,995	47,446
9	36,345	47,990
10	36,695	48,534
11	37,045	49,078
12	37,395	49,622
13	37,745	50,166
14	38,095	50,710
15	38,445	51,254
16	38,795	51,798
17	39,145	52,342
18	39,495	52,886
19	39,845	53,430
20	40,195	53,974
21	40,545	54,518
22	40,895	55,062
23	41,245	55,606
24	41,595	56,150
25	41,945	56,694
26	42,295	57,238
27	42,645	57,782
28	42,995	58,326
29	43,345	58,870
30	43,695	59,414

Schedule B
North Scott Community School District
SUPPLEMENTAL PAY SCHEDULE

2026-27
\$34,110 Generator Base

Lane	\$34,110 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	Baseball/Softball Hd Var	5,799	5,915	6,031	6,147	6,263	6,379	6,495
2	Baseball/Softball Asst Var	4,264	4,349	4,434	4,520	4,605	4,690	4,775
3	Baseball/Softball Hd Soph	4,264	4,349	4,434	4,520	4,605	4,690	4,775
4	Baseball/Softball Asst Soph	2,899	2,957	3,015	3,073	3,131	3,189	3,247
5	Baseball/Softball Hd Ninth	4,264	4,349	4,434	4,520	4,605	4,690	4,775
8	Basketball Hd Var	7,845	8,002	8,159	8,316	8,473	8,630	8,787
9	Basketball Asst Var	4,264	4,349	4,434	4,520	4,605	4,690	4,775
10	Basketball Hd Soph	4,264	4,349	4,434	4,520	4,605	4,690	4,775
11	Basketball Asst Soph	3,411	3,479	3,547	3,616	3,684	3,752	3,820
12	Basketball Hd Ninth	4,264	4,349	4,434	4,520	4,605	4,690	4,775
13	Basketball Eighth	2,558	2,609	2,661	2,712	2,763	2,814	2,865
14	Basketball Seventh	2,558	2,609	2,661	2,712	2,763	2,814	2,865
122	Cross Country Hd Boys/Girls	5,799	5,915	6,031	6,147	6,263	6,379	6,495
15	Cross Country Hd Var	3,411	3,479	3,547	3,616	3,684	3,752	3,820
119	Cross Country Asst Var	2,558	2,609	2,661	2,712	2,763	2,814	2,865
16	Cross Country Hd JH	2,558	2,609	2,661	2,712	2,763	2,814	2,865
17	Football Hd Var	7,845	8,002	8,159	8,316	8,473	8,630	8,787
18	Football Asst Var	4,264	4,349	4,434	4,520	4,605	4,690	4,775
19	Football Hd Soph	4,264	4,349	4,434	4,520	4,605	4,690	4,775
20	Football Asst Soph	3,411	3,479	3,547	3,616	3,684	3,752	3,820
21	Football Hd Ninth	4,264	4,349	4,434	4,520	4,605	4,690	4,775
22	Football Asst Ninth	3,411	3,479	3,547	3,616	3,684	3,752	3,820
23	Football Hd Eighth	3,070	3,131	3,193	3,254	3,315	3,377	3,438
24	Football Asst Eighth	2,558	2,609	2,661	2,712	2,763	2,814	2,865
25	Football Hd Seventh	2,558	2,609	2,661	2,712	2,763	2,814	2,865
28	Golf Hd Var	3,411	3,479	3,547	3,616	3,684	3,752	3,820
129	Golf Asst Var	2,899	2,957	3,015	3,073	3,131	3,189	3,247
29	Soccer Hd Var	5,458	5,567	5,676	5,785	5,894	6,003	6,113
30	Soccer Asst Var	3,411	3,479	3,547	3,616	3,684	3,752	3,820
31	Tennis Hd Var	3,411	3,479	3,547	3,616	3,684	3,752	3,820
32	Tennis Asst Var	2,899	2,957	3,015	3,073	3,131	3,189	3,247
33	Track Hd Var	5,458	5,567	5,676	5,785	5,894	6,003	6,113
34	Track Asst Var	3,411	3,479	3,547	3,616	3,684	3,752	3,820
37	Track Eighth	2,558	2,609	2,661	2,712	2,763	2,814	2,865
38	Track Seventh	2,558	2,609	2,661	2,712	2,763	2,814	2,865
39	Volleyball Hd Var	5,458	5,567	5,676	5,785	5,894	6,003	6,113
40	Volleyball Asst Var	3,582	3,653	3,725	3,796	3,868	3,940	4,011
41	Volleyball Soph	3,582	3,653	3,725	3,796	3,868	3,940	4,011

* 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

2026-27
\$34,110 Generator Base

Lane	\$34,110 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
117	Volleyball Asst Soph	2,729	2,783	2,838	2,893	2,947	3,002	3,056
42	Volleyball Ninth	3,582	3,653	3,725	3,796	3,868	3,940	4,011
121	Volleyball Asst Ninth	2,337	2,395	2,453	2,510	2,568	2,626	2,684
43	Volleyball Eighth	2,558	2,609	2,661	2,712	2,763	2,814	2,865
44	Volleyball Seventh	2,558	2,609	2,661	2,712	2,763	2,814	2,865
45	Wrestling Hd Var	7,845	8,002	8,159	8,316	8,473	8,630	8,787
46	Wrestling Asst Var	4,264	4,349	4,434	4,520	4,605	4,690	4,775
47	Wrestling Soph	4,264	4,349	4,434	4,520	4,605	4,690	4,775
48	Wrestling Ninth	4,264	4,349	4,434	4,520	4,605	4,690	4,775
49	Wrestling JH Head	2,729	2,783	2,838	2,893	2,947	3,002	3,056
50	Wrestling JH Asst	2,558	2,609	2,661	2,712	2,763	2,814	2,865
51	Bowling	2,729	2,783	2,838	2,893	2,947	3,002	3,056
118	Bowling Asst	1,706	1,740	1,774	1,808	1,842	1,876	1,910
52	Asst Orchestra HS	2,729	2,783	2,838	2,893	2,947	3,002	3,056
53	Asst Orchestra JH	682	696	709	723	737	750	764
54	Elementary Chorus	1,364	1,392	1,419	1,446	1,474	1,501	1,528
55	Wellness Coordinator	3,582	3,653	3,725	3,796	3,868	3,940	4,011
120	Weightroom Supervisor	5,458	5,546	5,635	5,724	5,812	5,901	5,990
56	Athletic Director JH	7,845	8,002	8,159	8,316	8,473	8,630	8,787
57	Cheerleading Var Fall	2,729	2,783	2,838	2,893	2,947	3,002	3,056
58	Cheerleading Var Winter	2,729	2,783	2,838	2,893	2,947	3,002	3,056
59	Cheerleading Asst HS Fall	1,706	1,740	1,774	1,808	1,842	1,876	1,910
60	Cheerleading Asst HS Winter	1,706	1,740	1,774	1,808	1,842	1,876	1,910
61	Cheerleading JH	2,558	2,609	2,661	2,712	2,763	2,814	2,865
64	Dance Advisor Hd Var	4,093	4,182	4,271	4,359	4,448	4,537	4,625
65	Dance Advisor Asst Var	1,706	1,740	1,774	1,808	1,842	1,876	1,910
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	6,140	6,283	6,426	6,570	6,713	6,856	6,999
70	Instr Music HS Asst Dir	5,458	5,546	5,635	5,724	5,812	5,901	5,990
71	Instr Music HS Flag Line	1,706	1,740	1,774	1,808	1,842	1,876	1,910
72	Instr Music Eighth	682	696	709	723	737	750	764
73	Instr Music Eighth Jazz	682	696	709	723	737	750	764
74	Instr Music Seventh	682	696	709	723	737	750	764
75	Drama Dir HS	6,822	6,958	7,095	7,231	7,368	7,504	7,641
76	Drama Dir HS Asst	3,411	3,479	3,547	3,616	3,684	3,752	3,820
77	Tech Dir HS	6,822	6,958	7,095	7,231	7,368	7,504	7,641

* 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

2026-27
\$34,110 Generator Base

Lane	\$34,110 Generator Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
78	Tech Dir HS Asst	3,411	3,479	3,547	3,616	3,684	3,752	3,820
79	Speech Dir HS	6,140	6,263	6,385	6,508	6,631	6,754	6,877
80	Speech Dir HS Asst	3,411	3,479	3,547	3,616	3,684	3,752	3,820
81	Drama Dir JH	1,364	1,392	1,419	1,446	1,474	1,501	1,528
84	Vocal Music HS Dir	6,140	6,283	6,426	6,570	6,713	6,856	6,999
85	Vocal Music HS Asst Dir	4,434	4,523	4,612	4,700	4,789	4,878	4,966
86	Vocal Music JH Dir	1,706	1,740	1,774	1,808	1,842	1,876	1,910
87	Vocal Music Elem Dir	512	522	532	542	553	563	573
88	HS Musical Vocal Dir	1,706	1,740	1,774	1,808	1,842	1,876	1,910
125	JH Musical Technical Dir	682	696	709	723	737	750	764
89	Orchestra HS Dir	4,434	4,523	4,612	4,700	4,789	4,878	4,966
90	Orchestra JH Dir	682	696	709	723	737	750	764
92	Yearbook Advisor HS	3,752	3,827	3,902	3,977	4,052	4,127	4,202
94	Newspaper Advisor HS	2,729	2,783	2,838	2,893	2,947	3,002	3,056
96	Student Congress HS	2,729	2,783	2,838	2,893	2,947	3,002	3,056
97	Student Congress JH	682	696	709	723	737	750	764
98	Student Council Elem	682	696	709	723	737	750	764
99	Safety Patrol Elem	1,057	1,078	1,098	1,122	1,143	1,163	1,184
100	Math Bee/JH Math Counts	512	522	532	542	553	563	573
102	Invent Iowa	512	522	532	542	553	563	573
103	History Day	6,140	6,263	6,385	6,508	6,631	6,754	6,877
123	History Day Asst	3,411	3,479	3,547	3,616	3,684	3,752	3,820
105	Elem Mock Trial	512	522	532	542	553	563	573
112	Nat'l Honor Society Chair	682	696	709	723	737	750	764
114	FCCLA Sponsor	682	696	709	723	737	750	764
115	Health Occ Student Assoc	682	696	709	723	737	750	764
116	Mock Trial 7-12 Activities*	6,140	6,263	6,385	6,508	6,631	6,754	6,877
130	Girls Wrestling Hd Var	4,264	4,349	4,434	4,520	4,605	4,690	4,775
131	Girls Wrestling Asst Var	2,899	2,957	3,015	3,073	3,131	3,189	3,247
132	Swimming Hd Var Boys/Girls	4,264	4,349	4,434	4,520	4,605	4,690	4,775
133	Swimming Asst Var Boys/Girls	2,899	2,957	3,015	3,073	3,131	3,189	3,247
134	Swimming Hd JH Boys/Girls	2,558	2,609	2,661	2,712	2,763	2,814	2,865
135	Swimming Asst JH Boys/Girls	2,558	2,609	2,661	2,712	2,763	2,814	2,865
136	JH Ambassador	682	696	709	723	737	750	764
137	HS Service Club	2,729	2,783	2,838	2,893	2,947	3,002	3,056
138	CTE Organizations HD	682	696	709	723	737	750	764
139	Lancer Lights	853	870	887	904	921	938	955
140	Table Top Games	1,364	1,392	1,419	1,446	1,474	1,501	1,528

* 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
2026-27

NOTES TO SUPPLEMENTAL PAY SCHEDULE

\$ 34,110 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.

Hourly Rates

	<u>Index</u>	<u>Hrly Rate</u>
Curriculum Study	Index/Hrly Rate 0.00085	28.99
Detention Study Hall Supervisor	Index/Hrly Rate 0.00070	23.88
HS PSAT Proctor	Index/Hrly Rate 0.00085	28.99
Weight Training Supervisor	Index/Hrly Rate 0.00070	23.88
Bus Supervisor	Minimum Wage	
Intramurals	Minimum Wage	
Extra Duty		12.50
Special Olympics	Index/Hrly Rate 0.00070	23.88
Summer School		30.00

Other Rates

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	

2026-2027 Pay Schedule
Administrators / Teachers / Mid-Management

Extra Duty Pay Forms Due*	Direct Deposit Effective Date
July 6, 2026	July 17, 2026
August 5, 2026	August 18, 2026
September 8, 2026	September 18, 2026
October 5, 2026	October 19, 2026
November 5, 2026	November 18, 2026
December 7, 2026	December 18, 2026
January 5, 2027	January 19, 2027
February 5, 2027	February 18, 2027
March 5, 2027	March 18, 2027
April 5, 2027	April 19, 2027
May 5, 2027	May 18, 2027
June 7, 2027	June 17, 2027
July 5, 2027	July 19, 2027
August 5, 2027	August 18, 2027

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



NORTH SCOTT

Community School District

STUDENT'S FIRST DAY:
August 24, 2026

STUDENT'S LAST DAY:
June 3, 2027

SUMMARY OF CALENDAR

Days in Classroom K-6:

First Trimester 63

Second Trimester 55

Third Trimester 62

Total Days 180

Days in Classroom 7-12:

First Semester 90

Second Semester 90

Total Days 180

CALENDAR LEGEND:

Student's First Day
Conference Comp
Holidays
Vacation
Professional Development
2-Hour Early Dismissal

HOLIDAYS:

Labor Day (9/7)
Thanksgiving Day (11/26)
Christmas Day (12/25)
New Year's Day (1/1)
Memorial Day (5/31)

2-HR EARLY DISMISSAL:

Every Friday

SNOW MAKE-UP DAYS:

February 15 (If by Jan. 30)
April 19
June 4,7,8,9,10,11

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

2026-2027 School Calendar

August 2026							Student Days	
M	T	W	Th	F	S	S		
3	4	5	6	7				
10	11	12	13	14				
17	18	19	20	21				
24	25	26	27	28	5	5		
31					1	6		
September 2026								
	1	2	3	4	4	10		
7	8	9	10	11	4	14		
14	15	16	17	18	5	19		
21	22	23	24	25	5	24		
28	29	30			3	27		
October 2026								
			1	2	2	29		
5	6	7	8	9	5	34		
12	13	14	15	16	5	39		
19	20	21	22	23	4	43		
26	27	28	29	30	5	48		
November 2026								
2	3	4	5	6	5	53		
9	10	11	12	13	5	58		
16	17	18	19	20	5	63		
23	24	25	26	27	2	65		
30					1	66		
December 2026								
	1	2	3	4	4	70		
7	8	9	10	11	5	75		
14	15	16	17	18	5	80		
21	22	23	24	25	0	80		
28	29	30	31		0	80		
January 2027								
				1				
4	5	6	7	8	5	85		
11	12	13	14	15	5	90		
18	19	20	21	22	4	94		
25	26	27	28	29	5	99		
February 2027								
1	2	3	4	5	5	104		
8	9	10	11	12	5	109		
15	16	17	18	19	4	113		
22	23	24	25	26	5	118		
March 2027								
1	2	3	4	5	5	123		
8	9	10	11	12	5	128		
15	16	17	18	19	0	128		
22	23	24	25	26	5	133		
29	30	31			3	136		
April 2027								
			1	2	2	138		
5	6	7	8	9	5	143		
12	13	14	15	16	5	148		
19	20	21	22	23	5	153		
26	27	28	29	30	5	157		
May 2027								
3	4	5	6	7	5	162		
10	11	12	13	14	5	167		
17	18	19	20	21	5	172		
24	25	26	27	28	5	177		
31								
June 2027								
	1	2	3	4	3	180		
7	8	9	10	11				

180 Days/1080 Hours Calendar

August 10	NS Teacher Institute (Optional Prof. Development Day)
August 11	New Teacher Orientation
August 12-13	New Teacher Half-Days
August 17	Teacher Work Day
August 18-20	Prof. Development Days
August 24	First Day of School
September 7	Labor Day (No School)
October 12-15	Conference Week
October 16	Conference Comp Day (No School)
October 19	Prof. Development Day (No School)
October 30	End 1st Quarter (48 days) (2-Hr Early Out)
November 20	End 1st Trimester (63 days) (2-Hr Early Out)
November 25-27	Thanksgiving Holiday (No School)
December 21-	Winter Break (No School)
January 1	
January 15	End 1st Semester (90 days) (2-Hr Early Out)
January 18	Martin Luther King Jr. Prof. Development Day (No School)
February 15	President's Day (No School)
February 26	Snow Make-up Day If by Jan. 30 End 2nd Trimester (55 days) (2-Hr Early Out)
March 15-19	Spring Break (No School)
March 25	End 3rd Quarter (47 days) (2-Hr Early Out)
March 26	Conference Comp Day (No School)
April 19	Prof. Development Day (No School) Snow Make-up Day
May 30	Graduation
May 31	Memorial Day (No School)
June 3	End 3rd Trimester (180 days) End 2nd Semester (180 days) (2-Hr Early Out)

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 Signature)

(Date)