

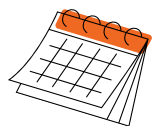


IOWA CITY COMMUNITY SCHOOL DISTRICT

All In for All Kids

SECRETARY BENEFITS

2026-27



ASSIGNMENT LENGTH & PAY CYCLES

187 to 220 contract days
(depending on job)
Secretaries are paid twice
per month on the 15th and
last (business) day of the
month.



IPERS RETIREMENT

Employee monthly
contribution of 6.29% and
Employer contribution of
9.44% each month.



FLEXIBLE SPENDING ACCOUNTS

Health and dependent care
flexible spending accounts
available.

*Annual contribution limits are set by
the IRS*



MEDICAL INSURANCE

Managed by Wellmark Blue
Cross & Blue Shield of Iowa
Full time (30+ hrs/week):
Single - \$30/month
Family - \$725/month

*Prorated insurance premiums available
for paras working 20-29 hrs/week*



DENTAL INSURANCE

Delta Dental of Iowa
Full time (30+ hrs/week):
Single - \$34/month
Family - \$102/month

*Single and family coverage options are
available for part-time employees.*



VISION INSURANCE

VSP of Iowa
Full time (30+ hrs/week):
Single- \$11.46/month
Family - \$31.02/month

*Single and family coverage options are
available for part-time employees.*



SHORT TERM DISABILITY

District provided disability
insurance with Madison
National Life Insurance for full
time employees.

Terms and conditions apply.



BASIC LIFE & AD&D

District provided policy
through Madison National
Life Insurance Company
for \$25,000.

**full time employees.*



SUPPLEMENTAL LIFE

Optional employee,
dependent spouse, and
dependent child coverage
available for purchase.

Evidence of Insurability may be required.

PAID LEAVE

SICK LEAVE

10 sick days in the first year. After that, employees earn one extra day each year, up to a max of 15 days a year. Can roll unused days to a max of 135 days.

PERSONAL & VACATION LEAVE

1 personal day per year (1 day can be carried over for a max of 2 days).
1 day of vacation for each year of service - max of 6 days per year.

INCLEMENT WEATHER DAYS

The 3rd, 5th, and 7th inclement weather “no school” day are paid by the District for all secretaries.

BEREAVEMENT LEAVE

Up to 5 days for funerals of immediate family. 1 day per year for a friend/non family member.

2026-2027 SECRETARY PAY SCALE

Step	Lane I	Lane II
1	\$ 17.75	\$ 19.00
2	\$ 18.03	\$ 19.30
3	\$ 18.32	\$ 19.61
4	\$ 18.62	\$ 19.93
5	\$ 18.91	\$ 20.25
6	\$ 19.22	\$ 20.57
7	\$ 19.52	\$ 20.90
8	\$ 19.84	\$ 21.23
9	\$ 20.15	\$ 21.57
10	\$ 20.48	\$ 21.92
11	\$ 20.80	\$ 22.27
12	\$ 21.14	\$ 22.62
13	\$ 21.47	\$ 22.99
14	\$ 21.82	\$ 23.35

Lane I

Media Secretaries
Building Secretary
Athletic Secretary
Music Secretary
Attendance Secreatry
Registrar
Guidance Secretary
District Media Processing Secretary
Health Office Secretaries

Lane II

Elementary Principal's Secretary
Alternative Site Secretary

ADDITIONAL HOURLY AMOUNTS AVAILABLE

\$1/HR Second Language Differential
\$1.50/HR FOR LONGEVITY (STEP 14+)

