

**ADMINISTRATIVE SETTLEMENT CONDITIONS
2023-2024**

5/15/2023

1. Sick leave:

Each employee shall be granted a leave of absence with pay for personal illness or injury. Employees are entitled to fifteen (15) days each year. Unused sick leave days shall be accumulated from year to year with a maximum accumulation of 150 days. Those employees who have reached maximum accumulation of 150 days will be credited with the 15 days at the beginning of the school year. The total accumulation at the end of the year can be no more than 150 days. Employees may view their accumulated sick leave balance and past leave via the online reporting system. An employee on a leave of absence is not entitled to sick leave.

2. All personnel will receive **paychecks** twice monthly on days designated by the Board of Education.

3. Personnel will be covered by **workman's compensation insurance** and school liability insurance.

4. Funeral leave:

The days of leave requested shall be granted to a maximum of five (5) at any one time in the event of death in an employee's immediate family: spouse, child, brother or sister, step relatives, son- or daughter-in-law, parent, parent-in-law, brother- or sister-in-law, maternal and paternal grandparents, grandchildren, and any other member of the immediate household. Employees shall be granted one day in the event of death of a friend or relative outside the employee's immediate family as defined above, this one day may be split into two half days if desired. In the event of the death of an employee or student in the Maquoketa School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employee's sufficient time to attend the funeral.

5. **Personal Leave:** Three (3) days of non-cumulative leave will be provided annually for personal leave. Personal leave will not be granted immediately before or after vacation or holiday periods or during the first five or the last (ten) 10 student days, except in the case of emergency. Exceptions to these restrictions may be granted by the superintendent for good reason. Requests for personal leave provided by the school district should be submitted to the immediate supervisor at least three days in advance of the day of the leave.

6. In the case of an employee being called to serve on **jury duty**, a written request shall be submitted to the supervisor with sufficient notice. In order that no employee shall suffer financial loss because of such absence, the difference between the normal salary and the compensation received for jury duty shall be paid.

7. Will receive term **life insurance** to the nearest \$1,000 of current salary.

8. Health Insurance:

For District Administrators working .75 FTE or more, the Board of Education shall provide full health and major medical insurance coverage (single policy) or pay 80% of the family coverage. The employee will pay 20% of the family policy and will do so on a pretax basis under the district's Section 125 Plan.

The policy shall remain comparable to a Blue Cross Blue Shield Alliance Select policy with deductibles of \$1,000 single and \$2,000 family and maximum out of pocket cost of \$2,000 single and \$4,000 family with Prescribed Prescription Card, or comparable (with payment not to exceed BC/BS policy cost). Post hospital drug benefits are also provided.

9. ~~Administrators will receive family vision coverage paid by the district, provided it is offered that school year.~~
10. Will receive **disability** group insurance.
- ~~11. Will receive family dental coverage paid by the district~~
12. Will be eligible for **parental leave** subject to the conditions stated in the MEA Master Agreement.
13. Will be granted leaves of absence 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 30 days of such leave as provided in Chapter 29A of the Code of Iowa, without regard to contract period.
14. Will be granted a leave of absence without pay not to exceed four (4) years for the purpose of serving in a **public office**. Upon return from such leave, an employee shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as would have accrued during such period.
15. Will receive **professional leave** as assigned or needed to meet job competencies.
16. The Board of Education will pay the actual amount of **dues** for: Each Principal to national and state principals' associations; for Business Official/Board Secretary to ASBO International and Iowa ASBO Business Official/Board Secretary may also attend other activities conducted or sponsored by local, state and national school administrator and school board associations.
17. Administrators may use their sick leave for **family illness**. Such leave shall be deducted from personal sick leave. Family illness leave is intended for the care of the person's children, spouse, parents, (in-laws), grandparents (in-laws), or household members.
18. Principals & Director of Professional Growth & Student Learning - **Performance-Based Compensation**: A reduction in compensation in the amount of \$2,558 shall be imposed in the administrator's contract if the following components are not satisfactorily completed in a timely manner:
 - A. Principals - Completion of comprehensive staff evaluations and annual review/update of Yearly Career Development Plans.
 - B. Principals - Completion of annual report to the Board of Directors regarding district/building initiatives and the impact on student achievement.
 - C. Director of Professional Growth & Student Learning:
 - Oversight and coordination of the district's testing program to include final data analysis and Adequate Yearly Progress Report for each attendance center.

The compensation reduction shall be made at the Superintendent's recommendation and shall be deducted in equal installments of the June 15 through July 15 payroll.
19. For Administrators completing an **Educational Specialist degree** in Educational Administration, the Administrator will receive an additional stipend of \$1,500.00 per year for two years. This cost will not be included into the costs of a settlement package. [As approved by the Board of Education on 6-12-00.] It is the responsibility of the Administrator to provide a transcript and a copy of the Board of Educational Examiners Professional Administrator License with the endorsement.

For Business Official, it is the expectation of the Board of Directors that the Business Official will obtain and maintain the School Business Officials Authorization as required by Iowa Code and provide a copy of the School Business Officials License to the District.

20. Superintendent, Business Official/Board Secretary and Director of Support Services/Transportation

Paid Holidays: Their 260-day contract includes the following 11 paid holidays: New Year's Day, Good Friday, Easter Monday (if not used as a school day), July 4th, Memorial Day, Labor Day, Thanksgiving Day and Friday after, ½ day before Christmas and Christmas Day, ½ day before New Year's Day (or will be allowed to take one full day in lieu of two half days), **Martin Luther King, Jr. Day** and President's Day.