

PROFESSIONAL NON-TEACHING SETTLEMENT CONDITIONS

5/15/23

2023-24 (Includes: Information Systems Technician, Juvenile Liaison, and any other professional non-teaching and/or non-licensed salaried positions)

- 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. Paycheck:** All personnel will receive paychecks twice monthly on days designated by the Board of Education.
- 3. Workman's Compensation:** Personnel will be covered by workman's compensation insurance and school liability insurance.
- 4. Funeral/Death 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 5 or last (ten) 10 student days, except, in 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 building principal at least three days in advance of the day of leave.
- 6. Jury Duty:** 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. Life Insurance:** Will receive term life insurance paid for by the Board that provides a minimum death benefit of \$15,000. Selection of the carrier shall be a matter of Board discretion.
- 8. Health Insurance -** The Board of Education shall provide health and major medical insurance coverage (single policy) for employees working full time (35 hours per week or more) **at a cost of \$1 per month**. The insurance coverage shall be equal to or similar to the coverage of the Alliance Select with a deductible of **\$1,000** and a maximum out-of-pocket cost of **\$2,000**. Selection of carrier shall be matter of Board discretion. The employee will be allowed to

purchase family insurance at his or her own expense. The premium for the family policy shall be the responsibility of the employee and may be paid on a pretax basis under the district's Section 125 Plan.

10. **Disability Insurance:** Will receive disability group insurance.

11. **Professional Leave:** Will receive professional leave as assigned or needed to meet job competencies.

12. **Military Leave:** 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.

13. **Dental Insurance:** Employees contracted for more than 20 hours per week, will be offered the opportunity to purchase dental insurance.

~~Full time employees will receive single dental coverage paid by the district. The employee will be allowed to purchase family insurance at his or her own expense. The premium for the family policy shall be the responsibility of the employee and may be paid on a pretax basis under the district's Section 125 Plan.~~

14. **Vision Insurance:** Employees contracted for more than 20 hours per week, will be offered the opportunity to purchase vision insurance. ~~Full time employees will receive single vision plan paid by the District from the Health Fund, provided it is offered for that school year. The employee will be allowed to purchase family insurance at his or her own expense. The premium for the family policy shall be the responsibility of the employee and may be paid on a pretax basis under the district's Section 125 Plan.~~

15. **Good Cause - Without Pay:** Other extended leaves of absence without pay shall be granted in writing by the Superintendent for good reason.

16. **Family Illness Leave:** Employees 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 employee's children, spouse, parents (in-laws), grandparents (in-laws), or household members.

17. Will be allowed to leave at the same time as the teaching staff, without loss of pay, on early dismissal days if scheduled immediately preceding Thanksgiving, Easter, and Christmas.

18. **Activity Pass:** Each employee and his/her spouse shall receive a non-transferable activity pass, on request, at any time throughout the year, for admission to all local school sponsored activities.

19. **Parental Leave (birth, adoption, surrogacy):** In accordance with the FMLA, employees can use their accrued sick leave up to six weeks from the date of the event (birth, adoption, surrogacy) for paid parental leave. If both parents are employees of the District, they can take their six paid weeks consecutively for a total of twelve weeks, or they can take their six paid weeks concurrently. If only one parent is employed by the District, then the employee can choose to take their six paid weeks either in the first six or the second six weeks from the date of the event. Within one week of the event, the employee must make their determination.