

2023-24 Support Staff Settlement Conditions

Support Staff includes: Building Secretaries, Central Office Staff, ~~Teacher Associates~~, **Paraeducators**, Grounds/Maintenance/Seasonal Grounds, Custodians, and **Paraeducators**. ~~Teacher Assistant~~.

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

Overtime: All hourly personnel will receive time and one-half for overtime worked over 40 hours per week. Overtime shall include only work performed by the employee at the direction of the building principal or unit supervisor. Overtime shall be computed on an actual time basis, exclusive of the lunch hour, paid holidays, and paid leave days except professional days for hours worked beyond forty (40) per week. Overtime shall be paid at the rate of time and one-half of the employee's regular straight time hourly rate.

Hours of Work

Purpose: The normal hours of work shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of the work schedule and assignment of work shall be made by the Employer and may be changed from time to time to meet changing needs.

Work Week: The normal workweek for regular full-time employees shall be 35 to 40 hours work, excluding lunch periods, from Monday through Sunday. The normal workweek for regular part-time employees shall be less than 35 hours, excluding lunch, depending on assignments.

Work Schedule: All employees shall be assigned a regular schedule, which shall have a regular starting and quitting time. Work schedules showing the employee's work days and hours shall be determined by the employee's immediate supervisor and filed with the Superintendent each year.

Lunch Period: Custodians and Grounds/Maintenance/Seasonal Grounds employees shall be provided a thirty-minute duty free lunch period without pay. However, it is understood, should emergency situations develop, regularly scheduled lunch periods may be temporarily changed. Building Secretaries and Central Office Staff shall continue to provide support during a paid working lunch.

Break Time - ~~Associates~~ **Paraeducators** working more than 5 hours per day will be given a work schedule by their building level principal which must also include one half hour of unpaid lunch break plus a total of 15 minutes of break time per day. Regular workday schedules will not be shortened if breaks are not taken.

Call Back: Custodians will receive a minimum of 1-hour work time when called back to work.

Weekend Work: Custodians called to work on a Saturday or Sunday will receive time and one-half regardless of how many hours have been worked during the week.

Leaves

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. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave benefits, provided that the Board shall not pay to such employee the difference between his/her salary and benefits received under any workman's compensation benefits for the duration of such absence.

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.

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.

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.

Good Cause – Without Pay: Good Cause leaves of absence without pay shall be granted by the Superintendent. Employees may apply for a good cause leave to the Superintendent of Schools. Such leave may be granted for up to one year at the Superintendent's discretion, provided not more than one employee is absent for that reason at any given time and further provided that it is approved by the direct supervisor. This is a non-paid leave. Should such leave be granted and taken, employees will be entitled to a position similar to and wages equivalent to those they had held and been entitled to previously.

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.

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

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.

Parental Leave: Will be eligible for parental leave subject to the conditions stated in the MEA Master Agreement.

Insurance

Work Comp: Personnel will be covered by workman's compensation insurance and school liability insurance.

Health and Major Medical Insurance:

- For all personnel contracted for 260-days per year and contracted for 40 hours or more per week the Board of Education shall provide health and major medical insurance coverage single policy at a cost of \$1 per month or pay 91% of the family coverage. The employee will pay 9% of the family policy. If insurance is elected, then the cost of the plan elected will be withheld from the employee's paycheck on a pretax basis under the district's section 125 plan. The insurance coverage shall be equal to or similar to the coverage of the Alliance Select with deductibles of ~~\$500~~ \$1,000 single and \$2,000 family and maximum out-of-pocket costs of \$2,000 single and \$4,000 family. Selection of carrier shall be matter of Board discretion.
- Employees contracted for 30 hours or more per week, the Board will provide a single health plan policy for a cost of \$1 per month. If single insurance is elected, then this \$1 per month will be withheld from the employee's paycheck on a pretax basis under the district's section 125 plan. The employee will have the option to purchase a family policy for the difference in cost.
- Part-time employees contracted for more than 20 hours per week, but less than 30 hours per week will be offered the opportunity to purchase either a single or family health insurance policy.

Dental/Vision Insurance:

- ~~Hourly employees contracted 30 hours or more per week with a 260 day contract shall be covered by their choice of either a single dental or single vision insurance program paid for by the Board.~~
- Employees contracted for more than 20 hours per week, will be offered the opportunity to purchase dental and vision insurance.

Long-term Disability Insurance: Personnel contracted for 20 hours or more per week shall be covered by long-term disability insurance. Selection of carrier shall be a matter of Board discretion.

Life Insurance: Personnel contracted for 20 hours or more per week will be covered by a term life insurance program 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.

Holidays/Contracted Days

Holidays:

- Employees with a 260-day contract includes the following ~~11~~ **12** 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, 1 working day before Christmas, Christmas Day, **Martin Luther King, Jr. Day**, and President's Day.
- Those employees who are required to work on holidays will be compensated at the regular job rate for time worked in addition to their regular holiday pay.
- Building Secretaries, and ~~Associates~~ **Paraeducators** will receive the following ~~9~~ **10** paid holidays: Labor Day, Thanksgiving Day and Friday after, Christmas Day, New Year's Day, Good Friday, Monday after Easter (providing there is no school that day), Presidents Day, **Martin Luther King, Jr. Day, and** Memorial Day. ~~A full time (12 month) Building Secretary will receive the Fourth of July as a 10th paid holiday.~~

Holiday Early Dismissal:

- Central Office Staff and ~~Teacher Associates~~ **Paraeducators** 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.
- Building Secretaries will be allowed to leave one-half hour after teaching staff, without loss of pay, on early dismissal days preceding Thanksgiving, Christmas, and Easter.

Contract Days: ~~Teacher associate~~ **Paraeducator** contracts will be **based on the number of student days included on the school calendar approved by the Board of Education** ~~178 days, which will include 175 student attendance days and~~ **plus** two days prior to the start of students and one day after students leave for the year. In addition to these ~~178 days,~~ **associates paraeducators** will be paid for the above listed holidays.

Weather Related Delays/Dismissals

Weather Related Early Dismissal –

- Central Office and Building Secretaries will be allowed to leave one-half hour after teaching staff, without loss of pay, on early dismissal days due to weather conditions except if that early dismissal is due to hot weather.
- ~~Associates~~ **Paraeducators** will receive pay on days when school is dismissed early for weather reasons as follows:

- When school is dismissed early due to heat, ~~Teacher Associates~~ **Paraeducators** may remain to fulfill duties assigned by their supervising teacher(s) or building principal. With supervisor approval, ~~Teacher Associates~~ **Paraeducators** may leave early and will be paid for actual hours worked.
- When school is dismissed early due to inclement weather that causes unsafe driving conditions, ~~Teacher Associates~~ **Paraeducators** shall be free to leave ten (10) minutes after students are dismissed without any loss in pay. Example: If students are dismissed at 1:30 PM associates will be allowed to leave at 1:40 PM.
- Central Office, Building Secretaries, and ~~Teacher Associates~~ **Paraeducators** will not be deducted for time lost due to a bad weather delay of school.

Vacation

Vacation - All employees working 12 months per year will receive two (2) weeks paid vacation on July 1st after one year of service. For part time employees, hours of vacation per day are based on hours contracted per day. **If an employee is hired mid-year & has not reached one year of service, vacation will be pro-rated.**

Vacation schedule for 12-month personnel:

After 1 year: Two weeks

After 5 years: Two weeks, one day

After 6 years: Two weeks, two days

After 7 years: Two weeks, three days

After 8 years: Two weeks, four days

After 9 years: Three weeks

After 15 years: Three weeks, 1 day

After 16 years: Three weeks, 2 days

After 17 years: Three weeks, 3 days

After 18 years: Three weeks, 4 days

After 19 years: Four weeks

Employees eligible for vacation must seek approval from the immediate supervisor and/or Superintendent for the time period desired. Vacations must be coordinated with the workload for that position. Vacation awarded on July 1 in any given year must be utilized prior to the start of the next contract year. (Example: Vacation awarded on July 1, 2023 must be utilized by June 30, 2024.) The Superintendent may grant exceptions to this deadline for good reason.

Vacation schedule for Building Secretaries, and Central Office working 9 through 11 months:

After 5 years: One day

After 6 years: Two days

After 7 years: Three days

After 8 years: Four days

After 9 years: Five days

Seniority

Seniority - Once a ~~teacher-associate~~ **paraeducator** has resigned from a position, or chooses not to return after a good cause leave, salary progression rights are halted. Should an ~~associate a~~ **paraeducator** return to an ~~associate~~ **paraeducator** position after a resignation; they may receive credit for past experience in the district. Final placement on the salary schedule will be determined by school administration. If an ~~associate~~ **paraeducator** returns to an ~~associate~~ **paraeducator** position after a resignation, they may receive credit for past experience on the pay scale but their seniority would be according to the last hire date.

Reductions - If staff reductions are made it will be based on seniority.

Miscellaneous

CPR Training - Personnel may elect to take CPR training offered by the Board at no cost to the employee.

Job Postings - Employees will be notified of vacancies in ~~associate~~ **paraeducator** positions by a posted building memo at least three days prior to the start of interviews. Seniority will be considered in case of openings.

Mileage - Employees required to use their own vehicles to go from one school to another during the working day shall receive mileage at the Board designated rate.

Health and Safety – The district will provide custodial workers with safety equipment when such equipment is required by law or the employer. Such equipment must be requisitioned through the employer and remains the property of the employer.

**Hourly Pay Schedules:
Increased ALL steps by \$.50 for the
2023-24 school year**

Building Secretary	2023-24
Year 1	\$14.42
Year 2 - 3	\$15.17
Year 4+	\$16.92

Central Office Staff	2023-24
Year 1	\$15.85
Year 2-3	\$16.85
Year 4+	\$18.00

Special Education/Media/ Clerical/Technology/ Preschool Paraeducator	2023-24
Year 1	\$13.25
Year 2-3	\$14.25
Year 4+	\$15.25

Self-Contained Classroom Special Education Paraeducator & Bus Aide	2023-24
Year 1	\$14.00
Year 2-3	\$15.00
Year 4+	\$16.00

****Self-contained classrooms will be determined by the District each year.**

Head Mechanic/Head Maintenance:	2023-24
Year 1	\$19.55
Year 2-3	\$19.85
Year 4+	\$20.45

Seasonal Grounds:	2023-24
	\$14.20

Asst. Maintenance Tech	2023-24
Year 1	\$18.80
Year 2-3	\$19.10
Year 4+	\$19.70

Custodians	2023-24
Year 1	\$16.96
Year 2-3	\$17.57
Year 4+	\$17.88