
WORK AGREEMENT

Administrators
(Members of the Executive Council)

Cedar Rapids Community
School District

2020-2021 Terms and Conditions of Employment

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BENEFIT PROVISIONS

A. HEALTH INSURANCE BENEFITS

Administrators hired before 7/1/19 – each full-time employee shall be credited with three hundred fifty dollars (\$350.00) per month in 2020-2021 as a flexible benefit. This amount shall be prorated for part-time employees (less than 1.0 FTE.) If the employee elects District health insurance, they will also receive three hundred thirty five dollars (\$335.00) per month as a District contribution towards health insurance.

Administrators hired on or after 7/1/19 – each full-time employee that elects District health insurance, will receive up to six hundred eighty five dollars (\$685.00*) per month as a District contribution towards health insurance.

*If District health insurance is not elected, the employee shall not receive the District contribution for health insurance and no credit is given if health insurance is waived.

B. SALARY REDUCTION

Each employee shall make an annual election for the benefits the employee wishes to select from the following list of benefits, subject to the provisions, terms and conditions of the District's salary reduction plan and the provisions, terms and conditions of the insurance policies and plans.

1. Health Insurance - including all options available in the District's selected health insurance plan(s).
2. Dental Insurance - including all options available in the District's selected dental insurance plan.
3. Flexible Spending Account (FSA) for Dependent Care expenses.
4. Flexible Spending Account (FSA) for Health Care expenses.
5. Additional Salary.

Any cost of health insurance selected in excess of the above amounts in 2020-2021 in the employee's flexible benefit (if eligible) or the District contribution shall be borne by the employee through salary reduction of the employee's regular salary. Any cost of other benefits selected shall be solely borne by the employee through salary reduction of the employee's regular salary.

Except as otherwise stipulated in this Agreement, an employee is eligible for the flexible benefit provided by the District as long as the employee is employed by the District. Elected health insurance coverage for an employee who terminates employment continues until the end of the period for which the employee has contributed premiums by salary reduction. The flexible benefit shall be prorated to the date of termination.

An employee on paid leave shall continue to be eligible for the travel accident, long-term disability, group term life insurance, and the flexible benefit provided by the District.

An employee on unpaid leave for one (1) calendar month or longer shall have elected insurance coverage continue until the end of the period for which the employee has contributed premiums by salary reduction. The flexible benefit shall be prorated to the date the leave commences.

C. LIFE INSURANCE

A group term policy for the amount of \$200,000 life insurance coverage and \$200,000 accidental death and dismemberment coverage is provided by the District at no cost to the employee, subject to the terms and conditions of the plan.

A group term policy for the amount of \$100,000 life insurance coverage is provided to eligible retired Administrators for up to 3 years subject to the terms and conditions of the life insurance policy and the Voluntary Retirement Incentive Program provided by the District.

D. LONG-TERM DISABILITY INSURANCE

The school district shall pay the premium for a plan which provides a maximum monthly income benefit totaling seventy percent (70%) of each Administrator's covered monthly compensation subject to the terms and conditions of the policy.

E. WORKERS' COMPENSATION

If an employee qualifies for Workers' Compensation benefits, and the employee elects to have the school district supplement the benefits, the following procedures shall apply:

1. The school district shall pay the employee the employee's regular rate of pay for the number of days the employee has accumulated as sick leave.
2. The employee shall endorse and assign the Workers' Compensation payments to the school district for that period of time.
3. One (1) day of accumulated sick leave shall be deducted for each day of absence.
4. The employee shall retain the Workers' Compensation payments for periods of time following exhaustion of accumulated sick leave.

If an employee qualifies for Workers' Compensation benefits, and the employee elects not to have the school district supplement the benefits, the employee shall retain the Workers' Compensation benefits and the school district shall deduct from the employee's accumulated sick leave an amount of time proportionate to the amount of Workers' Compensation payments made to the employee.

The employee shall notify the school district of his/her option within three (3) days of

receipt of the school district's notice to make such election. Failure to report within such time limit shall be treated as an election not to have the District supplement the benefits.

F. OTHER INSURANCE

The school district shall pay the premium for the Business Travel Accident and Legal Liability insurance programs in effect for other certified personnel.

G. TAX-SHELTERED ANNUITY

The school district shall contribute to a tax-sheltered annuity program an amount equal to eight and one-half percent (8½%) of the contract salary plus the Travel Allowance amount and the Salary Supplement amount.

H. TRAVEL ALLOWANCE

A personal vehicle shall be provided by each Administrator for use in the performance of the Administrator's duties, for which the school district shall pay an allowance of twelve hundred dollars (\$1,200) per year, payable in two equal installments (December and June.)

The allowance shall cover all job-related use of personal vehicles for trips with destinations of one hundred (100) miles or less from the Administrator's assigned building. Use of personal vehicles for trips involving destinations more than one hundred (100) miles from the Administrator's assigned building will be eligible for reimbursement at the rate approved by the Board of Directors when such usage is authorized by the Administrator's immediate supervisor.

The District will budget resources for the following:

- For building level administrators will be allowed up to \$1,250 per year to attend a national conference, bankable for two years up to \$2,500.
- Full membership dues to School Administrators of Iowa for all Administrators or membership into the Association related to the Administrator's position.
- For building level administrators \$200 per year for attendance at the SAI conference.

I. EARLY SEPARATION PAY

Please refer to Board Policy regarding Voluntary Retirement Incentive.

J. PERSONAL/FAMILY LEAVE

Administrators shall be granted leave without loss of pay for personal/family illness or disability, childbirth, and illness or disability associated with pregnancy as follows:

First year of employment	16 days
Second year of employment	17 days

Third year of employment	18 days
Fourth year of employment	19 days
Fifth year of employment	20 days
Sixth year and each subsequent year of employment	21 days

Unused leave shall be cumulative to a maximum of two hundred sixty (260) days.

All employees shall be eligible to receive an additional payment contributed to their severance/early separation award, above the base level amount, up to a maximum amount of 80 per diem days (per diem rate of the employee's final year of work for the District.) Employees shall receive an additional severance amount based on the following: See Board Policy 509 on Wellness Incentive.

The immediate family shall be interpreted to mean husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law and daughter-in-law. The illness of some other person may warrant the same treatment as the immediate family. Such cases will be considered on an individual basis by the Administrator's immediate supervisor.

K. BEREAVEMENT LEAVE

Up to five (5) days shall be granted for death in the immediate family without salary deduction or a deduction from personal illness or disability leave. The immediate family shall mean son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild.

In the event of the death of an employee's spouse or the employee's parent, the employee shall be granted up to ten (10) days of leave without salary deduction or a deduction from personal illness or disability leave.

In the event of the death of other relatives, an Administrator shall be allowed up to two (2) days of leave as stipulated above. "Other relatives" shall mean sister-in-law, brother-in-law, aunt and uncle.

In the event of the death of some other person, the Superintendent or his designee may grant bereavement leave without loss of salary.

Bereavement leave for immediate family members may be used on an intermittent basis. Days not used at the time of the death of an immediate family member may be requested at a later date for purposes related to estate issues.

L. COMPENSATORY TIME FOR SATURDAY, SUNDAY OR HOLIDAY DUTY

Compensatory time will be allowed for required Saturday, Sunday or Holiday duty performed by Executive Council members in connection with required District activities to a maximum of five (5) days per year according to the following formula:

<u>Duty Time</u>	<u>Compensatory</u>
Allowable Up to four (4) hours	one half
(1/2) day	
Four (4) hours or more	one (1) day

M. OTHER LEAVES

Under conditions and procedures prescribed by the Superintendent, Administrators may request other forms of leave, including professional and general leaves. Such requests will be considered on their individual merits.

N. HOLIDAYS

Administrators shall be entitled to the following holidays: Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Day, New Year's Day, Memorial Day, and three (3) other days to be designated by the school District.

If the holiday falls on a weekend, the previous or succeeding workday, as appropriate, shall be substituted therefore.

Two (2) of the holidays not specified above will be scheduled during winter break. The other unspecified holiday will be scheduled as per the school calendar.

O. PAID TIME OFF (PTO)

Administrators shall be entitled to 33 workdays of paid time off.

The scheduling of paid time off days shall be subject to the approval of the Administrator's immediate supervisor. All earned time for a given contractual year shall be used prior to August 1 in the next contractual year. Any earned time that is not used prior to August 1 in the next contractual year shall not accrue except Administrators can carry over ten (10) days of paid time off into the next contract year. Upon termination, an employee shall be compensated for unused paid time off minus any carry over amount from the previous year.

P. CONTRACT PERIOD

In accordance with Chapter 279.21 (Code of Iowa) certified Administrators will be offered either a one-year or two-year contract. Performance, probationary status, district staffing needs, and/or certification shall be the primary determiners of contract length. Other factors that shall receive consideration include specialized qualifications or responsibilities, recentness of assignment and circumstance associated with their assignment(s) and district needs. All non-certified administrators shall be given one-year assignments. The position designated on all contracts/assignment letters issued will be "Administrator."

Q. WORK YEAR

The duty year for Administrators shall be fifty-two (52) weeks (260 work days).

R. PHYSICAL EXAMINATION

Employees may be required to undergo a pre-employment physical. The cost of this physical examination shall be borne by the recommended candidate.

S. PERSONAL INJURY

Whenever an Administrator is absent from duty as a result of a personal injury caused by battery and arising out of or in the course of his/her employment, and when investigation by the Superintendent or designee indicates that there has been no negligence on the part of the Administrator, such absence shall not be charged against personal illness leave, and the Administrator shall be paid his/her salary less any salary replacement benefits for the period of such absence. This provision shall cease to apply at whatever time the Administrator becomes eligible for disability benefits under the Social Security system and/or the District insurance program, if any.

T. PERSONAL PROPERTY LOSS

An Administrator shall be eligible for reimbursement for any damage to, destruction or theft of personal property which is normally used in the performance of his/her duties when investigation by the Superintendent or designee indicates there was no negligence on the part of the Administrator. In the case of personal automobiles, reimbursable losses shall be limited to those occurring as a result of vandalism or malicious mischief. Reimbursement for any loss shall be made only to the extent that the amount of such loss exceeds indemnification from any other source, and shall be limited to a maximum of two hundred dollars (\$200.00) per incident and five hundred dollars (\$500.00) per work year. This provision shall apply only to those losses which occur on school property or while the Administrator is engaged in school business.

U. CELLULAR PHONES

Each Administrator may elect to receive \$1,100 per year as a Communication Allowance. This allowance is intended to compensate Administrators for reasonable access during work and off-work hours by cell phone communication. A District cell phone option remains available and if used, the employee will not be eligible for this reimbursement.

V. REDUCTION IN FORCE

A decision to reduce administrative staff shall be based on total District needs, and any resulting reduction shall be considered in terms of the administrative staff as a whole. In the event it is necessary to reduce the number of administrative positions, every effort shall be made to reassign an affected Administrator to another administrative position for which he/she is qualified, or if none is available, to a teacher or other District assignment for which he/she is qualified. The criteria to be used in determining the Administrator(s) to be reduced shall include performance, specialized job qualifications or responsibilities, the Affirmative Action Plan, the number of years of administrative experience in the District, and other factors as determined relevant by the District.

W. SALARY SUPPLEMENT

An Administrator will be paid a one thousand one hundred dollar (\$1,100) salary supplement for 2020-2021. This salary supplement shall be reduced in the event the

District does not receive the expected Phase II funding.

X. EXPERIENCE CREDIT

For the purpose of salary schedule placement, a District Administrator who is assigned to the teacher bargaining unit shall receive credit for each full year of verified teaching and administrative experience, if the teacher bargaining unit agrees to it.

Y. METHOD OF PAYMENT

Administrators shall be paid according to the payroll schedule. In the event a pay day falls on a holiday, the paycheck shall be issued on the last previous work day.

Z. DEDUCTION

In the event an Administrator is absent without approved leave, the amount of the deduction for each day of absence shall be at the rate of 1/261 of the Administrator's contract salary.

AA. PROFESSIONAL LIABILITY

The District agrees that it shall defend, hold harmless, and indemnify the Administrator from any and all demands, claims, suits, actions and legal proceedings brought against the Administrator in the Administrator's individual capacity, or in the Administrator's official capacity as agent and employee of the District, provided the incident arose while the Administrator was acting within the scope of the Administrator's employment.

BB. TERMS

This Agreement shall be effective as of July 1, 2020 and shall continue in force and effect through June 30, 2021. The total package settlement for each work year shall be determined by the District.

MEMORANDUMS OF UNDERSTANDING

Executive Council of the Cedar Rapids Community Schools

It shall be understood that, beginning with all new appointments for the 2004-2005 school year and not any work year proceeding, members of the Executive Council shall not be eligible to receive additional compensation for extra service assignments.

For the 2018-2019 school year, the District Wellness Program will continue to be costed to the package.