
WORK AGREEMENT

Childcare

Cedar Rapids Community
School District

2020-2021 Terms and Conditions of Employment

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SECTION A POSTING A POSITION

The Coordinator will authorize the posting of a position with an email to Human Resources. This email must be approved by the Executive Administrator- Elementary Education. If the position is new to the day care, Human Resources will check with the Executive Director, and Human Resources will verify the benefits attached to that position. Vacancies must be posted for five working days before they can be filled.

SECTION B FILLING A POSITION

A position will be filled upon receipt of a "Recommendation for Hire" form from the Coordinator. Human Resources and the Board of Directors approve the recommendation and Human Resources will complete the necessary paperwork.

SECTION C HIRING A NEW EMPLOYEE

A completed application must be on file in Human Resources if a position is filled with a new employee. The Human Resources Specialist will set the salary based on the information in that application.

For positions where a degree is required, the employee must submit an official transcript to Human Resources. Experience will be verified with the "Request for Information Regarding Child Care Experience" form. Experience as a self-employed day care provider will be verified with the same form.

All new employees will complete an orientation in Human Resources before beginning employment.

SECTION D LENGTH OF WORK YEAR

Fiscal year July 1st to June 30th of the following year unless otherwise specified.

SECTION E BACKGROUND CHECKS

All employees must submit to and pass a criminal, child abuse, and adult abuse background check following an offer of employment in order to begin their assignment.

All employees must submit and pass a National criminal history check based on fingerprints. The national criminal history check shall be repeated for each person every four years and when the Department or center becomes aware of any new transgressions committed by that person in another state.

SECTION F PHYSICAL EXAMINATIONS

All employees must have a physical examination prior to the start of employment followed by a triennial physical examination on file with Human Resources.

SECTION G BENEFITS

Child Care Professionals must work 30 hours or more per week to be eligible to participate in the following CRCSD benefit options.

1. Health insurance – Metro Interagency Insurance Program (MIIP)
<http://www.cr.k12.ia.us/departments-services/health-plans-information/>
2. Dental insurance – Delta
<http://www.cr.k12.ia.us/departments-services/dental-insurance/>
3. Flexible Spending Accounts
<http://www.cr.k12.ia.us/departments-services/flexible-spending-reimbursement-accounts-wage-works/>
 - a. Health Care Expenses (Health FSA)
 - b. Dependent Care Expenses (Dependent Care FSA)

SECTION H DISTRICT CONTRIBUTION APPLIED TO HEALTH INSURANCE

Employees who are budgeted to work thirty (30) or more hours per week are eligible for a District contribution toward the purchase of health insurance. Each employee participating in the District's health insurance program will receive a contribution of up to six hundred eighty-five (\$685.00) dollars per month. Any portion of the premium not contributed by the District shall be borne by the employee. 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.)

Travel accident insurance (Must work 20 hours per week, 0.5000 FTE, to qualify.)

Long-term disability pays 70% of salary (Must work 30 hours per week, 0.7500 FTE, to qualify.) Available to Childcare Professionals effective 7/1/2020.

Tort liability insurance covering the performance of job-related duties as provided in Chapter 613.A, Code of Iowa Workers' Compensation. If an employee qualifies for benefits and the employee chooses to have the District supplement the benefits, then: 1) the district will pay the regular rate of pay for the number of days used as sick leave, 2) the employee will endorse and assign the Worker's Compensation benefits to the District for that period of time, 3) one day of sick leave shall be deducted for each day of absence, and 4) the employee will retain the Workers' Compensation payments for the period of time following the use of all the sick leave. If

an employee chooses not to have the District supplement the benefits, the employee will retain all the benefits and the District will deduct sick leave proportionate to the amount of Workers' Compensation payments to the employee. The employee must notify the District of their choice within three days after receiving notice of making either selection.

SECTION I EMPLOYEE ASSISTANCE PROGRAM

All employees are entitled to participate in the free and confidential Employee Assistance Program.

<http://www.cr.k12.ia.us/departments-services/employee-assistance-program/>

SECTION J IPERS

All regular employees are required to participate in IPERS.

SECTION K LIFE INSURANCE

*\$50,000 group term life insurance with additional \$50,000 accidental death and dismemberment benefits at no cost to the employee (Must work 30 hours per week, 0.7500 FTE, to qualify.) Available to Childcare Professionals effective 7/1/2020.

SECTION L HOLIDAYS

Employees will receive a maximum holiday pay based on their FTE. Example: 1.0 FTE = 64 hours max holiday pay for 8 holidays.

Eight paid holidays which include: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Paid Holiday Clarification for 10 Hour Staff ONLY: 8 Hours of holiday pay for Thanksgiving, Day after Thanksgiving and Christmas Eve = 24 hours total. 4 holidays at 10 hours per day = 40 hours total. 1 holiday that a staff must choose not to get paid = (-10 hours.) Total of 64 hours of holiday pay.

SECTION M VACATIONS

Site Director, On-Site Supervisors, and Child Care Professionals I-V:

<u>Years of Service Completed</u> <u>as of July 1</u>	<u>Vacation Period</u> <u>(In Hours)</u>
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21 years	200
14 years	160
7 years	120
1 year	80
Less than 1 year	Pro rata

Earned vacation will be determined on June 30 each year and will be used the following year. The scheduling of vacation days shall be subject to the approval of the Coordinator. A Child Care Professional I-V who leaves employment with the District, after working at least one year, shall be compensated for earned but unused vacation time. However, the District may require the employee to use accrued vacation prior to termination or forfeit the compensation. Employees who work less than 40 hours a week will receive vacation based on their FTE.

SECTION N LEAVES OF ABSENCE

All of which are approved by the Executive Director-Human Resources and all of which, except General Leaves, are taken without loss of salary.

Personal Illness as follows:

At the beginning of employment	10 days (pro-rated)
The second year of employment	11 days
The third year of employment	12 days
The fourth year of employment	13 days
The fifth year of employment	14 days
The sixth year of employment and each subsequent year	15 days

Personal Illness can be accumulated to a maximum of 230 days. Employees who work less than 40 hours a week will receive personal illness leave based on their FTE. The District may grant a leave of absence without pay if an employee has exhausted all accumulated personal illness.

Family Illness not to exceed three days, accumulating to a maximum of nine days. Family will include father, mother, son, daughter, wife, husband, brother, sister, mother-in-law, or father-in-law. Employees who work less than 40 hours a week will receive family illness leave based on their FTE.

Bereavement Leave will be granted for a period not to exceed five days for a death in the immediate family, including father, mother, son, daughter, husband, wife, brother, sister, mother-in-law, father-in-law, grandparent or grandchild. In case of death of other relatives (son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt or uncle), up to two days of leave may be granted. Other cases will be considered on an individual basis. The amount of leave allowed is subject to the discretion of the Site Director or Human Resources Director.

Emergency Leave of no more than two days a year may be granted for those extraordinary situations that arise requiring the employee's attention which cannot be attended to outside of work hours and which is not covered under other provisions. The requests will be considered on

their individual merits. Employees who work less than 40 hours a week will receive emergency leave based on their FTE.

Jury duty will be granted and the employee will receive a full salary minus the amount of money paid for jury duty service. When a juror is not required to do full-time jury duty, the employee is expected to report for work.

General Leave may be applied for without pay or benefits (see Policies and Procedures, as outlined below).

Professional Leave may be granted with pay to attend conferences, workshops, or seminars the subject of which must be directly related to the employee's job. An application in writing must have the prior approval of the Executive Director-Human Resources.

SECTION O UNPAID GENERAL LEAVES OF ABSENCE

Site Directors, Assistant Directors, and Child Care Professional may apply for a general leave of absence by submitting a written request to Human Resources. This request also requires the approval of the Executive Director-Human Resources. The leave would be without pay or benefits for reasons including the adoption of a child, child rearing, education, health, family illness, travel or other reasons deemed appropriate by the Executive Director and could extend for a maximum of one year. Summer employees may not apply for a general leave of absence.

SECTION P FILLING A POSITION VACATED BY A LEAVE OF ABSENCE

Two types of employees can fill a position vacated by a general leave of absence.

1. Substitute - A substitute would be hired to fill a position for less than 12 weeks.
2. Replacement - Replacement personnel would be hired to fill a position for 12 weeks or more.

SECTION Q YEARS OF SERVICE RECOGNITION

Annually, employees that have completed 5, 10, 15, or 20 years of service on or before June 30th of the prior year will be recognized at an Employee Recognition. The employee will receive a bonus on their paycheck as follows:

Years of Service	Amount
20 years	\$500
15 years	\$250
10 years	\$100

5 years

\$25

SECTION R SUBSTITUES FOR CHILDCARE PROFESSIONALS

Substitute employees may work at the day care only after completing the necessary paperwork in Human Resources. Under no circumstances will there be an exception to this rule.

SECTION S EVALUATION CYCLE

The evaluation cycle will include a probationary evaluation held three months after initial employment and yearly evaluations thereafter. Salary increases will be determined at the time of the yearly evaluation and will be based upon the performance review and recommendations of the Coordinators. All employees are eligible for a salary increase on July 1.

SECTION T TERMINATING AN EMPLOYEE

As with all hiring procedures, all terminations must be handled by Human Resources. The Coordinator should contact the Executive Administrator-Elementary Education and Executive Director-Human Resources with a recommendation for termination of a day care employee. A letter of termination will be sent to the employee by the Executive Director-Human Resources or their designee.

SECTION U REPLACEMENT PERSONNEL (WS)

Salary - To be determined by the job category for which the posting is issued

Length of Employment - 12 weeks to one year, the duration of which is determined by the length of the leave of absence of the employee who requires a replacement

Degree/Experience - To be determined by the job category

Benefits - To be determined by the job category

SECTION V SUBSTITUTE PERSONNEL (WS)

Base Salary - \$10.00 Hour

Length of Employment - Less than 12 weeks

Degree/Experience - No degree or experience is required

Benefits - None

All substitute personnel must complete the necessary paperwork in Human Resources before beginning work at the day care. Under no circumstances will this rule be waived.

SECTION W SUMMER EMPLOYEES (WV)

Salary - To be determined by the job category for which the posting is issued

Length of Work Year - June to August, exact dates to be determined by Coordinator

Degree/Experience - To be determined by the job category

No holidays, vacations, or leaves of absence

SCHEDULE A: 2020-2021 SALARIES

CHILD CARE PROFESSIONAL I (XM)

Base Salary - \$11.41 Hour

Degree/Experience – High School Diploma or 0-2 years' experience and/or 0-2 years outside Experience

CHILD CARE PROFESSIONAL II (YB)

Base Salary - \$11.74 Hour

Degree/Experience – One year Early Childhood diploma or CDA or 2-5 years' experience and/or 2-5 years outside experience

CHILD CARE PROFESSIONAL III (YC)

Base Salary - \$12.13 Hour

Degree/Experience – AA in Early Childhood or related field or 5-10 years' experience and/or more than 5 years outside experience

CHILD CARE PROFESSIONAL IV (YL)

Base Salary - \$13.03 Hour

Degree/Experience – BA Degree

CHILD CARE PROFESSIONAL V (YN)

Base Salary - \$14.13 Hour Degree/Experience – 15 plus years