
WORK AGREEMENT

Non-Administrative
Meet And Confer Group

Cedar Rapids Community School District

2020-2021 Terms and Conditions of Employment

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SECTION 1 WORK WEEK AND WORKDAY

A. WORK WEEK

All employees shall be required to attend all work days as assigned by the District including those legal holidays on which the District is authorized to conduct school, and pursuant to such authority has determined to conduct school, unless accessing approved leaves per section titled "Leaves of Absence".

The normal work week shall consist of five (5) eight-hour days, Monday through Friday but may require work beyond the typical Monday through Friday work week.

B. WORKDAY

The normal workday shall consist of eight (8) hours but may require time beyond the typical 8:00 a.m. to 4:00 p.m. workday.

The specific work hours for each employee may vary according to the needs of the District. The hours will be designated by the responsible Administrator.

SECTION 2 COMPENSATION

A. RATES OF PAY

The base rates of pay shall be determined with each employee upon employment and as altered by the District thereafter.

B. METHOD OF PAYMENT

Pay days shall be established by the payroll department prior to the beginning of each work year. Normally, pay days shall be every other Friday, except when such Friday falls on a holiday, in which case the pay day may be on the last previous working day.

C. ENTRY LEVEL WAGE

New employees to the District or new to their position may be brought in at an entry level wage as determined by the Administrator depending on qualifications and experience.

SECTION 3 SALARY REDUCTION AND GROUP INSURANCE

A. DISTRICT CONTRIBUTION TO HEALTH INSURANCE

Those who work 30 hours or more per week and who enroll in a District health plan will receive a District Contribution of up to \$685.00* per month which can be applied to any of the health plans offered. (*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 REDUCITON

1. Each employee shall make an annual election for the benefits the employee wishes to select from the following list of benefits, subject to provisions, terms and conditions of the District's salary reduction plan and the provisions, terms and conditions or the insurance policies and plans.
2. Health Insurance – Including all options available in the District's selected health insurance plan(s).
3. Dental Insurance – Including all options available in the District's selected dental insurance plan.
4. Flexible Spending Account (FSA) for Dependent Care expenses
5. Flexible Spending Account (FSA) for Health Care expenses
6. Any costs of benefits selected in excess of the District contribution amount per month shall be borne by the employee through salary reduction of the employee's regular salary.

C. EMPLOYEES ON LEAVE

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

An employee on paid 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.

D. LIFE INSURANCE

A group term policy for the amount of \$50,000 life insurance and \$50,000 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.

E. TRAVEL ACCIDENT INSURANCE

The school District shall pay the premium for the plan in force on the effective date of these terms and conditions of employment.

F. 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 employee's covered monthly compensation, subject to the terms and conditions of the policy.

G. TORT LIABILITY INSURANCE

The school district shall pay the premium for liability insurance covering performance of job-related duties as provided in Chapter 670, Code of Iowa.

H. 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 to have the District supplement the benefits.

I. CLAIMS AGAINST THE SCHOOL DISTRICT

The District's only obligation under this Section is to make available insurance policies, flexible spending account and salary reduction plan, and to pay such contributions and premiums as agreed to herein. No claim shall be made against the school district as a result of a denial of insurance benefits or denial of a salary reduction election.

SECTION 4 LEAVES OF ABSENCE

Paid Time Off Bank (PTO)

Employee Group	1st yr.	2nd yr.	5th yr.	10th yr.	15th yr.	20th yr.
Full-time, year-round employees-greater than 259 days	10	15	20	25	28	33
Full time, non-year-round employees-less than 259 days	3	3	3	3	3	3

A. PTO (PAID TIME OFF)

PTO bank shall be pro-rated, depending on the number of hours per day the employee works.

Employees can roll-over 10 days of PTO (max) at the end of the year. This schedule shall be pro-rated for part-time employees. The rolled over vacation is not eligible for payout upon resignation, termination or retirement from employment.

The scheduling of vacation days shall be subject to the approval of the responsible Administrator.

**Personal Illness/Family Illness
Banks**

Employee Group	<u>1st</u> <u>yr</u>	<u>2nd</u> <u>yr.</u>	<u>3rd</u> <u>yr.</u>	<u>4th</u> <u>yr.</u>	<u>5th</u> <u>yr.</u>	<u>6th</u> <u>yr.</u>
ALL employees	15	16	17	18	19	20

B. PERSONAL/FAMILY ILLNESS

1. Personal/family illness leave banks shall be pro-rated, depending on the number of hours per day the employee works.
2. Employees' personal/family illness leave may be accumulated to a maximum of two hundred thirty (230) days.
3. The granting of this leave is subject to the approval of the responsible Administrator. The school district may require a doctor's certificate as proof of illness or another person's statement acceptable to the responsible Administrator. Frequent unscheduled absences will be addressed as an attendance issue and disciplinary action may be taken.
4. Family shall be construed to mean father, mother, son, daughter, wife, husband, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild.
5. The illness of some other person may warrant the same treatment as an immediate family member. Such cases will be considered on an individual basis by the responsible Administrator. The amount of leave allowed for some other person is subject to the discretion of the responsible Administrator and the granting or withholding of such leave shall NOT be precedential.

C. PATERNITY LEAVE

Up to 10 days of accumulated personal illness may be requested for birth or adoption for paternity leave. This leave may be used on an intermittent basis.

D. BEREAVEMENT

In the event of the death of an employee's spouse or an employee's parents, the employee shall be granted a leave of absence of at least ten (10) days at the time of such death. Such leave may be used within 12 months at the discretion of the employee.

In the event of death in the immediate family, an employee shall be granted a leave of absence not to exceed five (5) days, at the time of such death. The leave granted shall be without loss of salary or deduction from personal illness or disability leave, but it shall not be cumulative.

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 case of death of other relatives, up to two (2) days of absence with full pay shall be granted. Other relatives shall be construed to mean sister-in-law, brother-in-law, aunt or uncle.

The death of some other person may warrant the same treatment as listed for one of the above categories. Additionally, based on travel distance, the death of some other relative may warrant up to three (3) days of leave. Such cases will be considered on an individual basis.

The amount of leave allowed under this provision is subject to the discretion of the responsible Administrator.

E. JURY DUTY

An employee called for jury duty shall continue to receive full salary compensation less the amount of money paid for such service. Application for leave for jury duty should be made to the responsible Administrator.

When a juror is not required to do full-time jury duty, the employee is expected to report for regular work. Jury duty leave shall be offered only if an employee: 1. receives a subpoena to testify regarding something that arose out of his/her work for the District; 2. is called to serve on jury duty.

F. GENERAL LEAVE

An employee may apply for a general leave of absence without pay or benefits. A leave of absence may be granted for reasons deemed appropriate by the Superintendent or designee.

G. PROFESSIONAL LEAVE

Each employee shall be eligible to make application in writing to the employee's responsible Administrator for professional leave with pay to attend conferences, workshops, or seminars the subject of which shall be directly related to the employee's current assignment.

H. PRO RATA

When leaves are authorized with pay, employees that work less than forty (40) hours per week shall be compensated at their regular rate based upon their normal workday.

SECTION 5 HOLIDAYS

Employees shall be granted the following holidays with pay.

Labor Day	New Year's Day
Veterans Day*	President's Day*
Thanksgiving Day & Friday following Thanksgiving Day	Good Friday*
Christmas Day	Memorial Day
	Fourth of July (12-month employees only)

*These holidays shall be designated as floating holidays. Floating holidays may not occur on the actual date of the holiday, but shall be determined by the District.

If the holiday falls on Saturday, time off with pay may be granted on the preceding Friday. If the holiday falls on Sunday, time off with pay may be granted on the following Monday. Not with standing any other provision of this Section, if any holiday shall fall on a day when students are present, the school district may designate an alternate date on which such holiday shall be observed by giving thirty (30) calendar days' notice thereof.

An employee who has requested and been granted approval by the responsible Administrator may utilize vacation or non- reimbursed absence on the day prior to or subsequent to the holiday and receive pay for the holiday. The request must be submitted to the responsible Administrator at least four (4) calendar days prior to the holiday. Unexcused absences before or after a holiday shall cause a forfeiture of pay for both the day of the unexcused absence and the holiday.

SECTION 6 MISCELLANEOUS

A. HEALTH PROVISIONS

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

B. MILEAGE ALLOWANCE

The District shall provide an allowance for use of personal vehicles if authorized by the responsible Administrator. Employees shall be reimbursed at the rate approved by the Board of Directors for authorized use of personal cars in connection with school district business.

C. COMPENSATORY TIME

Salaried Employees

A salaried employee may earn compensatory time for over forty (40) hours worked in a week with supervisor approval only. The employee can also elect either overtime or compensatory time for work over forty-five (45) hours worked in one week. All time should be tracked in the electronic time-keeping system.

Hourly Employees

No overtime will be worked without the approval of the employee's supervisor.

An hourly employee may choose to get paid their overtime through the electronic time-keeping system or have their Administrator convert their overtime to comp-time in the time-keeping system.

If the time will be paid, for every hour worked over 40 in a week time and a half will be paid. Time worked on a Sunday, holiday or over 8 hours on a Saturday would be compensated at double time.

If compensatory time shall be earned, it will be earned at time and a half. (For example 1 hour worked over 40 in a week would be earned as 1.5 hours of compensatory time.)

Compensatory time will be earned at the rate of double time for all hours worked on Sunday and holidays if required by the employee's supervisor and will be in addition to the regular holiday pay.

D. STAFF DEVELOPMENT PROGRAMS: (Table H, Confidential Secretaries only)

1. In-service Credit: An employee may advance on the salary schedule by earning credits through approved in- service courses. In order to receive credit, prior approval must be obtained from the Human Resources Office, who shall determine the number of credit hours to be awarded. Normally, eight (8) contact hours will constitute one (1) credit. Evidence of satisfactory completion of the course(s) shall be required.
2. After five (5) credits have been earned, employees shall receive an additional hourly premium of twenty-five cents (25¢), effective July 1 of the following year. Employees currently receiving the in-service credit shall continue to receive it at the current rate. All awards earned after June 30, 2000, shall be compensated at the rate of twenty-five (25¢) per hour. The total premium shall not exceed **\$1.50** per hour.

E. PROFESSIONAL STANDARDS PROGRAM

Upon receipt of certificates from programs sponsored by the National Association of Educational Office Professionals, employees shall receive additional hourly pay as follows:

<u>Certificate</u>	<u>Hourly Premium</u>
Basic	12¢
Associate Professional	16¢
Advanced I	20¢
Advanced II	24¢
Advanced III	28¢
Associate's Degree	32¢
Bachelor's Degree	36¢
Master's Degree	40¢
Doctor's Degree	44¢