



GRUNDY CENTER COMMUNITY SCHOOL DISTRICT CERTIFIED STAFF EMPLOYEE HANDBOOK

(Revised May 2019)

Students, parents, employees and others doing business with or performing services for the Grundy Center Community School District are hereby notified that this school district does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42U.S.C. & 2000d and 2000e) the Equal Pay Act of 1973 (29 U.S. C. & 206, et.seq.), Title IX (Educational Amendments, 20 U.S.C. & 1681-1688), Section 504 (Rehabilitation Act of 1973, 20 U.S.C. & 294), and the American with Disabilities Act (42 U.S.C. & 12101, et. seq.). Any person having inquiries concerning the school districts compliance is directed to contact Equity Coordinator Brent Thoren at 1006 M Ave, Grundy Center, IA 50638, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations.

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INTRODUCTION

This Faculty Handbook attempts to explain and clarify many of the policies and procedures you need to be aware of as a Grundy Center Community School District learning facilitator. While this Handbook cannot answer every question that may arise during the school year, it does contain a lot of information that will be of value to you as the year progresses. Therefore, you should read it, become familiar with it, and keep it in a place where you can refer to it often. Many of the items included in this Handbook are part of our everyday operations and may be subject to change. Any changes will be communicated to the staff through emails, meetings, etc. It is not intended, and does not constitute a contract between the school district and employees.

ADMINISTRATION

Superintendent	Robert Hughes
Secondary Principal	Michael Vokes
Athletic Director/Assistant Building Administrator	Dan Breyfogle
Elementary Principal	Brian Sammons
Business Manager	Chad Wagner

DISTRICT CONTRACT NUMBERS

Administration Building

1301 12th Street
Phone: 319.825.5418
Fax: 319.825.5419
Administrative Assistant/School Board Secretary: Becki Smith

Elementary Building (PK-Grade 4)

903 9th Street
Phone: 319.825.5461
Fax: 319.825.6817
Administrative Assistant: Dorinda Nederhoff

Middle School/High School Building (Grades 5-12)

1006 M Avenue
Middle School Phone: 319.825.6454
High School Phone: 319.825.5449
Fax: 319.825.6415
High School/Athletic Director Administrative Assistant: Morgan Benson
Middle School Administrative Assistant: Patti Martens

MISSION STATEMENT

We create pathways to success by providing opportunities for growth to all learners.

VISION

Grundy Center Schools is a community of learners committed to providing a world-class education that develops individual skills and empowers students to be collaborative, responsible citizens with the knowledge and character necessary for success in a rapidly changing society.

INCLEMENT WEATHER

Late starts and early dismissals due to bad weather will generally not be made up. Full days will be made up at the discretion of the Superintendent. School delays will be registered with several different media sources including television and radio.

COMMUNICATION TO STAFF

ANNOUNCEMENTS

Announcements will be distributed electronically to faculty members.

MAIL

Mail will be placed in your mailbox in your building's office. Please keep your mailbox cleaned out so that the office staff can fit your mail in it.

Items pertaining to school business which are to be mailed should be placed in the outgoing mail tray. All such mail is run through a postage machine in the superintendent's office. No stamps are available for sale in the office. If you anticipate using a large amount of postage for a class project, please notify the principal in advance.

TELEPHONE

The school phones should be used mainly for school business and emergencies. Staff is asked to keep personal calls to a minimum. Any personal phone calls that a staff member needs to make should be made before school, during instructional breaks, or after school. Also, no personal long distance calls should ever be charged to the school. Staff should not use their cell phones during class time unless for school related business. Understand that except for cases of an emergency, teachers will not be called to the phone or have a personal phone call transferred into their classroom during instructional time unless the office has been notified in advance of an important in-coming call.

STAFF E-MAIL

Email serves as a primary mode of communication between staff members and the administration. If contact needs to be made right away, contact the office.

COMMUNICATION WITH PARENTS/STUDENTS

COMMUNICATION: EMAIL, PHONE, ETC.

Communication between the stakeholders of education is very important. It helps form a partnership in the educational process. Therefore, the Grundy Center Community School District expects its teachers to stay in close contact with their students' parents/guardians. A log can be used to keep notes on the nature of the communication and also serve as documentation to the communication process.

TIMELY RESPONSE TO PARENTS

The Iowa teaching standards call for accurate and timely communication with students and families. It is very important that staff members respond to a parent/guardian's communication (phone call, email, note, etc.) in a timely manner. Failure to do so may cause a breakdown in the learning process and may result in disciplinary action being taken.

SCHOOL HOURS / ATTENDANCE

WORK YEAR

The in-school work year for employees on a regular contract shall not exceed one hundred eighty-five (191) days for returning faculty and one hundred eighty-six (192) days for new faculty which shall include 178 days when pupils are in attendance, 6 in-service days (7 for new teachers), 2 parent-teacher conference days and 5 paid holidays. At least the equivalent of one day during the beginning two in-service days at the start of the year shall be used for teachers to prepare plans and their room for the beginning of the school year.

WORK DAY

The standard school day for employees shall be from 7:45 a.m. to 3:45 p.m. with the following exceptions: (1) employees will be dismissed five (5) minutes after students the last day of the work week which is not a scheduled early dismissal; (2) employees will be dismissed five (5) minutes after students on days preceding vacations and holidays; (3) employees will be dismissed five (5) minutes after student with the exception of those assigned to the extra duty of riding a bus due to inclement weather or other emergency.

FACULTY MEETINGS

Employees may be required to come early before the start of the regular work day or to remain after the end of the regular work day without additional compensation for the purpose of attending faculty meetings. Faculty meetings shall not begin more than thirty (30) minutes before and shall not last longer than 30 minutes after the end of the standard school day for employees.

LUNCH PERIODS

All employees shall have a daily duty-free lunch period of at least twenty (20) consecutive minutes in length. Supervision assignments during the noon lunch periods shall be made by the principal who shall have final authority in determining the duties and the schedule.

LEAVING THE BUILDING

Employees may leave the building during their scheduled, duty-free lunch periods. Employees must notify the Principal's office before leaving the building.

PERSONAL APPOINTMENTS

Upon building principal approval, employees shall be granted permission for short periods of absence (up to one hour) during contract hours for doctor and dental appointments, provided a substitute is not required to be employed and the staff member filling in is duly qualified. Staff members must make up the missed contract time.

TEACHERS ABSENCES

Teachers who are ill or unable to come to school should call the building secretary as soon as possible between 6:00 am and 7:00 am before an anticipated absence. If you cannot get a hold of your building secretary, please contact your building administrator at home as soon as possible. With most leaves and absences, prior arrangements should be made before the teacher needs to be gone.

SUBSTITUTE TEACHERS FOLDERS

Substitute teachers are a very important link in the education of our students. Each teacher will construct a substitute teacher folder by the end of the second week of the school year. This folder will be kept in the office and will be handed out to the substitute when they check in. Items to be included will be determined by the Building Principal.

LEAVES

SICK LEAVE

School personnel shall be granted leave of absence for personal illness or injury with full pay at a rate of seventeen (17) days their first year of employment, and fifteen (15) days thereafter, cumulative to one hundred twenty (120) days. The days granted in the current year (not the ones that have accumulated in past years) may be used by the employee for the purpose of attending to illness or injury in the immediate family that requires the absence of the employee from school. Immediate family is defined as in the Bereavement Leave language.

Part-time employees shall receive the same sick leave benefits as stated above for full-time employees with the exception that their sick leave shall be defined as a period of time equal to their normal working day, i.e.; half-time employees will receive fifteen (15) half days of sick leave.

The above amounts apply only to consecutive years of employment in the Grundy Center School except for the amount applicable from section B of this article.

The Board of Directors reserves the right to extend the cumulative amount for an individual employee at their discretion.

Full pay will be granted for sick leave. Any employee absent more than their sick leave credit will be on a leave of absence without pay status.

A statement by the employee verifying the absence by reason of illness or disability shall be filed with the Superintendent immediately following the absence. For all absences over three (3) days, the Superintendent may request verification of illness or injury by a doctor's certificate. No specific forms will be required.

TRANSFER OF SICK LEAVE

Any employee coming into the Grundy Center School System may transfer one-half (1/2) of his/her accumulated sick leave from the public school system in which he/she was previously employed, providing the employee was employed in the public school during the school year immediately preceding his/her contract in the Grundy Center System.

The employee must, no later than 60 days after date of initial employment in the Grundy Center School, file a letter from the Superintendent of Schools or Secretary of the Board of the previous school district certifying the amount of leave accumulated as of the termination date of his/her contract with that district.

Accumulated leave of an employee entering the Grundy Center School from any occupation other than a public school shall not be eligible for transfer.

Any leave accumulated through employment in a public school which fails to meet the employment requirement as above shall not be eligible for transfer.

SICK LEAVE BANK

A sick leave bank is available to any teacher covered by sick leave. This sick leave bank shall have 100 days at the start of each school year. To ensure newer staff has sufficient maternity leave and/or for an employee who is unable to work due to personal illness or disability, and who has exhausted all sick leave available, any teacher may use a maximum of 20 days from the sick leave bank. The days from the sick leave bank used by a teacher will be paid to the teacher at that teacher's regular sick leave pay rate.

TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary, non-accumulative leaves of absence

PERSONAL LEAVE

At the beginning of every school year, each employee shall be credited with two (2) days personal leave. Personal leave may be used for any purpose at the discretion of the employee. An employee planning to use personal leave

shall notify the principal at least three (3) days in advance of said absence, except in case of an emergency, in which case the employee will still be required to notify the principal in advance of said absence.

Personal leave may not be taken on any inservice day including but not limited to parent-teacher conference days and clerical and/or preparation days. Exceptions may be made on a case by case basis based on the availability of substitutes.

No personal leave will be allowed the first day and last day of the school year. Personal leave may be granted on the day before and the day after a holiday based on the availability of a substitute. (i.e. Labor Day, Thanksgiving Day, Christmas, Memorial Day). No more than two (2) teachers at any organizational level, i.e. elementary, middle school, and high school shall be allowed personal leave on any given date. Exceptions may be made on a case by case basis based on the availability of substitutes.

An employee may carry over a maximum of three (3) days of unused personal leave per year until a maximum of five (5) personal days is reached by combining the current year allocation and the days carried over from previous years. The Board shall pay the employee at the close of the school year for each day or portion thereof of unused personal leave (limited to not less than one-half day) not carried forward to the next school year. The amount of payment shall be determined by multiplying the amount of unused personal leave times the rate of pay in effect for substitute teachers.

RELIGIOUS LEAVE

Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by the principal upon request. However, any employee observing a holiday(s) other than those included in the school calendar shall be deducted pay for each day of absence from work for such reason unless personal leave is used.

JURY DUTY LEAVE

Certified personnel will be excused for jury duty upon written request presented to the principal no later than three (3) school days in advance of said duty. In order that no person shall suffer financial loss because of such absence, the difference between the employee's regular daily salary and the daily rate of compensation for jury duty shall be paid. Certified personnel participating in jury duty shall request reimbursement from the school in accordance with the above rate by application to the superintendent within ten (10) school days following the last day of jury duty.

PROFESSIONAL LEAVE

Attendance at educational meetings or visiting other schools is permitted at full pay if such absence is approved by both the Superintendent and building principal. Any employee who wishes to use professional leave under this section shall make a request in writing to the principal, giving the date, place and specific reasons for the leave. Such request shall be made at least five (5) school days prior to said dates of leave. The principal and the Superintendent shall have the sole right to allow or disallow the requested leave.

BEREAVEMENT LEAVE

A maximum of five (5) days of full pay shall, upon request of the employee, be granted in the event of a death in a school employee's immediate family. The definition of "immediate family" shall be defined as spouse, parents, step-parents, parents-in-law, grandparents, children, step-children, children-in-law, grandchildren, brother, sister, brother (sister)-in-law, and any other members of the immediate household.

A maximum of one (1) day of leave on full pay shall, upon request of the employee, be granted to attend the funeral of a close friend or other relative not listed above. Employees are to fulfill these obligations by one-half (1/2) day of absence, if possible.

Bereavement leave shall be granted by the Superintendent or his/her designee and shall be used for attendance at the funeral and any other purposes directly arising from said death. The number of bereavement days requested shall be granted without loss of pay. Additional days may be granted by the Superintendent or his/her designee at his/her discretion upon the request of the employee.

In the event of the death of a student, employee, or employee's spouse the building principal may grant the employees sufficient time without loss of pay to attend the funeral.

ABSENCE WITHOUT PAY

Absence without pay may be authorized by the Superintendent for purposes considered urgent and necessary. For such absences, deductions from the employee's salary shall be made at full rate.

The employee shall make application for authorization at least ten (10) school days in advance of the occurrence or, if advance application is not possible, not later than two (2) school days after the occurrence. Length of service, previous record of absence other than that for personal illness and the purpose of the absence shall be factors in the decision as to authorization.

MATERNITY LEAVE

Six weeks (30 days) of paid maternity leave will be granted upon the birth of a child, granted the employee has enough accumulated sick leave for leave taken during the period of medical confinement. If the period of medical confinement extends beyond 30 days, an employee will be allowed to use accumulated sick leave if it is available. Employees may request an additional six weeks (30 days) of unpaid time as allowed under the Family Medical Leave Act. The employee may maintain participation in the insurance programs by making timely payments to the District for their entire premiums, to the extent same is allowed by the carrier retained by the District.

Upon return to employment, the employee shall be reinstated to her qualified teaching area without loss of accrued benefits. Advancement on the salary schedule will be allowed providing the employee has worked at least one-half (1/2) of the contract days of the previous year.

ADOPTION LEAVE

Adoption leave will be handled in the same manner as maternity leave.

PATERNITY LEAVE

Ten (10) days of paid paternity leave will be granted upon the birth of a child, granted the employee has enough accumulated sick leave.

SABBATICAL LEAVE

An unpaid sabbatical leave may be granted to any employee by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system. Certified personnel having completed three (3) years of service in this school district may submit a written request to the Board of Directors for a one (1) year sabbatical leave. No credit will be given for the year of sabbatical.

FAMILY AND MEDICAL EXTENDED LEAVE

All employees shall be eligible for unpaid family and medical extended leave of twelve (12) weeks. Refer to Board Policy 409.3

SAFETY AND PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

USE OF REASONABLE FORCE

An employee may, within the scope of his/her employment and pursuant to Board policy, use and apply such amount of lawful force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property.

ASSAULT OF AN EMPLOYEE

When absence arises out of, or from assault or injury pursuant to the use of reasonable force (as outlined above) upon the employee while performing his assigned duties, the employee shall not forfeit any sick leave or personal leave for such absence. The employer shall reimburse the employee for such absence any difference between his regular salary and the total amount received from disability insurance and workman's compensation benefits. In no case shall the total amount received exceed one hundred percent (100%) of his/her regular salary. In no case shall reimbursements from the school district under this provision extend beyond the end of the contract year during which the incident occurred. The employee shall provide medical proof of the necessity for such leave as a result of the assault or injury.

REPORTING ASSAULTS

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and file a written report with the principal giving the details and facts concerning the incident within three (3) work days.

BOMB THREAT

No employee shall volunteer, or be requested or required to search for a bomb.

STAFF RESPONSIBILITIES/SUPERVISION

FACULTY MEETINGS

Faculty meetings may be scheduled or held on an “as needed” basis to take care of routine business, to dispense information. Teachers are expected to attend these meetings. Staff members who are unable to attend staff meetings need to contact the building administrator in advance if possible and may be asked to attend a make-up meeting.

TEACHER LEADER MEETINGS

In addition to scheduled faculty meetings, other meetings may also be held on a weekly, bi-weekly or monthly basis. These meeting times will be communicated through daily and/or weekly bulletins. Teachers are expected to attend those meetings that they are assigned to or involved in that are scheduled during the teacher’s contract hours.

ROOM INVENTORY

Rooms are equipped with specific furniture and equipment. These items are inventoried at the end of each school year and those inventories are filed with central office for insurance purposes. Therefore, furniture and equipment needs to be kept in the room that it was inventoried in unless administrator approval has been obtained and the items have been removed from a particular room’s inventory.

If you have items that you don’t want in your room any longer, let the principal know and we’ll let the rest of the staff know. Once the item has been claimed by another staff member or the item has been removed and put in storage, central office will be notified and the respective room’s inventory(s) will be updated.

STAFF IDENTIFICATION BADGES

All district staff will be issued an ID card. The ID card must be worn during school hours.

KEYS/KEY CARDS

Teachers are issued keys/key cards for the building and the rooms where they are assigned to teach. They are responsible for the proper care and use of these keys/key cards. Report lost keys/key cards to the central office immediately. Students should not be permitted to use your keys. Please check your room windows and doors each night when you leave. As you leave the building, please check the main doors to make sure they are latched. It is important to secure the building at all times. When working at school on evenings or weekends, double-check all windows and doors when exiting. If you note anything suspicious that could exhibit a break in, please contact a principal, the superintendent or the head custodian immediately.

USE OF TOBACCO

Our school has been designated as a tobacco free campus. Refer to Board Policy 403.5.

SUPERVISION RESPONSIBILITIES

STUDENT SUPERVISION

All faculty members are responsible for student supervision. Do not leave students who are under your supervision unattended at any time. This includes classes, study halls, detention duty, before or after school meetings, or any other supervisory duty to which you may be assigned. You are to be in your assigned area on time and for the duration of the period. While supervising, staff members are expected to be actively moving around and monitoring their areas and students. Staff should refrain from becoming stationary or getting caught up in an activity or a conversation that prevents them from fulfilling their supervision responsibilities. Failure to adequately supervise a duty or classroom may result in a staff member being reprimanded and/or receiving further disciplinary action.

Students should not be sent out of the building without first checking out at the office. Students should NEVER be sent off school property to run errands for staff members.

Adult staff members should be present in the hallways during passing time as a proactive deterrent to inappropriate student behavior. Do not underestimate the "power of proximity". Your cooperation in this matter will stop discipline problems before they begin and will remove the necessity to assign "hall duty" to staff members at various times throughout the daily schedule.

BELL SYSTEM MIDDLE AND HIGH SCHOOL

Bells are programmed to mark the beginning and end of each class period. Keep all students in your classroom until the bell rings at the end of the period. Physical education students are to remain in the gym or locker area until the end of the class period. To promote an appropriate learning environment, students should not be in the hallways before the bell rings signaling the end of the class period. At the sound of the bell ending a class period, the teacher is expected to move into the hallway and monitor student movement and activity.

ELEMENTARY/MIDDLE/HIGH SCHOOL LUNCH

If the lunchroom or commons is expected to be successful and maintain an orderly environment for our students to eat lunch in, it is the responsibility of all who use it. Students are expected to be reasonably quiet and use good table manners. Walking and the use of good table manners are essential. It is the responsibility of the supervising staff member to enforce these expectations by actively moving around and monitoring their lunchroom area.

In grades K-5, staff members will be assigned to supervise students in the lunchroom. Students should be dismissed in classes and escorted back to their respective areas by their homeroom teacher.

In grades 6-12, staff will supervise the lunchroom area. Students may be assigned tables to sit. Each table will designate a student to clean up the table.

FOOD AND DRINK MIDDLE AND HIGH SCHOOL

Food and drink are not allowed in any classroom without the permission of the teacher and an administrator. All food and drink must be consumed in the Commons before school or during lunchtime. Any drink being carried into the building must be in a sealed container. Unauthorized and unsealed food and drinks may be confiscated and not returned.

ACCIDENT REPORTS STUDENTS

Any student who is injured at school while under your supervision should be sent to the principal's office. Someone will assess and treat the injury. An accident report must be filled out and filed in the nurse's office by the end of the day.. Do not assume nor expect someone to fill out this report independently. There are parts of the report that the supervising teacher is responsible for completing.

STAFF

Staff are to report all injuries to his/her supervisor. The employee and the supervisor are to call the EMC OnCall Nurse at 844-322-4668. The information is available in the Principal's office.

PHYSICAL EDUCATION EQUIPMENT

Equipment used in Phys-Ed. Classes or for extra-curricular activities, including the weight room, should be locked up whenever direct supervision is not present. Care must be taken to lock all doors in the Gym area when adult supervision is not present. Teachers or coaches who permit unsupervised usage assume responsibility / liability in case of student injury or student created damages. Employees failing to supervise students in these types of areas may also face reprimands and other disciplinary actions for their negligence.

VISITORS

All visitors are first expected to check into the office and sign in. This is done for the safety of our students and staff. When visitors check into the office, they will be given a visitor badge to wear. If you see someone walking the halls without a visitor badge, please stop and ask the individual(s) if you can help them find the office. If they do not respond to that request in a satisfactory manner, please contact the office.

MANDATORY REPORTER

Licensed school employees and nurses who serve students in the regular course of their employment must report know or reasonably suspected instances of child abuse or neglect to the State Department of Human Services.

Child abuse reports are to be made within twenty four hours of when the person first suspects that the child has been or may be abused or neglected.

A “child” for the purpose of the mandatory reporting law means any person under the age of 18 years old. Child abuse includes:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by the child as the result of the acts or omissions of a person responsible for the care of the child
- Any mental injury to a child’s intellectual or psychological capacity as evidenced by an observable and substantial impairment to the child’s ability to function within the child’s normal range of performance and behavior as a result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or a qualified mental health professional.
- A sexual offense with or to a child in violation of the criminal law by a person responsible for the care of child.
- If the child’s parent cohabitates with a person on the sex offender registry unless the parent is married to or the parent of the person on the sex offender registry. So if the mandatory reporter is aware that a student’s mom is living with a person on the sex offender registry and that other person is not the mother’s husband or another child of the mother, this is reportable child abuse.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child’s health and welfare when financially able to do so.
- The presence of an illegal drug in a child’s body as a direct and foreseeable consequence of the acts or omissions of the person responsible for care of child.

Each mandatory reporter is individually responsible for his or her compliance with the reporting requirements. A person who has a duty to report and knowingly fails to do so is guilty of a simple misdemeanor and may be liable for civil damages proximately caused by the failure to report. A person who makes a false report in bad faith also commits a simple misdemeanor.

A person acting in good faith, which reports, assists in an investigation or testifies in a judicial proceeding concerning a known or suspected case of child abuse will not be subject to either civil or criminal liability for making the report or participating in the investigation or judicial proceedings, as they are granted immunity.

The identity of the person who reports suspected child abuse is to be kept confidential and is not disclosed without a court order, except to a Department of Human Services official or law enforcement officer for the purpose of conducting a criminal investigation.

TEACHER LEADERSHIP

The Grundy Center Community School District has applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership System. The Grundy Center Community School District (District) and the Grundy Center Education Association (Association) have reached agreement on the items listed below in regard to articles of the Negotiated Agreement between the District and the Association that will be affected by implementation of the local Teacher Leadership and Compensation System (TLCS).

CONTRACTS

Teachers assigned to TLCS positions shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract for a one-year assignment relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279. At no time will a teacher assigned to TLCS positions be required to, or take on or occupy any type of Administrative role or duties.

PLACEMENT AND REMOVAL

The placement of an employee into a TLCS position shall be controlled by the criteria outlined in the District's DE approved TLCS application. The placement of an employee into a TLCS position shall not be subject to the transfer procedures of this handbook. No employee will be involuntarily assigned to a TLCS position.

The removal of an employee from a TLCS position shall occur by either: (a) the employee and the District mutually agreeing to remove the employee from the position at any point during the contract year; (b) the employee providing written resignation from the position no later than March 1, which is then accepted by the District; (c) the District removing the employee from the position without reducing the position by providing the employee appropriate due process; or (d) the District implementing a staff reduction by providing the employee appropriate due process.

If an employee is removed from a TLCS position, the employee will be placed in the employee's former teaching position, or if the former teaching position is not vacant and/or does not exist, to another teaching position for which the employee is licensed.

The selection and assignment to TLCS roles shall occur annually. Generally incumbents may be considered for the same or different roles in the subsequent school year; there is no assurance that current role holders will be selected to continue in that role for the subsequent school year.

COMPENSATION

In addition to their regular Chapter 279 contract, teachers serving in TLCS positions will be issued a one year extended contract for additional days and additional duties. The specific positions, additional days, additional duties, and any stipend these teachers receive will be as specified in the TLCS grant or subsequent DE approved amendments. Individuals in the same role shall receive the same amount of supplemental compensation for the performance of that role.

SENIORITY AND STAFF REDUCTION

Seniority: An employee receiving a supplemental contract for a TLCS role will be considered to be a regular, full-time bargaining unit position, and will maintain and continue to accrue seniority in their previously held positions as specified in this handbook. If reductions or realignment in TLCS positions occur due to a reduction in TLCS funding or a modification in the District's TLCS plan, the District will not be required to continue to fill these positions.

ASSESSMENT AND PERFORMANCE

The assignment of a teacher to a TLCS position will be subject to review by the District's administration at least annually and shall be consistent with the requirements in the District's DE approved TLCS application. The review shall include peer feedback on the effectiveness of the individual's performance as well as evaluation by a licensed administrator. A teacher who completes an assignment in a TLCS position may apply for assignment to a new TLCS position after providing appropriate notice, as outlined in paragraph 2, above.

FUNDING FOR THE PROGRAM

Teacher leadership supplement foundation aid from the state shall be required to sustain the TLCS program. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and

compensation described in this handbook. The Teacher Salary Supplement amount for those hired for a TLCS position will be fully funded from the TLCS funds.

EVALUATION-TRANSFERS-REDUCTION IN FORCE

EVALUATION PROCEDURES

Within one (1) month after the beginning of each school term, the building principal or appropriate supervisor shall acquaint each employee under his or her supervision with the evaluation procedures and instruments and advise each employee as the designated supervisor who will observe and evaluate their performance. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No formal evaluation shall take place until such orientation has been completed.

A new employee or an employee reassigned after the beginning of the school term shall be notified by the appropriate supervisor of the evaluation procedures in effect. Such notification shall be within one (1) month of the first day in the new assignment.

All formal evaluations of an employee shall be conducted with the full knowledge of the employee.

Any probationary teacher with an initial license will be formally observed and evaluated in writing three (3) times per year and this will be done every year that their status is probationary.

Any probationary teacher with a standard license will be evaluated a minimum of one (1) time and up to three (3) times each year he/she is in probationary status.

A non-probationary employee shall be formally observed and evaluated in writing once every 3 years.

FORMAL EVALUATION PROCEDURES

Pre-observation Conference The evaluator shall conduct a pre-observation conference with each employee to review goals and specific objectives of the classroom prepared by the employee and to discuss the courses being taught during the year by the employee and other relevant topics related to the classroom. This conference shall be held before the first formal observation. A written record of this pre-observation conference shall be prepared by the evaluator and a copy shall be placed in the employee's personnel file. A copy of the written record of this pre-observation conference shall be given to the employee.

Observations If possible, the observation will last the duration of the class period with at least a twenty (20) minute minimum. This observation should be documented by the evaluator and discussed with the employee within ten (10) school days after the observation. However, failure to meet this ten day time frame will not nullify the observation for meeting the required number of observations as specified in this article.

After the written evaluation based on the observation has been discussed, the form shall be signed and dated by the employee and the principal. The principal shall retain the original copy for the school district personnel file and the employee shall receive a duplicate copy. The employee's signature does not necessarily mean agreement with the evaluation but rather awareness of the content.

If the employee feels his/her formal written evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objection shall be signed by both parties to indicate awareness of the content. Suggestions for improvement shall be made by the administrator whenever he/she deems it necessary. When an employee has a variety of courses (i.e., more than one level, some required, some elective, more than one subject), the principal shall make a serious attempt to observe when requested but shall retain the final decision as to whether the observation is necessary and should be made. If possible, observations shall occur at different times of the day spaced throughout the school year.

Personnel File Review Each employee shall have the right to review the contents of their personnel file during normal business hours and supervised by District records personnel. A representative of the Association, at the employee's request, may accompany the employee in this review.

Personnel File Reproduction The employee shall have the right to reproduce a personal copy of any of the contents of his/her file which the employee is allowed by law.

Other Evaluations Nothing in this Article is to be construed as precluding evaluation of employees, written or otherwise, by any other means whatsoever as deemed appropriate by the administration of the school district including but not limited to informal classroom evaluation. A copy of any written materials relative to other evaluations that become a part of the employee's personnel file shall be given to the employee within ten (10) school days of its inclusion in the employee's personnel file.

Formal Evaluation Based on Classroom Observations Formal evaluation shall be defined as that evaluation based on a specified number of classroom observations followed by a prepared written evaluation of each observation. The evaluation procedures outlined above apply only to formal evaluations as defined herein.

TRANSFERS

VOLUNTARY TRANSFER

Definition: The movement of an employee to a different assignment, grade level, subject area or building shall be considered a transfer.

Posting: The Superintendent or his/her designee shall notify staff electronically of vacancies once staffing determinations have been made.

Filing Requests: Employees who desire a transfer may file a written statement of such desire with the Superintendent. Such requests for transfer for the following year shall be submitted within seven (7) calendar days after notification of vacancy has been given by the Superintendent or his designee.

Determination: In the determination of requests for voluntary transfers, the wishes of the individual employee who has filed a request in accordance with Section B of this Article shall be considered by the Board or its designated representative. In filling such vacancies, preference shall be given to the persons determined by the administration to be best qualified for the position. In the event that all applicants for the vacancy are of relatively equal skills, qualifications and ability, the employee with seniority in the Grundy Center Community School District shall be given preference in filling the vacancy. An Administrator will respond to the individual requesting voluntary transfer prior to filling the vacancy.

INVOLUNTARY TRANSFER

Notice: Notice of an involuntary transfer shall be given, in writing, to the affected employee as soon as practical. If the notice is to be given during the summer months, it shall be sent by certified mail to the employee at the last known address of the employee.

Procedure: An involuntary transfer shall be made only after a meeting between the employee involved, the employee's designated representative, the building principal, and the Superintendent, at which time the employee shall be given written reasons for the transfer. It shall be the responsibility of the employee to see that he/she has a designated representative at the meeting.

Resignation: If an employee resigns in lieu of accepting an involuntary transfer under the provisions of this handbook, no penalty for the resignation shall be assessed against the employee.

STAFF REDUCTION PROCEDURES

Coverage: All employees under this handbook.

Layoff: The Board has the exclusive management right to determine what staff reduction is necessary for any circumstance and the employees that may be affected by said reduction. In the event that the Board determines that it is necessary to reduce staff, employees with temporary or emergency certification will be reduced first unless needed to maintain existing programs.

In the event the Board determines that reduction is necessary beyond attrition or the reduction of those employees with temporary or emergency certification, the Board will determine the area(s) where reduction is needed and notify the employee in accordance with the law.

In the event the Board determines that staff must be reduced, employees shall be classified based upon their assignment/contract during the school year in which staff reduction procedures are commenced. The reduction will occur within the following areas:

- a. PK-5 Classroom Teacher, Title 1 Teacher & Reading Recovery Teacher
- b. 6-12 Classroom Teachers by content area
- c. Specialists by licensure (e.g. Special Education, Art, Music, Physical Education, Guidance, Foreign Language, Vocational)
- d. All others not listed above.

Reduction will be made according by certification (as determined by DE/BOEE licensure/credentials) competency (as determined by administration) and experience, (as determined by seniority listing described below). In the event that certification and competency are deemed essentially equivalent, the employee with the least seniority shall be reduced first assuming unless the employee with the least seniority is needed to maintain existing program(s). The process shall be repeated until the necessary reduction is accomplished.

Seniority: Seniority in the District shall be defined as the consecutive years of service in the District. The seniority list will be updated during the first month of each year based on the employee's current teaching schedule for that school year. Employees on approved leaves of absence shall retain their seniority standing. Should two or more employees have the same seniority, then seniority will be determined by the date each employee returned their first year contract to the Superintendent's office.

GRIEVANCE PROCEDURES

DEFINITIONS

A grievance shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this Handbook.

Every employee covered by this Handbook shall have the right to present grievances in accordance with these procedures. The failure of an employee to act on any grievance within the prescribed time limits will act as a bar from further appeal.

PURPOSE

The grievance procedures will be kept as informal and as confidential as may be appropriate at any level of the proceedings. It is agreed that any investigation or other handling or processing of any formal grievance by the employee(s) shall be conducted outside of working hours in a manner which does not interfere with the instructional program and related work activities of employees.

PROCEDURE

Time limits: The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement between the employee and the administration.

Year-End Grievance: In the event a grievance is filed at such a time that it cannot be processed through all the steps in this Grievance Procedure by the end of the school year and, if left unresolved until the beginning of the following school year would result in irreparable harm to the aggrieved party, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) calendar days thereafter.

Level One: An attempt shall be made to resolve any alleged grievance in informal, verbal discussion between the grievant and the building principal.

Level Two: If, after the informal discussion with the principal at Level One, the grievance cannot be resolved, the employee may invoke the formal grievance procedure by filing the grievance in writing with the building principal. The filing of the formal written grievance must be within fifteen (15) school days of the date of occurrence of the event giving rise to the grievance. The written grievance shall be signed by the employee and a representative of the Association. A copy of the grievance shall be delivered to the appropriate principal. If the grievance involves more than one school building, it shall be filed with both principals. The written grievance shall be dated, state the nature and date giving rise to the grievance, shall note the specific clause or clauses in the contract upon which the grievance is based and shall state the remedy requested.

The appropriate principal(s) shall make a decision on the grievance and indicate his/her disposition of the grievance in writing to the employee, the Superintendent, and the Association within eight (8) school days of the presentation of the formal grievance. If the employee is not satisfied with the disposition of the grievance or if no disposition has been made at Level Two within the eight (8) school day period, the grievance may be transmitted to Level Three.

Level Three: In the event a grievance has not been satisfactorily resolved at the second level, the employee shall file, within five (5) school days of the principal's written decision at Level Two or if there has been no written disposition at the Level Two within ten (10) school days of the presentation of the formal grievance, a copy of the grievance with the Superintendent.

The Superintendent shall meet with the employee within eight (8) school days of receipt of the grievance from the employee. Within eight (8) school days of the third level grievance meeting, the Superintendent shall file an answer in writing with the employee, the Association, the appropriate principal, and the Board.

Rights of Employees to Representation: Any employee may be represented at all stages of the Grievance Procedure by the employee or at the employee's option, by a representative of the employee's choosing.

TEACHER ASSOCIATES/ VOLUNTEER HELP

Teachers must remember that they are responsible for the direction of any activity. The classroom teachers must design the objectives and assignments and teach any content. The associate/volunteer helps in the operation of the activity. The classroom associate/volunteer assists in increasing student achievement. This may be done by:

- Working with students in a small group or one-on-one setting
- Checking students skills
- Constructing anything that is helpful in the classroom designed by the teacher
- Covering rooms while the teacher assesses student achievement

An associate/volunteer is a valuable asset to the learning process. Teachers are requested to be judicious and reasonable in the workload and the amount of time that they expect from an associate/volunteer.

ANIMALS/CLASSROOM PETS

Because of potential health concerns, no classroom pets/animals will be allowed on a permanent basis or for an extended period of time unless they are there for an educational purpose. Whenever an animal/pet is going to be brought into the classroom, teachers need canvas their student's health concerns before they allow any animals to be brought into their classrooms. Any students who wish to bring animals to school should first speak with their classroom teacher and then the principal to receive permission and to set up a suitable time. In most cases, it would be best to have someone bring the animal at a specific time during the day and then take it back home as soon as it has been shared with the class.

If animals are going to be kept in the classroom for an extended period of time, administrative approval needs to be obtained. In situations where approval is given, the teacher assumes responsibility for care/ and cleanliness of the animal and its cage.

ASSEMBLIES

Teachers are expected to attend student assemblies and pep meetings in order to help supervise. All assemblies, pep rallies or special programs will be held in the gym, commons, K-8 multi-purpose room, or high school auditorium. Teachers are expected to bring their students and supervise them. Teachers/Associates not responsible for a specific class should sit throughout the student seating area and help supervise.

FIELD TRIPS

Educational trips can be an excellent learning situation for students when properly organized and planned in conjunction with class objectives. However, please remember that while students are with you on a field trip, they are most likely missing instruction in other classes.

Since field trips are considered extensions of the classroom and a part of the total teaching program, faculty members are expected to accompany their students. Faculty is also expected to travel with the students on the buses unless prior special arrangements due to student needs have been approved by the principal.

When planning a field trip, the following steps should be taken:

- Fill out a field trip request form at least two weeks prior to the trip.
- Set up transportation at least two weeks prior to the trip.
- Touch base with other school staff to let them know that there is going to be a change in daily schedule. Ex- Lunch Service, Recess Associates, Special Ed staff, Special Areas staff
- Line up appropriate adult chaperones.
- Notify parents of the students going on the field trip. Collect any permission forms that need to be collected. If a student has not signed a yearlong permission form and they do not return one for this specific field trip, the student will not be allowed to take part in the field trip.
- Have students fill out any pre arranged absence forms if they are going to be missing some of their other classes. Class work that will be missed should be turned in prior to the student going on the field trip if possible.
- Provide a list of students who will be going on the field trip to all staff members and the office as soon as possible.
- Give prearranged absence forms to the office before leaving on the trip.
- Collect the necessary emergency information that will need to be taken with you on the trip.

EXTRA-CURRICULAR PRACTICES/PERFORMANCES

All extra-curricular practices and performances will be organized and cleared by the activity director. It is recommended that athletic coaches and fine arts sponsors meet with the activities director prior to the start of their seasons to establish a joint practice schedule.

COPIERS

Copiers should be monitored by staff members. Students should not be running copiers unless a teacher is directly supervising them. Staff members must report all breakdowns as soon as they happen. Caution should be used if a staff member is going to attempt to fix a copier/machine breakdown. The secretary will place a maintenance call to the vendor if our copiers are having problems.

COPYRIGHT LAWS

Teachers also need to pay attention to copyright laws. Copyright laws exist for written materials, films, movies, CDs, etc. Remember, breaking copyright laws is illegal and can lead to serious fines. Teachers found infringing on copyrights by the district may be reprimanded and/or face disciplinary action.

FILMS AND MOVIES

Films and movies can be effective tools that enhance the learning process. Films and movies that are shown in the classroom need to have a direct connection with our district's standards and benchmarks. Teachers that show films in their classroom that do not have a connection to the learning process take away from valuable learning time. If a teacher wants to show a non-educational based film or movie, administrator approval is needed. Failure to gather administrative approval for non-educational films or movies may result in the teacher being reprimanded and/or facing disciplinary action.

STAFF TO STAFF, STAFF TO STUDENT, STUDENT TO STAFF HARASSMENT

Harassment of all kinds will not be tolerated by the district. Therefore, any inquiries, concerns or grievances related to harassment should be reported to the Level 1 Investigator Brent Thoren (825-5449) or the building principal/administrator so that the proper documentation can be taken down and timely intervention into the matter can begin. In cases of harassment, it is important that staff members keep accurate documentation of any instances.

STUDENT AND PARENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

1. If an employee is involved, discuss the complaint with the employee within 3 days of the incident.
2. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 days of the employee's response to the incident.
3. If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response.
4. If unsatisfied with the superintendent's response, students may request to speak to the board at the next scheduled board meeting. The board determines whether it will address the complaint.

Any parental complaints will be handled in the same manner as student complaints. Parents who will not reveal their names will not have their complaints addressed. All complaints must follow the school district policy as addressed above.

PROCEDURE FOR INVESTIGATING ALLEGED ABUSE OF STUDENTS

The following individuals have been appointed by the Board of Education, and according to the Code of Iowa, to investigate any alleged physical and/or sexual abuse by an employee of the District. Any student who feels they have been physically or sexually abused by an employee of the Grundy Center Community School District should immediately report such abuse to one of the Level I Investigators named on the following page.

LEVEL I INVESTIGATOR

Mrs. Rochelle McGarvey
Guidance Counselor
Grundy Center Community Schools Grundy Center, Iowa 50638
(319) 825-5449

TEACHER COMPENSATION AND BENEFITS

SALARY AND WAGES

PLACEMENT ON THE SALARY SCHEDULE

Credit for Previous Experience: Employees entering the Grundy Center Community School District from another duly accredited school system may receive credit for previous experience up to a maximum of fifteen (15) years. The number of years of experience to be allowed shall be determined at the sole discretion of the Board. The years of experience allowed shall determine at what step on the salary schedule the individual shall be placed.

Adjustment to Maintain Programs: In order to maintain an existing program, the Board may grant any new employee in any teaching area additional increments on the salary schedule.

ADVANCEMENTS ON THE SALARY SCHEDULE

Vertical Movement on Schedule: Employees on the salary schedule may be granted an increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the District for one hundred thirty-one (131) consecutive contract days or more in one school year.

Movement to Higher Education Lanes: Employees on the salary schedule who move horizontally from one educational lane to a higher educational lane may move to the corresponding eligible step on the higher lane as well as moving vertically commensurate with the additional year of experience. For an employee to advance from one educational lane to another, he/she shall notify the Superintendent of these intentions in writing no later than February 1 of the calendar year for which the change shall take place with the next contract issuance. Official transcripts as proof of completion of graduate credits shall be submitted to the Superintendent no later than September 15 and pay adjustments shall be retroactive to the beginning of that school year contract.

EXTENDED CONTRACT-BASIS FOR SALARY COMPUTATION

Full-Time Duty – Ten, Eleven, or Twelve Months: Employees who are on full-time duty for ten (10), eleven (11) or twelve (12) months will receive compensation on a pro rata basis of the regular school year contract unless their contract specifically calls for computation of salary in some other manner.

Driver Education Instruction – Summer Only

1. Classroom Instruction Employees shall receive compensation at \$60 per student completing the classroom phase of driver education.
2. Driving Time Instruction The rate of reimbursement for driving time instruction and all other driver education instruction other than classroom shall be at \$130 per student completing the driving phase of driver education.

CAREER EMPLOYEES

Those employees past the final step on the salary schedule shall receive one thousand dollars (\$1,000.00) in addition to their previous salary or the amount of increase for the final step of the appropriate lane of the schedule as generated by any schedule modification whichever is larger. The final step is defined as those employees who have completed at least one year in the final or highest paying step in any of the schedule's educational lanes. Career employees whose contracts are reduced to less than full-time shall be eligible for a prorated share of the one thousand dollars (\$1,000.00) guaranteed increase (i.e. a teacher reduced to half-time would be guaranteed an increase of five hundred dollars (\$500.00) over one-half the previous year's final step on the appropriate lane).

METHOD OF PAYMENT

Pay Periods: Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees shall receive their check or direct deposit on that date or at their regular building and on regular school days.

Exceptions: When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

Employees who are new in the teaching profession may, at their options, elect to receive up to fifty percent (50%) of the first salary installment after the completion of the first ten (10) workdays of employment. The balance of the contracted salary shall then be pro-rated over the remaining pay periods.

Final Pay: Each employee shall have the option of receiving all or any part of his/her earned, contracted salary on the last pay period of the in-school work year.

Summer Checks: Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee.

SUPPLEMENTAL PAY

Approved Activities: The extracurricular activities listed in Schedule II are official school sponsored activities covered by school insurance.

Assignment: The extracurricular activities listed in Schedule II shall be assigned by the Board. Any employee in the district may volunteer for any extracurricular activity assignment. If the Board chooses to assign an extracurricular activity to any employee who volunteers, and two or more employees whom the administration determines have relatively equal qualifications volunteer for the assignment, the employee with the greatest length of service in the district will be given preference in making the assignment. The Superintendent or his/her designee shall notify staff electronically of vacancies for assignments listed on Schedule II.

Compensation: Employees serving in positions set out in Appendix B will be compensated in the amounts set out in Schedule II for the applicable position. Any employee within the District who moves from a junior high or an assistant coaching position to a head coaching position in the same sport shall retain his/her years of experience for salary advancement purposes.

Special Assignments: Each employee will be given the opportunity, prior to the date for return of their individual contract, to volunteer for as many special assignments as they choose.

The special assignments shall consist of the following duties to be assigned by the School Administration.

1. Ushering at school events as required
2. Tournament, festival and contest work. All types of duties involved for hosting these types of activities either State, Conference, or locally sponsored.
3. Chaperoning student buses on trips out of town.
4. Special activity assignments such as host duty, timing events, scoring events, and any other duties related to school activities.
5. Miscellaneous duties which may be assigned.

If there are not enough volunteers to take all of the assignments, the remaining assignments may be assigned equally to all employees. Nothing in this handbook, however, shall be construed to deny the District the right to make assignments to others not covered by this handbook.

Determination of all hours and/or work for special assignments shall be the exclusive right of the District.

All special assignments shall be reimbursed at the rate of \$8.00 per hour. Payment for special assignments shall be made by separate check at the close of the school year.

Committee Chairperson for Special Projects: If there is a need for a committee chairperson in any area, curricular or extracurricular, the administration may appoint an employee within that area by mutual agreement of both parties. At the completion of the assignment, the administration may recommend to the Board compensation for the work done.

Restrictions, Management Rights, and Placement: In the event an employee is fulfilling two or more positions whereby the instructional or supervision time runs concurrently, the salary shall be determined by appropriate placement on the assignment to the higher scale plus one-half (1/2) only of the appropriate dollar placement on the other assignment(s).

Determination of the salary for any assignment not listed in Schedule II shall be the exclusive right of the Board.

Employees who are assigned to any of the duties in Schedule II for the first time shall not be given a salary which will exceed the salary of any employee on Schedule II performing comparable duties and having equal qualifications and experience.

Additional advancement on Schedule II in the amounts listed herein may be granted for exceptional or meritorious service upon recommendation of the administration and approval of the Board. Advancement for exceptional or meritorious service shall be within the discretion of the District.

- a. Employees with less than three years experience for an assignment, 16% of the Schedule II current contract salary for the assignment.
- b. Employees with three or more years experience for an assignment, 20% of the Schedule II current contract salary for the assignment.

Advancement for exceptional or meritorious service shall not be subject to the Grievance Procedure.

At least one-third (33%) of the total amount of supervision and instruction time required for supplemental duty assignments must be outside of the hours 8:30 a.m.-3:30 p.m. in order to qualify for the salary ranges listed in Schedule II.

For any revisions in schedule II that result in a decrease in salary for anyone currently employed, that person will maintain his/her current salary until such time as the maximum for that position again exceeds his/her compensation.

SUMMER SCHOOL SALARIES

Employees who are requested to teach summer school will be paid at their Per Diem rate.

INSURANCE

The Board agrees to provide all full-time employees (those employees working thirty (30) hours or more per week) Hospital, Accident and Major Medical and Dental Insurance. The Board shall provide each employee a description of the insurance coverages provided herein within thirty (30) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings

HOSPITAL, ACCIDENT, AND MAJOR MEDICAL INSURANCE

The employee shall pay thirty-five dollars (35 dollars) per month toward the single rate premium for hospital, accident and Major medical insurance.

The Board of Education shall contribute a sum equal to the remaining balance for 100% of the single rate premium at the \$500 per person/\$1,000 per family deductible level for hospital, accident and major medical insurance coverage equal to the coverage in force. An employee may select a higher deductible plan (only one higher deductible plan will be available) with the same company and apply the balance of the board contribution to a qualified Health Savings Account (HSA).

Any employee who has single health coverage provided by the district in accordance with the above provisions and who has health coverage from another source (i.e. spouse's insurance plan) may opt to not have the district's coverage and may instead select a \$250/month payment to be made as cash. Proof of other insurance coverage must be provided during each open enrollment period. If other coverage is lost the employee must notify the Superintendent immediately in writing of this change. The cash out option is only available when the employee is covered by another plan.

DENTAL INSURANCE

The Board shall pay one hundred percent (100%) of the single rate premium for each employee electing to take dental insurance, providing the number necessary to maintain a dental insurance group as required by the insurance company is maintained.

LONG TERM DISABILITY INSURANCE

The Board will pay for the employee one hundred percent (100%) of the premium for income protection or long-term disability insurance.

CONTINUATION

Employees on paid leave shall continue to have Board contributions made according to the levels described in this Handbook. Said contributions to be made only for the duration of the paid leave.

Employees on unpaid leave shall have the option to continue participating in the hospital, accident, and major medical insurance at the employee's own expense. In the event that an employee absent because of illness or injury has exhausted his/her accrued sick leave, the Board shall continue to pay the insurance premium set forth in this Handbook as long as the employee remains employed by the District. Employees on other unpaid leaves wishing to continue the hospital, accident, and major medical coverage shall pay the premiums themselves to the Board within thirty (30) days of the billing date. The provisions of this Handbook are specifically made subject to the prior approval of the respective insurance carrier.

INSERVICE EDUCATION

Inservice Education Committee: A committee with employee representation shall be established by the Board or its administrative representatives for the purpose of making recommendations to the board and its administrative representatives on the structure and content of the district's professional development plan, employee orientations, parent-teacher conferences, or other employee improvement programs.

The Teacher Quality Team will consist of an equal number of representatives from the district and the association. This team will make recommendations to the Board on how specified Teacher Quality Professional Development funds will be utilized.

If meetings for these committee members are to be scheduled during the regular workday, members shall be released from their other duties to attend such meetings

GRUNDY CENTER COMMUNITY SCHOOL DISTRICT
2019-2020 SALARY SCHEDULE

STEP	BA	BA+15	BA+35	MA	MA+15	MA+30	PHD
1	35,375	36,790	38,205	39,620	41,035	42,450	43,865
1.5	36,083	37,498	38,913	40,328	41,743	43,158	44,573
2	36,790	38,205	39,620	41,035	42,450	43,865	45,280
2.5	37,498	38,913	40,328	41,743	43,158	44,573	45,988
3	38,205	39,620	41,035	42,450	43,865	45,280	46,695
3.5	38,913	40,328	41,743	43,158	44,573	45,988	47,403
4	39,620	41,035	42,450	43,865	45,280	46,695	48,110
4.5	40,328	41,743	43,158	44,573	45,988	47,403	48,818
5	41,035	42,450	43,865	45,280	46,695	48,110	49,525
5.5	41,743	43,158	44,573	45,988	47,403	48,818	50,233
6	42,450	43,865	45,280	46,695	48,110	49,525	50,940
6.5	43,158	44,573	45,988	47,403	48,818	50,233	51,648
7	43,865	45,280	46,695	48,110	49,525	50,940	52,355
7.5	44,573	45,988	47,403	48,818	50,233	51,648	53,063
8	45,280	46,695	48,110	49,525	50,940	52,355	53,770
8.5	45,988	47,403	48,818	50,233	51,648	53,063	54,478
9	46,695	48,110	49,525	50,940	52,355	53,770	55,185
9.5	47,403	48,818	50,233	51,648	53,063	54,478	55,893
10	48,110	49,525	50,940	52,355	53,770	55,185	56,600
10.5	48,818	50,233	51,648	53,063	54,478	55,893	57,308
11	49,525	50,940	52,355	53,770	55,185	56,600	58,015
11.5	50,233	51,648	53,063	54,478	55,893	57,308	58,723
12	50,940	52,355	53,770	55,185	56,600	58,015	59,430
12.5	51,648	53,063	54,478	55,893	57,308	58,723	60,138
13	52,355	53,770	55,185	56,600	58,015	59,430	60,845
13.5	53,063	54,478	55,893	57,308	58,723	60,138	61,553
14	53,770	55,185	56,600	58,015	59,430	60,845	62,260
14.5	54,478	55,893	57,308	58,723	60,138	61,553	62,968
15	55,185	56,600	58,015	59,430	60,845	62,260	63,675
15.5	55,893	57,308	58,723	60,138	61,553	62,968	64,383
16	56,600	58,015	59,430	60,845	62,260	63,675	65,090

2019-2020 SUPPLEMENTAL PAY SCHEDULE

Levels

- I Head Coaches: Basketball, Football, Wrestling, Volleyball, Baseball, & Softball; Instrumental & Vocal Music
- II Assistants to Level I; Head Coaches: Golf, Tennis, Track, Cross Country, HS Cheerleading(.5 Football & .5 Basketball), Dance Team
- III Assistants to Level II; JH Coaches: Basketball, Football, Wrestling, Track, Volleyball, FFA Advisor
- IV Assistants to Level III: Speech Contest (Individual & Large Group), Academic Decathlon
- V Assistants to Level IV; HS Musical, HS Fall Play, Student Senate

		11.0%	8.5%	7.0%	5.0%	3.0%
		LANE I	LANE II	LANE III	LANE IV	LANE V
STEP	BA LANE					
1	31,375	3,451	2,667	2,196	1,569	941
2	32,630	3,589	2,774	2,284	1,632	979
3	33,885	3,727	2,880	2,372	1,694	1,017
4	35,140	3,865	2,987	2,460	1,757	1,054
5	36,395	4,003	3,094	2,548	1,820	1,092
6	37,650	4,142	3,200	2,636	1,883	1,130
7	38,905	4,280	3,307	2,723	1,945	1,167
8	40,160	4,418	3,414	2,811	2,008	1,205
9	41,415	4,556	3,520	2,899	2,071	1,242
10	42,670	4,694	3,627	2,987	2,134	1,280
11	43,925	4,832	3,734	3,075	2,196	1,318
12	45,180	4,970	3,840	3,163	2,259	1,355
13	46,435	5,108	3,947	3,250	2,322	1,393
14	47,690	5,246	4,054	3,338	2,385	1,431
15	48,945	5,384	4,160	3,426	2,447	1,468
16	50,200	5,522	4,267	3,514	2,510	1,506