

**LE MARS COMMUNITY SCHOOL**

**SUPPORT STAFF**

**RULES AND REGULATIONS**

**2019-2020**



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### **ABSENCES (REPORTING ABSENCE FROM BUILDING)**

Anytime an employee is unable to report for work, he or she should notify the immediate supervisor. If the immediate supervisor cannot be reached, the Superintendent's Office should be notified.

### **COMPLAINTS**

In cases where an employee is dissatisfied with a condition of employment, he/she should discuss it with the immediate supervisor. If the condition is left unresolved, discussion should be held at the next higher level.

### **HOLIDAYS**

Any non-certified personnel working on a regular basis for nine (9) months or more will be allowed the following holidays with pay if the holidays fall within their regular contract year.

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day

President's Day  
Monday after Easter  
Memorial Day  
Independence Day

### **HOURS (WORKING HOURS)**

All employees will be expected to work during the hours specified in their working agreements. Any deviation from that work schedule must be approved by their immediate supervisor/building administrator.

Building principals may assign/approve hourly employees to work or attend staff development during the nine regularly scheduled two hour early dismissals for staff development and three one hour early dismissals prior to holidays per the master calendar.

Situations may occur, which in the judgment of supervisory personnel, require immediate attention. Cases which require working beyond scheduled hours should be reported promptly to the building principal.

### **ILLNESS AND INJURIES:**

#### **CATASTROPHIC ILLNESS OR INJURY:**

In the event of a catastrophic illness or injury to an employee's spouse or dependent child that requires long term treatment with the presence of the employee at the place of treatment, the superintendent may at his or her sole discretion grant paid leave beyond that which is available through other contract leave provisions. All other appropriate and available paid leave, including personal leave, must have been used before this leave provision could apply.

#### **JOB-RELATED INJURY:**

Absence due to injury which is compensable under the Iowa Worker's Compensation Law shall relieve the Board of payment of salary as sick leave and shall not be charged to the employee's accrued sick leave benefits. During a period equal to the accumulative sick leave benefits available at the time of the injury, the Board will pay to such injured employee the difference between his/her regular contract salary and the worker's compensation payments.

## **PERSONAL ILLNESS OF EMPLOYEES**

Non-certified personnel shall be granted excused absences for personal illness or injury with full pay as follows:

- 10 sick leave days the first year
- 11 sick leave days the second year
- 12 sick leave days the third year
- 13 sick leave days the fourth year
- 14 sick leave days the fifth year
- 15 sick leave days the sixth year and subsequent years

Unused sick leave days shall be accumulated from year to year with a maximum of one hundred twenty (120) days.

## **PROOF OF ILLNESS:**

The Board may require an employee to furnish a doctor's statement to substantiate illness or disability for which sick leave benefits are requested.

## **INSURANCE:**

All employees of the Le Mars Community School District are covered by Worker's Compensation. Employees working full-time are covered by our group insurance policy with Wellmark BlueCross BlueShield.

Should you have an accident of any kind, promptly follow one of the suggested outlines below:

### **Worker's Compensation:** (COVERS ANY ACCIDENT THAT OCCURS ON THE JOB)

1. Notify supervisor immediately.
2. Report to Superintendent's Office, within 72 hours of the incident, so that a claim form can be completed.
3. Notify the doctor and/or hospital to forward all bills pertaining to this accident for processing to:  
Superintendent's Office  
Le Mars Community Schools  
940 Lincoln St SW  
Le Mars, Iowa 51031

### **Wellmark:** (Covers doctor and hospital bills for illness and/or accident occurring OFF THE JOB for each insured person)

For continuing employees, the Board of Education agrees to pay not more than \$945.00 per month for 2018-19 for each employee contracted for and working 35 hours per week or more toward health, accident, and major medical insurance and dental insurance. Employees shall be covered by the above insurance for which they are eligible on the first day of the insurance month coinciding with or next following his/her date of employment with the School District. Unless otherwise stated, coverage shall be for a period of 12 consecutive months beginning July 1 and ending June 30. Coverage for employees whose service ends on the last day of the regular contract work year shall end on June 30. Coverage for employees whose service terminates before the last day of the regular contract work year will end on the last day of the last month service was performed.

The insurance provided shall be a comprehensive plan of insurance which provides for one of the following:

**Le Mars CSD Insurance - Options**  
**Alliance Select- \$15/30 Office visit Copay**  
**Blue Advantage - \$20 Office Visit Copay**  
**Actual Plan with Wellness**  
 July 1, 2019

<b>Alliance Select Plans</b>			
<b>Employee Plans</b>			
<b>Deductible</b>	\$1,000/2,000	\$1,500/3,000	\$2,000/4,000
<b>Coinsurance-In Network</b>	10%	10%	10%
<b>Coinsurance-Out of Network</b>	20%	20%	20%
<b>Out of Pocket Max</b>	\$2,000/4,000	\$3,000/6,000	\$4,000/8,000
<b>Office Copay-In Network</b>	\$15/30	\$15/30	\$15/30
<b>Office Copay-Out of Network</b>	\$20 Plus Coinsurance	\$20 Plus Coinsurance	\$20 Plus Coinsurance
<b>RX</b>	\$5/15	\$5/15	\$5/15
<b>Employee</b>	\$845.24	\$818.86	\$787.49
<b>Family</b>	\$1,238.61	\$1,199.04	\$1,151.99
<b>Full Premium</b>	\$2,083.85	\$2,017.90	\$1,939.48
<b>Blue Advantage Plans</b>			
<b>Employee Plans</b>			
<b>Deductible</b>	\$1,000/2,000	\$1,500/3,000	\$2,000/4,000
<b>Coinsurance-In Network</b>	10%	10%	10%
<b>Coinsurance-Out of Network</b>	Not Covered	Not Covered	Not Covered
<b>Out of Pocket Max</b>	\$2,000/4,000	\$3,000/6,000	\$4,000/8,000
<b>Office Copay-In Network</b>	\$20	\$20	\$20
<b>Office Copay-Out of Network</b>	Not Covered	Not Covered	Not Covered
<b>RX</b>	\$5/15	\$5/15	\$5/15
<b>Employee</b>	\$758.25	\$726.14	\$698.63
<b>Family</b>	\$1,108.13	\$1,059.96	\$1,018.70
<b>Full Premium</b>	\$1,866.38	\$1,786.10	\$1,717.33

A \$4,500/\$9,000 deductible policy will be purchased by the district from Wellmark Blue Cross Blue Shield and the district will reimburse employees back to their selected \$1,000, \$1,500, or \$2,000 deductible plan. Kabel, Des Moines, Iowa, will be our Third Party Administrator to handle the claims for the deductible difference between your elected deductible and the Wellmark deductible. An explanation of benefits for your claim will be sent from Wellmark to Kabel automatically. Kabel will then send the reimbursement for the difference in deductibles and out of pocket expenses to the employee. The employee is then responsible to pay the provider according to the \$4,500 deductible plan purchased from Wellmark.

The difference between \$945.00 and the cost of the employee premium for health, accident and major medical insurance and dental insurance is paid to the participant in cash which is referred to as "board insurance".

**A. Health Insurance**

1. Claim form may be secured from Superintendent's Office.
2. Give the form to the doctor and/or hospital to complete and forward the claim form and all bills to the following:

Wellmark BlueCross BlueShield  
Station 39, PO Box 9291  
Des Moines, IA 50306-9291

Note: An employee covered by Wellmark might be able to secure insurance coverage for his/her family upon request to the Supt's. Office. The cost to the employee will be deducted each pay period.

**B. Long Term Disability Insurance**

Each employee contracted for and working 35 hours or more per week shall be covered by a long-term disability insurance program paid for by the Board. The monthly income benefit will be sixty per cent (60%) of the employee's covered compensation to a maximum benefit of three thousand seven hundred and fifty dollars (\$3,750) less any payments for that month which the employee and his/her dependents are eligible under the Federal Social Security Act. Benefits will begin on the latter of three consecutive months or the expiration of accumulated sick leave and continue to Social Security Normal Retirement Age.

**C. Life Insurance**

Each employee contracted for and working 35 hours or more per week, his/her spouse and dependents, shall be covered under a group term life insurance program with premiums paid by the Board. Said program shall provide a minimum death benefit as follows: (a) for the employee - fifty thousand dollars (\$50,000.00), and accidental death and dismemberment in the principal sum of fifty thousand dollars (\$50,000.00), (b) for the spouse - ten thousand dollars (\$10,000.00), and (c) for each dependent child - five thousand dollars (\$5,000.00). The insurance carrier shall be selected by the Board.

**LEAVES**

**No unpaid leave may be used if applicable paid leave is available.**

**BEREAVEMENT LEAVE**

Non-certified personnel shall be granted leave of absence at full pay for up to five (5) days per year for a death in the immediate family. Additional bereavement leave may be requested if there is more than one death in the family for a given year. Immediate family is defined to include the parents, grandparents, children, daughter-in-law, son-in-law, grandchildren, brothers, sisters, brother-in-law, sister-in-law, of the employee or employee's wife or husband, aunt, uncle, niece, nephew together with other individuals who may be living in the household of the employee or of the parents of the employee or employee's husband or wife. One of the five days may be used for a friend.

This leave is non-accumulative.

**FAMILY AND DEPENDENT ILLNESS LEAVE**

This leave will be charged to the employee's accumulated sick leave. Each employee shall be granted paid leave of up to a maximum of six (6) days per contract year to be used for the hospitalization, including outpatient surgery and testing, pre and post surgery consultation and elderly care consultation of the employee's spouse, parent, child, mother-in-law, father-in-law, brother or sister, son-in-law and daughter-in-law or grandchild and illness of a child of the employee who is sixteen years of age or under and whose illness requires the employee's attention. (If the dependent child is over 16, use of this leave is at the superintendent's discretion.) The district may require proof of hospitalization.



## **PERSONAL LEAVE**

The intent of personal leave is to provide the employee the opportunity to conduct important and necessary personal business, which cannot be conducted during non-working hours.

All non-certified personnel shall be granted up to two days' yearly leave, with pay, for personal reasons. The employee must notify his/her supervisor prior to his/her intended absence and state the specific reason for said leave. Personal absences will be reported as such on time cards and reviewed quarterly by the Superintendent or designated representative.

No personal leave will be allowed during a work stoppage or strike.

If the employee does not use any personal leave in the current year, one day will be added to the employee's personal leave days for the next year to a maximum accumulation of three (3) days.

## **PHYSICAL EXAMS**

Each employee shall obtain, at the beginning of his/her service a written medical report of a physical examination by the licensed physician who has performed said examination. This examination shall be filed in the Superintendent's office. Each employee shall pay the full amount of the cost. Bus drivers are required to obtain a written medical report of physical every two years.

## **TIME CARDS**

All time is recorded in Time Clock Plus software. At the end of each week your time will be approved by the proper supervisor.

Method of Payment - Each employee is paid every two weeks on Friday. Each paycheck covers the two-week period immediately preceding the week in which the check is received. It does not include the hours of work turned in on the time card on the Friday the check is received. Each employee will receive his/her paycheck at their regular building.

## **VACATION (SECRETARIES)**

Non-certified personnel contracted for eleven (11) consecutive months and ten (10) consecutive months, working a minimum of 35 hours per week, will be entitled to a vacation with pay as outlined in the rules and regulations approved by the Board of Directors. All vacations must be approved in advance by the Principal in charge. Five days of this vacation must be taken during Christmas vacation.

### Vacation Rules and Regulations:

1. All eleven (11) month employees shall be granted 5 days vacation during the first 7 years of service.
2. All eleven (11) month employees shall be granted 8 days vacation beginning with the 8th year and through the 10th year of service.
3. All eleven (11) month employees shall be granted 9 days vacation beginning with the 11th year of service through the 14<sup>th</sup> year of service.
4. All eleven (11) month employees shall be granted 10 days vacation beginning with the 15th year of service.
5. All ten (10) month employees shall be granted 5 days vacation during the first 7 years of service.
6. All ten (10) month employees shall be granted 6 days vacation beginning with the 8th year and through the 10th year of service.
7. All ten (10) month employees shall be granted 7 days vacation during the 11th year and through the 14th year of service.
8. All ten (10) month employees shall be granted 8 days vacation beginning with the 15th year of service.
9. An additional two (2) days vacation shall be granted for employees after serving 30 years for the district.

## VACATION (NON-SECRETARIES)

Non-certified personnel contracted for twelve (12) consecutive months, working a minimum of 40 hours per week, will be entitled to a vacation with pay as outlined in the rules and regulations approved by the Board of Education. All vacations must be approved in advance by the employees' immediate supervisor.

All deviations from the following rules and regulations must be authorized by the Superintendent or designated representative.

Employees begin a new contract year on July 1. All vacation time earned during the contract year must be used by the following November 1.

Those employees beginning work after July will earn vacation time at the rate of 5/6 of a day per full month employed.

1. 10 working days will be allowed per employee per year during the first 7 years of service.
2. 15 working days will be allowed per employee per year beginning with the 8th year and through the 14th year of service.
3. 20 working days will be allowed per employee per year beginning with the 15th year of service.
4. Up to 5 days earned vacation time may be taken during the school year if the employee qualifies for more than 10 days vacation. This scheduled vacation time must be approved by the employee's supervisor and the Superintendent.
5. Beginning June 1 of each calendar year, all employees must schedule and may begin using earned vacation time. All vacation schedules will be placed on a master schedule and kept in the central office.

## WAGES

Salary Schedule: A salary schedule has been developed to serve as a guide in determining the salary of each employee. (See Schedule Attached).

Credit for Experience: One year's credit will be granted each employee whose initial contract is for two-thirds or more of the work year. One year's additional credit shall be granted for each additional year of continuous service. The Board in its discretion may withhold movement on the salary schedule for just cause.

Upon initial employment, the Board may grant credit for previous experience.

Expenses for Traveling Employees: Non-certified employees who are required to use their personal automobile for travel on school business which is required and approved by their immediate supervisor or building principal shall be reimbursed at \$.40 per mile.

All other travel outside the school district which is required by the school district and approved by the Superintendent or his designee shall be in a school car, if available. In the event such a car is not available, the employee shall be reimbursed at \$.40 per mile.

Meal Reimbursement: The school district will pay up to \$45.00 a day for meals, when the employee is on school business, outside the school district. **Itemized receipts must** be submitted with the request for payment. As a guideline, the \$45.00 is broken down as follows:

\$10.00 - Breakfast

\$15.00 - Lunch

\$20.00 - Supper

Salary Schedule "A" is for personnel hired prior to April 1, 1997. This schedule is available upon request.

**SUPPORT STAFF  
SALARY SCHEDULE "B"  
2019-2020  
PERSONNEL HIRED AFTER APRIL 1, 1997**

**BUILDING CUSTODIANS**

	0-1	2-3	4-5	6	7	8
BUILD. HEAD	17.34	17.44	17.54	17.64	17.74	17.84
FULL TIME	16.74	16.79	16.89	16.99	17.09	17.19
PART TIME	14.80	14.85	14.90	15.00	15.10	15.20

\* Head Custodian at the High School will be paid \$.50 above schedule, Middle School will be paid \$.30 per hour above schedule, and Education Center will be paid \$.15 per hour above schedule.

\* Part-time custodians = less than 35 hours per week.

**BUS DRIVERS**

	0-1	2-3	4	5	6	7	8-9	10-14	15-19	20+
BUS DRIVER	20.52	20.72	20.92	21.02	21.12	21.22	21.52	21.77	22.27	23.02

Extra Driving - Drivers will be paid for extra driving at the rate of \$16.35 per hour from the time they leave until they return. (\$16.61 or one hour minimum per trip.)

Over Night Stays - Will be paid at \$90.00 per night for the first night and \$70.00 for each additional night.

Physicals - Paid D.O.T. physical actual cost to a maximum of \$172.00.

Blood/Alcohol Tests - Drivers will receive one hour of extra curricular activity driving pay (\$16.35) for each drug/alcohol test scheduled by the district.

**SKILLED MAINTENANCE**

	0-1	2-3	4	5	6	7	8
ASS'T MAINT.	19.27	19.37	19.47	19.57	19.67	19.77	19.87

**MECHANICS**

	0-1	2-3	4	5	6	7	8
MECHANIC	20.07	20.17	20.27	20.37	20.47	20.57	20.67

**I.M.C. PERSONNEL**

	0-1	2-3	4-5	6	7
I.M.C. PERSONNEL	16.89	16.99	17.09	17.19	17.29

**TEACHER ASSOCIATES**

	0-1	2-3	4-5	6	7
Teachers Assoc.	15.43	15.53	15.63	15.73	15.83

**LUNCH PERSONNEL**

	0-1	2-3	4	5	6	7
Cooks	15.50	15.60	15.70	15.80	15.90	16.00
Drivers/Servers	15.30	15.40	15.50	15.60	15.70	15.80
Servers	15.30	15.35	15.4	15.5	15.6	15.7

**SECRETARIES**

	0-1	2-3	4-5	6	7	8
Secretaries	15.61	15.66	15.76	15.86	15.96	16.06

**Pay Rates for Substitutes and Temporary Positions**  
**2019-2020**  
**(All rates effective July 1, 2019 through June 30, 2020)**

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<i>Teachers</i>	115.00/day
IMC (Elem.) Aide	16.89/hr.
Teacher/Bldg. Aide	15.43/hr.
<i>Nurses</i>	104.00/day
Custodians	14.80/hr.
Bus Drivers	20.52/hr.
Activity Drivers	16.61/hr.
<i>Cooks</i>	15.30/hr.
<i>Secretaries</i>	15.61/hr.
<i>Night Man</i>	11.53/hr.
<i>Sub Night Man</i>	10.37/hr.
Summer Mowing (Contracted)	12.13/hr
Summer Mowing (Temporary)	9.94/hr

Code 406.2 - Certified substitute personnel having served ten **(10) consecutive** workdays in the exact same position shall be paid at the BA base rate per day for the duration of service in that position beyond the initial 10 days - - (186 days: 180 + 6 holidays).

Code 412.2 - Classified personnel such as cooks and custodians having served five **(5) consecutive** workdays in the exact same position will receive lowest pay level for which they are substituting.