

# Fair Compensation



## 403b Contribution

West Des Moines Community Schools pay: \$1500/year

Johnston Community School District pays: \$1440/year

Waukee Community School District pays: \$600/year

## Wages *(Danville Community School District)*

**New Teacher Early Pay Option:** If you are new to the teaching profession, you can choose to receive an advance of up to **50% of your first month's salary early**. To get this, you must complete your first five days of work and submit your request by the first day of classes. If you take this advance, your remaining paychecks for the year will be slightly smaller to balance out the total contract amount.

## Wages *(Albia Community School District)*

**Retirement Pay Timing:** If you are retiring at the end of the school year, you can choose when to receive your final paycheck. You may schedule it for **on or before June 30** or **on or after July 1**. This choice allows you to strategically manage your retirement benefits or tax situation. To select your preferred date, you must notify the District office in writing by **June 1**.

## Wages *(West Des Moines Community Schools)*

**Payment for Further Education Application:** Employees planning to enroll in courses or seminars at an accredited education institution for the purpose of educational improvement or lane change must file a written notification with their principal and the Director of Human Resources prior to the beginning of the course.

**Recognition of Specialized Training:** The employee will receive up to \$400 and the designated hours' credit upon presentation of evidence of courses satisfactorily completed during the fiscal year (July 1-June 30) to his/her principal and the Director of Human Resources.

# Manageable Workload



## **Preparation Time** *(Keokuk Community School District)*

- a. On regular school days, all employees shall, in addition to their lunch period, have daily prep/break time of not less than thirty (30) minutes, with the recommended time being forty (40) minutes, during which they shall not be assigned to any other duties. Any employee not scheduled for forty (40) minutes can make arrangements with the building administrator for the additional time to equal a total of forty (40) minutes. Employees needing to leave the building during prep time will notify administrator/secretary for safety reasons.
- b. The practice of using an employee as a substitute is undesirable. In those cases where regular substitutes are not available, employees may be assigned such duty and paid at the rate of \$25 per class period.

## **Preparation Time** *(Iowa City Community School District)*

All employees in the elementary schools shall have 243 minutes per 5-day week for preparation time which will occur during the normal student attendance time except in case of emergencies when a substitute teacher cannot be found.

All employees in the elementary schools will be asked to verify in writing by October 1 of each school year that their schedule includes 243 minutes of preparation time or the proportional time as deemed by their contract. In the event that the building principal and teacher cannot develop a schedule that guarantees 243 minutes per week within the normal student attendance time, the principal and teacher will meet the Chief Human Resources Officer to develop a schedule that conforms to the preparation time requirement. This meeting will take place no later than October 15. Junior High employees will receive two (2) planning periods out of the total of eight (8) periods scheduled during any given day. High School employees will receive two (2) planning periods out of seven (7) periods scheduled during any given day. No core/elective addendums such as advisor/advisee, homeroom, Channel 1, etc. Will not be used for the calculation of prep-time. Employees assigned to a homeroom will not deliver instruction from a prescribed curriculum more than one day a week. Except for the first two (2) weeks of school for students.

Employees at Elizabeth Tate will receive an equivalent number of minutes as the two comprehensive high schools. Variances in starting and ending times between Tate and the two comprehensive high schools will be included in the total.

If/When schedules are altered due to inclement weather, emergencies, ISASP testing, and/or for similar situations, prep-time may be modified. Employees that are less than 1.0 full-time equivalent (FTE) will receive the appropriate prorated amount of preparation time.

Employees may be required to participate in one PLC or data team meeting during the employee's preparation periods each week.

## **Preparation Time** *(Cedar Rapids Community School District)*

It shall be the objective of the school district to provide employees with an average of forty (40) continuous minutes of individual preparation time daily. Wherever practicable, the preparation time will be provided during the time students are typically in attendance. The parties acknowledge that financial, enrollment, collaborative time, peer review, and scheduling limitations may affect this objective. Pervasive use of these exceptions shall be addressed by the Resolution Team. No later than thirty (30) employee working days after the start of the school year, the Superintendent and/or designee shall meet with a committee of not more than five (5) employees designated by the Association President to review those circumstances that merit consideration when this objective has not been reached.

The practice of using a classroom teacher as a substitute, thus losing personal preparation time, is undesirable and shall be discouraged. In those cases where a substitute teacher is not available, a classroom teacher may volunteer/agree to serve as a substitute during their personal preparation time. Those teachers who perform a substitute assignment shall be compensated at the stipend rate of \$21.00/hour. Each personal preparation period shall constitute one hour of pay.

## **Preparation Time** *(Bettendorf Community School District)*

Classroom employees shall be required to perform daily preparation work, during which they may not be assigned to other duties, on the following basis:

Elementary Schools: 5 hours per week

Middle School: 5 hours per week

High School: 5 periods per week or not less than 250 minutes per week

The above time allocations shall be allocated in increments of fifteen (15) minutes and include any early departure by employees from the normal school working hours. Driving time between buildings shall not be considered preparation time.

## **Teaching Load** *(Iowa City Community School District)*

A supervised student period or non-compensated extra-curricular activity during school hours shall be considered pupil contact time for the purpose of this Article.

Regular classroom employees in the secondary school shall not be required to change subject area teaching stations more than two (2) times during the school day unless mutually agreed to by employees and employer.

Secondary employees shall not be required to teach continuously without a break (lunch break or preparation period) for more than four (4) periods or four (4) hours.

Elementary employees shall not be required to teach continuously without a break (duty-free recess, lunch break or preparation period) for more than three (3) hours.

## **Arrival and Dismissal Time** *(Lewis Central Community Schools)*

On Fridays and on days preceding holidays and vacations, the employees' day shall end when the buses have departed from the respective buildings of the employees.

## **Normal School Working Hours** *(Bettendorf Community School District)*

Employees will be allowed to flex up to fifteen (15) minutes on both sides of a given day so long as eight (8) total hours are worked and they arrive at least fifteen (15) minutes before students begin classes and depart no earlier than fifteen (15) minutes after student dismissal. This will not be possible when scheduled meetings are called by the administration or when student supervision of an emergency nature is needed as determined by the building principal. Staff will be expected to provide a flex plan to their building evaluator prior to the first day of each semester and to utilize such schedule every day of that semester. Employees will notify their evaluator as soon as possible when events that cannot be predicted disrupt this flex schedule. Flex requests will be renewed prior to each subsequent semester. Additionally, employees agree to communicate their flex schedule to their students, parents and colleagues.

## **Normal School Working Hours** *(Bettendorf Community School District)*

Employees will be allowed to flex up to fifteen (15) minutes on both sides of a given day so long as eight (8) total hours are worked and they arrive at least fifteen (15) minutes before students begin classes and depart no earlier than fifteen (15) minutes after student dismissal. This will not be possible when scheduled meetings are called by the administration or when student supervision of an emergency nature is needed as determined by the building principal. Staff will be expected to provide a flex plan to their building evaluator prior to the first day of each semester and to utilize such schedule every day of that semester. Employees will notify their evaluator as soon as possible when events that cannot be predicted disrupt this flex schedule. Flex requests will be renewed prior to each subsequent semester. Additionally, employees agree to communicate their flex schedule to their students, parents and colleagues.

## **Arrival and Dismissal Time** *(Lewis Central Community Schools)*

On Fridays and on days preceding holidays and vacations, the employees' day shall end when the buses have departed from the respective buildings of the employees.

# Professional Collaboration



## **Labor Management Committee** *(Keokuk Community School District)*

The District and Association agree to establish a joint Labor Management Committee. The purpose of this committee is to collaboratively discuss and make decisions regarding employment matters not referred to in the master contract and other matters mutually agreed upon.

## **Employee Work Year** *(Iowa City Community School District)*

Two (2) contract days each year shall be designated as "work from an alternative location." These days shall be indicated on the staff calendar each year and determined by the district's calendar committee.

# Professional Growth



## **Professional Development** *(West Des Moines Community Schools)*

- A. Development of Professional Development – Building Leadership Teams (BLTs) will collaborate with administration to develop a yearlong, fluid plan for professional Learning aligned to the School Improvement Plan, building data, and staff surveys.
- B. Implementation of Professional Development – Building-level professional learning will provide:
  - 1. Alignment to the School Improvement Plan and district goals
  - 2. Differentiated instruction to maximize staff learning and implementation, as appropriate.
  - 3. Teacher directed time. (Teacher direct time includes, but is not limited to: the implementation of IPDPs, collaboration time with specialists, content and/or grade level PLCs, grading, parent-communication, individual work time, etc.)
    - a. Wednesday Collaboration: One Wednesday collaboration each month will be dedicated to teacher directed time.
    - b. Full Day Professional Learning Each full day professional learning (excluding August pre-service days) will include a minimum of two teacher directed hours.

# Safe and Healthy Work Environment



## **Sick Leave Bank** *(from South East Polk Community School District language)*

- a. Employees covered under this contract may contribute one (1) sick leave day per year to other employees who are eligible as provided in paragraph C. On or before September 10, the Employee shall notify the Superintendent or designee of their intention to contribute sick leave.
- b. There will be no carry-over of donated sick leave days from year to year. Donated sick leave days will not be returned to the donor.
- c. Donated sick leave days will be available only to those employees who: (1) have donated at least one (1) day of sick leave to the sick leave bank, (2) have used all of their paid leave days (sick leave days and personal leave days), (3) have not yet met the elimination period for long term disability insurance and (4) have a serious illness, or an injury that requires hospitalization or long-term care and meets minimum FMLA qualifications. Donated sick leave days will not be available to an employee on a day-to-day basis, that is, donated sick leave days will not be available for brief absences such as one or two days.
- d. Requests for the use of donated sick leave days will be submitted on a form provided by the district. The decision of whether to provide donated sick leave benefits to an employee and the number of donated sick leave days to allocate to the employee shall be made by the district. Up to twenty-five (25) donated sick leave days per year will be allocated to each eligible participant. If an employee's absence which is eligible for sick leave bank usage exceeds the twenty-five (25) days and if there are days remaining in the sick leave bank at the end of the school year, then any days remaining in the sick leave bank at the end of the school year will be allocated to eligible employees on a pro-rata basis. If any given year the sick bank is depleted and there are qualified employees in need of days, the Association President may discuss with Administration the need to reopen the sick leave bank to additional sick leave donations from employees who have previously donated to the bank in that same year.



## **Sick Leave Bank** *(West Des Moines Community Schools)*

- a. Employees covered under this contract may contribute one (1) sick leave day per year to other employees who are eligible as provided in paragraph 3. On or before September 10, the Employee shall notify the Superintendent or designee of their intention to contribute sick leave.
- b. There will be no carryover of donated sick leave days from year to year. Donated sick leave days will not be returned to the donor.
- c. Donated sick leave days will be available only to those employees who: (1) have donated at least one (1) day of sick leave to the sick leave bank, (2) have used all their paid leave days (sick leave days and personal leave days) (3) have not yet met the elimination period of long term disability insurance and (4) have a serious illness, or an injury that requires hospitalization or long-term care. Donated sick leave days will not be available to an employee on a day-to-day basis, that is donated sick leave days will not be available for brief absences such as a one or two days.
- d. Requests for the use of donated sick leave days will be submitted on a form provided by the district to a committee of three representatives: one Human Resources representative and two representatives appointed by the Association. The decision of whether to provide donated sick leave benefits to an employee and the number of donated sick leave days to allocate to the employee shall be made by the committee. Up to twenty-five (25) donated sick leave days per year will be allocated to each eligible participant. If an employee's absence which is eligible for sick leave bank usage exceeds the twenty-five (25) days and if there are days remaining in the sick leave bank at the end of the school year may be allocated to employees on a pro-rata basis with approval of the committee. If in any given year the sick bank is depleted and there are qualified employees in need of days, the Association Co-Presidents may discuss with Administration the need to reopen the sick leave bank to additional sick leave donations from employees who have previously donated to the bank in the same year.

## **Sick Leave** *(Albia Community School District)*

Each employee shall be granted the right to utilize ten (10) days of accumulated sick leave for the illness of a parent, spouse or child that may or may not require a physician's care or hospitalization. In circumstances involving a major illness, injury or medical condition and the spouse or child, as defined by FMLA regulations, is unable to care for themselves, the employee shall be granted the right to utilize accumulated sick leave. If required to do so, the employee will furnish substantiating evidence.



## **Sick Leave** *(Heartland Area Education Agency)*

Full-time employees shall be granted leaves of absence for personal illness or injury with pay for 18 working days each contract year as of the first official day of said contract year.

## **Article XIII: Health Procedures** *(Des Moines Community Schools)*

Nursing Mothers: It shall be the employee's responsibility to notify the principal of the need to express milk during the workday. The employee, school nurse, and principal shall meet and make arrangements that include the following: a designated location, an agreed upon number of expression times per day and the length of time per expression. The designated location shall be a room or location that is within the school building and will provide the employee with privacy and sanitary conditions.

## **Employee Responsibility** *(Cedar Rapids Community School District)*

Nursing Mother: It shall be the employee's responsibility to notify the principal of the need to express milk during the workday. The employee, school nurse, and principal shall meet and make arrangements that include the following: a designated location, an agreed upon number of expression times per day and the length of time per expression. The designated location shall be a room or location that is within the school building and will provide the employee with privacy and sanitary conditions.

## **Reimbursement for Damaged Personal Items** *(Cedar Rapids Community School District)*

An employee shall be eligible for reimbursement for damage to the employee's personal property, wearing apparel or accoutrements experienced while maintaining discipline or as a result of a violent act when the employee is performing within the scope of his/her employment; provided an investigation by the Superintendent or designee indicates there was no negligence on the part of the employee. Reimbursement for any loss shall be made only to the extent that the amount of such loss exceeds indemnification from any other source and shall be limited to a maximum of one hundred fifty dollars (\$150.00) per incident and three hundred dollars (\$300.00) per work year. This provision shall apply only to those incidents which occur while the employee is engaged in school business. A request for reimbursement shall be submitted in writing to the Director of Human Resources, shall describe the incident, shall state the amount of reimbursement sought and verification thereof, and shall be approved by the investigating administrator.

# Victims of Assault



## **Incidents** *(West Des Moines Community Schools)*

The employee will inform administration immediately, or as soon as possible, if assault, battery, or a traumatic event has occurred and in which they have been involved. The administrator will coordinate classroom or duty coverage if immediate time away from duties is needed. The employee shall be given up to (1) hour without loss of leave time immediately following the event to resume normal duties.