

**Muscatine Community School District**  
**Unified**  
**Contract Addendum for**  
**All District Administrators**  
**2021-22**

1. The provision of this contract addendum shall apply to employment of administrators for the fiscal year beginning July 1, and ending June 30.
2. This addendum shall become part of the contract and/or salary agreement of the individual administrator.
3. **Administrative Job Classifications**
  - A. The certified positions covered by this addendum are:
    - 1) Superintendent
    - 2) Executive Director of Teaching & Learning
    - 3) Director of Student Services
    - 4) Director of Budget & Finance
    - 5) High School Principal
    - 6) High School Assistant Principal
    - 7) Junior High School Principal
    - 8) Junior High School Assistant Principal
    - 9) Elementary Principal
    - 11) Early Childhood Principal
  - B. The classified district director positions covered by this addendum are:
    - 1) Director of Human Resources
    - 2) Director of Technology
    - 3) Director of Communication & Community Relations
  - C. The salaried classified professional positions covered by this addendum are:
    - 1) Transportation Assistant
    - 2) Food & Nutrition Supervisor
    - 3) Custodial Services Supervisor
    - 4) School Board Secretary, Executive Assistant to the Superintendent
    - 5) Behavior Mediation Specialist
    - 6) Juvenile Court Liaison
    - 7) Technology Support
    - 8) Payroll, Benefits, and Purchasing Specialist
    - 9) Administrative Assistant to District Director
    - 10) Facilities & Maintenance Supervisor
    - 11) Student Success Advocate.
    - 12) Social, Emotional, Behavioral Health Lead
    - 13) Data Analyst
    - 14) School Information Systems Specialist

- 15) H. R. Coordinator
- 16) Food Service Manager
- 17) Nutrition Specialist
- 18) Food and Nutrition Administrative Assistant

- D. The hourly classified professional positions covered by this addendum are:
  - 1) Security Guard

4. **Length of Contract**

- A. Persons within this unit on 12-month contracts shall perform duties during the twelve month period less the holidays and vacations as provided. The beginning date for service shall be July of each year.
- B. All leaves, except professional leaves to AEA 9, including applicable vacation, shall be documented on each occasion by an absence report.
- C. Persons within this unit on 12-month contracts may use flex-time after their Christmas holiday to their New Year's Eve holiday.
- D. Persons within this contract with less than 12-month contracts shall perform duties on school days and specific days immediately prior to and after the academic year less the holidays.

5. **Evaluation**

Administrators shall be involved, with the superintendent or designee, in a continual process of goal setting and evaluation.

6. **Sick Leave**

- A. **Definition of sick leave:** Sick leave shall be defined as the absence of an employee from the regularly assigned duties as a result of the employee's and/or employee's immediate household members' illness, injury, or disability. Sick leave used as a result of an immediate household member's illness, injury or disability will be limited to five days. Sick leave and worker's compensation cannot be used at the same time.

The term household as used in this section shall mean all persons of whatever ages, whether or not related, who habitually reside together in the same household as a group.

Employees may use up to two days of sick leave for medical appointments that cannot be scheduled outside the regular workday. [Employees undergoing follow-up therapeutic treatment, e.g., chemotherapy, are not limited in their use of sick leave up to the maximum accumulated.]

- B. Certified and classified district directors shall be credited with 25 days of sick leave per year. Classified professionals shall be credited with sick leave according to the following: 1<sup>st</sup> year 10 days; 2<sup>nd</sup> year 11 days; 3<sup>rd</sup> year 12 days, 4<sup>th</sup> year 13 days, 5<sup>th</sup> year 14 days and 6<sup>th</sup> year and all years thereafter 15 days. Unused sick leave days shall accumulate to a maximum of 135. You may use up to 150 in any one year.
- C. Individuals shall be periodically given an accounting of accumulated sick leave days.

7. **Temporary Paid Leaves**

Employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year:

- A. **Personal:** At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal leave. A personal leave day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day or days shall notify his/her supervisor at least one day in advance, except in cases of emergency. Reasonable restrictions may be imposed when personal leave is requested on a day immediately before or after a holiday, weekend, or vacation period. You may carry-forward one unused day.
- B. **Jury and Legal:** Any employee called for jury duty during school hours or who is subpoenaed to appear before any district court shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the Board.
- C. **Bereavement:** Up to five (5) paid days leave at any one time for the death of the employee's spouse, parent, child, brother, sister, mother-in-law, father-in-law, step-child, step-parent, step-brother, step-sister, grandchild, grandparent or any other member of the employee's immediate household; and up to two (2) days for son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, and nephew, provided the employee attends and/or makes arrangements for such funerals. Bereavement leave for death of a friend(s) shall not exceed more than one full day per year or two (2) half days per year. In the event of the death of an employee or student in the Muscatine Community School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employees sufficient time to attend the funeral. This leave does not need to be taken consecutively.

The term household as used in this section shall mean all persons of whatever ages, whether or not related, who habitually reside together in the same household as a group.

- E. **Emergency Leave:** Up to three (3) paid days leave with full pay for emergencies may be granted to employees during each school year. An emergency is a condition which requires the presence of the employee. The types of absences for which emergency leave may be approved are:

1. Accident, involving his/her property, or the person or property of a member of his/her immediate family (father, mother, son, daughter, husband, wife, brother, sister, son-in-law, daughter-in-law, grandchildren, grandparents of the employee and father, mother, brother, sister, and grandparents of the employee's spouse) of such an emergency nature that the immediate presence of the employee is required during the working day.
2. Serious or critical illness of a member of the immediate family, as defined above, calling for services of a physician and of such emergency nature that the immediate presence of the employee is required during his/her working day.
3. Other real emergencies, not specified above, which require the presence of the employee.

- E. **Professional Conferences:** The Board agrees to provide, upon written application by the administrator and approved by the superintendent or designee, the appropriate expenses of travel, meal, lodging, and registration fees to attend professional conferences.
- F. **Extended Leave:** An individual who is unable to work because of personal illness or disability and who has exhausted all available sick leave will be granted a leave of absence without pay for the duration of the illness or disability, until the end of the individual's contract.
- G. **Other Temporary Leaves:** Other temporary leaves of absence with pay may be granted in writing by superintendent or designee for good reason.

8. **Extended Leaves of Absence**

- A. **Family Illness:** A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.
- B. **Educational Improvement:** A leave of absence without pay of up to one (1) contract year may be granted to any employee, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities.

9. **Holidays**

Individuals working on a twelve (12) month basis shall be paid for eleven (11) holidays while those working on a less than twelve (12) months basis shall be paid for six (6) holidays.

12-Month Holidays  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Friday after Thanksgiving

Less than 12 month holidays  
 Labor Day  
 Thanksgiving Day  
 Christmas Day  
 New Year's Day

Pre-Christmas Day  
Christmas Day  
Pre-New Year's Day  
New Year's Day  
President's Day  
Good Friday  
Memorial Day

Presidents Day  
Memorial Day

Should any of the above holidays fall on a Saturday or Sunday, the Friday preceding or Monday following shall be designated as the holiday. Administrators may use flex time between Christmas and New Year's Eve.

10. **Annuity**

**Unless otherwise specified in an individual's employment contract,** each certified administrator and classified district director shall receive an annuity equal to thirteen (13) 13% in FY-07 and thereafter of their annual salary. Each salaried classified professional shall receive an annuity equal to 13% in FY-09 and thereafter of their annual salary except for Food and Nutrition Managers whose annuity was rolled into their salary. Individuals hired for Classified Professional Positions for FY-18 and beyond whose salary is not fully funded by the District will not receive the annuity payments. Individuals hired for Classified Professional Positions for FY-18 and beyond will receive an assignment letter.

Based upon recent IPERS rulings these funds may not be taken as wages. The monies may be used to purchase additional insurance coverage or placed into tax deferred 403(b).

11. **Vacation**

Individuals working on a twelve (12) month contract shall accumulate and use twenty (20) days of vacation within the beginning and ending date of the contract year.

Individuals who are beginning their 20th year or more of service in the Muscatine Community School District receive 25 days of annual leave.

12. **Travel Expense**

Administrators using non-district owned vehicles in attendance at approved professional conferences, shall be reimbursed at the established rate per mile. Requests for out-of-district travel reimbursements shall be accompanied by an approved travel request form.

The Board shall provide the same liability insurance protection for employees when personal automobiles, provided that the employee shall be required to have primary liability insurance on the vehicle.

The Cabinet members consisting of the Assistant Superintendent, Director of Teaching and Learning, Director of Budget and Finance, and the Director of Human Resources as well as the Board Secretary-District Communications shall receive \$1,200 annually, payable in twelve (12) installments, for in-district mileage and such payment shall be considered a taxable benefit. The following employees shall be reimbursed for in-district mileage up

to these mileage limits each year. The reimbursement may be paid semi-annually without odometer readings and shall be considered a taxable benefit.

|   |       |
|---|-------|
| Technology Support assigned to K-6 buildings  | 5,000 |
| Transportation Assistant                      | 3,000 |
| Food Service Supervisor                       | 3,000 |
| HS Athletic Director                          | 3,000 |
| Purchasing Specialist/Activities              | 1,600 |
| Community Outreach/Court Liaison              | 1,200 |
| Payroll Specialist                            | 1,200 |
| Food Service Manager and Nutrition Specialist | 700   |
| District Accountant                           | 500   |

13. **Personal Cell Phone Use**

Certified Administrators and District Directors shall receive Six Hundred and 00/100 Dollars (\$600) annually, payable in twelve (12) installments, for using their personal cell phone for district business, and such payment shall be considered a taxable benefit.

14. **Health**

- A. Prior to initial employment if the employee is required to provide a statement of physical fitness from a physician and a mantoux test. The district will reimburse the employee, up to \$90 in FY-08 and thereafter for out-of-pocket expense when a receipt for the physical is presented for payment.
- B. Other physical examinations may be required if the administrator's physical ability to perform required duties is questioned. Such examinations shall be paid in full by the district.

15. **District Paid Insurance**

All full time administrators will be provided the following benefits to the extent allotted:

- A. **Worker's Compensation:** The district shall provide worker's compensation insurance for employees injured on the job who are unable to work. Individuals injured on the job and qualifying for lost time benefits may not receive sick leave benefits and worker's compensation at the same time.
- B. **Liability Insurance:** Each employee shall be covered by a liability policy for bodily injury, errors and omissions, and property damage.
- C. **Health and Major Medical:** The district shall fund a basic health and integrated major medical benefit plan.
- D. **Life:** The district shall provide the superintendent, assistant superintendent and district directors with \$300,000 in term life insurance while all other members covered by this addendum shall receive a \$100,000 in term life. There is double

for accidental death and dismemberment written into these term life insurance policies.

- E. **Long Term Disability:** Each employee shall be provided with a L.T.D. policy for accident and sickness, to age 65, with a qualifying period of 90 calendar days or expiration of such leave, whichever is greater.
- F. **Dental:** Each employee shall be provided with a dental policy.
- G. **Flex-Plan:** The district shall pay the administrative fees for the IRS 125 program.

#### 16. **Voluntary Payroll Deductions**

Upon appropriate written authorization from the employee, the Board shall thereafter deduct from the salary of any employee and make appropriate remittance for:

- A. **Annuities:** Employee may purchase an annuity from any company of his/her choice from the approved list of vendors. Each employee will be limited to two annuity companies. The proper forms may be filed anytime up to ten (10) days prior to the April or October 15th pay date. Each employee is limited to changes as per Internal Revenue regulations. Maximum contribution including district paid contribution to all annuity companies may not exceed IRS regulation.
- B. **Medical Insurance:** Deduction for dependent insurance on the 15th payday provides coverage for the current month. Starting or stopping coverage shall be done prior to the first day of the month in which you desire coverage. Increasing or decreasing the number of dependents covered under dependent medical insurance must be done within the plan's guidelines.  
  
Employees desiring dependent insurance other than at the time of initial enrollment must submit "late enrollee" application to the insurance carrier. Upon receiving approval from the insurance carrier, the dependents will be provided coverage commencing the first day of the following month.
- C. **Life Insurance: Employees** may purchase additional term life insurance coverage at their option and cost to the extent permitted by the insurance carrier.
- D. **Dental Insurance: Payroll** deductions for dependent dental coverage are permitted in accordance with procedures established by the district.
- E. **United Way:** Start, stop, or make changes on the appropriate United Way deduction cards.
- F. **Dues:** Dues to professional state or national organizations may be paid by payroll deduction.
- H. **Other:** Employee may be informed of other plans approved by the district.

17. **Coverage, Description, and Continuation of Insurance Benefits**

- A. District paid insurance benefits shall be the duration of the individual contract.
- B. Retiring employees may remain a part of the group health and major medical program at their own expense, as provided under the administrative guidelines of the district.
- C. Retired employees shall, at the appropriate age, enroll in Medicare.
- D. Employees must be actively at work on the date of new coverages and must complete and return the enrollment forms to the business office, providing the requested information, prior to receiving coverage provided by the insurance carrier for new or improved coverages.
- E. Descriptions: The District shall provide each employee a description of the insurance coverage provided herein within ten (10) 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.
- F. Continuation: In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the individual's contract.
  - 1. **Paid Leaves:** District contributions shall continue for the period of the paid leave. In the event that a paid leave may expire during the month, and should the employee desire continued coverage, cost shall be prorated to the end of the month, on the basis of 20 days per month.
  - 2. **Non-Paid Leaves (Voluntary):** Employees on non-paid leave shall have the option to continue the district-paid programs by paying the premium to the District on or before the first of the month. Cost computation shall be the same as in #1 for leaves commencing on a date other than the end of the month.
  - 3. **Non-Paid Leave Due to Exhaustion of Sick Leave:** The cost of insurance benefits shall be prorated on a contract day basis and be paid on the same accrual as salary earnings. The employee may continue insurance coverage from expiration date of district-paid coverage to the end of the month of the beginning of the following school year or August 31, whichever occurs earliest, at their own expense.
  - 4. **Absence Due to Job Injury When Compensatory Wages are Paid by Workers' Compensation:** Insurance benefits shall be paid in the same manner as exhaustion of sick leave, less any use of sick days.
  - 5. **Layoffs:** Employees provided health and major medical insurance receiving notice of lay-off shall have the opportunity to participate in health and major

medical insurance, at their own expense, after the expiration of district-paid coverage, for a total lapse time of eighteen months from the date of the lay-off notice.

**18. Involuntary Payroll Deductions**

All employees will have the statutory payroll obligations deducted from their paycheck:

- A. Federal withholding as per IRS regulations
- B. State withholding as per Iowa Department of Revenue
- C. OASDI and Medicare as per FICA regulations
- D. Public Retirement as per IPERS regulations

**19. Summary of Work Year and Contract Year**

| Working Days | Holidays | Vacation Days | Flex days | Contract Days |
|--------------|----------|---------------|-----------|---------------|
| 221/227      | 11       | 20-25         | 3-4       | 261           |
| <221         | 6        | -0-           | -0-       | 196-206       |

**20. Longevity Pay**

Certified Administrators and district directors stopped the practice of payment for longevity for each year of administrative service beyond 20 years with the school district 6-30-03.

Classified professionals stopped the practice of payment for longevity for each year of administrative service beyond 20 years with the school district 6-30-16.

**21. Professional Dues**

Certified administrators and district directors shall be entitled to up to \$400 per year in FY-06 and thereafter for dues to School Administrators of Iowa, NCA, or similar professional organizations.

Classified professionals shall be entitled to up to \$200 per year in FY-06 and thereafter for dues, subscription or training, appropriate to their profession in the district. Classified professionals shall be allowed to carry forward up to three (3) years or \$600. The Food & Nutrition Supervisor and managers may use this for clothing/uniform allowance.

**22. Late Starting Date**

- A. If an individual begins working under the agreement at some date later than July 1, non-work times, i.e., vacation, sick leave, personal and emergency leaves, shall be adjusted proportionally to the portion of the year worked.

- B. If an individual begins working on a date other than July 1 but before March 31 of the current fiscal year, such portion of the year shall be counted as one year for vacation and sick leave determination.

23. **Paydates**

All employees in this group shall be paid on a 12-month basis on the 15th of each month.

24. **Non-Continuance**

Each contract year shall be complete within itself and the employment does not continue into the following year except by mutual agreement of the employee and the district. Such notification by either party of their intention of not mutually agreeing to a subsequent year of employment shall be received by April 30 of the current fiscal year or the employment agreement shall be extended through the next fiscal year.

25. **Transition**

- A. In the event that an individual is offered and accepts employment as a certified administrator or district-wide administrator and has served in the district in another capacity, such prior years of service shall be counted in determining the appropriate vacation and sick leave allocations.
- B. In the event that an individual is offered and accepts employment into this “group” And has served the district in another capacity, such prior years of service may or may not be counted on this group’s matrix for years of service as a member of this group. The individual shall be informed of this decision as part of the pre-employment interviews and wage range discussions.
- C. In the event that an individual is offered and accepts employment into this “group” and has served other organizations in a similar capacity, such prior years of service may or may not be counted on this group’s matrix for years of service as a member of this group. The individual shall be informed of this decision as part of the pre-employment interviews and wage range discussions.