

**Griswold Community Education Association**

(GCEA)

Human Resource Handbook

2023 - 2024

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## Grievance Procedure

- A. Any claim by a teacher(s) or the Association, that there has been an alleged violation of any provision of the contractual agreement may be processed as a grievance as hereinafter provided.
- B. In the event that the teacher believes that there is a basis for a grievance, he/she shall first discuss the alleged grievance with the building principal in a scheduled meeting within ten (10) school days after the alleged violation occurred.
- C. If, as a result of the informal discussion with the building principal, a grievance still exists, the following formal grievance procedure may be invoked by the teacher or the teacher and Association member through the form set forth in Schedule I, signed by the grievant, which form shall be available from the Association representative in each building.
  - Step 1: *The grievant shall submit to the building principal a copy of the written grievance form, within ten (10) school days after the alleged violation occurred. Within ten (10) school days of receipt of the formal written grievance, the building principal shall endeavor to meet with the grievant. The building principal shall indicate the disposition of the grievance in writing within ten (10) school days after such meeting and shall furnish a copy thereof to the grievant.*
  - Step 2: *If the grievant is not satisfied with the disposition of the grievance, or if the grievance involves more than one school building, the grievance shall be submitted, in writing, to the Superintendent, within five (5) school days of the building principal's decision. Within five (5) school days of the receipt of the written grievance, the Superintendent or his/her designee shall meet with the grievant. Such meetings will be scheduled outside the grievant's working day. The Superintendent shall indicate the disposition of the grievance in writing within ten (10) school days after such meeting and shall furnish a copy thereof to the grievant.*
  - Step 3: *If the grievant is not satisfied with the disposition of the grievance, by the Superintendent or his/her designee, the grievance shall be submitted to the Association, who shall determine if the grievance has merit, and then to arbitration before an impartial arbitrator. Such submission shall be in writing and filed with the Superintendent or his/her designee within ten (10) school days after the written disposition of step 2. If the parties cannot agree to the arbitrator within five (5) school days from the notification date that arbitration will be pursued, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of three arbitrators, and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the first right to remove a name shall do it within two (2) school days after the receipt of the list. The other party shall have two (2) additional days to remove one of the remaining two names. The person whose name remains shall be the arbitrator. Arbitration sessions involving teaching staff members shall be conducted outside the teacher's working day. Both parties agree the award of the arbitrator shall be final and binding. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. The arbitrator's authority shall be limited to deciding only the issues presented at hearing and the decision must be based upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement. The Griswold Community School District #4 and the Association shall pay their respective preparation fees and expenses but shall share equally the fees and expenses of the arbitration.*
- D. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, or representative, for any reason of participation.
- E. In the event that a grievance is filed at such a time that it cannot be processed through all steps in the grievance procedure by the end of school year, then the time limit set forth can be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or as soon as possible thereafter.

# Grievance Report

Date \_\_\_\_\_

No: \_\_\_\_\_

Griswold Community School District #4

\_\_\_\_\_  
(Name of Aggrieved Person)

## Step 1:

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract Believe Violated \_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature - Aggrieved Person

\_\_\_\_\_  
Date

E. Disposition by Principal \_\_\_\_\_

## Step 2:

\_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Date Received by  
Superintendent

Disposition \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

## Step 3:

\_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Date Received by  
Superintendent

Disposition \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date

## Supplemental Pay

A. *Extra-Curricular Activities:*

1. *Approved Activities.* The Board and the Association agree that the extra-curricular activities listed in Schedule 3 are official school-sponsored activities covered by school insurance.
2. *Rates of Pay.* The supplemental pay schedule is a percentage of the base salary.

B. *Expenses of Traveling Employees:*

1. An employee who is requested to use his/her own automobile in the performance of his/her duties shall be reimbursed for all such travel at a rate per mile as set by Board Policy. An employee using his/her own vehicle for a school purpose that is reimbursed by someone other than Griswold Community School District at a mileage equal or greater to the school district payment will be entitled to that payment in place of the district's mileage reimbursement. All travel must have the prior approval of an administrator. Mileage sheets can be obtained from the Central Office and should be turned in on a monthly basis, by the 10th of each month.

## Insurance

### A. Types:

The Board agrees to provide the following insurance protection.

1. *Health:* Each employee and his/her immediate family members shall be covered by a health insurance program with the Board paying \$760.09 per month or the premium, whichever is less (pro-rated for part time teachers). If the employee chooses the High Deductible Health Plan then the balance of the other plan's premium will go to a Health Saving Account. Any administrative fees will be deducted from the HSA.

Certified employees covered by a spouse's or parent's employer group-sponsored health plan, retired military, or eligible Medicare benefits will be allowed to waive coverage and receive \$232.23 per month in lieu of insurance.

2. *Life Insurance.* Each employee shall be covered by a \$10,000 term life insurance program paid by the Board.
3. *Worker's Compensation.* Each employee shall be covered by Worker's Compensation paid for by the Board. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave. The Board shall pay to such employee the difference between his/her salary and benefits received under worker's compensation for the duration of the employee's signed contract(s) and all fringe benefits shall continue to remain in effect.
4. *School Liability.* All employees shall be covered by a school financed insurance covering performance of duties in the course of the employee's employment.
5. *Long Term Disability Insurance* shall be provided for those eligible under the group. Pro-rata coverage shall be applied to part-time employees eligible for coverage.

### B. Coverage:

The Board-provided insurance programs shall be for twelve (12) consecutive months (beginning September 1, 2023 and ending August 30, 2024). Employees new to the district shall be covered by Board provided insurance beginning with the employees first work day of the contractual agreement.

### C. Descriptions:

The Board shall request the health insurance company with which coverage is obtained to 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 description of conditions and limits of coverage and to keep available with the office of the Superintendent the form of applications.

## Sick Leave

### A. *Accumulative Benefits:*

All employees shall be accorded sick leave as follows:

Days allowed:

First Year	12 days
Second Year	13 days
Third Year	14 days
Fourth Year	15 days
Fifth Year	16 days
Sixth Year	17 days (and each year thereafter)

Unused days of sick leave are cumulative to a maximum of one hundred and thirty (130) days. Total sick leave days allowed any employee in a given year shall not exceed 130 days.

Employees may use sick time in  $\frac{1}{4}$  day increments based upon amount of time absent from their duty.

An employee asking for less than one hour for medical reasons will have this recorded in the principal's office. Three (3) such recordings will constitute  $\frac{1}{2}$  day sick leave. This must always have the approval of the principal.

### B. *Pregnancy Policy:*

1. In the case of pregnancy, a medical doctor's statement as to the commencement of the leave and the termination of such leave may be required. Additional days may be taken without pay according to the Family Leave Act.

### C. *Medical Leave Bank*

#### A. Purpose

1. The purpose of the medical leave bank is to provide paid time off to members after their accumulated leave time (sick, personal, and family) have been exhausted.
2. Medical leave bank use is for a catastrophic illness or injury directly to a staff member that would normally qualify for sick leave. The illness or injury of a spouse, child, dependent, and/or extended family member does not qualify for access to the bank.

#### B. Eligibility

All full-time, certificated employees who employment contract is held by the district are eligible to participate in the medical leave bank.

#### C. Enrollment Process and Contributions

1. Participation in the bank is voluntary and is at the discretion of each eligible employee.
2. A list of full-time, certificated employees whose employment contract is held by the district, wishing to participate in the medical leave bank, shall be given to the School Business Official by the GCEA President on September 1<sup>st</sup> by the end of the day.

3. The School Business Official will list the employees wishing to participate in the bank in order of seniority in the district. Starting with the most senior employee on the list, one day of sick leave will be deducted from each employee's accumulated sick leave until a maximum of ten days have been donated to the medical leave bank.
4. Only employees on the list provided by the GCEA President will be eligible to access the medical leave bank.
5. The medical leave bank will begin with a zero balance each year and unused bank days will not be returned to the employee who donated them.

D. Process to Request Access to Medical Leave Bank

1. The individual's sick and personal leave must be exhausted before an employee can request access to the bank.
2. The employee shall submit a written request to the superintendent for access to the medical leave bank. The request must include the number of days the employee wishes to access (maximum of five).
3. A written report shall be submitted from a medical professional stating the continued need for such medical leave.
4. A team consisting of one teacher from each building (Elementary and Middle / High School) who can be volunteers or appointed by both building Principals, and the Superintendent must agree by a simple majority that the request is legitimate and reasonable.
5. A majority of the board of directors must approve or deny the recommendation from the team.

E. Limitations On Use of Medical Leave Bank

1. Access to the bank is limited to catastrophic illness or injury to the employee – not spouse, child, dependent, and/or extended family members.
2. A maximum of ten days will be in the bank in a given school year.
3. An individual may access the bank for a maximum of five days in a given school year.
4. Once an employee contributes to the bank, they cannot withdraw those days.
5. Only teachers who have volunteered to contribute are eligible to draw from the bank regardless of if they actually donated or not. (See C 3 above)

F. Administration of Medical Leave Bank

1. The Human Resource Office shall ensure the policies, regulations, and procedures are followed.
2. The bank cannot be accessed for the same period of time which Worker's Compensation, other paid leave, or short or long-term disability is granted.
3. The Human Resource Office shall notify the district employees when the bank is depleted.



## Leaves of Absence

### A. *Paid Leave:*

Employees shall be entitled to the following leaves of absence with full pay each school year. Such leaves shall be in addition to sick leave.

1. *Jury Duty:* Any employee called for jury duty during school hours shall immediately notify his/her principal and be provided such time. Any fees or remuneration (except mileage) which the employee received during such leave shall be turned over to the Griswold Community School District #4.
2. *Personal Leave:*
  - a. Three (3) days per year may be granted with administrative approval for the employee's personal business. All requests for leave must be filed with the superintendent or designee at least one week in advance of the date requested, except in extenuating circumstances. Leave for the day immediately before or the day after vacation and/or holiday will be subject to the availability of subs and will be granted on a first come, first served basis. Only two (2) days of personal leave may be used during the last twenty (20) working days of the school year. This leave will also be subject to the availability of subs and will be granted on a first come, first served basis. Personal leave can be used in  $\frac{1}{4}$  day increments based upon amount of time absent from their duty.
  - b. A teacher may carry over one personal day per year to a maximum of five (5) days.
  - c. When an employee has a child who qualifies for a Griswold state event and, the employee has used all personal days, the employee may take personal leave day, paying the sub cost, FICA and IPERS.
  - d. An employee may take an additional (1) personal day for situations that cannot be moved to a non-contract day, paying the total sub cost, FICA, and IPERS.
3. *Family Illness:* A total of seven (7) days per year may be taken for illness in the employee's immediate family, which is restricted to the employee's spouse, parent and/or children. Medical evidence of family illness may be required by the superintendent to substantiate the absence. It shall not be permitted to use said leave for any other purposes except the care of the employee's spouse, parent, and/or children. Unused days of family illness are cumulative to a maximum of nine days. Total family illness days allowed any employee in a given year shall not exceed nine days. In the event that a life threatening medical situation (intensive care, final stages of an incurable disease, or incapacitating injury) occurs to an employee's parent, spouse, or child, the employee may, after exhausting all applicable leaves, apply to the superintendent for additional discretionary leave. The superintendent's decision is final and non-grievable.
4. *Bereavement Leave:* In the case of the death of the spouse, child, father, mother, sibling, or corresponding in-law of an employee of the GCS, the employee shall be granted permission to be absent from duty by the superintendent for as many days, not to exceed five (5), as may be necessary for purposes directly arising from the death but shall not be permitted to use said leave for any other purposes. In the event of the death of a grandparent or corresponding in-law an absence of up to three (3) days shall be allowed and any other relative, an absence of one (1) days shall be allowed without loss of pay for attendance at the funeral. An employee will be allowed a total of one-half (1/2) day per year to attend the funeral of a non-relative without loss of pay within the district or a full day outside the district.

5. *Professional Leave:* Attending a meeting assigned by the Administration to improve your knowledge and/or ability is considered professional leave. The Administration will have complete control over the number of days assigned. A substitute stipend may be paid to a certified employee who attends a weekend or evening conference or meeting rather than taking their class time for said meetings. Employees granted this stipend will receive regular substitute teacher rate for attendance and turn in time on a substitute teacher form. Varsity head coaches and varsity assistant coaches may take (1) day of professional leave to attend the state tournament of that sport.
6. *Association Business Leave:* At the beginning of each school year the Board will credit the Association with six (6) days of paid leave for transaction of Association business, to attend conferences, conventions, and for other activities of the local, state, and national affiliated organizations. The Association shall provide advance notice of when those leave days will be used and who will use them. The GCEA shall reimburse the school district for the substitute costs.
7. *Interschool Leave:* An employee who is a grandparent, parent, or departmental colleague may attend activities of his/her children/grandchildren or departmental colleagues. Arrangements should be made with the building principal (e.g. National Honor Society induction, Elementary Christmas concerts.)

B. *Notification of Absence:*

The administration shall provide each employee with the telephone number to be utilized by the employee for notification of absence from work. Such notice of absence should be reported by 6:30 a.m. on the day of the absence in order to ensure substitute coverage.

C. *Unpaid Leave:*

Employees shall be entitled to the following leave of absence without pay.

1. *Sabbatical.* One employee (PK-5) and one employee (6-12) may request one year of unpaid sabbatical leave. The employee plan or proposal must be approved by the building principal and the superintendent and is contingent upon the district finding a suitable replacement. It is the sole and exclusive right of the administration to allow or deny this leave. A year of seniority is neither gained nor lost following the use of this unpaid leave.
2. Teachers are allowed to take one or both of the contracted summer professional days as unpaid leave. The decision to do so will have no negative impact on their personal evaluation.

## Employee Work Year

### A. *In-School Work Year:*

1. *Regular Contract.* The in-school year for employees contracted (other than new personnel who may be required to attend an additional five (5) days of orientation at no extra compensation) shall not exceed one hundred ninety-one (191) days, which includes five (5) paid holidays.
2. *Definition of In-School Work Year.* The in-school work year shall include regularly scheduled days pursuant to the school calendar on which employee attendance is required.
3. *Non-Attendance.* Employee attendance shall not be required whenever the entire school is closed due to inclement weather or other emergency closings.

### B. *Holidays:*

No employees shall be required to perform duties on any of these holidays: Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas, and New Year's Day.

## Employee Hours and Load

### A. *Workday:*

1. *Length of the Day.* The workday shall consist of not more than eight hours.
2. *Arrival and Dismissal Time.* The Board and administration shall establish the start and finish time of each work day. On Fridays and final day before a vacation, employees will be dismissed ten (10) minutes after bus departure. Teachers receiving approval from the administration may arrive late or leave early without penalty. Teachers arriving late or leaving early without administrative approval should be dealt with severely.
3. *College Credit Classes.* If, to attend college credit classes, an employee should leave before the regular dismissal time prior approval from the Administration is required.

### B. *Lunch Periods:*

1. Employees shall have a daily lunch period of 22 minutes. Teachers may be assigned lunchroom supervision during this time.
2. Employees may leave the building without permission, if not assigned supervision, during their lunch period.

### C. *Faculty Meetings:*

Faculty meetings shall start before the end of the regularly scheduled workday and shall not extend more than one (1) hour beyond the end of the workday. Except in case of emergencies or circumstance beyond the control of the principal or superintendent, meetings shall not be called on Friday afternoons, or any afternoon preceding a holiday or other day upon which teacher attendance is not required at school if the meeting would extend beyond the school day. Employees shall have the opportunity to suggest items for the agenda.

### D. *Preparation Time:*

Classroom employees shall, in addition to their lunch period, have a daily preparation time as arranged by the principal of *at least* 200 minutes per week.

## Reduction or Realignment of Staff

A. *Coverage:*

All employees under this Agreement.

B. *Definition of Seniority:*

Seniority shall be defined as an employee's length of continuous service within the district since the employee's last date of hire. Part-time employees shall accrue seniority on a pro rate basis.

C. *Staff Reduction:*

The Board of Education shall determine when a reduction in staff is necessary.

1. When reduction in staff is necessary employees shall be laid off in the following order:
  - (1) Attrition;
  - (2) Certification necessary to maintain district academic program continuity
  - (3) Employee evaluation which may include but is not limited to formal evaluations, placement on Tier 3 Intensive Assistance Program, information evaluations, and student achievement data; and
  - (4) Seniority.
2. A seniority list will be posted by September 10<sup>th</sup> each year. To be placed in a specific department, an employee must teach at least three periods a day in that department. An appeal concerning department placement shall be made in writing to the superintendent. All appeals must be made within fourteen (14) calendar days.

D. *Notification:*

When notification of Consideration of Termination or Termination is being hand delivered to an employee, it shall not be delivered before 3:30 p.m. if the date of delivery is a work day.

E. *Recall Rights:*

1. An employee laid off pursuant to the policy shall have recall rights to any position for which he or she is qualified, provided he or she has taught in the District at any time during the previous five years in the department or area in which the vacancy has occurred. Employees shall have recall rights for a period of one (1) year from the effective date of the employee's layoff. The effective date of layoff is June 20th of the effected employees' contract year. Employees who are offered recall shall have only one opportunity to accept or reject a job offer by the Board.
2. Any recalled employee shall, upon return, receive the same benefits then in effect and will be placed on the salary schedule allowing full credit for past teaching experience using the current salary schedule. An employee on recall shall not accrue any sick leave benefits or experience on the salary schedule. Any employee who is employed by a teaching contract to another district during the recall period shall forfeit all recall rights and benefits.
3. Notice of recall will be given by certified mail to the last address given to the Board by the employee. A copy of said notice of recall will be given to the Association. If an employee fails to respond within ten (10) days after receipt of the above notice of recall, the employee will be deemed to have refused the position offered.

F. *Resignations and Terminations:*

Should a layoff occur, any employee who does not want to voluntarily move to another position which may be offered by the Board may accept a layoff and shall be accorded the recall rights provided by this policy unless specifically waived in writing.

G. *Resignations:*

Licensed employees who wish to be unconditionally released from contract must submit a written resignation before due date of contract and before it is signed and returned. Employees who wish to be released from their contract after the due date and /or after is has been signed, the following regulations will apply.

1. A suitable replacement must be hired.
2. 30 days after issuance, a penalty of \$1,000 for finding a replacement will be assessed.
3. 60 days after issuance, a penalty of \$1,500 for finding a replacement will be assessed.
4. 90 days after issuance, a penalty of \$2,000 for finding a replacement will be assessed.

## Health Provision

A. *Physical Fitness – New Employees:*

All new employees are required to provide satisfactory evidence to the superintendent of physical fitness to perform duties assigned and freedom from communicable diseases prior to reporting for duty. The Board may require subsequent examination and select the physician and the Board shall pay the cost of such examination. Each new employee shall be advised in writing of the physical fitness requirement at the time of employment.

B. *Physical Fitness – Continuing Employees:*

The Board of Education will determine the form for the reporting of the physical examinations, Bus drivers will have a physical examination every two (2) years with the Board paying \$100.00 or the cost of the physical, whichever is less. If further examinations are required by the Board, the Board shall select the physician and pay all costs.

C. *Protection of Employees:*

1. *Unsafe and Hazardous Conditions.* Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and safety.
2. *Use of Reasonable Force.* An employee may, within the scope of his/her employment, use and apply such amount of force as is lawful, 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 a pupil; for the purpose of self-defense; and for the protection of persons or property.
3. *Legal Action Against an Employee.* Whenever any legal action is brought against an employee resulting from the performance of duties within the scope of his/her duties, the Board shall provide the employee with defense and indemnification, except any judgment for punitive damage.
4. *Assault of an Employee.*
  - (a) *Legal Assistance.* The Board shall give its cooperation and assistance in any proceedings initiated by and employee arising from an assault upon the employee while acting in the scope of his/her duties.
  - (b) *Leave.* When an employee is injured in the course of his/her duties as the result of proven assault, the employee will be granted a leave for the duration of any such injury and shall receive the difference between any amount received from workman's compensation and the employee's full salary for the duration of the employee's signed contract(s).
5. *Reporting Assaults.* Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and after consideration if they mutually agree, the superintendent will be advised.
6. *Bomb Threats.* No employee will be required to search for a bomb until imminent danger has passed.
7. *First Aid.* The Board shall provide in each building personnel and the equipment to provide first aid treatment for employees.
8. *Safety Equipment.* Safety equipment required by law will be furnished by the school district.

## Formal Employee Evaluation Procedure

### A. *Notification Assigned Employees:*

Within two (2) weeks after the beginning of each school term, the building principal or appropriate supervisor shall hold orientation meetings in order to acquaint each employee under his/her supervision with the evaluation procedures established herein, prevailing standards for evaluation established by the Board, and the instruments to be utilized in the evaluation. At that time, each employee will be advised as to the designated supervisor(s) who will observe and evaluate the employee's performance. Such designated supervisor may be changed from time to time by written notice to the effected employee.

The building principals or appropriate supervisors of each building in which an employee works shall be responsible for notification and evaluation of such employees.

### B. *Formal Evaluation Procedures:*

1. *Number of Evaluations.* All new and continuing employees shall be formally evaluated according to the state of Iowa and Griswold Community School District guidelines.
2. *Knowledge of Formal Observations.* All observations as a part of the "formal evaluation procedure" shall be conducted with the full knowledge of the employee and shall take place during the contracted school day.
3. *Method.* The formal evaluation shall be conducted by the employee's supervisor designated to make such an evaluation. It shall be in writing and shall be based upon the prevailing standards for evaluating professional performance as established by the Board and as announced at the orientation meeting referred to in Paragraph A. No formal observations shall unreasonably interfere with the normal teaching-learning process.
4. *Length.* Each formal written evaluation shall be preceded by a classroom observation according to the state of Iowa and Griswold Community School District guidelines.
5. *Conference.* A conference shall be held between the employee and the building principal or immediate supervisor within 10 succeeding school days of completion of the evaluation. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.
6. *Responses.* If the employee feels the formal 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 evaluation file. The file copy of such objections shall be signed by both parties to indicate receipt thereof.

### C. *Intensive Assistance:*

The building principal or appropriate supervisor shall provide the employee with assistance and positive suggestions to improve the employee's quality of teaching by eliminating difficulties noted in a formal evaluation. Re-evaluation shall be accorded the employee at his/her request in compliance with the procedures in this Article.

### D. *Appeal:*

Any employee who feels that the procedure established herein was not adhered to may submit a dispute through the grievance procedure.

### E. *Informal Evaluation:*

Nothing contained herein shall preclude the right of the administration to use other informal methods of evaluation.

## Procedure for Transfers

Teacher requested transfers from building to building are made as follows:

1. *Requesting Transfers.* All requests for transfers for the following year should be in writing in the form of a letter sent to the superintendent or his/her designated representative no later than February 28 of the current school year. This letter should contain specific reasons for requesting the transfer.
2. *Time Limitations.* Request for transfers are kept for only one (1) school year. Renewal must be made each year.
3. The superintendent shall have final decision in all cases of transfer.

## In-Service Education Committee

On-going staff development working with data collection, analysis, state and federal mandates will be planned, with input from staff, keeping student/teacher contact time as an important component.



## Wages and Salaries

A. *Schedule:*

The salary of each employee is covered by the regular salary schedule or the professional salary range, both set forth in Schedule 2.

B. *Placement on Salary Schedule /Professional Salary Range:*

1. *Adjustment to Salary Schedule.* Any new employee hired prior to the end of the first semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.
2. *Adjustment to Professional Salary Range.* Each teacher employed by the district at the start of the 2017-18 school year, and who had eight (8) or more years of teaching experience at the start of the 2017-18 school year, shall be placed on the Professional Salary Range.
3. *Credit for Experience:* Teachers new to the district who have gained teaching experience in a teaching position outside of Griswold will be placed in the appropriate step and lane of the salary schedule, but will not be placed on the Professional Salary Range. Management will have the flexibility to hire employees with no previous teaching experience in the appropriate step and /or lane of the salary schedule. Management will also have the flexibility to offer a signing bonus to teachers with no previous teaching experience up to a cost of \$5,000.00 which may be distributed over a period of years.

C. *Advancement on the Salary Schedule:*

1. *Educational Lanes.* Teachers on the regular salary schedule who move to a higher educational lane shall move to the corresponding step. Staff already on the Professional Salary Range shall have his /her basic salary increase by the dollar differential between the appropriate training lanes of the salary schedule. For an employee to advance to a higher lane, graduate hours beyond the Baccalaureate Degree must be in the assigned teaching field of the staff member or lead to an approved Master's Degree and are to be approved by the administration prior to enrollment in said course work.
2. *Evidence of Graduate Credit.* For an employee to advance from one educational lane to another, or to receive the appropriate dollar adjustment, he/she shall file official transcripts or grade reports showing hours with the superintendent no later than September 1st. The salary advancement will only be made in September. Recognition for additional credits will be made the following year.

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence of Graduate Credit:                      Yes: \_\_\_\_\_                      No: \_\_\_\_\_

Assigned Teaching Field:                      Yes: \_\_\_\_\_                      No: \_\_\_\_\_  
OR

Leads to Approved Master's Degree:                      Yes: \_\_\_\_\_                      No: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Current Lane: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:                      Yes: \_\_\_\_\_                      No: \_\_\_\_\_

Date Board Approved: \_\_\_\_\_

*(The new salary will take effect as soon as the Board Secretary/Business Manager can process the request. In most cases, it will be the next pay period after Board approval.)*

*D. Wages/Salary Adjustments:*

The process shall consist of the following steps, negotiate:

1. Total dollars
2. Insurance (health) contributions of the Board of Education
3. Fringe benefits, FICA, IPERS, LTD, Life
4. Regular salary schedule, approximately per teacher
5. Supplemental schedule
6. Equal distribution of money in professional salary range approximately per teacher

Total Package Increase: 5%

*(Article XVI. Wages and Salaries continued)*

*E. Method of Payment:*

1. *Pay Periods.* Each employee shall be paid in twelve (12) equal installments on the twenty-fifth (25th) of each month. Each employee shall receive his/her check by direct deposit with the employee receiving an electronic copy of the pay stub.
2. *Holiday Checks.* When a pay date falls on or during a school holiday vacation or weekend, employees shall receive their pay checks on the last previous business day.

*F. Extended Contract:*

Certified personnel on the extended contract will be paid per diem of their regular salary. This does not include any coaching or extracurricular assignments covered on the Supplemental pay scale.

*G. Substitute Pay for Preparation Period:*

Employees may be used as substitutes during their preparation time and will be reimbursed at the rate of one-eighth of a substitute's daily pay. A period is considered to be from 45 to 60 minutes in length. All other times will be pro-rated.

*H. Pay for Unused Personal Days:*

Employees will be paid 50% (half the substitute teacher pay) for all unused personal days during the contract year. Payment will be made in June.

*I. CDL Reimbursement:*

The board shall pay \$32.00 or the actual cost of the CDL, whichever is less, for the teachers/drivers that acquire that CDL during the duration of this contract. The board shall pay \$10.00 for an "S" endorsement on the license.

*J. Teacher Salary Supplement (TSS):*

1. In 2009-2010 Phase II money was \$50,682 and was embedded in the teacher salary schedule. Beginning in 2010-2011, Teachers Salary Supplement money included Phase II money. Therefore, since 2010-2011 \$50,682 has been backed out of the TSS funds and the resulting amount distributed among certified staff.
2. Schedule 2 includes Generator Base Pay and Teacher Salary Supplement (TSS) funds. The TSS portion as presented in Schedule 2 is the expected allocation based on anticipated state funding and District staffing at the time of negotiations after deducting the District's cost for FICA and IPERS. TSS funds will be equally distributed among certified staff and prorated based on FTE status. The District will distribute TSS funds only to the extent they are received from the state. Should funding or staffing levels change, Schedule 2 will be recalculated to full distribute TSS funds to eligible employees.

It is the policy of the Griswold Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational progress and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Secondary Principal, Griswold Community Schools, Box 280, Griswold, Iowa 51535, 712-778-2154.

## 2023 - 2024 Supplemental Schedule

Base                      \$33,475

### HIGH SCHOOL

Head Coach		% of Base
Football, Volleyball	\$4,017	12.0%
Basketball, Wrestling	\$4,017	12.0%
Baseball, Softball	\$4,017	12.0%
Track	\$3,348	10.0%
Golf	\$2,845	8.5%
Cross Country	\$2,845	8.5%
<b>Assistant Coach</b>		
Football (2 coaches), Volleyball	\$2,845	8.5%
Basketball, Wrestling	\$2,845	8.5%
Baseball, Softball	\$2,845	8.5%
Track	\$2,176	6.5%
Golf	\$1,674	5.0%
Cross Country	\$1,674	5.0%
Athletic Director	\$7,934	23.7%
Band	\$2,343	7.0%
Summer Band	\$3,348	10.0%
Cheerleading (Per Sport)	\$1,339	4.0%
Musical (Vocal/Drama Split)	\$3,013	9.0%
Speech	\$1,841	5.5%
Vocal	\$1,841	5.5%
Yearbook	\$1,339	4.0%
Prom Sponsor	\$1,339	4.0%
National Honor Society	\$1,339	4.0%
Concessions	\$2,678	8.0%
Student Council Sponsor	\$1,506	4.5%
Summer Vocal (\$15 per hour not to exceed \$2,545)	\$2,545	
Weight Lifting	\$10 / Hour	
Strength / Conditioning Coach	\$8,704	26%
Open Gym (Sunday PM)	\$10 / Hour	
Staff Dev./Academic Activities (\$4,000 per year cap)	\$21 / Hour	
Drivers Education - Driving	\$32 / Hour	
Drivers Education - Classroom	\$1,470	
MS/HS Dance	\$670	2.0%
Guidance Counselor	\$3,247	9.7%
Video Streaming Supervisor	\$25 / Hour	
Quiz Bowl	\$670	2.0%
Debate Coach	\$921	2.75%
Dungeons and Dragons Sponsor	\$670	2.0%
Art Club Sponsor	\$670	2.0%

### MIDDLE SCHOOL

Football, (2 Coaches), Volleyball (2 Coaches)	\$1,339	4.0%
Basketball, Wrestling, Track	\$1,339	4.0%
Athletic Director	\$1,439	4.3%

Sports requiring participation minimums:  
**Middle School:** Boys Basketball; Girls Basketball; Boys Track; Girls Track; and Wrestling  
 (limit 15 participants)

## Salary Schedule 2023 - 2024

STEP	BA	BA+12	BA+24	MA	MA+12
Year 0	\$37,977	\$38,577	\$39,177	\$39,777	\$40,377
Year 1	\$38,677	\$39,277	\$39,877	\$40,477	\$41,077
Year 2	\$39,377	\$39,977	\$40,577	\$41,177	\$41,777
Year 3	\$40,077	\$40,677	\$41,277	\$41,877	\$42,477
Year 4	\$40,777	\$41,377	\$41,977	\$42,577	\$43,177
Year 5	\$41,477	\$42,077	\$42,677	\$43,277	\$43,877
Year 6	\$42,177	\$42,777	\$43,377	\$43,977	\$44,577
Year 7	\$42,877	\$43,477	\$44,077	\$44,677	\$45,277
Year 8	\$43,577	\$44,177	\$44,777	\$45,377	\$45,977
Year 9	\$44,277	\$44,877	\$45,477	\$46,077	\$46,677
Year 10	\$44,977	\$45,577	\$46,177	\$46,777	\$47,377
Year 11		\$46,277	\$46,877	\$47,477	\$48,077
Year 12		\$46,977	\$47,577	\$48,177	\$48,777
Year 13				\$48,877	\$49,477
Year 14				\$49,577	\$50,177
Year 15				\$50,277	\$50,877

\$500 Career Increment after three (3) year of Final Step/Cell

\$800 Career Increment after six (6) year of Final Step/Cell

**Generator Base \$33,475** (Generator Base + TSS money = BA, Step 0)

Salary Schedule includes TSS \$4,502.00

Starting with the 2017-2018 school year, teachers already on the PSR will continue to advance (\$700 per step and \$600 per lane) in years that movement is allowed.

All other staff members who have NOT reached the PSR at the start of the 2017-2018 school year will follow the new salary schedule.

For definition purposes, the PSR begins after year 7.