Assignment Length
177 days per school year, plus 14 hrs/ required training
(training dates include 6 hours in August, 4 hours in November and 4 hours in March)

Insurances
- **Medical** - Full single health insurance.
- **Dental** - Dental insurance available at employee’s expense. Enrollment option only at date of hire.
- **Vision** – Vision insurance available at employee’s expense. Annual enrollment.
- **Disability** - Each full time employee shall be covered by a long term disability insurance providing for income protection to age 65. Benefits shall include 70% of covered monthly compensation to a maximum benefit of $1,000 less any payments for that month for which the employee is eligible under the Federal Social Security Act, Worker’s Compensation Act, or other similar legislation or under any other group plan providing benefits for loss of time from employment. Covered monthly compensation is defined as one-twelth of annual salary up to the maximum allowable. Benefits shall be paid consistent with the provisions of the policy selected.
- **Life** – A group term life insurance policy shall be provided to each employee in the amount equal to the nearest $1,000 of annual salary to a maximum of $25,000 until termination of employment for employees working 6 or more hours per day.

IPERS (Iowa Public Employees Retirement System)
- A percentage of each employee’s salary is set aside for a state-mandated retirement program. The employee may withdraw this money upon leaving public employment or use it to supplement retirement income. Employee contribution = 6.29% and Employer contribution = 9.44%

Flexible Benefit Reduction Plan
The district will provide a salary reduction plan, under which it will deduct from employees’ monthly wages amounts specified by employees to be applied to:
- employees’ portion of health and major medical insurance premiums
- unreimbursed medical expenses
- employees’ dependent care expenses

Paid Leave
- **Sick Leave** - 10 days the first year, 11 days the second year, 12 days the third year, etc. up to 15 days per year the sixth and subsequent years (maximum accumulation of 120 days, excluding current contract)
- **Family Illness** - 6 days of family illness per year for an employee’s family, which is taken from the sick leave balance
- **Personal** - 1 day of personal leave per year to be used for personal business
- **Bereavement** - 5 days for funerals of immediate family. One day per year of unrestricted paid leave for funerals (i.e., non-family members, close friend, etc.)
**Miscellaneous Information**

- Employees shall be paid twice per month, the 15th, and the last business day of the month. When the 15th or last day of the month falls on a weekend or during a Board recognized holiday, employees shall receive their paychecks on the last preceding work day. Time worked the 1st - 15th of each month is paid on the last day of the month. Time worked the 16th - 31st of the month is paid on the 15th of the following month. Employees shall receive their checks through direct deposit. Pay is based on time entered in the time clock system.

- In accordance with Board Policies 409 and 411-414, employees are expected to conduct themselves in a professional manner and attend work daily. Unless an emergency arises, sick leave (including family illness) should be entered prior to beginning of work day. Vacation, personal and unpaid leave must be approved by the supervisory in advance and must be submitted for approval at least three work days prior to the requested leave dates. Employees that take excessive leave and/or do not enter leave correctly and timely will be subject to discipline which could include termination.

- The District reserves the right to deny the use of leave.