Iowa City Community School District
Support Staff Benefits
For 2021-2022

Assignment Length

<table>
<thead>
<tr>
<th>Length</th>
<th>Details</th>
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<tbody>
<tr>
<td>July 1 through June 30</td>
<td>(Year round staff)</td>
</tr>
<tr>
<td>Per letter of assignment</td>
<td>for number of days (School year staff)</td>
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Insurances

- **Medical** - Full single health insurance (for salary employees working .75 FTE-1.0 FTE, or hourly 6-8 hrs/day = 30 to 40 hrs/week)

- **Life** - Each full-time employee (for salary employees working .75 FTE-1.0 FTE, or hourly 6-8 hrs/day = 30 to 40 hrs/week) will be covered by a $50,000 term life insurance policy.

- **Dental** - Delta Dental Insurance is available to new employees only (you may not elect to participate at a later date). Employees may participate voluntarily in the dental insurance program paying full cost. This will be paid thru payroll deduction.

- **Disability** - The Board shall select for each full time employee a long term group disability insurance plan providing income protection to age 65. The benefit period shall commence immediately after all accumulated sick leave has been used. Monthly income benefits shall include 70% of covered monthly compensation, 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-twelfth of annual salary up to the maximum allowable.

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

**Vacation ("for year round staff")**

Vacation is prorated from date of hire to July 1 during the first year of employment. On July 1 ten (10) more days of vacation will be added, counting this as the second year of employment. Vacation may be used in minimum of hourly increments. Days of paid vacation will be computed on the fiscal year as follows:

<table>
<thead>
<tr>
<th>Years</th>
<th>Days</th>
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<tbody>
<tr>
<td>0 to 1 year</td>
<td>10 working days</td>
</tr>
<tr>
<td>2 years</td>
<td>15 working days</td>
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<tr>
<td>3 years or more</td>
<td>20 working days</td>
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</table>

- A maximum of ten (10) vacation days may be carried over to the next fiscal year.
- Employees are grandfathered to their current allocation if more than the above guidelines

- **Paid Holidays (**for year round staff**)**
  - Independence Day (July 4)
  - Labor Day (first Monday in September)
  - Thanksgiving (two days)
  - Christmas (four days)
  - New Year's (four days)
  - Martin Luther King Day
  - Spring Break (two days)
  - Memorial Day (fourth Monday in May)

- **Personal leave** - Employees shall be granted two (2) day per year for personal business. Personal leave may be used in minimums of one (1) hour increments and may not accrue to be carried over into the next contract year.

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**FOR SCHOOL YEAR SUPPORT STAFF (not working year round)**

- **Personal leave** - Employees shall be granted three (3) days per year for personal business. Personal leave may be used in minimums of one (1) hour increments. Two (2) personal days per year may be carried over, with a maximum accumulation of five (5) days.

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**FOR ALL SUPPORT STAFF**

- **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 135 days). May be used in hourly increments.

- **Family Illness** - 6 days of family illness per year, which is taken from the sick leave balance. May be used in hourly increments.

- **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.)

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**Additional Information**

- Hourly employees must utilize Time Clock Plus to clock in/out for work assignment.
- The pay day for Year Round non-exempt employees shall be the 15th and the last working day of each month. (Exception: When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.) Employees shall receive their check stubs electronically and on regular work days.
- The pay day for Salaried employees shall be the last working day of each month. (Exception: When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.) Employees shall receive their check stubs electronically and on regular work days.
- A car allowance for the Grounds Manager, Custodial Manager, Logistics/Warehouse Manager and the Construction Manager of the Physical Plant is $250 per month.
- Work related travel expenses will be paid at the maximum IRS rate (**does not apply to those with a car allowance**)
- 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.
- Handbook available on our web site.
- The District reserves the right to deny the use of leave.