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# Moravia

Community School District

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## Master Contract



2023-2024  
School Year

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## SECTION 1 INTRODUCTION

### A. Applicability

This Employee Handbook shall apply to all full-time and regular part-time professional employees employed by the Moravia Community School District. It does not apply to the Superintendent, principals, teacher aides, secretaries, cooks, custodians, bus drivers and all other employees of the Moravia Community School District.

### B. Effect of Employee Handbook

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Moravia Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the District's policies and procedures.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Moravia Community School District and/or the District's Administration has the ability to interpret and imply provisions of the Employee Handbook.

Changes to the handbook are at the discretion of the District. However, before changes are made to the handbook, the employees may be notified and provided an opportunity to discuss and provide input regarding the proposed changes.

### C. Effective Dates

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Moravia Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

### D. Savings Clause

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

### E. Definitions

1. The term Board, as used in this Employee Handbook, will mean the Board of Directors of the Moravia Community School District or its duly authorized representatives.
2. The term District, as used in this handbook, will mean the Moravia Community School District.

3. The term employee, as used in this handbook, will mean all full-time and regular part-time professional employees employed by the Moravia Community School District, except it shall not mean the Superintendent, principals, teacher aides, secretaries, cooks, custodians, bus drivers and all other employees of the Moravia Community School District.

## SECTION 2 GRIEVANCE PROCEDURE

### A. Definitions

1. Grievance is a claim by an employee that the terms of this Handbook have been violated.
2. Days means employment days, except as otherwise indicated. If the time limits are not met by the Administration, the grievant has the right to appeal the grievance to the next level of the procedure.

### B. Procedure

#### Step I

An employee shall first discuss a grievance with the employee's immediate supervisor, with the objective of resolving the matter informally.

#### Step II

If the grievance is not resolved informally at Step I, the employee may file the grievance with the employee's immediate supervisor in writing. The written grievance shall state the specific clause or clauses alleged to be violated and shall state the remedy requested. The written grievance must be filed within ten (10) school days from the date of occurrence of the event giving rise to the grievance or the employee shall be forever barred from pursuing the grievance through the grievance procedure. The supervisor shall arrange for a meeting with the employee and provide the employee with a written response within fifteen(15) days after the filing of the grievance.

#### Step III

If the disposition of the grievance at Step II does not resolve the grievance or if no decision has been rendered within fifteen(15) school days after filing the grievance, the grievance may be filed with the Superintendent. The Superintendent shall arrange for a meeting with the employee. After the meeting the Superintendent will provide a written decision on the grievance. The Superintendent's decision shall be final.

When a grievance is submitted on or after May 1, time limits shall be reduced by one (1) day at all steps.

The employee shall cooperate with the Administration and furnish such reasonable information as is requested for the processing of any grievance.

The Administration shall cooperate with the employee and will furnish to the employee such reasonable information as is requested for the processing of any grievance.

Reasonable information is defined as information that is maintained currently. Nothing herein shall require the Administration or the employee to research or assemble the requested information.

### SECTION 3 EMPLOYEE HOURS AND LOAD

- A. Work Day - The board shall establish an employee's work day of up to eight hours which includes a duty-free lunch.
  - 1. The day will start at 7:45 a.m. and end at 4:00 p.m. unless the Administration calls for a meeting for all or part of the employees to work on District related business. Time may be extended before the starting time of 7:45 a.m. or after the ending time of 4:00 p.m.
  - 2. Any employees that are involved in school business right after school (example coaching, school trips) will be allowed to oversee that activity as soon as the student day ends in order to supervise these activities.
  - 3. Any planned in-service will supersede after school activities and employees will be required to attend any in-service scheduled.
- B. On the last day of the week, days preceding holidays or vacations, or early school closing due to weather conditions, the employee's day shall end when the buses have left.
- C. Each employee shall be allowed to leave the building at 2:30 p.m. on the last school day preceding the Labor Day, Christmas, Thanksgiving, Memorial Day, and Easter holidays.
- D. The Administration has the authority to grant an employee permission to arrive after the start of the workday or leave prior to the close of the workday. This decision is not grievable.

### SECTION 4 SICK LEAVE

- A. Personal illness leave may be used for illness, injury or other medically related disability which renders the employee medically unable to work. Employees will be accorded 9 days of paid personal illness leave in their first year of employment. They shall be accorded ten (10) days for their second year of employment, eleven (11) days for their third year of employment, twelve (12) days for their fourth year of employment, and thirteen (13) days for their fifth year of employment and each subsequent year. Personal illness leave for part time employees will be prorated.
- B. Using only two of your allotted sick days per school year will qualify you for a \$1000 bonus, on the condition of signing a contract for the following school year.
- C. Maximum Accumulation. Personal illness leave may accumulate to a maximum of one hundred (100) days inclusive of the current year's allotment. Once an employee's accumulated days fall under the one hundred (100) day maximum, one hundred (100) days will become their allotted maximum thereafter.
- D. Personal illness leave for part time employees will be prorated.

- E. All sick leave days given will not be delegated to any particular person in the family. They may all be used for any medical reason.
- F. Notification of Accumulation - Upon request, employees shall be given a copy of a written accounting of their accumulated sick leave.
- G. Extended Leave - An employee who is unable to work because of personal illness or disability or illness, disability or death of a member of his immediate family and who has exhausted all leave available may be granted a leave of absence without pay for the duration of such illness or disability up to one year. The Superintendent has the discretion to grant of this leave and the decision may include consideration of the need to fill the position. This decision is not grievable.

## SECTION 5 TEMPORARY LEAVE

- A. Personal Leave - At the beginning of each school year each employee shall be credited with two (2) days of personal leave. Any personal day not used during the school year employee will be compensated \$150 per day. Personal days will not be carried over. No personal leave days will be allowed on the day before or the day following a holiday or vacation period. Use of personal leave shall be specifically prohibited during any form of work stoppage. Any use of a personal leave day shall be scheduled through the principal/Superintendent at least three (3) days in advance except in cases of emergency, and then as soon as possible. No personal leave will be allowed during the first or last week of the school year. No personal leave will be allowed during staff development/in-service days.
- B. If an employee's personal leave has been exhausted, an employee may take additional personal days with approval from the Administration. Personal leave must be taken in not less than half-day increments and the employee's per diem rate of pay, also in half-day increments, will be deducted from the employee's monthly salary.
- C. If an employee is reduced to less than full-time, the employee's personal leave will be prorated accordingly.
- D. Jury Duty – An employee shall be excused for jury duty without loss of regular pay. Days on jury duty shall not be deducted from sick leave. Any additional payment received by an employee for jury duty shall be turned over to the District.
- E. Professional leave may be granted when approved by the Superintendent. This decision is not grievable.

## SECTION 6 TRANSFERS

### A Definition of Transfer

The movement of an employee to a different assignment, grade level, subject area or building shall be considered a transfer. A transfer shall be considered involuntary only if the employee does not consent to the transfer.

### B. Notification

The Board agrees to make a list of all known vacancies available to any employee. This list can be obtained at the Administration Office. A notice of any new position

will be made available to all employees as soon as it has been determined that an opening exists. This notice will be announced through regular District communication channels when school is in session. It will be posted in the Administration Office when school is not in session.

C. Voluntary Transfers

Any employee may apply for a voluntary transfer to another assignment. The application shall be in writing to the Superintendent. Applications will remain on file for one (1) calendar year unless withdrawn at the request of the employee. If a request is denied, a conference between the employee and the Superintendent shall be arranged if requested by the employee.

D. Involuntary Transfer Procedures

Notice of an involuntary transfer shall be given in writing to employees as soon as practical. An involuntary transfer shall be made only after a meeting between the employee and the Superintendent. At this meeting, the employee will be given written reasons for the transfer. When it is determined that an involuntary transfer is necessary, the Administration shall attempt to transfer those employees with the least seniority in the District provided the educational program can be maintained and the employee to be transferred is qualified by certification, approvals, and Administrative recommendation for the new position.

## SECTION 7 REDUCTION OR REALIGNMENT OF STAFF

A. Procedure

In the event the District determines that it is necessary to have a reduction in staff, the District shall attempt to accomplish such reduction in staff by attrition. Given the necessity to maintain the most competent and qualified staff available, the District, in determining which employees are to be reduced, will consider each of the following, giving each equal weight. These are in no particular order.

The need to maintain programs of the District.

Skill – Ability – As determined by past and present evaluations documented in the personnel files.

Qualifications – Certification.

Seniority – An employee's length of full-time continuous service with the District since the employee's first semester of hire. A part-time employee shall accrue seniority on a pro rata basis.

Once the decision to reduce an employee has been made, the procedures in Iowa law will be followed.

## SECTION 8 EVALUATIONS

A. Procedure

The Administration shall observe each employee as follows:

Tier I teachers (first or second year in the profession or career teachers in their first year in the District) will be formally observed a minimum of three (3) times per year. Two (2) formal observations must be conducted prior to February. The third observation must be held prior to the required summative evaluation conference which is to be completed by March 30 of year 1. A comprehensive evaluation conference will be held with the second year teacher on or before March 30.

Tier II teachers (teachers who have earned their regular teaching licenses, are not in Tier III, and are not in their first year in the District) will be formally observed and a summative evaluation conference held at least once every three years.

Additional evaluations of employee may occur informally. All employee evaluations are to be fair and accurate. Any employee who has been evaluated has the right to grieve an evaluation as unfair and/or inaccurate through the grievance procedure set forth in this Handbook. Employees shall have the right to respond in writing to all written evaluations. An employee's signature on an evaluation does not signify the employee's agreement or disagreement with the evaluation.

Within four (4) weeks after the start of the school year, the employee's supervisor shall notify the employee of the evaluation procedure and discuss with the employee the criteria that will be used in the evaluation as set forth in the evaluation instrument. No formal evaluation shall take place until such orientation has been completed.

All observations of an employee shall be conducted with the full knowledge of the employee.

Observations shall be reduced to writing and a copy of the observation given to the employee within ten (10) school days of the observation. A conference shall be held between the employee and the evaluator within ten (10) school days of the observation. A copy signed by both parties shall be given to the employee. The employee's signature shall only indicate the employee's awareness of the document and shall not be interpreted to mean agreement with the document. No employee shall be required to sign a blank or incomplete evaluation.

B. Personnel File Review

Complaints directed toward an employee which are placed in the employee's evaluation file shall be called to the employee's attention in writing within five (5) days.

Each employee shall have the right to review the evaluation documents contained in the employee's personnel file with the following restrictions: (1) the District and employee must mutually agree on the time at which the employee may access the records and a District representative must be present at that time; (2) employees are not allowed access to employment references written on the employee's behalf; (3) employers may charge reasonable fees up to ten cents (10¢) for each page copied.

An employee shall have the right to respond to all materials contained in the employee's personnel file. Employee responses shall become part of the employee's personnel file.

## SECTION 9 HEALTH PROVISIONS

### A. Requirements

At the beginning of service in the District, an employee will file a written report of a physical examination. The District may require a subsequent examination when in its judgment, such examination is relevant to any employee's performance or status. The examining physician shall be selected by the District and the District shall pay the cost of such examination.

### B. Reimbursement

Employees may obtain the required physical examination from the doctor/clinic of their choice. The District will reimburse each employee for the cost of a basic physical examination not to exceed \$60.00.

## SECTION 10 SAFETY PROCEDURES

The District will endeavor to provide and maintain a safe place of employment. All employees will endeavor in the course of performing the professional duties associated with their employment to be alert to unsafe practices, equipment or conditions and to report any such unsafe practices, equipment or conditions to their immediate supervisor.

The District will give reasonable support and assistance to employees in the maintenance of the control and discipline in the classrooms and schools.

## SECTION 11 EMPLOYEE WORK YEAR

The in-school work year for employees contracted on a nine-month basis shall not exceed one hundred sixty-five (165) days

Employees new to the District are required to attend two (2) additional days in-service at the beginning of the school year.



## SECTION 12 EMPLOYEE HOURS AND LOAD

### A. Preparation Time

Preparation time shall be assigned to each regular full-time employee by the Administration. This time shall enable the employee to work on lesson plans, grading, and other activities related to their assigned duties. Employees shall have daily preparation time during which they shall not be assigned to any other duties as follows:

Elementary – minimum of one hundred (120) minutes per week on a four-day week.

Junior High – minimum of one free period a day or four free periods per week.

High School – minimum of one free period a day or four free periods per week.

### B. Lunch Periods

Employees shall receive a minimum of twenty-four (24) minutes duty free lunch period.

### C. Activity Responsibilities

All employees will be required to work two (2) school sponsored activities. An example would be taking tickets at a ball game. Activities will be posted by the Administration at the beginning of the school year for sign up. Employees will be paid \$25.00 per activity or will receive a single activity pass for the two (2) worked activities or they can choose to work four (4) school sponsored activities for a family activity pass.

## SECTION 13 MILEAGE

Employees who are required to use personal automobiles in District authorized travel will be reimbursed for travel expenses at forty-five cents (45¢) per mile.

## SECTION 14 PAYROLL DEDUCTIONS

### A. Tax Sheltered Annuities

Employees may participate in a tax sheltered annuity program of their choice as provided by law.

### B. Employee Contributions to Health Insurance

The Board agrees to make payroll deductions for employee contributions toward health insurance.

C. Miscellaneous Deductions

Upon written authorization from the employee the District shall deduct for credit unions, savings bonds, charitable donations, insurance or other plans or programs. A minimum of twenty-five percent (25%) of full-time and regular part-time certified employees are required to participate in anyone program before deductions will be made.

SECTION 15 INSURANCE

A Group Health Insurance.

Employees working at least thirty (30) hours per week will pay \$50.00 per month toward individual Health Insurance (PPO \$1000 with \$1000/\$2000 OOP) premiums for twelve (12) consecutive months with the District making up the remainder of the premium. The District may also provide the opportunity for eligible employees to participate in optional plans.

Participating eligible employees will pay any additional premium required toward the cost of the single premium under the base plan or any optional plan through payroll deduction. If an eligible employee chooses to participate in a higher deductible plan than the base plan that costs less for the single premium than the contribution limit and such plan can be paired with an HSA (health savings account), the eligible employee may direct the difference in the District contribution to the single premium into an HSA if permitted by the insurance carrier.

B. Health Insurance - Family Coverage

The District shall contribute \$120.00 per month toward the premium for dependent coverage on behalf of eligible employees contracted for at least thirty hours per week. Any portion of the dependent premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

C Dental Insurance

The District agrees to contribute \$165.00 per year toward Group Dental Insurance on behalf of eligible employees contracted for at least thirty hours per week, provided, as stipulated by the insurance carrier, that seventy-five percent (75%) of the eligible employees choose to enroll in the Dental Insurance plan.

D. Life Insurance

Each eligible employee contracted for at least thirty hours per week may be covered by a Term Life Insurance program paid for by the District that provides a minimum death benefit of \$15,000, double for accidental death.

SECTION 16 SALARIES

A. 2022-2023 SALARY SCHEDULE

STEPS		<u>BA/BSN</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>
GENERATOR BASE	<u>33,192</u>						
STEP 0		<u>33,192</u>	<u>31,652</u>	<u>32,752</u>	<u>33,852</u>	<u>34,952</u>	<u>36,052</u>

2023-2024 Salary Schedule

Schedule does not include Teacher Quality Money or TLC Dollars to make base \$33,500.

Steps	BA	BA+10	BA+20	BA+30	MA	MA+10
<b>0</b>	33192	34334	35480	36624	37768	38912
<b>1</b> 4 years 1-4	34114	35256	36402	37546	38690	39834
<b>2</b> 5 years 5-8	35037	36179	37325	38469	39613	40757
<b>9</b>	35959	37101	38247	39391	40535	41679
<b>10</b>	36882	38024	39170	40314	41458	42602
<b>11</b>	37804	38946	40092	41236	42380	43524
<b>12</b>	38727	39869	41015	42159	43303	44447
<b>13</b>	39649	40791	41937	43081	44225	45369
<b>14</b>	40572	41714	42860	44004	45148	46292
<b>15</b>	41494	42636	43782	44926	46070	47214
<b>16</b>	42416	43558	44704	45848	46992	48136
<b>17</b>	43339	44481	45627	46771	47915	49059
<b>18</b>	44262	45404	46550	47694	48838	49982
<b>19</b>	45185	46327	47473	48617	49761	50905
<b>20</b>	46108	47250	48396	49540	50684	51828
<b>21</b>	47031	48173	49319	50463	51607	52751
<b>22</b>	47954	49096	50242	51386	52530	53674
<b>23</b>	48877	50019	51165	52309	53453	54597
<b>24</b>	49800	50942	52088	53232	54376	55520
<b>25</b>		51865	53011	54155	55299	56443
<b>26</b>		52787	53933	55077	56221	57365
<b>27</b>		53710	54856	56000	57144	58288
<b>28</b>			55779	56923	58067	59211
<b>29</b>			56701	57845	58989	60133
<b>30</b>			57624	58768	59912	61056
<b>31</b>				59691	60835	61979

B. Educational Lanes

For an employee to advance from one educational lane to another six (6) of each ten (10) credit hours shall be in the employee's classroom teaching field or in the area of computer-aided instruction/technology. Credit shall not apply to credit hours for administrative courses. The employee shall file suitable evidence of additional educational credit with the Superintendent no later than forty-five (45) days after the beginning of each semester and pay adjustments shall be retroactive to the beginning of the same semester.

C. Teacher Salary Supplement.

Teacher Salary Supplement (TSS) monies received by the District are paid to employees after deduction of the portion required to pay for the District's share of FICA and IPERS and for transfers. TSS monies will be first used to meet state mandated salary minimums. Remaining TSS monies will be distributed on a pro rata (FTE) basis.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments with payments on the twentieth (20th) of each month. Employees shall receive their checks at their regular building and on regular school days unless otherwise designated by the employee. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

2. Summer Checks

Summer checks (June, July, August), other than for summer school employees, shall be mailed on the seventeenth (17<sup>th</sup>) of the month to the address designated by the employee.

SECTION 17 OTHER COMPENSATION

A. Educational Credit Compensation

An employee shall be compensated for the cost of a credit up to \$100.00 per credit hour received in the employee's classroom teaching field or in the area of computer-aided instruction/technology up to a maximum of six credit hours per contract year. Credit compensation shall not apply to credit hours for administrative courses or any hours taken as part of the employer-sponsored teaching endorsement compensation plan. -

Reimbursement shall be made after suitable evidence of satisfactory completion of the class is presented to the Superintendent no later than forty-five (45) days after the beginning of each semester.

The District shall reimburse employees for tuition and fees, excluding books, for courses taken at the request of the District to voluntarily obtain/complete additional teaching endorsement(s). Payments shall be restricted to only those courses required by the Department of Education for the endorsement. Payment to the employee will be made in two payments. The first payment will be made upon presentation of a bill from the college or university. The second payment will be made upon presentation of grades from the college or university. Credits, undergraduate or graduate, requested by the Administration, shall count toward advancement on the salary schedule.

If the employee voluntarily leaves the District within one year after completing the District requested coursework, the employee shall reimburse the District all of the amounts paid by the District. If the employee voluntarily leaves the District after two years of completing the District requested coursework, the employee shall reimburse the District half of the amount paid by the District. If the employee leaves the District after three years of completing the District requested coursework, no reimbursement to the District shall be due.

Any employee availing themselves of this opportunity, however, shall not be reimbursed \$100.00 per credit hour for up to six (6) credit hours per contract year.

**B Extended Year Contract Rate**

The salary schedule is based upon a one hundred sixty-five (165) day work year. Any employee who is offered and accepts an assignment beyond the one hundred sixty-five (165) days, with the exception of the additional two (2) day in-service for teachers new to the system, will be additionally compensated on a monthly basis prorated based on the amount the employee works.

**C. Extended Period Contract Rate**

The extended period contract rate is based upon extending an employee's contract day or having them work during their preparation time. Any employee who mutually agrees to accept an assignment before or beyond the regular contracted work day or during their preparation time will be compensated on a monthly basis prorated on the amount the employee works.

## SECTION 18 EXTRACURRICULAR SCHEDULE

### High School Sports

Boys Basketball	\$2,444.00
Assistant Boys Basketball	\$1,222.00
Girls Basketball	\$2,444.00
Assistant Girls Basketball	\$1,222.00
Head Football	\$2,444.00
Assistant Football	\$1,222.00
Wrestling	\$2,444.00
Assistant Wrestling	\$1,222.00
Girls Wrestling	\$2,444.00
Volleyball	\$2,444.00
Assistant Volleyball	\$1,222.00
Baseball	\$2,444.00
Assistant Baseball	\$1,222.00
Softball	\$2,444.00
Assistant Softball	\$1,222.00
Boys Track	\$2,444.00
Girls Track	\$2,444.00
Boys Cross Country	\$2,444.00
Girls Cross Country	\$2,444.00
AD with Assistant AD	\$2,444.00
Assistant AD	\$1,222.00
Boys Golf	\$2,444.00
Girls Golf	\$2,444.00

### Junior High Sports

Wrestling	\$977.60
Volleyball	\$977.60
Girls Basketball	\$977.60
Boys Basketball	\$977.60
Football	\$977.60
Girls Track	\$977.60
Boys Track	\$977.60
Girls Cross Country	\$977.60
Boys Cross Country	\$977.60
Softball	\$977.60
Baseball	\$977.60

### Extracurricular

Football Cheerleading	\$489.60
Wrestling Cheerleading	\$489.60
Basketball Cheerleading	\$489.60

Pep bus chaperone \$30.00 per trip

Concessions	\$892.00
Talented and Gifted	\$1,771.90
EL	\$1,771.90
Speech	\$489.60
Extra Vocal Music	\$1,771.90
Extra Instrumental Music	\$1,771.90
NHS	\$366.60
Drama	\$366.60
Drill Team	\$366.60
Summer Music	\$892.00
Adult Ed Vo Ag	\$892.00
Adult Ed Home Ec	\$892.00
Variety Show	\$489.00
Musical	\$977.60
Swing Choir	\$1,222.00
Year Book	\$1,222.00
Newspaper	\$244.40
Academic Contest	\$265.00
Student Council	\$244.40
Prom Sponsor	\$300.00
FCCLA Sponsor	\$366.60
FFA Sponsor	\$366.60
Senior Class Sponsor	\$733.80
Junior Class Sponsor	\$733.80
Sophomore Class Sponsor	\$244.40
Freshman Class Sponsor	\$244.40
Eighth Grade Sponsor	\$122.20
Seventh Grade Sponsor	\$122.20
Jazz Band	\$1,222.00
Web Master	\$1,222.00
Dance team	\$366.60

Class sponsorship duties shall be assigned to employee by a committee of employees and administrators. Sponsors may switch duties with other sponsors with the consent of the committee. Sponsors who wish to switch to another class must secure their own substitutes.

\$50 will be added to the base extra-curricular pay each year for experience with a cap after 20 years.

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the Moravia Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the Moravia Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is not a contract of employment. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date