

# COLUMBUS COMMUNITY SCHOOL DISTRICT



## SUPERINTENDENT EMPLOYMENT BENEFITS HANDBOOK

**Equity Statement:** Columbus Community Schools does not discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in admission or access to, or treatment in, its educational programs, hiring practices, and activities. If you have questions concerning these policies or practices, please contact Kyle Reeve, 1212 Colton St., Columbus Junction, Iowa 52738, 319-728-9107.

## HOLIDAYS

The superintendent shall receive the following holidays:

Independence Day  
Labor Day  
Thanksgiving  
Friday following Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Day  
Good Friday  
Memorial Day

In the event that school is in session on Good Friday, the employee may supplement a day of their choice in June.

## VACATIONS

See superintendent contract for details.

## LEAVES

The following leaves must be taken in no less than a 1/2-day increment:

1. **Sick Leave** – The superintendent will be granted fifteen (15) days yearly for sick leave. Total accumulation of sick leave will be 120 days. Nine (9) of those sick leave days may be used for the illness of a spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, or dependents living in the employee's home.
2. **Bereavement Leave** – Five (5) school days of bereavement leave will be allowed for the funeral of the following relatives of the employee (not cumulative): husband, wife, child, parent, parent-in-law, son-in-law, daughter-in-law, niece, nephew, grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, other relative living in same house as employee, other relatives standing in loco parentis, provided the leave is approved by the Superintendent.
3. **Personal Leave** – A regular employee of this school district shall be granted three (3) days personal leave during each school year (not cumulative).
4. **Jury Duty** – If the superintendent is called for jury duty during school hours, he/she may be released with pay; however, any remuneration received for jury duty shall revert to the district.
5. **Maternity Leave** - Pregnancy related disability is entitled to sick leave in the same manner and to the same extent as any other disability. The Family Medical Leave Act (FMLA) allows employees to be gone from work for a period of twelve (12) weeks. The use of sick leave for the recovering health of the mother is allowed up to six weeks if the employee has the sick leave available. Leave beyond six (6) weeks is allowed with pay if sick leave exists and the employee has a doctor's note. Leave beyond sick leave can occur up to the 12 weeks, but is without pay.
6. **Miscellaneous Leave** – The superintendent may be granted other leaves of absence for good reason with pay or without pay upon making a written request to the School Board President and this request shall be granted or refused at the discretion of the School Board President.

## **Sick Day Leave Buy Back**

Available to superintendents who have completed at least fifteen (15) years of continuous service to the Columbus Community School District and who are leaving the district.

A. Fifteen (15) to nineteen (19) years in district: Buy back rate of 25% of current teacher substitute rate based on the number of unused sick leave days accumulated up to 120 days.

B. Twenty (20) years or more in district: Buy back rate of 50% of current teacher substitute rate based on the number of unused sick leave days accumulated up to 120 days.

The sick day leave buy back option will not be available to any employee who is discharged for cause.

## **INSURANCE PROGRAM**

- Health and Dental coverage programs for the superintendent is as outlined in the Group Product Summary-Columbus Community Schools. The superintendent and his/her family will have full health and dental coverage paid by the district.
- The superintendent shall receive an employer-paid life insurance policy of \$75,000.
- The district pays disability coverage for the individual superintendent.
- The superintendent shall be covered by Workman's Compensation paid by the District. The amounts payable under sick leave shall be reduced by amounts payable under Workman's Compensation.
- The superintendent shall be covered by a school-financed liability insurance policy covering job-related performance of duties.
- The district provides the opportunity for the superintendent to enroll in a Flexible Benefit Plan subject to IRS regulations and plan documents.

## **Professional Benefits**

### **Dues**

Professional Dues to join School Administrators of Iowa (SAI) and one other professional association appropriate to the supervision level of the superintendent (i.e. NAESP, NASSP, ASCD, or AASA) paid by the district.

### **Professional Development**

Administrators will be placed on a rotating basis to attend the national level conference in the professional association in which the administrator belongs. The administrator would attend such a conference every four (4) years.

## **Duty Roster**

All certified/non-certified staff are required to work three activity/athletic events. In the event an activity is cancelled, it is the employee's responsibility to find a replacement event. The athletic director has the right to move people around so that everyone can complete

three events. Employees who fail to work three (3) events specifically authorize the District to deduct from their regular paycheck an amount of \$40.00 per event for each event the employee fails to work less than the required minimum three (3) events. Therefore, if an employee works no events, the employee authorizes the District to deduct from their regular paycheck \$120.00; if an employee works one (1) event, the employee authorizes the District to deduct from their regular paycheck \$80.00; if an employee works two (2) events, the employee authorizes the District to deduct from their regular paycheck \$40.00.

**Revised: 11/19**