

COLUMBUS COMMUNITY SCHOOL DISTRICT



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.

ADMINISTRATIVE ASSISTANTS EMPLOYMENT BENEFITS HANDBOOK

(Administrative Assistant, Financial Officer, Registrar, Nutrition Director)

ELIGIBILITY

To qualify for the benefits in this handbook the employee must work a 12-month, 220 or 240 day contract.

HOLIDAYS

There are nine paid 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

LEAVES

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

1. **Sick Leave** - A full-time employee shall be entitled to sick leave, granted in minimum units of one-half (1/2) day, in the following graduated scale:

1st year of employment	12 days
2nd year of employment	13 days
3rd year of employment	14 days
Beyond 3 years of employment	15 days

The above amount applies only to consecutive years of employment in the District and unused portions may be accumulated only to a maximum total of one hundred twenty (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.

Sick leave shall be paid where doctor appointment or illness or injury results in inability to work to the extent of the unused accumulated sick leave of the administrator. The superintendent, or his/her designee, may require such proof, as he/she deems best.

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. They may accumulate up to five (5) days. An employee may choose to sell back one (1) personal day each year at \$50/day.
4. **Jury Duty** - Any employee called for jury duty during school hours may be released with pay; however, any remuneration received for jury duty shall revert to the district.
5. **Absence Not Covered by Leaves** - 'Leave without Pay' is granted on a case-by-case basis by the Superintendent. If approved, the appropriate time will be deducted for any hours of absences not covered by leave. An employee on any leave without advance approval may be immediately terminated.
6. **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.
7. **Miscellaneous Leave** - Employees may be granted other leaves of absence for good reason with pay or without pay upon making a written request to the Superintendent and this request shall be granted or refused at the discretion of the Superintendent.

WORKER COMPENSATION INJURY OR ILLNESS

Initial treatment of any work-related injury or illness must be provided by physicians employed at the Columbus Junction Medical Clinic. Failure to follow procedure may result in non-payment by the district's worker compensation carrier. All related costs would then become the responsibility of the employee.

Sick Day Leave Buy Back

Available to central office workers 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 administrative assistants are as outlined in the Group Product Summary-Columbus Community Schools. The cost of health insurance for the employee and his/her family shall be paid by the district according to the Master Contract with the Columbus Education Association.
- Family Dental Insurance is paid in full by the district.
- The employee shall receive an employer-paid life insurance policy of \$10,000.
- The district pays disability coverage for the individual employee.
- Each employee 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.
- All employees shall be covered by a school-financed liability insurance covering job-related performance of duties.
- The district provides a Flexible Benefit Plan subject to IRS regulations and plan documents.

DUTY ROSTER

All classified 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