

Columbus Staff Handbook 2023-2024



Version Control Page

Date of Change	Description	Approved By	Version Number
8-27-18	<ul style="list-style-type: none"> • Unused Personal Days from \$50 to \$100 • Labor Management will survey staff for holiday preferences • Added Section 12 TSS money – no language change • Added Section 13 Duty Roster Language – language changed to pay district \$40 for incomplete duties. 	School Board	2.0
7-17-19	<p>Section 10, Part B, Lines 235-237 Currently Written: Employees who anticipate advancement on the salary schedule for the following year must file the Advancement of the Salary Schedule form by March 31 of the year preceding the anticipated move.</p> <p>Change to: Employees who anticipate advancement on the salary schedule for the following year must file the Advancement of the Salary Schedule form by the last working day of December of the year preceding the anticipated move.</p> <p>Rationale: Allows both CEA and the district to better plan for use of new money during negotiations.</p> <p>Section 10, Part B, Lines 241-244 Currently Written: Credit will be given for up to eight (8) years of previous experience if within the last ten (10) years, providing it is the type and field that would be approved by the administration. Nurses who have obtained a BSN shall be placed on Salary Schedule A. Nurses hired to the district who have earned the status of Registered Nurse (RN.) shall be placed on Salary Schedule B.</p> <p>Delete paragraph and change to: Credit will be given for previous experience, providing it is the type and field that would be approved by the administration. Beginning 2019-2020 school year, nurses</p>	School Board	3.0

	<p>hired to the district who possess a BSN shall be placed on Salary Schedule A. Nurses hired to the district who possess an RN shall be placed on Salary Schedule B.”</p> <p>Section 13, Lines 294-298 Currently Written: 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. An employee who does not work any or all three duties, the employee will owe the district for each event not worked at the rate of \$40 per event.</p> <p>Delete and change to: 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.</p> <p>Please see attached Employee Acknowledgement Form</p> <p>Section 13 Safety Language Working on</p>		
7-27-20	<p>Contract Duration July 1, 2020 – June 30, 2021 Schedule A will be changed to reflect the \$450 stipend Schedule C base wage will be changed to \$30,500 Addendum A will be added for 2020-2021 school year – “Return-to-Learn Plan”</p>	School Board	4.0
7-19-21	<p>Section 5 A. Lines 90-91 Currently Written:</p>	School Board	5.0

	<p>In addition to the State required days of instruction, there shall be five (5) work or in-service days.</p> <p>Changed to: Employees contract will consist of 185 days plus the option to work the two Teacher Quality days (TQ) for additional pay. The pay will be each employee's per diem.</p> <p>Rationale: Clarify the number of days teachers work since students are on hours and teachers are on days.</p> <p>Section 5 H. Lines 114 – 117 Currently Written: No Change</p> <p>Additional Language: (NOTE: Check monthly with HR to verify substitution dates)</p> <p>Rationale: Roundy teachers have not been getting paid for subbing during their prep period.</p> <p>Section 6 B. Bereavement Leave Lines 146 – 147 Currently Written: other relatives standing in loco parentis, provided the leave is approved by the Superintendent; and aunt or uncle</p> <p>Changed to: other relatives standing in loco parentis and aunt or uncle; provided the leave is approved by the Superintendent.</p> <p>Rationale: Words were out of order</p> <p>Section 8 Line 192 Currently Written: No Change</p> <p>Additional Language: (Staff shall be notified by April 30th per Iowa Code 279.15)</p> <p>Section 9 B. Involuntary Transfers Lines 214 – 215 Currently Written: employee, building principal and the Superintendent. Written reasons for the transfer or reassignment shall be given to the employee before or at this meeting.</p>		
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	<p>Changed to: employee, building principal and the Superintendent. Written reasons for the transfer or reassignment shall be given to the employee before or at this meeting. Reasons include but not limited to certifications, qualifications, experience, and trainings.</p> <p>Rationale: The reasons for an involuntary transfer was rewritten to match the Section 8 Reduction in Force</p> <p>Section 13 Duty Roster Lines 296 – 304 Change: \$40 to \$45; \$80 to \$90, and \$120 to \$135</p> <p>Rationale: The \$45 was negotiated to begin in the 2021-2022 school year.</p> <p>Section 14 Safety Language Lines 307 – 309 New Language: Parking lots and sidewalks between buildings and to and from the buildings will be cleared of snow and treated for ice prior to teacher contract time. (High School 7:30 a.m./Roundy 7:45 a.m.) Times will be adjusted for late starts.</p>		
6-27-22	<p>Section 5 Employee Work Years Hours and Holidays New Language: Section A: Teachers will work an 8-hour day given they will arrive no later than 7:45 a.m. and depart no earlier than 3:30 p.m., unless prior arrangements are made with the building principal.</p> <p>Rationale: The allows coaches to flex hours based on practices and gives all employees a flexible 8-hour schedule.</p> <p>Changed Language Section H: Remove “that year’s base pay per diem.” Insert “state minimum’s base which is \$33,500”</p> <p>Rationale: Base pay has not increased in over 5 years. This will give teachers a rate increase for subbing during their prep period.</p> <p>SECTION 10 SALARY STRUCTURE New Language: Completely rewrote this section to clarify the process for taking classes with the intention of</p>	School Board	6.0

	<p>making a lane change. See the new language and APPENDIXES A – D. (Salary Structure, Course/Master’s Approval, Lane Change Request, and Extracurricular activities compensation)</p> <p>Rationale: The paperwork was confusing and hard to find on the website. All paperwork is part of the handbook with the process detailed in Section 10.</p> <p>Section 12 TSS Changes: Insert: “The Teacher Salary Supplement (TSS) will be distributed based on the salary structure band multiplier.”</p> <p>REMOVE: “Five percent (5%) INSERT “The predetermined amount” after the words from year-to-year. INSERT “This amount is based on the number of open positions. A letter of memorandum between the District and the association will document the agreed band multiplier that will be used for these open positions.”</p> <p>Rationale: Contracts include the TSS allocation. If the district has open positions to hire the amount of TSS can fluctuate based on years of experience. To avoid changing a staff member’s TSS money mid-year, the district will withhold an agreed amount to over the open positions.</p>		
6-28-23	<p>SECTION 6 LEAVES Changed Lines 117 – 119:</p> <p>Old Language: 117 A. Sick Leave 118 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: 119</p> <p>New Language: 117 Full-time employees shall be granted leave in minimum units of one-half (½) days. 118 A. Sick Leave 119 Full-time employees shall be entitled to sick leave in the following graduated scale:</p> <p>Rationale: All leave can be taken in ½ day increments not just sick leave. This clarifies this.</p>		7.0

	<p>Lines 125 – 126 REMOVE “Nine (9) of those” ADD “Any”</p> <p>Rationale: This match current practice where any sick leave can be used for listed family members or self.</p> <p>SECTION 11 INSURANCE Line 273 REMOVE “up to \$600.00 per month toward monthly premium.” ADD “a single person policy”</p> <p>Rationale: To reflect current practice of providing a single policy to teachers, counselors, and the nurse.</p> <p>SECTION 14 SAFETY LANGUAGE Line 313 REMOVE “(High School 7:30 a.m./Roundy 7:45 a.m.)” ADD “(7:30 a.m.)”</p> <p>Rationale: To match the flexible arrival and departure time for staff.</p> <p>APPENDIX A – Salary Schedule A</p> <p>REPLACED Salary Structure for 2023-2024</p> <p>ADD Lines 317 – 318 “All Staff will receive a \$1000 stipend on the November 2023 paycheck as part of the negotiated pay for 2023 – 2024 school year.”</p> <p>Rationale: To match negotiated increase and one-time stipend for 2023-2024</p> <p>APPENDIX B – Extracurricular Activities Salary Structure</p> <p>REPLACED Extracurricular Activities Salary Structure for 2023-2024</p>		
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	<p>Rationale: To match negotiated increase and one-time stipend for 2023-2024</p> <p>HANDBOOK SIGNATURE PAGE Back page of handbook Changed dates to 2023-2024 school dates</p>		

1 SECTION 1 INTRODUCTION

2 A. Applicability

3 This Employee Handbook shall apply to all teachers, counselors, librarians, nurses, and
4 all others employed in a professional capacity, except it does not apply to the
5 superintendent, principals, non-professional employees, or any substitute employees.

6 B. Effect of Employee Handbook

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

12 This Employee Handbook shall be maintained solely by the District. The Board of
13 Directors of the Columbus Community School District and/or the District's
14 administration has the ability to interpret and imply provisions of the Employee
15 Handbook.

16 C. Effective Dates

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

22 D. Savings Clause

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

27 E. Definitions

- 28 1. The term "Board", as used in this handbook, shall mean the Board of Directors of
29 the Columbus Community School District or its duly authorized representatives.
30 2. The term "District", as used in this handbook, shall mean the Columbus
31 Community School District.
32 3. The term "employee", as used in this handbook, shall mean all teachers,
33 counselors, librarians, nurses, and all others employed in a professional capacity.
34 The term shall not mean the superintendent, principals, non-professional
35 employees, or any substitute employees.

36 SECTION 2 MANAGEMENT RIGHTS

37 All functions, rights, powers or authority of the administration of the District and the Board, as
38 set forth and established by constitutional provisions, ordinance, charter or special act are
39 retained by the Board.

40 SECTION 3 ASSOCIATION RIGHTS

41 The Association shall have the right to hold a reasonable number of meetings on District
42 property after regular school hours provided such meetings in no way interfere with any aspect
43 of the instructional program. Any out-of-pocket expenses to the District resulting from such
44 meetings will be borne by the Association. As appropriate, such meetings will be scheduled with
45 the District office.

46 The Association shall have the right to use faculty mailboxes, school telephone and e- mail at no
47 cost to the District, for the reasonable volume of appropriate announcements relating to the
48 conduct of Association business on behalf of employees.

49 The Association shall be provided with bulletin board space in each school. Only authorized
50 representatives of the Association will use bulletin board space for Association announcements
51 and all materials posted will relate only to the Association's official business.

52 SECTION 4 GRIEVANCE PROCEDURE

53 A. Definition

54 A grievance is a claim by an employee, a group of employees, or the Association that there has
55 been a violation, misinterpretation, or misapplication of any provision of this handbook.

56 A formal written grievance must be filed with the principal within twenty (20) contract days
57 from the time of the occurrence of the event being grieved.

58 Every employee covered by this handbook shall have the right to present grievances in
59 accordance with these procedures.

60 It is agreed that any investigation, or other handling or processing of any grievance by the
61 employee, shall be conducted after school hours so as to result in no interference with or
62 interruption whatsoever of the instructional program and related work activities of the employee
63 or of other employees, unless mutually agreed upon by the employee and the Superintendent or
64 designee.

65 B. Procedure Steps

66 First Step. An attempt shall be made to resolve any grievance in informal verbal discussion
67 between the employee and the employee's principal.

68 Second Step. If the grievance cannot be resolved informally, the employee shall file the
 69 grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The
 70 written grievance shall state the nature of the grievance, shall note the specific clause or clauses
 71 of the grievance, and shall state the remedy requested. The filing of the formal written grievance
 72 at the second step must be within twenty (20) contract days from the date of occurrence of the
 73 event giving rise to the grievance. The principal shall make a decision on the grievance and
 74 communicate it in writing to the employee and the Superintendent within ten (10) contract days
 75 after receipt of the grievance.

76 Third Step. In the event a grievance has not been satisfactorily resolved at the second step, the
 77 employee shall file, within five (5) contract days of the principal's written decision at the second
 78 step, a copy of the grievance with the Superintendent. Within ten (10) contract days after such
 79 written grievance is filed, the employee and the Superintendent or the Superintendent's designee
 80 shall meet to resolve the grievance. The Superintendent or the Superintendent's designee shall
 81 file an answer within ten (10) contract days of the third step grievance meeting and communicate
 82 it in writing to the employee and the principal.

83 Fourth Step - If the grievance is not resolved satisfactorily at step three, there shall be available a
 84 fourth step of presentation to the board. The employee may submit, in writing, a request on
 85 behalf of the employee to the Superintendent within twenty (20) contract days from receipt of the
 86 step three answer to present the employee's grievance to the Board. The employee and the
 87 administration shall present their arguments to the board for a decision. The decision of the
 88 Board will be final.

89 SECTION 5 EMPLOYEE WORK YEAR, HOURS AND HOLIDAYS

- 90 A. Employees contract will consist of 185 days plus the option to work the two Teacher
 91 Quality days (TQ) for additional pay. The pay will be each employee's per diem.
- 92 B. The arrival and departure times for all employees shall be so that they are ready for duty
 93 in the building they are assigned at the starting and ending time of the day. Teachers will
 94 work an 8-hour day given they will arrive no later than 7:45 a.m. and depart no earlier
 95 than 3:30 p.m., unless prior arrangements are made with the building principal. Faculty
 96 meetings, in-service or scheduled duties may require a reasonable amount of extra time
 97 but may not exceed one hour after the building ending times.
- 98 C. Employees with co-curricular and extra duty roster responsibilities, with the building
 99 principal's permission, may leave their building prior to the end of the employee's
 100 contract day.
- 101 D. Employees with building principal's permission may attend District activities prior to the
 102 end of the employee's contract day.
- 103 E. On days preceding holiday breaks, the employee day shall end at the close of the
 104 students' day, if all responsibilities have been fulfilled.
- 105 F. The Labor Management Team will survey employees to help determine the holidays and
 106 vacations on which school will be closed.
- 107 G. Each employee shall have at least a daily 30-minute duty-free lunch. In addition to a
 108 duty-free lunch time and to any time free from assigned duties before and after the pupil's
 109 day, employees shall have at least 200 minutes of duty-free preparation time each week.

110 During the employee's lunch and prep period, upon notification of the building principal
 111 or the building principal's designee, the employee is permitted to leave the building.

112 H. If an employee substitutes during the employee's prep time, the employee will receive
 113 compensation for that time beyond regular pay. The school day will be divided into eight
 114 (8) segments. The compensation will be in segments of 1/8 of the state minimum's base
 115 which is \$33,500. (NOTE: Check monthly with HR to verify substitution dates)

116 SECTION 6 LEAVES

117 Full-time employees shall be granted leave in minimum units of one-half (½) days.

118 A. Sick Leave

119 Full-time employees shall be entitled to sick leave in the following graduated scale:

120 1st year of employment	12 days
121 2nd year of employment	13 days
122 3rd year of employment	14 days
123 Beyond 3 years of employment	15 days

124 The above amount applies only to consecutive years of employment in the District and unused
 125 portions may be accumulated only to a maximum total of one hundred twenty (120) days. Any
 126 sick leave days may be used for the illness of a spouse, child, parent, parent-in-law, son-in-law,
 127 daughter-in-law, grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law,
 128 sister-in-law, or dependents living in the employee's home.

129 If an employee leaves the employment of the District and later returns as an employee of the
 130 District, accumulated sick leave of the first employment shall not be transferred to the

131 second employment, unless the employee has been granted a leave of absence or has been
 132 subject to staff reduction.

133 Sick leave shall be paid where doctor appointment or illness or injury results in an inability to
 134 work to the extent of the unused, accumulated sick leave of the employee. The Superintendent or
 135 his/her designee may require such proof as the Superintendent deems best.

136 Employees of the District are entitled to unpaid family and medical leaves to the same extent and
 137 subject to the same terms and conditions as set forth in the Family and Medical Leave Act of
 138 1993.

139 B. Bereavement Leave

140 Five (5) school days of bereavement leave will be allowed for the funeral of the following
 141 relatives of the employee (not cumulative): husband or wife, child, parent, other relative living in
 142 same house as employee, parental-in-law, son-in-law, daughter-in-law, niece or nephew,
 143 grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law, sister-in-law,

144 other relatives standing in loco parentis and aunt or uncle; provided the leave is approved by the
145 Superintendent.

146 C. Personal Leave

147 A full-time employee shall be granted three (3) days of personal leave yearly. Employees will
148 have one (1) unused personal leave day automatically rolled over to the following year. This
149 accumulation cannot exceed four (4) personal leave days in anyone year. Any personal days
150 remaining beyond one (1) will be purchased back by the district at rate of \$100 per day (full days
151 only).

152 D. Miscellaneous Leave

153 Employees may be granted other leaves of absence for good reason with pay or without pay upon
154 making a written request to the Superintendent.

155 E. Jury Duty

156 Any employee called for jury duty during school hours may be released with pay. However, any
157 payment received for jury duty, other than reimbursed mileage, shall be paid to the District.

158 F. Absence Not Covered By Leave

159 One per diem shall be deducted for any day of absence not covered by leave.

160 G. Maternity Leave

161 Pregnancy related disability or adoption of a child is entitled to sick leave in the same manner
162 and to the same extent as any other disability. A leave of absence beyond the time of medical
163 confinement for pregnancy and childbirth may be granted without salary or sick leave benefits
164 for a period not to exceed one year.

165 SECTION 7 EMPLOYEE EVALUATION

166 The evaluation process of employees involves placing employees in one of three different tiers.
167 Each tier has a specific purpose and reason. Within four (4) weeks of the beginning of each
168 school year, employees shall be notified by a member of the administrative staff of their tier
169 placement. Specifics of the process and the forms used in the process are located in the Staff
170 Handbook, on the district's web site, and with the Association and Administration.

171 The tiers are:

172 Tier 1. For those employees who have not yet achieved their standard license (license beyond the
173 initial license). This tier normally last for two years (with a possible third year), after which the
174 employee moves to Tier 2 upon demonstration of all the Iowa Teaching Standards and Criteria.

175 Tier 2. For those employees who have their standard license and have shown competences in the
176 Iowa Teaching Standards and Criteria. Career Development Plans with goals based on identified

177 building goals are the focus over a three-year cycle with a formal observation occurring in the
178 second year of the cycle. This tier has an awareness phase for those employees who are in
179 possible jeopardy of being placed in Tier 3.

180 Tier 3. For those identified Tier 2 employees who do not show competency in one or more of the
181 Iowa Teaching Standards and Criteria. This tier is the intensive assistance phase.

182 All formal evaluations, having been preceded by a pre-conference, shall be conducted openly
183 and with the full knowledge of the employee. Employees will also be informally evaluated by the
184 principal both inside and outside the classroom setting.

185 SECTION 8 REDUCTION IN FORCE

186 The Board will examine seniority, (to be computed from the date the District Administrative
187 Office receives the signed initial contract), certification, qualifications, evaluations, curriculum,
188 and other pertinent information such as extra duty assignments in making its decision.
189 Employees who are reduced in force will be notified in writing by the Board through its official
190 agent of the Superintendent or designated administrator pursuant to law. Staff shall be notified
191 by April 30th per Iowa Code 279.15

192 Certified full or part-time employees whose salary is federally funded or funded by a special
193 grant, will have their job security dependent upon the continued funding of the federal funds or
194 special grant.

195 An employee laid off because of staff reduction shall have recall rights for one (1) year. The
196 Board will examine seniority, (to be computed from the date the District Administrative Office
197 receives the signed initial contract), certification, qualifications, evaluations, curriculum and
198 other pertinent information such as extra duty assignments when making the decision of possible
199 reemployment.

200 SECTION 9 TRANSFERS

201 A. Voluntary Transfers

202 Employees who desire to change in grade and/or subject assignment or who desire to transfer to
203 another building may file a written statement of such desire with the Superintendent. Such
204 statement shall include the grade and/or subject to which the employee desires to be transferred,
205 in order of preference. Such requests for transfers for the following year shall be submitted not
206 later than April 1, or November 1 for the second semester, and shall be given due consideration.
207 No application from outside the District shall be solicited until applications from current
208 employees have been processed and the employee is notified in writing of the disposition of the
209 application.

210 B. Involuntary Transfers

211 An involuntary transfer or reassignment shall be made only after a meeting between the
 212 employee, building principal and the Superintendent. Written reasons for the transfer or
 213 reassignment shall be given to the employee before or at this meeting. Reasons include but not
 214 limited to certifications, qualifications, experience, and trainings.

215 SECTION 10 SALARY STRUCTURE

216 A. Salary Structures

217 The salary structure for teachers, guidance counselors, and nurses are set out in **Appendix A**
 218 of this handbook. The salary structure for extracurricular activities is set out in **Appendix B**.
 219 The Board has the right to declare a moratorium on the salary of any employee and to pay
 220 above the schedule for any employee in short supply, if deemed necessary.

221 B. Moving Across the Salary Structure

222 To be eligible for a lane change, teachers, guidance counselors, and nurses must follow the
 223 described procedure.

- 224 1. All courses not part of a master's program and any master's degree program must have
 225 superintendent approval prior to the start of the classes if seeking a lane change. See
 226 **Appendix C** for "Course/Master's Program Approval" paperwork.
- 227 2. Employees who anticipated a lane change for the following school year, the "Lane
 228 Change Approval" paperwork must be signed by the superintendent with a date and time
 229 stamp by January 1st of the year preceding the lane change. See **Appendix D** for lane
 230 change paperwork. All verification of course work must be received by September 10 of
 231 the same calendar year. Temporary advancement will occur based upon grade reports
 232 received by September 10. Advancement is not permanent until an official transcript is
 233 received. Official transcripts must be provided by October 10 of the same calendar year.

234 NOTE: Pending the outcome of negotiation of the master contract, if lane changes are allowed,
 235 up to a maximum of four staff members will be approved per year for the lane change
 236 movement. All lane changes are subject to the terms of the settlement of the master contract.

237
 238 The following criteria for movement will be followed if there are more than 4 people eligible
 239 for a lane change or if new money does not allow for 4 lane changes.

- 240 a. Priority will be given to those eligible for a lane change who did not receive a lane
 241 change the previous year.
- 242 b. Selection for lane changes will be based on the date and time stamp on the "Lane
 243 Change Approval" form found in Appendix D.
- 244 c. Only one lane change will be granted per year, per person or applicant

245 NOTE: All "Lane Change Approvals" will rollover to the next year if they did not receive a lane
 246 change. Once paperwork has been approved with a date and time stamp, paperwork will not need
 247 to be resubmitted.

248 C. Other Information

249 If a secondary employee is needed to teach an overload class that eliminates the employee's
250 preparation time (teaching more than seven (7) periods per day under an eight (8) period system),
251 the employee will be compensated 12.5% of that employees' current base per semester for that
252 year.

253 D. Sick Day Leave Buy Back

254 Available to employees who have completed at least fifteen (15) years of continuous service to
255 the District and who are leaving the District

- 256 1. Fifteen (15) to nineteen (19) years in District. Buy back rate of 25% of current substitute
257 rate based on the number of unused sick leave days accumulated up to 120 days.
- 258 2. Twenty (20) years or more in District. Buy back rate of 50% of current substitute rate
259 based on the number of unused sick leave days accumulated up to 120 days.

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

261 SECTION 11 INSURANCE

262 A. HEALTH INSURANCE

263 The District agrees to provide full-time employees insurance protection. Health payments
264 of 80%/20% are extended to employees as outlined in the "Group Plan - Columbus
265 Community Schools". Deductibles are \$750/\$1,500 for all employees. Employees are
266 also entitled to a drug card set at \$10/\$30. An Rx deductible of \$50 single/\$100 family
267 applies to purchase of brand name prescriptions. Reference the insurance policy for
268 details.

269 Employees will make the following contribution to their monthly insurance costs:

270 Single plan - \$5.00 (regardless of when hired) Two-person plan - \$50.00
271 Family plan - \$100.00

272 All employees hired for the 2002-2003 school year, and those hired thereafter shall
273 receive a single person policy.

274 B. LIFE INSURANCE

275 All employees shall be covered by a \$30,000 life insurance policy. Employees may
276 purchase additional life insurance, if allowed by the carrier.

277 C. WORKERS COMPENSATION

278 Each employee shall be covered by Workmen's Compensation, paid for by the District.
279 The amounts payable under sick leave shall be reduced by amounts payable under
280 Workmen's Compensation.

281 D. LIABILITY INSURANCE

282 All employees shall be covered by a school financed liability insurance covering job-
283 related performance of duties.

284 E. DENTAL INSURANCE

285 Dental coverage for the individual employee as outlined in Group Plan I. Disability
286 insurance for the individual employee is set at a rate of 66-2/3%.

287 F. FLEXIBLE BENEFIT PLAN

288 The District will provide a Flexible Benefit Plan subject to IRS regulations and plan
289 documents.

290 SECTION 12 TSS

291 The Teacher Salary Supplement (TSS) will be distributed based on the salary structure band
292 multiplier. TSS payments will be paid over twelve (12) months. The predetermined amount of
293 the TSS Aid and Levy amount will be held by the District to ensure sufficient funding for
294 possible changes in staff from year-to-year. This amount is based on the number of open
295 positions. A letter of memorandum between the District and the association will document the
296 agreed band multiplier that will be used for these open positions. The District share of payroll
297 taxes will be deducted before indexing. Payroll will need to be finished in order to figure any
298 additional TSS amount to be paid. Any additional TSS amount will then be indexed and
299 distributed in the final paycheck.

300 SECTION 13 DUTY ROSTER

301 All certified/non-certified staff are required to work three activity/athletic events. In the event an
302 activity is cancelled, it is the employee's responsibility to find a replacement event. The athletic
303 director has the right to move people around so that everyone can complete three events.
304 Employees who fail to work three (3) events specifically authorize the District to deduct from
305 their regular paycheck an amount of \$45.00 per event for each event the employee fails to work
306 less than the required minimum three (3) events. Therefore, if an employee works no events, the
307 employee authorizes the District to deduct from their regular paycheck \$135.00; if an employee
308 works one (1) event, the employee authorizes the District to deduct from their regular paycheck
309 \$90.00; if an employee works two (2) events, the employee authorizes the District to deduct from
310 their regular paycheck \$45.00.

311 SECTION 14 SAFETY LANGUAGE

312 Parking lots and sidewalks between buildings and to and from the buildings will be cleared of
313 snow and treated for ice prior to teacher contract time (7:30 a.m.). Times will be adjusted for late
314 starts.

315 APPENDIX A – Salary Schedule A

316

CCSD Current Employees Salary Structure							
Now (185)	Lane 1 BA	Lane 2 BA+12	Lane 3 BA+24	Lane 4 MA	Lane 5 MA+15	Nurse RN	TSS - indexed
29594	base	2000	2000	2500	2500	base	1
	Base \$	Base \$	Base \$	Base \$	Base \$	Base \$	1.25
Base only (no TSS)	29594	31594	33594	36094	38594	29594	1.5
							1.75
							2
Year Bands	Annual Negotiated Increase						
1	1-2	\$850	\$850	\$850	\$850	\$850	\$850
2	3-6	\$850	\$850	\$850	\$850	\$850	\$850
3	7-11	\$850	\$850	\$850	\$850	\$850	\$850
4	12-19	\$850	\$850	\$850	\$850	\$850	\$850
5	20+	\$850	\$850	\$850	\$850	\$850	\$850

Employees new to the District will receive a salary comparable to employees in the same education pool and similar years of teaching experience, unless there is an identified need from the District.

Any teacher who is placed on a Tier III (Teacher in Need of Assistance) Plan during the current school year will be given 50% of the salary increase for the next school year and will not be eligible for Lane movement

Brought up to 33500 w/ TLC money

Potentially Negotiatiable

Negotiations are based on new money

Annual increases are cumulative

One lane change per year per individual

Renewal credits do not work towards lane changes

Maximum of 4 lane changes per year district wide as determined by new money in negotiations

Current BA +15 moving to BA +24 will be 1000 (BA +15 already earned 3000 of the 4000 on above structure)

If negotiations add to base - add the difference to all current salaries

ex. if base↑ by \$500 all salaries↑ by \$500 plus annual increase if applicable

ex. If Lane movement - also get annual increase ↑ if applicable

Extended contracts = (salary-TSS)/185*#days

317 All Staff will receive a \$1000 stipend on the November 2023 paycheck as part of the negotiated
318 pay for 2023 – 2024 school year.

319 APPENDIX B – Extracurricular Activities Salary Structure

EXTRA DUTY SCHEDULE					
Extra duty schedule for 2023-2024 negotiations					
base of: 32,500					
% of Base	Activity	Amount			
6.00%	Baseball 7th Grade	\$1,950	2.50%	Art Activity HS	\$813
8.00%	Baseball 8th Grade	\$2,600	11.00%	Band HS	\$3,575
10.00%	Baseball Asst	\$3,250	5.00%	Band Marching Asst (Music Accompanist)	\$1,625
14.00%	Baseball Head	\$4,550	3.25%	Band JH	\$1,056
6.00%	Basketball Boys 7th Grade	\$1,950	3.25%	Band Pep	\$1,056
6.00%	Basketball Boys 8th Grade	\$1,950	3.00%	BPA	\$975
10.00%	Basketball Boys Asst	\$3,250	4.00%	Cheerleading Basketball Varsity	\$1,300
14.00%	Basketball Boys Head	\$4,550	2.50%	Cheerleading Football Varsity	\$813
6.00%	Basketball Girls 7th Grade	\$1,950	4.00%	Cheerleading Wrestling HS	\$1,300
6.00%	Basketball Girls 8th Grade	\$1,950	14.49%	Elementary Music	\$4,291
10.00%	Basketball Girls Asst	\$3,250	0.75%	Close Up	\$244
14.00%	Basketball Girls Head	\$4,550	2.50%	Coordinator Communications	\$813
14.00%	Cross Country Boys & Girls	\$4,550	8.00%	Coordinator Music	\$2,600
10.00%	Cross Country Asst	\$3,250	5.00%	Drama (Play Director)	\$1,625
6.00%	Cross Country JH	\$1,950	5.00%	Rhythm Club	\$1,625
6.00%	Football 7th Grade	\$1,950	3.00%	FCCLA	\$975
6.00%	Football 8th Grade	\$1,950	3.00%	FFA	\$975
10.00%	Football Asst	\$3,250	1.65%	National Honor Society	\$536
14.00%	Football Head	\$4,550	3.25%	Newspaper	\$1,056
10.00%	Golf Boys	\$3,250	3.00%	Prom	\$975
10.00%	Golf Girls	\$3,250	1.25%	Quiz Bowl HS	\$406
14.00%	Soccer Boys Head	\$4,550	2.75%	Science & Math Club	\$894
14.00%	Soccer Girls Head	\$4,550	5.00%	Speech/Debate	\$1,625
10.00%	Soccer Girls Assistant	\$3,250	5.00%	Speech Asst	\$1,625
6.00%	Softball 7th Grade	\$1,950	1.50%	Sponsor Freshman Class	\$488
8.00%	Softball 8th Grade	\$2,600	1.50%	Sponsor Junior Class	\$488
10.00%	Softball Asst	\$3,250	0.30%	Sponsor JH	\$98
14.00%	Softball Head	\$4,550	2.00%	Sponsor Senior Class	\$650
6.00%	Track Boys 7th Grade	\$1,950	2.00%	Sponsor Sophomore Class	\$650
6.00%	Track Boys 8th Grade	\$1,950	1.65%	Student Council HS	\$536
10.00%	Track Boys Asst	\$3,250	0.75%	Student Council JH	\$244
14.00%	Track Boys Head	\$4,550	11.00%	Vocal HS	\$3,575
6.00%	Track Girls 7th Grade	\$1,950	3.25%	Vocal JH	\$1,056
6.00%	Track Girls 8th Grade	\$1,950	8.00%	Yearbook	\$2,600
10.00%	Track Girls Asst	\$3,250	2.50%	Art Activity Elem	\$813
14.00%	Track Girls Head	\$4,550	2.50%	Art Activity JH	\$813
6.00%	Volleyball 7th Grade	\$1,950	1.50%	Cheerleading Basketball FS	\$488
6.00%	Volleyball 8th Grade	\$1,950	1.50%	Cheerleading Football FS	\$488
10.00%	Volleyball Asst	\$3,250	1.25%	Cheerleading JH	\$406
14.00%	Volleyball Head	\$4,550	2.00%	Danceteam	\$650
8.00%	Wrestling 7th & 8th Grade	\$2,600	1.10%	Homecoming	\$358
10.00%	Wrestling Asst	\$3,250	5.00%	WildBot Robotics	\$1,625
14.00%	Wrestling Head	\$4,550			
8.00%	Girls Wrestling 7th & 8th Grade	\$2,600			
10.00%	Girls Wrestling Asst	\$3,250			
14.00%	Girls Wrestling Head	\$4,550			

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322 APPENDIX C – Course/Master Program Approval

COLUMBUS COMMUNITY SCHOOL DISTRICT
COURSE/MASTER’S PROGRAM APPROVAL

This is the form require prior to starting classes being used for a lane change.

Name _____ DATE _____

Institute Granting Credit _____

Please provide a list of the courses, brief course description, and # of graduate credits or attach a list of the courses with the required information below.

(NOTE: If these classes are part of a masters’ program, attach a list of all the classes required for the masters’ program. Indicate the semester you plan to take each course)



Course Title	Course Description	Credit Hours	Semester (Fall, Spring, Summer)



Please provide a brief statement how your courses or master’s program will benefit you and our students.

Teacher, Counselor, Nurses Signature _____ Date _____

Superintendent Signature _____ Date _____

324 APPENDIX D – Lane Change Approval

325

COLUMBUS COMMUNITY SCHOOL DISTRICT

LANE CHANGE APPROVAL

This is the form required to be considered for a lane change.

I, _____ am requesting a lane change for school year _____.

I understand lane changes are subject to meeting the criteria described in Section 10 of the handbook and the outcome of negotiations. I also understand it is my responsibility to submit course completion and transcripts by the required dates also listed in Section 10 of the handbook.

Circle the lane change you are requesting.

BA+12

BA+24

MA

MA+15

Teacher, Counselor, Nurses Signature _____ Date _____

Superintendent Signature _____ Date _____

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**Columbus Teacher Handbook
Signature Page
2023 – 2024**

Please return No Later Than August 31, 2023

I, _____ have received and read the 2023 – 2024 Columbus Teacher Handbook. If at any time, I have questions about the wording or understanding of any section of the handbook, I will ask the administration or labor management team to clarify.

Print Name _____

Signature _____

Date _____

NOTE: This can be scanned then emailed or hand delivered to Tashia to be included in your file.