2021 -2022

Clarinda Community School District

Licensed Handbook

NOTIFICATION OF NON-DISCRIMINATION
The Clarinda Community School District offers career and technical programs in the following service areas: agricultural education, business education, family and consumer sciences education, and industrial education.

It is the policy of the Clarinda Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Heidi Bird, 423 East Nodaway Street, 712-542-5165, hbird@clarindacsd.org.

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ARTICLE I: CONSIDERATIONS

A. In this handbook, the Board of Directors of the Clarinda Community School District shall be referred to as the "Board," and licensed staff shall be referred to as the employee(s)."

B. Any actions required in this handbook of the Board of Directors may be delegated to person(s) of the Board's choice.

C. The provisions contained in this handbook may be changed or amended by the Board at any time, but it is the Board's intent to invite input from the Association and from employees prior to making any modifications.

ARTICLE II: PROCEDURES FOR STAFF REDUCTION

Whenever the Board of Directors, with no restrictions under this agreement, determines that reduction in staff is necessary, licensed employees removed from employment to accomplish this purpose shall be notified within thirty (30) calendar days of having been identified for removal.

In the event that the Board acts to reduce staff, the Board will adhere to the following procedures:

A. Layoffs will be made within the following categories: PK-8, 5-12 (within curricular areas, e.g., social studies, science, physical education), special programs. It is the intention of the parties that the above categories shall be considered as separate units. For middle school teachers (grades 7-8), a teacher will be considered in the reduction category related to their certification. Elementary certified staff will be considered a part of the PK-6 category and those with the secondary certification will be considered a part of the 5-12 category for the curriculum area they are teaching. Temporary certifications will not be considered unless the teacher is currently teaching in that area.

If a position is to be eliminated, the Board shall give notification of layoff based on performance and evaluations of employees within the category and curricular area selected.

A. Recall:
1. Employees who are or asked to resign due to a reduction in staff shall be notified of any vacancy for which they qualify for a period of time starting from the date of such termination until September 1 of the succeeding calendar year. Those notified shall be recalled to vacant positions for which they are listed as holding endorsements and approvals. If two or more employees are listed as holding the required endorsements and approvals for a vacant position, the Board or its designee shall make a recommendation for hire.

2. The board will determine when a vacancy exists. Transfers by current staff into a vacancy under this Article will be given priority before vacancies are recognized for purposes of recall. No new employee shall be utilized to fill a vacant position so long as an individual with recall privileges has listed, the required endorsements and approvals for the position as described by the Board and is willing to accept the position as described within the time provided. If no employee with recall privileges holds the required endorsements and approvals for a vacant position, no recall shall be made to that position.

3. An employee recalled for professional employment has the responsibility of terminating his current employment without violation of contractual obligations. Persons wishing to retain recall privileges must provide the Board with a current address, and notification of a recall opportunity will be by regular mail. All persons recalled to a professional position must be available for services within fourteen (14) calendar days after the mailing or relinquish all recall privileges.

4. The person recalled to a position will be placed on the step of the salary schedule they would have held on the year after being reduced. If that person assumed another teaching position in any state approved K-12 school during the interim period, the experience will be recognized for salary placement. Recognition for salary placement purposes of interim teaching experience in other than a state approved K-12 school will be determined by the Board.

ARTICLE III: VOLUNTARY TRANSFER PROCEDURE

Application

Any employee possessing the necessary qualifications may apply for a voluntary transfer to another position. All requests for transfer shall be in writing and shall name the position to which the applicant desires transfer. Requests should be emailed to the Superintendent and building principal. Interviews with all interested applicants will occur. Applicant interest will be given careful consideration and granting of such transfer will be approved by the Board. The Superintendent and/or his designee will contact the applicant and explain to the employee why he/she was not selected for transfer.

A. Posting

When school is in session, a notice of a professional vacancy will be posted in school buildings for five (5) school days prior to the final date for accepting applications.

The Board or its designee shall inform staff by email of any professional vacancy which newly arises when school is not in session. Such notification shall be emailed at the time the vacancy is posted to teachiowa.gov.

Notification to each applicant of the position having been filled shall be given within seven (7) days.

ARTICLE IV: EVALUATING PROCEDURES

Procedures for evaluation of employees are:

A. Evaluation shall be performed on each member of the bargaining unit by Board designees at least once every three (3) years.
B. There shall be a conference between the employee and the evaluator before the formal evaluation is submitted to the Superintendent or before the report is entered in a permanent file. Unless mutually agreed otherwise, the employee will be given at least two (2) days advanced notice of the conference. The employee shall receive a copy of the formal evaluation material that is to be placed in the permanent file. Each copy placed in the permanent file shall be signed and dated by both the employee and the evaluator.
C. The employee shall have the right within ten (10) days of the conference to attach his/her own statement to the evaluation report.
D. If a supervisor or an evaluator determines that the teacher is not meeting district expectations under the Iowa Teaching Standards, the criteria for the Iowa Teaching Standards developed by the Department of Education, or any other standards or criteria established in this agreement, the evaluator/supervisor shall, require that the teacher participate in an intensive assistance program.

"Intensive Assistance" means the provision of organizational support and technical assistance to teachers, other than beginning teachers, for the remediation of identified teaching and classroom management concerns for a period not to exceed twelve months. "Beginning teachers" are those teachers with an initial or intern license.

ARTICLE V: PROFESSIONAL DEVELOPMENT

Professional development training opportunities will be made available whenever possible and deemed desirable by the Board of Education for employees to acquire or improve professional skills.

The Board agrees to provide, upon application by the employee and upon acceptance by the Board, the necessary funds for attending professional conferences, workshops, activities, and classes. Travel, meals, lodging, registration fees and the cost of a substitute are appropriate expenses. To be valid, professional development must have advanced approval, and claims for reimbursement (including detailed receipts) must be submitted within thirty (30) calendar days after the professional development expenses were incurred.

ARTICLE VI: GRIEVANCE PROCEDURES FOR RESOLVING ANY QUESTIONS ARISING UNDER THE HANDBOOK

A. Definitions

1. Grievance
   A grievance is a claim by the employee that there has been a violation, misinterpretation, or misapplication of this handbook.

2. School Day
   A school day shall be defined as a day when school is in session.

B. Procedures

1. **Step I** - An employee, who feels he/she has a grievance, should first discuss the matter with the principal or supervisor to whom he/she is responsible, in an effort to resolve the problem. If the employee is dissatisfied with efforts to resolve the problem, he/she may next invite a person of his/her choice to assist in the informal resolution of the problem by meeting at a mutually acceptable time with the employee's supervisor or principal.

2. **Step II** - If the employee, remains dissatisfied with the disposition of the problem, or if no decision has been made, he/she may, within five (5) school days, submit his/her claim, as a formal grievance, in writing, to his/her immediate supervisor. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, and shall state the remedy requested.
   Within five (5) school days, the Superintendent, or his/her designee, shall meet with the employee, and present in writing his/her decision and the reason(s). Both parties will sign the paper for the purpose of stating it has been seen not necessarily that there is agreeance.

3. **Step III** - If the employee, remains dissatisfied with the disposition of the grievance, the employee may appeal, in writing, within five (5) school days, to the Superintendent or his designee for a hearing. Within ten (10) school days of receipt of the appeal, the Superintendent, or his designee, shall meet with the employee, and, if the employee desires, his/her representative, for the purpose of resolving the conflict. A record of the meeting shall be kept and made available to both parties, at cost, upon request.

Within five (5) school days, the superintendent, or his designee, shall submit in writing, a decision and the reasons, therefore, to the employee.). Both parties will sign the paper for the purpose of stating it has been seen not necessarily that there is agreeance.

4. **Step IV Board Resolution** - If the aggrieved person is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the time limits, the aggrieved person may submit the grievance to the Board within ten (10) school days of the Superintendent's answer. The Board's award shall be final and binding on the parties.

C. <u>Considerations:</u>

1. Nothing~~,~~ in the above procedures~~,~~ shall prohibit an employee from withdrawing a grievance, at any step, without prejudice.

2. If the written grievance procedure is not initiated within fifteen (15) school days after the party knew, or reasonably should have known, of the event or condition on which the grievance is based, then the Board shall not be obligated to process the grievance, and the grievance shall be waived.

3. After the first discussion, any participant may be joined in representation by a representative of his own choosing at all stages of the grievance procedure.

4. Time limits may be extended or diminished by mutual agreement of the participants at any level. In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, the time limits set forth herein may be reduced by mutual consent so that the grievance may be exhausted prior to the end of the school year or a maximum of thirty (30) days thereafter.

5. Grievances affecting a group of employees may be processed by a representative of their own choosing, and an alleged grievance involving employees from more than one building may be processed beginning at Step III. However, unless the circumstances are identical, each grievance shall be processed and heard separately unless mutually agreed otherwise.

ARTICLE VII: SUPPLEMENTAL PAY

A. Expenses for Travel:

1. In-District Travel:

Employees who are assigned to more than one (1) building and are required to use their own automobile shall be compensated for travel from the building of initial assignment at the current district rate per mile or at a rate of reimbursement agreed to by the employee and the Board. To be valid, all claims for such reimbursement must be submitted by the employee no later than the last contracted day.

2. Out-of-District Travel:

Employees who use their own automobile for required travel on school business outside the school district shall be compensated at the current district approved rate per mile. To be valid reimbursements, claims must be itemized and submitted with detailed receipts as soon as reasonably possible and no later than the last contracted day. see Attachment C).

B. Co-Curricular Pay:

1. Any employee who is absent without qualifying for paid leave shall be reduced in supplemental pay by 1/188 for each day of such absence, except for assignments under athletics who shall have their pay reduced only for the

days when their assigned activity is in season at a rate proportionate to the length of the regular season plus five days.

Example: Regular season length of 40 days - deduction of 1/40 of supplemental pay for that assignment for each day of such absence.

Ticket taking, ticket selling, assigned supervision at activities, football filming, football scouting, volleyball, football, basketball and wrestling timers; volleyball, basketball and wrestling scorers; and pep bus sponsors will be paid monthly. If a monthly payment is missed, the employee will make a written claim and the payment will be made the following month.

2. Schedule

The supplemental pay schedule shall be effective on the first working day of the next school working year and is attached at the end of this document.

C. SUMMER EMPLOYMENT

For persons whose summer employment assignment begins on or before June 30, the wage for that assignment will be determined by the handbook provisions effective for the previous school year. If the assignment begins on or after July 1, the wage will be determined by the handbook provisions for the following year.

ARTICLE VIII: WAGES

A. Schedule

1. The salary schedule shall be shown in Schedule A of the handbook.

a. Returning employees' placement may be advanced one step over their previous year's placement on the salary schedule pending school board approval.
b. In the event the per pupil allocation associated with Teacher Salary Supplement is adjusted by legislative action, the allocation of Teacher Salary Supplement monies to employees will be determined by the Board.
c. The supplemental pay position will be a percentage of the BA Lane Step #2, as found in Schedule B.

2. Credits and master's programs to be considered for application on any lane of the salary schedule must be germane to the teaching assignment, earned from an accredited institute and preapproved by the superintendent. Beginning on the effective date of this handbook, it is required that, before an employee enrolls in a course or courses, he/she shall seek prior written approval from the Superintendent that the course(s) will be approved. See Attachment A. For advancement to occur, the employee must supply the Superintendent with written notice by May 1st of the prior year and official transcripts by September 10 of the year in which credit is to apply. See Attachment B.

3. An employee on the payroll for one semester of 90 days during the preceding school year normally will receive credit for one year's service toward the next increment on the salary schedule.

4. A career increment may be added to provide for a single added amount to any employee after one (1) year in the top step of any lane pending school board approval. The same amount may continue to be paid in succeeding years provided that the individual continues to remain in that lane or does not advance vertical on the salary schedule in another lane. The amount to be added shall be determined by the District, pending Board approval.

B. Length of Contract

1. The length of the contract shall be defined as one hundred eighty-eight (188) days.

2. The contract shall include five (5) paid holidays. The paid holidays are defined as:

   a. Labor Day
   b. Thanksgiving Day
   c. Christmas Day
   d. New Year's Day
   e. Easter Friday

C. Extended Contract Rate

The salary schedule is based upon a regular one hundred eighty-eight (188) day contract. Any employee who contracts for professional work, not listed on the supplemental pay schedule, will be paid 1/188 of the regular (without supplemental pay) salary for each additional day of work. Any employee who is absent without qualifying for paid leave shall be reduced in salary by 1/188 for each day of such absence.

ARTICLE IX: LEAVES OF ABSENCE

A. Leaves Involving Payment

1. Sick Leave

a. Regular School Term

Each employee will be annually granted fifteen (15) days leave with full pay for absences due to personal or immediate family (spouse, children, mother, father) illness or injury. Employees shall be credited with the leave on the first day of reporting to work for the new contract year. Unused portions of sick leave shall accumulate up to one hundred five (105) days at the beginning of the contract period. At that point, the fifteen (15) days for the current year will be added to the accumulated amount for a total available amount of up to one hundred twenty (120) days of which only one hundred five (105) days will be available to carry over into the next year.

An employee who is unable to perform any type of work because of personal illness or disability and who has exhausted all accumulated sick leave between January 1st and June 30th shall be granted a leave of absence without pay for the duration of such illness, or disability, up to the end of the current contracted year, but need not be granted leave for the following contract year.

An employee shall be allowed to maintain group insurance benefits at his/her own expense during periods of disability while on leave of absence if the insurance carrier permits. Benefits received by an employee under Workman's Compensation provisions will be reported to the Central Office and such amounts will be deducted from any sick leave pay covering the same period.

b. Extended and Summer Contract

Those employees with separate summer contracts may have their work rescheduled by the Board to make up days required to be absent due to illness or injury. If the Board chooses not to reschedule, sick leave will be paid on a non-accumulative basis of two (2) days for at least eight weeks, one and one-half (1-1/2) days for at least six weeks, one (1) day for four weeks, one-half (1/2) day for two weeks, and no days for less than two weeks separate summer contract.

Employees with extended contracts for regular (not supplementary pay) duties, who are absent during the period contracted beyond the regular school term, may have their work rescheduled by the Board to make up days required to be absent due to illness or injury. If the Board or employee chooses not to reschedule, sick leave will be paid from days accumulated from the combined total under Item 1, a, above and the immediate preceding paragraph.

Days absent which are not rescheduled for make-up nor covered by sick leave will be deducted according to the daily rate.

2. Family Emergency Leave

Employees shall be granted up to five (5) days leave of absence with full pay each year for the legal adoption of a child, or death in the immediate family (spouse, children, mother, father) or in special cases when the employee feels that the immediate family might include others. This leave may accumulate to ten (10) days.

3. Funeral Leave

Employees shall be granted a leave of absence at full pay for funerals they feel they should attend as long as coverage is available. Attendance for funerals will be deducted from the employee's Family Emergency Leave, then if Family Emergency Leave at full pay is exhausted, from Personal Leave.

4. Jury Duty Leave

In the absence of circumstances requiring the uninterrupted services of the employee, an employee may be absent to serve as a member of the jury. During such absences, the differences between the employee's normal salary and the compensation received for jury duty shall be paid by the Board.

5. Personal Leave

An employee shall be granted up to two (2) days each year for Personal Leave. An employee shall notify the principal at least five (5) school days in advance, except in cases which the employee and Board agree to waive this requirement.

Applications for Personal Leave may be denied by the Board when over nine (9) of the over-all employees are to be absent on Personal Leave or when three (3) of these employees assigned to each of the 3 categories (PK-3, 4-6, 7-12) shall be absent on Personal Leave.

Unused Personal Leave shall roll over and can accumulate to no more than five days that can be used consecutively upon administrative approval. Once an employee exceeds five Personal Leave days, they shall be reimbursed at a rate of $75 per day.

6. Association Leave

A total of four (4) days shall be granted for Association Leave per year. Request for such leave will be given in writing to the principal or immediate supervisor at least five (5) school days in advance of the intended absence. Use of such days will cause the employee's salary to be deducted by $^1/_2$ the cost of hiring a substitute.

7. Other Leaves of Absence With Pay

The Board may grant paid leave for any other matter that they deem appropriate.

B. Leaves Without Pay or Benefits

Leave of absence not in excess of one (1) year may be granted upon request to the employee without pay or benefits for:

1. Serving as President of the Iowa State Education Association or President of the National Education Association.

2. Educational leave is for an employee to become a full time graduate student in the field of study corresponding to their major area of assignment at an accredited college or university. Application for educational leave shall be in writing no later than April 1st of the year preceding the academic year for which the leave is intended. Educational leave shall be limited to no more than one secondary employee and one elementary employee. Educational leave may be denied by the Board.
An employee must have been employed by this district for three (3) continuous years to be eligible for educational leave.

3. The Board may grant other unpaid leave that they deem appropriate.

ARTICLE X: HEALTH AND SAFETY MATTERS

A. Health

The Board may require a physical examination when, in its judgment, such an examination is desirable. Such examination shall be performed by a licensed physician selected by the employee, and the Board will contribute up to $50.00 towards the cost of such examination, only after application of all health insurance coverage. If, immediately following such an examination, the Board desires a second examination to verify fitness to remain on duty or to return to duty, the physician may be mutually agreed upon by the Board and the employee and the Board will pay up to sixty dollars ($60.00) toward the cost of the examination. If the employee and the Board fail to agree within five (5) days, the physician shall be designated by the Board. and the Board shall pay the full cost of the second examination.

B. Safety

1. The Board of Directors shall determine the special clothing, equipment, and devices that the employees will be furnished and required to use in their assigned duties. Need, selection, and procurement of such items will be at the sole discretion of the Board.

C. Hazards

1. School employees shall report any possible health or safety hazards to their immediate supervisor.

D. Reporting Physical Assaults

1. Employees may make a written report to their immediate supervisor of a physical assault directed at them during the performance of their assigned duties.

ARTICLE XI: HOURS AND LOAD

A. WORKDAY

1. Employees shall be in or at their assigned stations 30 minutes prior to the scheduled commencement of classes for their buildings and shall be dismissed 30 minutes after the last class period of the school day for their buildings. Such time shall be determined by individual building administrators. Changes in the workday will be communicated to the CEA designee prior to being implemented.

2. On Fridays and on days preceding holidays or vacation, employees shall be released five minutes after buses depart from the building.

B. LOAD

1. On occasion employees may be requested to serve as a substitute teacher. Volunteers will be requested, and if no volunteers are found, the administration has the right to assign an eligible employee. Employees shall be paid $18.00 per hour (60 minutes). Payment will be made in 1/2 hour (30 minute) increments. A teacher serving as a substitute will document their time and turn the information into the building principal. Payment for a teacher serving as substitute will be handled as per district policy for extra-duty pay.

ARTICLE XII: INSURANCE

A. The Board will provide liability protection to employees either directly or through insurance coverage in accordance with the Iowa Code.

B. Long Term Disability Insurance

The Board will provide each full-time employee in the bargaining unit long term disability insurance with coverage to include: 90-day elimination period, 60% of salary (integrated with Social Security payment) up to $2,500 per month, and benefits to end of disability or to age 65.

C. Insurance/Benefits

Selection of insurance coverage will be made by the Board. In addition, contribution rates will be established annually by the Board. The Board shall provide **$800.00** per month, to be used toward the purchase of

insurance options under this plan, and excess amounts may be applied toward family coverage. The amount is sufficient to purchase a full premium for single coverage of the highest cost health insurance option offered under this plan. Any money not used toward insurance will be contributed toward a 403b or received as cash in lieu. Employees hired before April 1, 2018 are eligible for a maximum of $800 per month if they waive health insurance and shall receive the district allocation as cash in lieu or they may put it into a designated 403b account. Employees hired after April 1, 2018 are eligible for a maximum of $300 per month if they waive health insurance and shall receive the district allocation as cash in lieu or they may put it into a designated 403b account. Those employees regularly working thirty (30) or more hours per week are considered full-time and are eligible for insurance coverage. Those employees who are not full-time but regularly work at least half-time are also eligible for insurance coverage, but the Board payment of the premium will be prorated. (Example: half-time contract - employee receives 1/2 benefit).

Employees who fail to enroll in a timely manner may be required to provide evidence of approved insurability before being admitted for coverage. The period of coverage will begin as soon as the employee enrolls after his/her first day of completed work and continue through the month in which the employee receives their last regular pay.

An employee who has departed due to continuous disability or retirement may if the Board and insurance carrier permits, at employee's own expense, continue coverage for an indefinite period. The following health insurance options are available:

Health Insurance Plan	Single Premium	Family Premium
750 Alliance Select Health Plan	$725.00	$1,760.00
1500 Alliance Select Health Plan	$700.00	$1,710.00

Employees will be given an opportunity to change their selection annually, but once a lower coverage is selected, the employee and dependents may need to qualify medically to be able to elect a higher coverage for a future year. If no health plan is selected, the employee must provide the Board with the proof of health insurance coverage.

D. Life Insurance and Accidental Death and Disability (A.D. & D.)

Term life insurance of twenty-five thousand dollars ($25,000) and accidental death and disability (A.D. & D.) of twenty-five thousand dollars ($25,000) insurance coverage will be provided and paid for by the Board for all full-time bargaining unit employees. Part-time employees will have term life insurance and A.D. & D benefits pro-rated.

E. Tax Shelter Annuity

Employees may contribute to a Tax Sheltered Annuity (403b Plan). Contributions to the Tax Sheltered Annuity shall be made through salary reduction. Employees shall make an annual selection of a TSA carrier.

SCHEDULE "A"

BA Base =	$ 36,475	Amt Per Step
Vertical Step=	4.00%	$ 1,459
Horizontal step =	4.00%	$ 1,459
Career Inc =	5.00%	$ 1,824

	Rates
FICA	7.65%
IPERS	9.44%
LTD/A.D.D	0.375%
Total	17.465%

	I	II	III	IV	V	VI
STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	$ 36,475	$ 37,934	$ 39,393	$ 40,852	$ 42,311	$ 43,770
2	$ 37,934	$ 39,393	$ 40,582	$ 42,311	$ 43,770	$ 45,229
3	$ 39,393	$ 40,582	$ 42,311	$ 43,770	$ 45,229	$ 46,688
4	$ 40,582	$ 42,311	$ 43,770	$ 45,229	$ 46,688	$ 48,147
5	$ 42,311	$ 43,770	$ 45,229	$ 46,688	$ 48,147	$ 49,606
6	$ 43,770	$ 45,229		$ 48,147	$ 49,606	$ 51,065
7	$ 45,229	$ 46,688	$ 48,147	$ 49,606	$ 51,065	$ 52,524
8	$ 46,688	$ 48,147	$ 49,606	$ 51,065	$ 52,524	$ 53,983
9	$ 48,147	$ 49,606	$ 51,065	$ 52,524	$ 53,983	$ 55,442
10	$ 49,606	$ 51,065	$ 52,524	$ 53,983	$ 55,442	$ 56,901
11	$ 51,065	$ 52,524	$ 53,983	$ 55,442	$ 56,901	$ 58,360
12	$ 52,524	$ 53,983	$ 55,442	$ 56,901	$ 58,360	$ 59,819
13	$ 53,983	$ 55,442	$ 56,901	$ 58,360	$ 59,819	$ 61,278
14			$ 58,360	$ 59,819	$ 61,278	$ 62,737
15				$ 61,278	$ 62,737	$ 64,196
16				$ 62,737	$ 64,196	$ 65,655
Career Incr	$ 55,808	$ 57,267	$ 60,185	$ 64,562	$ 66,021	$ 67,480

BA STEP 2	PERCENT OF BASE	$ AMOUNT CALCULATED BY BASE TIMES PERCENT
$37,934.00		
FINE ARTS		
THESPIANS, SPEEECH	6.00%	$2,276.04
PLAYS, DRAMA	12.00%	$4,552.08
ASSISTANT DRAMA	5.00%	$1,896.70
HIGH SCHOOL BAND	14.00%	$5,310.76
(INCLUDES PEP BAND AT HOME GAMES)		
VOCAL MUSIC M.S. & H.S.	12.50%	$4,741.75
MIDDLE SCHOOL BAND	8.50%	$3,224.39
ELEMENTARY MUSIC	3.25%	$1,232.86
ATHLETICS		
9-12 BOYS FOOTBALL - HEAD	14.00%	$5,310.76
(INCLUDES PRECONTRACT DAYS)		
9-12 BOYS FOOTBALL	10.00%	$3,793.40
(INCLUDES PRECONTRACT DAYS)		
9-12 BOYS BASKETBALL - HEAD	14.00%	$5,310.76
9-12 BOYS BASKETBALL - ASST	10.00%	$3,793.40
9-12 GIRLS BASKETBALL HEAD	14.00%	$5,310.76
9-12 GIRLS BASKETBALL ASST.	10.00%	$3,793.40
9-12 WRESTLING - HEAD	14.00%	$5,310.76
9-12 WRESTLING - ASST.	10.00%	$3,793.40
9-12 BOYS BASEBALL - HEAD	12.50%	$4,741.75
9-12 BOYS BASEBALL - ASST.	9.00%	$3,414.06
9TH GRADE BOYS BASEBALL	7.00%	$2,655.38
9-12 VOLLEYBALL - HEAD	14.00%	$5,310.76
(INCLUDES PRECONTRACT DAYS)		
9-12 VOLLEYBALL - ASST	10.00%	$3,793.40
(INCLUDES PRECONTRACT DAYS)		
9-12 GIRLS SOFTBALL - HEAD	12.50%	$4,741.75
9-12 GIRLS SOFTBALL - ASST	9.00%	$3,414.06
9-12 BOYS TRACK - HEAD	12.50%	$4,741.75
9-12 BOYS TRACK - ASST.	9.00%	$3,414.06
9-12 GIRLS TRACK - HEAD	12.50%	$4,741.75
9-12 GIRLS TRACK - ASST	9.00%	$3,414.06
9-12 BOYS TENNIS	7.00%	$2,655.38
9-12 GIRLS TENNIS	7.00%	$2,655.38
9-12 BOYS & GIRLS GOLF -COMBINED POSITION	11.00%	$4,172.74
9-12 Boys Golf	7.00%	$2,655.38
9-12 Girls Golf	7.00%	$2,655.38
9-12 Head Cross-Country	11.00%	$4,172.74
(INCLUDES PRECONTRACT DAYS)		
9-12 Assistant Cross-Country	6.50%	$2,465.71
(INCLUDES PRECONTRACT DAYS)		
9TH BOYS BASKETBALL - HEAD	7.00%	$2,655.38
9TH GIRLS BASKETBALL - HEAD	7.00%	$2,655.38

7TH & 8TH FOOTBALL - HEAD	6.00%	$2,276.04
7TH & 8TH FOOTBALL - ASSISTANT	5.50%	$2,086.37
7TH & 8TH VOLLEYBALL - HEAD	6.00%	$2,276.04
7TH & 8TH VOLLEYBALL - ASSIST	5.50%	$2,086.37
7TH & 8TH BOYS WRESTLING - HEAD	6.00%	$2,276.04
7TH & 8TH BOYS WRESTLING - ASST	5.50%	$2,086.37
7TH & 8TH BOYS BASKETBALL - HEAD	6.00%	$2,276.04
7TH & 8TH BOY BASKETBALL - ASST.	5.50%	$2,086.37
7TH & 8TH BOYS TRACK - HEAD	6.00%	$2,276.04
7TH & 8TH BOYS TRACK - ASST	5.50%	$2,086.37
7TH & 8TH GIRLS BASKETBALL - HEAD	6.00%	$2,276.04
7TH & 8TH GIRLS BASKETBALL - ASST	5.50%	$2,086.37
7TH & 8TH GIRLS TRACK - HEAD	6.00%	$2,276.04
7TH & 8TH GIRLS TRACK - ASST.	5.50%	$2,086.37
BOYS/GIRLS BOWLING	7.00%	$2,655.38

SPONSOR, DIRECTOR, AND UNCLASSIFIED

Club & administrative authorized activities (high need for supervision and time commitment)	fixed	$1,000.00
Club & administrative authorized activities (moderate need for supervision and time commitment).	fixed	$500.00
ANNUAL, H.S.	7.00%	$2,655.38
ANNUAL, M.S.	3.75%	$1,422.53
FCCLA, H.S.	4.25%	$1,612.20
HONOR SOCIETY	1.25%	$474.18
AUDIO-VISUAL/or Business (FBA) CLUB	2.75%	$1,043.19
STUDENT COUNCIL - H.S.	3.25%	$1,232.86
STUDENT COUNCIL, M.S.	2.25%	$853.52
JUNIOR CLASS SPONSOR	2.75%	$1,043.19
SENIOR CLASS SPONSOR	2.75%	$1,043.19
CHEERLEADER HEAD H.S.	Fixed	$1000.00
SPANISH CLUB H.S.	2.75%	$1,043.19
FFA SPONSOR	4.25%	$1,612.20
COLOR GUARD DIRECTOR	1.50%	$569.01
SUMMER BAND- H.S. & M.S.	6.50%	$2,465.71
WEIGHT ROOM SUPERVISOR	3.25%	$1,232.86
Odyssey of the Mind/Academic Decathlon??	2.00%	$758.68
SUPERVISION AT ELEM MUSIC PROGRAMS	0.10%	$37.93
TICKET TAKER/SELLER, AND ASSIGNED SUPERVISION AT ACTIVITIES	0.10%	$37.93
FILMING, FB SCOUTING, VB, FBG, BB WRESTLING TIMER OR SCORER	0.16%	$60.69
Weightlifting Supervision Hourly		$10.00
$2,400 maximum at $10 per hour		
BUS SPONSOR AND/OR ACTIVITY BUS SPONSOR WHEN ASSIGNED FROM CERTIFIED STAFF OUTSIDE OF THE REGULAR SCHOOL HOURS. (DOES NOT INCLUDE SPONSOR OF ACTIVITY)		
PER TRIP ONE WAY UNDER 50 MILE	0.13%	$49.31
PER TRIP ONE WAY OVER 50 MILE	0.20%	$75.87

ATTACHMENT A

Lane Change Class Pre-Approval Form
Prior approval is required, **before classes begin**, to use credit hours towards lane change on salary schedule.

Name (please print): _____

Date Course Starts: _____

College University: _____

Course Name: _____

Course Number: _____

Course Description: _____

_____

_____

Graduate Credit Hours: _____

Current Lane on Salary Schedule: _____ New Lane on Salary Schedule: _____

School contract year projected for lane change to be completed: _____

NOTES:
*For an employee to advance from one educational lane to another, he/she shall, no later than **May 1st** of the preceding school year, provide the Superintendent with advance notice of the employee's intent to advance an educational lane.*

*Original transcript(s) must be in the Administration Office on or before **September 10th** of the year to be affected by the advance.*

Staff Signature: _____ Date: _____

Approved: Yes _____ No _____

Date: _____

_____ Superintendent's Signature

ATTACHMENT B

Notice of Intent to Advance Educational Lane

For an employee to advance from one educational lane to another, he/she shall, no later than **May 1st** of the preceding school year, provide the Superintendent with advance notice of the employee's intent to advance an educational lane.

Name (please print): _____

School contract year for anticipated lane change: _____

Current Lane on Salary Schedule: _____ New Lane on Salary Schedule: _____

NOTE:
Original transcript(s) must be in the Administration Office on or before September 10th of the year to be affected by the advance.

Staff Signature: _____ Date: _____

ATTACHMENT C

Reimbursement Schedule

Employees will be reimbursed for authorized travel expenses incurred for business conducted for the Clarinda School District. The School Board shall annually approve the reimbursement schedule at their annual organizational meeting.

Submission of travel claims: All travel claims must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties.

Meal reimbursement amounts include tax and tip. Itemized receipts must be submitted for reimbursement. "Travel Status" is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee. The district shall not reimburse for alcoholic beverages.

Mileage reimbursement shall be provided when approved in advance by the appropriate supervisor or superintendent. Mileage is based on direct travel from the district (or home) to the meeting location. A map shall be submitted that indicates the mileage from point A to B.

Lodging: As much as possible, the business office will make lodging arrangements and schedule payment with the designated hotel. Reimbursement for lodging expenses shall be provided when approved in advance by the appropriate supervisor or superintendent.

Parking reimbursement shall be provided when public parking is not available. The parking ticket or receipt must be submitted for reimbursement.

Meals:	Not to exceed $40 per day for overnight travel or breakfast $10, lunch $13, & dinner $17 for day travel *Students $15 per day
Mileage:	State of Iowa Rate .2875
Lodging:	Reasonable expense-prior approval necessary

*students are reimbursed $15 per day for expenditures as a result of state competition