



# ***District Support Staff Handbook***

***2023/2024***

Approved  
March 6, 2023

## **TABLE OF CONTENTS**

<b>ARTICLE I</b>	<b>SENIORITY PROVISIONS</b>	<b>1</b>
<b>ARTICLE II</b>	<b>LAYOFF AND RECALL PROCEDURE</b>	<b>1</b>
Section 2.1	Layoff	1
Section 2.2	Recall	1
<b>ARTICLE III</b>	<b>PROCEDURES FOR TRANSFERS</b>	<b>1</b>
Section 3.1	Transfers from one Job Category to another Job Category	2
<b>ARTICLE IV</b>	<b>EMPLOYEE HOURS</b>	<b>2</b>
Section 4.1	Working Day	2
Section 4.2	Meetings	2
Section 4.3	Callback	2
Section 4.4	Early Out or Late Start	3
Section 4.5	Individual Bus Driver Meetings	3
Section 4.6	Technology Support Specialists	3
Section 4.7	Report to Work Mileage	3
<b>ARTICLE V</b>	<b>INSURANCE</b>	<b>3</b>
Section 5.1	Medical and Dental Insurance	3
Section 5.2	Long-Term Disability Insurance	4
Section 5.3	Workers Compensation Insurance	4
Section 5.4	Life Insurance	4
Section 5.5	Commencement of Coverage	4
<b>ARTICLE VI</b>	<b>ADVANCEMENT OF THE SALARY SCHEDULE</b>	<b>4</b>
<b>ARTICLE VII</b>	<b>EVALUATION</b>	<b>4</b>

## **ARTICLE I**

### **SENIORITY PROVISIONS**

Seniority means an employee's length of continuous bargaining unit service with the Board since the employee's last date of employment.

When two or more employees commence work on the same day, their seniority ranking shall be based on the last four digits of their social security number with the higher number having the greater seniority.

## **ARTICLE II**

### **LAYOFF AND RECALL PROCEDURE**

#### **2.1    Layoff**

The employer has sole discretion to determine the necessity for an implementation of a layoff of the work force. Except in cases of emergency, notice of layoff will be given at least two (2) weeks in advance of the layoff, or two (2) weeks pay in lieu thereof. If a layoff is deemed necessary within a job classification, the least senior employee in the job classification shall be laid off, unless the employee possesses special skills and abilities to meet the needs of the District.

#### **2.2    Recall**

Recall rights shall be solely at the discretion of the employer. An employee to be recalled from a layoff, shall be so notified as far in advance as possible by certified mail, return receipt requested, mailed to his/her last address as shown on the employer's records. Any employee so called back to work must return within seven (7) consecutive calendar days after receiving such notice, or at the time and date indicated in the notice, whichever is later. Any employee failing to do so shall automatically lose his/her seniority rights and shall be terminated. An employee shall be considered as having received notice of the recall as of the date such notice is delivered to his/her last known address, as reflected by the employer's records. It is the employee's responsibility to keep the employer informed of his/her current address and phone number. Employees on layoff shall be recalled in the order of their seniority, provided operational efficiency is maintained. Probationary, part-time and seasonal employees have no recall rights.

## **ARTICLE III**

### **PROCEDURES FOR TRANSFERS**

The Superintendent shall have final decision in all cases of transfer and may transfer employees for the improvement of the school system as a whole. Notification will be given at the earliest possible date.

Employee requested transfer from building to building, however, is made as follows:

1.    Posting Vacancies - The superintendent shall post all vacancies for minimum of seven calendar days (excluding Christmas and Spring break) in advance of filling said vacancies. No position shall be filled unless current employees have been given a seven calendar day period of time to request a voluntary transfer to said position.
2.    Summer Vacancies - The Superintendent shall post all vacancies in the School Administration Center and all school buildings. Vacancies shall also be posted on the school's web page and Teach Iowa.



3. Selection – The Employer shall offer the transfer to the most senior qualified Employee from the same job classification who has filed a timely transfer request.

In the event there is no transfer request from a qualified employee within the same job classification, the following language shall apply:

Employee requests for transfer shall be considered with other applications for the vacancy. The employer shall select the candidate, which it deems best qualified based upon the relative skill, ability, competence, and experience of the candidates. If the employer, in its discretion, determines that two or more candidates are equally qualified, the candidate with the most seniority shall be given the transfer unless the candidate is needed in his/her current position to meet the needs of the district.

3.1 Transfers from one Job Category to another Job Category

In the event that a support staff employee is granted a job transfer to a different job category than the one currently held by the employee, and the employee has been employed for at least four complete years in the school District, the District shall award four years of service to the employee. If the employee has less than four complete years of service in the District, the employee shall not be awarded any years of service. As defined above, if the employee has four complete years of service in the school District, the employee shall be placed at year five in the new job category on the support staff salary schedule. This paragraph shall apply for transfers occurring during the school year and for transfers occurring between school years. (This language will be retroactive for those employees it would have applied to.)

**ARTICLE IV**  
**EMPLOYEE HOURS**

4.1 Working Day

The full time employee workday shall be an eight (8) hour day exclusive of the lunch break.

For fringe benefit purposes, a full time employee shall be defined as a minimum scheduled thirty (30) hours per week. Employees working less than full-time or less than a full year shall have their benefits prorated.

4.2 Meetings

Employees shall attend such meetings (inservice, staff, parent-teacher conferences, subject area meetings, etc.) and other activities called by an administrator for coordinating the work of employees in the school program. Employees may be required to come in before or remain after the end of the regular workday for the purpose of attending such meetings four (4) days each month. Except for bus drivers whose rate of pay already includes meeting time, employees attending such meetings and activities shall be paid at the employee's appropriate rate. Such meetings will not however constitute callback as described in paragraph 4.3 of this Article.

4.3 Callback

Any employee called back for duty by the employer will be guaranteed a minimum of one and one-half hours at the employee's hourly rate of pay. Employees who are called back to work in excess of one and one-half hour will be paid for actual time worked. To qualify for callback compensation, the time worked cannot be contiguous to the beginning or end of an employee's scheduled work shift.

#### 4.4 Early Out or Late Start as Determined by Superintendent

This language does not apply to predetermined early dismissals owing to staff development or for similar meetings.

In the event that the Superintendent determines that school should be dismissed early or started late, the following shall apply: Secretaries and Paraeducators shall report late by the hours school is to start late, at no loss of pay, and for early dismissals shall be allowed to leave work as soon after students are dismissed, that is practical to do so and without loss of pay. Custodians and cooks, for early dismissals, may be allowed to leave work per supervisor's approval as soon after dismissal of students that is practical to do so, without loss of pay. Custodians and cooks, for late starts, shall report for work when it is practical to do so, after consulting with the Maintenance Director or Food Service Director, without loss of pay.

#### 4.5 Individual Bus Driver Meetings

On occasion, it may be necessary for a bus driver to attend a meeting with his/her supervisor, a parent, a student, an administrator, or some other school employee before or after the regular bus driving day. In those instances, the bus driver shall be paid one hour of activity pay for such meetings, up to a maximum of three times per school year. If it is necessary to meet more than three times in a given school year, the bus driver will do so without pay for the additional meetings.

#### 4.6 Technology Support Specialists

Technology Paraeducators shall be referred to as Technology Support Specialists and shall be paid on a schedule that is the same as the paraeducators. Technology Support Specialists shall not be required to maintain paraeducator certification unless desired.

#### 4.7 Report to Work Mileage

This provision is applicable only to staff who are required to report to work by 6:00 AM and would be allowed to go home on days when school is cancelled. When staff have made the trip to school to arrive by the starting time of 6:00 AM and school is consequently cancelled for the day (before school is in session), such staff shall be reimbursed one round trip from home to school to home again, at a rate of .32/mile. Staff shall not be reimbursed for mileage if a staff member is notified of school cancellation by cell phone, radio, or other means in route to work. In such cases, the staff person needs to follow District policy or rules regarding work on days when school is cancelled.

### **ARTICLE V** **INSURANCE**

#### 5.1 Medical and Dental Insurance

For each full time employee, the Board shall contribute 100% of the employee's single rate premium per month towards the purchase of medical and dental insurance. No such contribution will be required for an employee who declines in writing to be covered by the insurance, and in such case, the Board will have no liability for not providing insurance coverage for such employee. The Board shall determine the insurance company provided comparable insurance coverage is maintained.



Each employee shall choose between receiving the maximum salary set forth on the salary schedule in the form of salary or receiving family coverage medical insurance. An employee who elects to have the district pay the premium for family coverage shall be paid a salary reduced by the amount of such premium.

5.2 Long-Term Disability Insurance

The Board shall contribute for each employee working fifteen (15) hours or more per week on a regular basis 100% of the employee's premium per month towards the purchase of long-term disability insurance. The Board shall determine the insurance company provided comparable coverage is maintained.

5.3 Workers Compensation Insurance

The Board will provide workers' compensation insurance as required by law.

5.4 Life Insurance

For each employee working fifteen (15) hours or more per week on a regular basis, the Board shall purchase, at Board expense, a \$50,000 term life insurance policy.

5.5 Commencement of Coverage

The insurance coverage provided in Article 5.3 shall commence on the first day of the month in which the employee begins actual performance of duties. The insurance provided in Article 5.1, 5.2, 5.4 of this Article shall commence on the first day of the month following the month in which the employee begins performance of duties.

**ARTICLE VI**  
**ADVANCEMENT OF THE SALARY SCHEDULE**

Initial salary schedule placement of employees shall be at the discretion of the Superintendent.

Advancement for employees shall be reviewed each year and if approved by the Superintendent, each employee will be granted increments on the salary schedule until the maximum for their classification has been reached.

A year of service consists of employment in the Perry Community School District for one-half (1/2) or more consecutive days of their annual individual contract in one school year.

Advancement on the salary schedule shall take place on July 1<sup>st</sup> for all employees.

**ARTICLE VII**  
**EVALUATION**

The performance of an employee shall be evaluated at least once during the employee's first year of employment. Thereafter the employee shall be evaluated at least once every three years. Prior to evaluation the employee shall be notified of the evaluation criteria.

**PERRY COMMUNITY SCHOOL DISTRICT  
PSSA - PERRY SUPPORT STAFF ASSOCIATION  
July 1, 2023 - June 30, 2024  
2023/2024 SALARY SCHEDULE**

			(6 - 10)	(11 - 15)	(16 - 20)	(21 - 25)	(26 - 30)	(30+)	
\$	0.55	SUB RATE	1 - 5	OVER 5	OVER 10	OVER 15	OVER 20	OVER 25	OVER 30
INCREMENTS:			\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30
ADMINISTRATIVE ASSISTANTS	\$17.42	\$17.42	\$17.72	\$18.02	\$18.32	\$18.62	\$18.92	\$19.22	
PARAEDUCATORS									
Non-Certified	\$16.80	\$16.80							
Regular	\$16.80	\$16.95	\$17.25	\$17.55	\$17.85	\$18.15	\$18.45	\$18.75	
Degree	\$16.80	\$17.11	\$17.41	\$17.71	\$18.01	\$18.31	\$18.61	\$18.91	
CROSSING GUARD	\$14.14	\$14.14	\$14.44	\$14.74	\$15.04	\$15.34	\$15.64	\$15.94	
CUSTODIANS/MAINTENANCE	\$19.56	\$19.56	\$19.86	\$20.16	\$20.46	\$20.76	\$21.06	\$21.36	
Shifts beginning at or after 2:30 PM will receive an additional \$0.40 per hour.									
FOOD SERVICE									
Serving Help	\$16.43	\$16.43	\$16.73	\$17.03	\$17.33	\$17.63	\$17.93	\$18.23	
Prep Cook	\$16.43	\$16.63	\$16.93	\$17.23	\$17.53	\$17.83	\$18.13	\$18.43	
Cook	\$16.43	\$16.95	\$17.25	\$17.55	\$17.85	\$18.15	\$18.45	\$18.75	
Kitchen Manager	\$16.43	\$17.41	\$17.71	\$18.01	\$18.31	\$18.61	\$18.91	\$19.21	
TRANSPORTATION									
INCREMENTS:			\$0.36	\$0.37	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30
Bus Drivers	\$21.32	\$21.32	\$21.68	\$22.05	\$22.35	\$22.65	\$22.95	\$23.25	
ACTIVITY TRIPS/FIELD TRIPS									
Within District		\$10.50	/per trip, or	\$17.00	/per hour, whichever is greater.				
Outside of District		\$15.15	/per trip, or	\$17.00	/per hour, whichever is greater.				