CLASSIFIED PACKAGE
2025-2026

BENEFITS
(Regular Employees - Not Substitutes)

Worker's Compensation
Each employee shall be covered by workers' compensation paid for by the Board in accordance with state and federal laws.

IPERS Retirement Fund and Social Security
The district will participate in both retirement systems as required by law.

Personal Leave
Each employee will be entitled to two (2) days a year of Personal Leave to be used at the employee's discretion. Employees may, at the end of each school year, sell back any unused Personal Leave days at their current rate of pay by notifying the Board Secretary by June 5th for a June 25th payment.

Unused personal leave may be sold back to the district; unused personal leave may be sold back at the rate of one personal day for two family or personal sick days.

Employees may purchase an additional day annually at their current rate of pay.

One personal day may be granted per year in exchange for five (5) sick days if the employee has sick leave.

The request form for Personal Leave, provided by the school district, shall be submitted to the building principal at least three (3) days in advance. In case of emergency, the three (3) day notice may be waived.

Bereavement
In the case of each death in the immediate family, up to five (5) days of absence with full pay may be granted, provided the funeral occurs during one of these consecutive work days; with the option of five (5) additional days taken from the employee's sick leave. The immediate family shall be construed to mean father or mother, spouse, son, daughter, brother, sister, or father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

In the event of the death of an employee's aunt, uncle, niece, or nephew, spouse's grandparent, aunt, uncle, niece or nephew, the employee shall be granted up to two (2) days of leave. This leave shall not be cumulative and shall not be deducted from regular sick leave and is subject to approval by the school administration.

For both of the above categories, adopted and step relatives are included in the leaves.

In the event of the death of an employee or student in the Camanche School District, the principal or immediate supervisor of said employee or student may grant to an appropriate number of employees sufficient time to attend the funeral.

A bereavement day for a friend or unlisted relative may be taken in exchange for one day of sick leave (may be taken in 1/2 day increments).

Sick Leave

All employees shall be entitled to fifteen (15) sick days and to fifteen (15) sick days in subsequent years of employment as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year up to one hundred sixty-five (165) days. An employee on leave of absence is not entitled to sick leave.

If an employee has 165 days of accumulated sick leave, he/she will also receive the 15 additional days at the start of the school year. However, the cumulative total at the end of the year can be no more than 165 days.

Family Illness

Employees may use up to their annual allotment of sick leave, fifteen (15) days per year with no accumulation, to be used for the illness of a spouse, children, parents of spouse, parents of employee, grandparents(employee and spouse), and the employee's sibling. Employees may request a non-listed family member to be covered under family leave to the Superintendent via email. These days, if used, shall be deducted from an employee's accumulated sick leave.

Maternity Leave

For extended leave beyond employees' accumulated sick leave days, refer to the Family and Medical Leave Act of 1993 for further details. (The administrative office has a copy for your reference.) Proper paperwork is located in the Business Office.

Adoption/Foster Care Leave

An employee may be granted a paid leave of absence, not to exceed a total of 10 days per school year, in the case of the employee adopting a child or children or providing foster care. The days do not have to be used consecutively. Such paid leave days shall be charged to the employee's accrued sick leave. If both husband and wife are employees, each shall have the opportunity to use this provision.

Military Leave
Leaves of absence shall be granted to employees who are members of the National Guard or Military Reserve in cases of state or federal activation in accordance with Chapter 29A of the Code of Iowa.

Days without Pay
The employees' desire to be absent from work without pay must have approval from the immediate Supervisor. A discussion with the immediate Supervisor is needed regarding the use of days without pay before paid leave days are exhausted.

Ticket Taking
Taking tickets at athletic events will be on a voluntary basis and will be paid at the rate of $10.00/hr.

Chaperoning Buses
Persons who chaperone a bus will be $25.00/trip (overnight trips are subject to negotiation).

Evaluation
Each employee shall be evaluated once each year during the second half of the school year. An evaluation form has been developed for such use. Employees will be evaluated by their immediate supervisor. The results of the initial evaluation shall be discussed with the employee by the evaluator.

Short of dismissal, less than "satisfactory" shall be cause to withhold longevity advancement until performance is shown to meet a continual satisfactory state.

Jury and Legal
Any employee called for jury duty or subpoenaed to testify in a court of law during school hours shall be provided such time. In order that no one shall suffer financial loss because of such absence, the difference between the employee's normal salary and the compensation for jury duty shall be paid.

Activity Passes
All classified personnel will be provided a free activity (guest) pass for the employee and one guest via Bound.

Physicals
All personnel shall have an initial employment physical. The district shall pay up to $150 for the same, plus cost of X-ray if required by the physician. Bus Drivers will follow the State requirement for physical examinations.

Work Day/Overtime
Work hours will be assigned. All hourly paid employees shall be required to utilize the electronic time clock system; however, weekly pay will be based on assigned hours only, unless prior authorization to deviate from such hours has been obtained from the employee's direct supervisor.

No pay will be computed on any basis but the 1/4 hour increments per day.

Individuals clocking in after the assigned start time or out prior to the assigned quitting time shall be docked that time from their day's total.

Overtime will be paid on the basis of time-and-a-half over forty (40) hours/week, and double for holidays. All overtime must be authorized by the Director of Business or the building principal in advance, except in an emergency. (Such as a two-hour minimum for a call-in outside the regular work day.)

Early Release

No School Day - Classified personnel will be granted paid release on "Early Out" days such as vacation period (including teacher holidays and vacations), snow days (as defined by Administration), etc., as follows:

1. Only employees on the job (clocked-in) at the time of the start of release can be considered affected by this item. Obviously, if the employee is not here, they are not in any hazard required by attendance.

2. Employees still on duty at the time of release will be allowed to leave after the student release or announcement of a "no-school" situation. Employees will leave at that time if they are to qualify for item 3.

3. No employee will draw more than 2 1/2 hours of compensation for paid release.

4. Employees reporting to work after the announcement of school cancellation will be assumed as voluntarily accepting the risk and shall be required to work their regular shift time with no compensatory time.

5. As to items 2, 3, and/or 4 above, employees shall remain on or come in after cancellation only if pre approved by the building administrator or Director of Business.

6. Under 4 above, the Administrator shall not require off time personnel to come in except at their own volition and for their regular time period. Those opting to not work shall not be paid.

7. Early Out's granted for "vacation period" release do not apply to custodian/maintenance personnel.

Late Start

If we have a "Late Start" the staff is NOT expected to report until the announced "adjusted start" of school. The district has no objection to employees reporting to work at their regular time IF they are willing to assume the risk. However, only those employees whose work is NOT directly attendant on the pupil's presence will be paid for those hours prior to the

"adjusted start" of school and they will be paid ONLY for the hours worked. This means custodians, maintenance, building secretaries, media associates, could report at the regular time, assuming travel risk, and be paid for hours worked, but they are not required to report in. Cooks also could fall into this category depending on the situation. However, regular, special education and instructional associates will be paid ONLY for hours worked during the "adjusted school hours".

It is the employee's responsibility to verify, from radio announcements and/or administration notices, as to the status of school start (or early out) when weather conditions are questionable.

Promotion

As vacancy occurs, the position will be posted throughout all buildings of the district for the information of all employees interested as well as advertised to the public, as deemed necessary.

In the event of summer close-down, all regular employees in the category so posted, shall be notified in writing of such vacancy. Employees receiving a "Notice of Intent to Rehire" will be considered "Regular Employees."

Promoted employees shall enter the pay schedule at the new level starting the next standard pay period.

Hiring and Advancement

New employees shall be paid on their appropriate pay schedule upon hiring.

Classified employees shall be granted the agreed upon raise offered by the district.

Probation Period

Newly hired personnel will be probationary for six (6) months. A physical must be obtained to certify the capability of job performance. Any employee receiving less than "satisfactory" rating shall be considered on probation. A probationary employee shall be automatically terminated if such condition is not corrected within one (1) year. The Administration has the right to terminate any employee herein covered, if conditions so warrant such action.

Reduction in Staff/Hourly Personnel

In the event the employer determines that employees must be laid off, the following procedures will be followed:

1. Regular full-time employees can bump other full-time or part-time employees within their same job title. Regular part-time employees can bump others part-time with equal or less hours within their same job title. (Based on years of service)

2. When an employee accepts a position in another classified category (example: aide to custodian) seniority applies from the first day of

employment in the district regardless of category. Employees caught in a reduction-in-force can apply seniority to either or any category of work in which they have been employed. The date of first employment would apply to full or part-time employment.

3. Assignment/Transfer - The movement from an employee to a different building shall be considered a transfer.

a. Vacancies or "position trades" (two employees desiring to swap jobs) will be posted in all district buildings as need arises.
b. Employees desiring to transfer into such jobs, if qualified, may file a written request to the Superintendent's office.
c. Involuntary transfer - a notice of involuntary transfer in writing as soon as practical. This shall be done only after a meeting between the employee, his supervisor, the Business Director, and/or the Superintendent. An employee being so transferred shall be placed only in a position of equal compensation.
d. When determining assignment, either by request to transfer or involuntary, if skill, ability, qualifications and other matters of competence are equal, the sole and exclusive judgment of the administration, seniority will be considered and will prevail.

4. In the event of the same seniority dates, the administration will determine who is to be terminated.

5. Any employee laid off pursuant to this policy will have recall rights, based on seniority, to a vacant position in which the employee is qualified for a period of two (2) years from the effective date of layoff which is June 30th.

6. Any employee re-employed by exercising their recall rights shall be given related benefits and experience, such as accrued sick leaves seniority status and salary placement upon their re-employment in the district.

7. This procedure does not apply to bus driver positions.

Method of Payment

Pay day is the 25th of each month. When pay day falls on or during a school holiday, vacation or a weekend, employees shall be paid on the last previous working day.

Direct deposit is required by all employees. Paystubs will be sent electronically.

Board Policies

The following Board Policies govern employees welfare.

Equal Educational Opportunity - 102
Anti-Bullying/Harassment - 104
Title IX Discrimination/Harassment - 106

These policies are found on the District Website or hard copies can be obtained at the Administration Center.

Full Time Benefits

30+ hours
(Regular Employees - Not Substitutes)

Health and Major Medical Insurance

Each full-time employee shall participate in a health insurance plan. The Board shall pay $789.64 monthly for single health and major medical insurance. The Board shall pay up to $1,717.96 monthly for family health and major medical insurance.

Dental Insurance

Each full-time employee will be provided single dental insurance equivalent to the Delta Dental I program. Full time employees have the option to purchase family dental at the employee's expense. The district is not responsible for limitations imposed by the carrier.

Disability and Life Insurance

Each full-time employee shall be covered by a combination disability insurance and term life insurance program. The disability insurance will provide sixty (60) percent of each employee's monthly income to a maximum of $5,500 per month with a benefit period to age 65 for disability due to sickness or accident. There will be a 90-day waiting period before these benefits begin. The term life insurance will provide a minimum death benefit of $50,000.

The cost of this combination program will be paid by the employee. The district will reimburse each employee an amount equal to the monthly premium cost.

Due to the retirement law change, the district will not be responsible for long-term disability coverage of employees age 65 and older. Also, the district is not responsible for limitations imposed by the carrier on health insurance coverage for 65 and older employees.

Holidays (Only those during employee's school work year)
New Year's Eve, New Year's Day, Good Friday, one day of Spring break, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Memorial Day, Christmas Eve, Christmas Day, Fourth of July and one Floating Holiday.

Annual Vacation (Year-round Employees Only)

2 weeks – 1st year thru 8th year
3 weeks – 9th year thru 16th year
4 weeks – 17th year and after

Employees leaving the district due to riffing, retirement, resignation, or dismissed will receive at that time the vacation allowably accrued at the end of the preceding fiscal year plus the time currently accrued and prorated from July 1st to the date of termination.

Employees entering the system during any fiscal year will have the 1st year's vacation entered on the vacation log as a proportion of the time of hire to June 30th of the 1st year rate.

A vacation request shall be granted by the immediate supervisor's approval.

Vacation days may be accrued up to that representing two years' allowance of vacation as of June 30th computation. Example: A new employee can carry 20 days over into a new fiscal year. If vacation is not used (all or partially) that fiscal year only the above allowed accumulated days will carry over the next year. Supervisors will afford employees an opportunity to use vacation annually if possible.

Substitutes/Temporary Help/Helpers

Substitutes and temporary help shall be paid at Level I rate of pay. Summer student help will be paid at the current minimum wage.

Family and Medical Leave Act (FMLA)

Refer to the Family and Medical Leave Act of 1993 for further details regarding extended leaves. (The Administrative Office has a copy for your reference.)

ASSOCIATES
PAY SCHEDULE

LEVEL I	LEVEL II	LEVEL III
$13.57	$13.82	$14.07

Level I	Study Hall	Level II	Media/Nurse
	Bus Monitor		Special Ed./Gen Ed. Classroom
	Crossing Guard		Admin/Curriculum
	Level III		Fulltime
			Specific IEP Assignment-Special Ed
			Pre-School

CPR training will be available through the school nurse.

Associates employed 5 years will receive an additional 20 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Associates employed 10 years will receive an additional 30 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Associates employed 15 years will receive an additional 20 cents/hour (a total of 50 cents/hour) as a one time pay increase on the next contract year following the anniversary date of employment.

BUS DRIVERS
PAY SCHEDULE

LEVEL I	LEVEL II
$15.70	$18.20

LEVEL I Chauffeur LEVEL II CDL

Activity Trips/Co-Curricular/Training Sessions - $13.00/hr. (minimum of 2 hours).

Bus Drivers employed 5 years will receive an additional 20 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Bus Drivers employed 10 years will receive an additional 30 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Bus Drivers employed 15 years will receive an additional 20 cents/hour (a total of 50 cents/hour) as a one time pay increase on the next contract year following the anniversary date of employment.

TRANSPORTATION

CPR training will be available through the school nurse.

Pay

1. Any bus driver who is regularly scheduled for a daily bus route will be assigned at least one hour's work each time the driver reports to work.

2. Only regular drivers (drivers who drive five (5) days/week) will be eligible to accumulate sick leave, move up on the salary schedule and be eligible for benefits.

3. Training sessions will be paid at the extra-curricular rate.

4. Substitutes will be paid on hiring schedule; however, regular substitutes can be granted incremental raises similar to regular drivers.

5. Admission paid by district to events. Receipts must be turned in.

6. CDL training will be provided when it comes available.

7. Sunday driving will be compensated at a rate of time-and-a-half.

8. Drivers on a route with one student will receive one hour of regular route pay when the student calls in at the last minute and the driver is ready to drive.

9. Drivers will get one-hour of their route pay for activity runs that take place during regular route time.

Bus Cleaning

The interior of each bus, including windows, will be cleaned once each week. One hour of regular route pay will be provided for the cleaning of a 65-passenger bus or less and One and a half hours of regular route pay for the cleaning of a bus above 65 passengers. This must be scheduled with the transportation supervisor.

Pre and Post Bus Inspection/Pickup

One 15-minute period will be paid for daily pre-use bus inspection and preparation using the district checklist for every trip.

One 15-minute period will be paid for daily post-use inspection.

Drivers must keep in mind that in order to be paid for the pre and post trip inspections, the inspections must be made.

Drive Times

Driver times will be pre-determined by driving route with supervisor during early school year. Adjustments may be made as the route conditions vary. The supervisor will adjust for unusual conditions (i.e., weather, etc.).

Physical Exams

The Board of Education will pay for the driver physical examination obtained through the industrial desk at Medical Associates or Urgent Care.

Bus Monitors follow the Associate Pay Schedule.

CUSTODIANS/PT GROUNDSKEEPER
PAY SCHEDULE

LEVEL I	LEVEL II
$15.15	$17.65

LEVEL I PT Custodian/PT Groundskeeper LEVEL II FT Custodian

1. The district will offset the cost of work-related clothing from the list below up to $250 upon presentation of invoices covering the same. The Superintendent/Designee has the discretion to determine if the requested clothing item meets the appropriate level of appearance. This list may be modified and special clothing-related requests may be approved by the superintendent or their designee.

Camanche School District-related shirts
Polo shirts (blue, red, white, or gray)
Plain T-shirt (blue, red, white, or gray)
Long or short sleeved button-down shirts/smocks (blue, red, white, or gray)
Pants/Jeans (blue, black, or khaki)
Shorts (blue, black, khaki, knee length, seamed, and not athletic shorts)

Custodians employed 5 years will receive an additional 20 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Custodians employed 10 years will receive an additional 30 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Custodians employed 15 years will receive an additional 20 cents/hour (a total of 50 cents/hour) as a one time pay increase on the next contract year following the anniversary date of employment.

2. Weekend/holiday building check - $25.00/inspection.

KITCHEN
PAY SCHEDULE

LEVEL I	LEVEL II
$13.82	$14.22

LEVEL I Helper LEVEL II Cook

Kitchen Staff employed 5 years will receive an additional 20 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Kitchen Staff employed 10 years will receive an additional 30 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Kitchen Staff employed 15 years will receive an additional 20 cents/hour (a total of 50 cents/hour) as a one time pay increase on the next contract year following the anniversary date of employment.

KITCHEN

1. The district will provide two (2) uniforms every year to the regular full-time personnel and one (1) uniform every year to regular part-time personnel.

2. A shoe allowance of $65/year will be provided.

3. Cooks with SERVSafe certification will receive an additional 15 cents/hour.

4. District will reimburse for successful completion of SERVSafe certification.

5. Weekend events that require a Food Service staff member to be present will have a rate of $15/hour.

BUILDING SECRETARIES
PAY SCHEDULE

LEVEL I

$16.35

LEVEL I Principal's Secretary

Building Secretaries employed 5 years will receive an additional 20 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Building Secretaries employed 10 years will receive an additional 30 cents/hour as a one time pay increase on the next contract year following the anniversary date of employment. Building Secretaries employed 15 years will receive an additional 20 cents/hour (a total of 50 cents/hour) as a one time pay increase on the next contract year following the anniversary date of employment.

OTHER DISTRICT WIDE
PERSONNEL
2025-2026

Supt/AD Secretary	$18.90/hr.
District Bookkeeper	$20.20/hr.
District Payroll	$20.80/hr.
Food Service Director	$21.85/hr.
Nurse	$50,000.00
Activities Director	$68,816.00
Technology Coordinator	$62,266.00
District Maintenance (.40 to Maintenance for asbestos)	$23.90/hr.
District Groundskeeper/Transportation	$21.55/hr.
Part-Time District Librarian	$22.20/hr.
Accompanist	$10.20/hr.
Concession Stand Manager	$10.20/hr.