

Emergency Leave Pool

An *Emergency Leave Pool* shall be provided for catastrophic purposes. Upon approval, an employee covered under the terms of the *Master Contract* may use emergency leave days beyond the number of regular emergency leave days that they are granted. The intent of the pool is for the benefit of those covered employees whose families suffer a catastrophic illness, or injury, whereby emotional or physical support may be needed in the early stages of recovery.

A. In addition to the emergency leave granted to employees in accordance with Article VI, Part E, of the 2003-04 Master Contract, the emergency leave pool is to provide additional emergency leave benefits to any employee who has a family member suffer a catastrophic illness, injury, or infirmity.

1. The intent of the emergency leave pool is not to guarantee that a participating employee will not be docked in pay if he/she is absent from work due to illness or injury among members of their household. Also, it is not the intent of the emergency leave pool to provide emergency leave days for the common use of the employee, after they have used all of their own family emergency leave days during the year.
2. The emergency leave pool is designed as a safety net, financially, for the employee who must provide continual care for a member of their immediate family due to a catastrophe. The emergency leave pool is also designed to help provide emotional security or support to family members of employees during the initial stages of recovery from a catastrophic illness, injury, or infirmity. To be eligible for the withdrawal of emergency leave pool days, the infirmity, injury, or illness of the family member must be deemed catastrophic by the majority of members of the SLPC.
3. An illness, injury, or infirmity will not be considered catastrophic if the period of recovery or convalescence is a usual recovery time of the

common illness, injury, or infirmity.

4. This paragraph is inserted to help define the intent of the emergency leave pool and to inform participants that they should not assume that the emergency leave pool is originated to extend the number of days granted to employees annually under the provisions of the emergency family leave outlined in Article VI, Part E of the 2003-04 Master Contract.

- B. An eligible staff member who chooses to participate in the emergency leave pool must do so not later than the second day of school, of the year in which the staff member is initially eligible for the emergency family leave pool. Intent to participate in the emergency family leave pool must be turned in to the business manager or the superintendent by that date. (Attachment C)
1. Eligibility for coverage ends the last day of school each year and begins on the first day of school of the succeeding year. There is no coverage during the summer months unless the employee is on a year-around contract.
 2. If a catastrophic illness, injury, or infirmity occurs on or after August 1, and prior to the beginning of the school year, the participant may be eligible for withdrawal from the emergency leave pool provided: a) the participant agrees to contribute to the pool the year in which he/she withdraws days from the pool, b) the participant was a member of the pool the year prior to withdrawal, c) the application for the withdrawal of days from the emergency family leave pool is approved by the SLPC (Sick Leave Pool Committee) that is in operation at that time.
 3. By becoming a member of the emergency family leave pool. The staff member will contribute one emergency family leave day to the pool, for the year in which the employee is participating in the pool. Such contribution shall reduce each participating member's regular emergency family leave total by one (1) day for the covered year.
 4. Eligible staff members hired after the second day of school during a school year, must elect to participate in the emergency family leave pool by the end of the second day of their employment or they will not be allowed to join at a later date.
 5. Eligible staff members who elect not to participate in the emergency family leave pool shall not be allowed to join at a later date.
- C. Before a participating member is eligible to draw from the emergency family leave pool, he/she will use all emergency family leave days, all personal days, and any additional days of benefit that have been set aside for personal use according to Master Contract.
- D. To be eligible for emergency family leave pool days, the participating staff member will submit a letter from a physician stating that a member of the participating staff member's family (spouse, child, other dependent, or individual permanently residing within the household) has suffered a catastrophic illness, injury, or infirmity. The physician's statement will list the

diagnosis and a statement rendering that the family member needs the continuing care and/or support of the participant during the early stages of diagnosis.

- E. All requests by eligible employees to withdraw days from the emergency leave pool will be submitted to the SLPC (Sick Leave Pool Committee) for review.
 - 1. The SLPC will determine if the participant is eligible to withdraw days from the emergency family leave pool.
 - 2. The SLPC will determine the number of days that the employee is eligible to withdraw from the emergency leave pool.
 - 3. The decision of the SLPC cannot be grieved.

- F. Participants approved for the withdrawal of funds from the emergency leave pool will be reimbursed at a rate of 100% of their *base pay* (not including extracurricular pay, sponsorship pay, extended contract pay, etc.) for days 1-10; and 60% of their *base pay* for days 11-17.

- G. All eligible members will be able to withdraw a maximum of seventeen (17) days from the emergency family leave pool, per year, provided the pool contains the number of days being requested. No employee may withdraw more than ten (10) days in two consecutive years.

- H. To retain membership in the emergency family leave pool, a member will contribute one (1) day a year of his/her emergency family leave by the second day of school. This one (1) day contribution will be waived when the emergency family leave pool has an accumulation of 100 days on July 1 of any school year. The one (1) day contribution will be reinstated whenever the emergency family leave pool's accumulated days fall below fifty (50) on July 1 of any school year.

- I. A new employee that elects to participate in the emergency family leave pool must initially contribute (1) day to the pool regardless of the number of days that have accumulated in the emergency family leave pool.

- J. In the first year of operation, in order for the emergency family leave pool to become a "pool," any staff member may contribute any number of days they desire to contribute. Such days will be taken away from the five emergency family leave days given to them for that year in accordance with Article VI, part E of the 2003-04 Master Contract.

- K. If a staff member chooses to withdraw his/her membership from the emergency family leave pool, he/she may do so by making a written request to the SLPC by the second day of school (of the school year in which it is to apply). This withdrawal is considered permanent and the member cannot rejoin at a later date.

- L. Upon withdrawal, the staff member will not be able to withdraw any of the emergency leave days that he/she has contributed to the emergency leave pool.

Article IX: *Wages and Salary*

A. Placement on Salary Schedule

1. The basic salary of employees covered by this agreement is set forth in Attachment D, which is attached to and incorporated into this agreement.
2. Credit up to six (6) years of experience shall be given for previous outside teaching experience in a duly accredited school upon initial employment. The Board at its sole discretion may offer credit in excess of six years for actual approved teaching or work experience outside the Farragut Community School District.
3. As of the effective date of this agreement, presently employed persons will be credited only as stated in the attachments to the 1986-87 individual teaching contracts.

B. Advancement on the Salary Schedule

1. Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. Employees who fall below the vertical advancement limitation lines on the salary schedule (Attachment D) shall be frozen except for possible horizontal advancement.
2. A year of service consists of employment in the Farragut Community School District for one (1) continuous semester or more in one (1) school year.
3. Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding vertical step on the higher lane upon completion of relevant and appropriate graduate level course work with the prior approval of the superintendent. The employee shall file suitable evidence of completed work with the superintendent no later than October 1 of each year in which he/she is eligible to move. A transcript of the hours shall be filed with the superintendent by December 1.
4. Employees who at the beginning of the 1984-85 contract year on the MA equivalence lane shall be placed on the MA lane. Effective July 1, 1985, only employees holding the MA degree from an accredited college or university shall be placed on the MA lane.

C. Method of Payment

1. Pay Periods

- a. Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees shall receive their checks at their regular building and on regular school days.
- b. When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day.

2. Summer

Summer checks shall be mailed to the address designated by each employee.

3. Final Pay

When an employee is leaving the district, the district, at the request of the employee, shall have the option of paying all or part of an employee's earned contract salary on the last pay period of the in-school work year.

D. Extra Duty Pay

The Board and the Association agree that the extra duty activities listed on Attachment D are official school-sponsored activities. Employees in extra duty activities shall be compensated according to the rate of pay or other stipulations listed herein.

E. Extended Year Contract Rate

1. Employees offered a vocational contract or curriculum writing assignments for periods of more than 190 days shall be compensated for those days at the rate of 1/190th of the employee's regular salary.
2. Employees employed beyond 190 days for the purpose of summer maintenance and inventory work shall be paid \$6.50 per hour. Employees contracted for such work prior to July 1, 1985, at the per diem rate, shall continue on that basis.

F. Teacher Reimbursement for Tuition and Fees

1. "The Farragut Community School District shall reimburse Farragut teachers for tuition and fees, excluding books, for courses taken at the request of the district to voluntarily obtain/complete additional teaching

endorsement(s). Said payment shall be restricted to only those courses required by the Iowa Department of Education for the endorsement. Payment to teacher will be made in two parts. The first half upon presentation of a bill from the college or university with the second half being paid upon presentation of grades from the college or university. Said credits, undergraduate or graduate, requested by the administration, and shall count toward advancement on the salary schedule. If the teacher leaves the district within one year after completing the district requested course work, the teacher shall reimburse the district the entire amount paid by the district. If the teacher leaves the district after two years of completing the district requested course work, the teacher shall reimburse the district half of the amount paid by the district. If the teacher leaves the district after three years of completing the district requested course work, no reimbursement to the district shall be due.”

G. Tax Sheltered Annuity

1. Individuals who participate in the Health & Major Medical Insurance Plan, but do not utilize the full district contribution shall receive a \$50 contribution per month toward a Tax Shelter Annuity of their choice.
2. Individuals who do not participate in the Health & Major Medical Insurance Plan and are not reimbursed for insurance by the board shall receive a \$50 contribution per month toward a Tax Shelter Annuity of their choice.

H. Flexible Spending Accounts

1. The district will offer a Flexible Spending Account for staff.

I. Teaching Over the ICN

1. Instructors will receive \$50 for each student that receives instruction at another site over the ICN.

J. Grant Writing

1. Any teacher who writes and receives a grant during the current school year and is applied to any school year after is eligible for a 10% bonus check with a maximum of \$2,500.