



**LOUISA~MUSCATINE  
COMMUNITY  
SCHOOL DISTRICT**

**Employee  
Handbook**

**FOR THE  
2025~2026  
SCHOOL YEARS**

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## **ARTICLE I**

### **EXTRA DUTY PAY**

1. The Board and the Association agree that the extra duty activities listed on Schedule B are official school-sponsored activities. Employees in extra duty activities shall be compensated according to the rate of pay or other stipulations listed in Schedule B.
2. The Board and the Association agree that in addition to the employee's regular Iowa Code Chapter 279 teaching contract, an employee selected for a teacher leadership role shall also be issued a supplemental contract for a one-year assignment to that role that provides for additional days and supplemental pay as set forth in the District's DE approved TLC application. The supplemental contract shall not be subject to Iowa Code Chapter 279.

## **ARTICLE II**

### **INSURANCE**

- A. All terms and conditions of insurance coverage provided including eligibility for coverage, coverage period and dates of premium payments necessary for such coverage shall be determined by the insurance carrier (company).
- B. The Board shall cover the cost of the \$1500 blue choice deductible health plan. In FY26 the amount is \$900 towards the cost of insurance premiums for each full-time employee (an employee who works six [6] or more hours per day). Regular part-time employees who work at least one-half (1/2) time will be entitled to participate in hospital and major medical with the Board paying a pro-rata portion (actual hours per week worked). Part-time employees who work less than one-half (1/2) time will not be entitled to insurance benefits.  
The district will also cover up to 50% of the difference between the family and single plan for family insurance (Currently \$635 in FY26). If two family members are employed by the district and choose family coverage the single plans for each and the portion of the \$635 needed to cover the family plan cost will be credited to the employee who takes family insurance. There will be no cash benefit to the other family member or of any remaining allocation.
- C. Under the District's plan, the District will:

- Provide long term disability insurance.
- Provide a \$10,000 term life insurance policy.

D. Employees under contract:

In Contract Year 2025-2026 and beyond employees may choose not to select medical insurance if they show proof of coverage through a group plan with a spouse or parent, but they do NOT have the option of receiving a cash benefit in lieu of insurance.

## **ARTICLE III**

### **STAFF REDUCTION PROCEDURE**

Termination will be considered within each school division, PK-6 elementary and 7-12 secondary.

The Board shall take into account the following factors in making its decision:

#### Step 1

Normal attrition resulting from employees retiring, resigning, or voluntary reduction may be relied upon to the extent it is administratively feasible.

#### Step 2

Staff members with emergency and/or temporary certification shall be reduced first, unless needed to maintain a program.

#### Step 3

The remaining employees to be laid off will be selected by examining certification, qualifications, evaluations, curriculum, seniority, performance and other pertinent information including extra duty assignments.

#### Step 4

When two (2) or more employees are considered equal by the District, under step 4, the decision on which employee to reduce will be based on seniority with the least senior employee being reduced.

Extra duty assignments will be a determining factor when needed to maintain a program

where applicable in contract termination. Any staff member who has their contract terminated under provisions of this Article will have recall rights to a position for which he/she is certified and qualified for as determined by the Board for a period of two (2) years from the date of termination, and shall be recalled to that position in reverse order of termination.

The Administration shall provide written notice to the staff member affected by recall.

Any employee re-employed by exercising recall rights shall maintain all unused accumulated sick leave and shall be placed on the proper step of the salary schedule. A teacher on recall shall not accrue any sick leave or experience on the salary schedule. Any teacher employed by another district during the recall period shall forfeit all recall rights and benefits.

Qualified and certified staff members, as determined by the Board, on leave shall be reinstated in inverse order of placement on leave whenever vacancies exist. The District's offer of such position shall be sent by certified mail and shall be accepted or rejected in ten (10) calendar days by certified mail. Failure on the part of the staff member to meet these requirements may be considered by the District as grounds for termination of recall rights.

Probationary employees and employees employed to fill a vacancy created by the awarding of a leave of absence or employed after September 1st shall not be eligible for the benefits of this Article.

Any termination or staff reduction appeal, filed by a teacher or his/her representative pursuant to Chapter 279 of the Code of Iowa, shall not preclude the filing of a grievance concerning the facts as they apply to the interpretation and application of the terms of this Agreement.

## **ARTICLE IV**

### **TRANSFER PROCEDURE**

- A. Employees who desire to change buildings, grade assignments or subject assignments may request a transfer in writing. A vacancy shall be defined as those positions that will remain unfilled after the Board has exercised its right to realign and/or promote current employees. Transfers shall apply only to positions defined as vacancies. Teacher requested transfers are made as follows:
1. All requests for voluntary transfers for the following year should be in writing in the form of a letter sent to the Superintendent no later than April 15 of the current year. This letter should contain specific reasons for requesting the transfer.
  2. The consideration of a voluntary transfer of an employee will be based on qualifications and certifications. If two employees are deemed to be of equal qualifications and certification the voluntary transfer will be determined by seniority.
  3. Verbal conference of acceptance or denial of transfer, with detailed reasons for his/her decision will be given to the employee concerned. If a reason of denial is issued the employee may request a meeting to discuss reasons within five working days of notice.
  4. Requests for voluntary transfers are kept for only one (1) school year. Renewal must be made each year.
  5. Notice of future staff vacancies will normally be posted in each building for a minimum of three (3) working days.
  6. If an involuntary transfer is necessary, the Administration will take into consideration, so far as practical, the employee's training, qualifications, certification, experience, specific achievements, performance and service to the District. A conference with the employee will be held, if requested.

## **ARTICLE V**

### **EVALUATION PROCEDURE**

- A. Within ten (10) work days prior to the initial formal evaluation, employees shall be acquainted by a member of the administrative staff with the evaluation procedures to be observed. An employee will be given a full review of the evaluation process in the year(s) the employee will be evaluated. All employees on cycle will be evaluated within the year assigned.
- B. The performance of all professional staff members in their first (1st), second (2nd), and third (3) year will be formally evaluated as deemed necessary by the Administration each school year. Beyond their third (3) year of service, professional staff members will be formally evaluated as deemed necessary by the Administration.
- C. Each employee shall receive a written copy of the formal summative evaluation at a conference with the evaluator. The employee shall sign the evaluator's copy acknowledging receipt of the employee's copy. The employee's signature on the evaluation form shall be understood to indicate his/her awareness of the material but in no instances shall said signature be interpreted to mean agreement with the content of the material.
- D. The employee shall have the right to submit an explanation or other written statement regarding any material used for evaluation for inclusion in his/her evaluation file. Any written statement by the employee shall be made at the time of the evaluation conference, or within two (2) working days of the conference.
- E. Informal classroom observations by an administrator or designee may occur at any time.
- F. The above provisions deal with only a single method of employee evaluation; i.e., evaluation of classroom teaching performance. Nothing in this Article is to be construed as precluding evaluation of employees by any other means whatsoever as deemed appropriate by the Administration of the School District.
- G. In any proceeding in which the District attempts to use past evaluations to justify adverse actions against the teacher, the teacher may challenge the substance of past evaluations as being unfair or unjust.

Adverse action shall be defined as suspension, termination, lay-off or withholding a step increase.

If the adverse action against an employee is staff reduction, under the staff reduction article of the contract, the teacher grievance of the evaluation shall be combined with the grievance, if any, alleging a violation of the staff reduction article or any other article grieved arising out of the same set of events.

A probationary employee (Iowa Code Section 279.19, par. 1) may not grieve their evaluations during that probationary period.

All time lines as they pertain to filing a grievance are hereby waived in regards to grieving past evaluations once adverse action is taken by the school district.

- H. Complaints directed toward an employee which are placed in the employee's evaluation file shall be called to the employee's attention in writing within five (5) days of being placed in the file and the employee shall have the right to respond in writing within five (5) days of receipt of notification.



## Schedule B

### Supplemental Pay Schedule

SPORTS	POSITION	AMT OF BASE	SPORTS	POSITION	AMT OF BASE
BASEBALL	Head	14%	TRACK, Boys	JH	6.5%
BASEBALL	Ass't	10%	TRACK, Girls	JH	6.5%
BASEBALL	JH Lead	6.5%	VOLLEYBALL	Head	14%
BASEBALL	JH	5.5%	VOLLEYBALL	Ass't	10%
BASKETBALL, Boys	Head	14%	VOLLEYBALL	JH Lead	6.5%
BASKETBALL, Girls	Head	14%	VOLLEYBALL	JH	5.5%
BASKETBALL, Boys	Ass't	10%	WEIGHT TRAINING	-	4%
BASKETBALL, Girls	Ass't	10%	WRESTLING	Head G	14%
BASKETBALL, Boys	JH Lead	6.5%	WRESTLING	Head B	14%
BASKETBALL, Boys	JH	5.5%	WRESTLING	Ass't G	10%
BASKETBALL, Girls	JH Lead	6.5%	WRESTLING	Ass't B	10%
BASKETBALL, Girls	JH	5.5%	WRESTLING	JH G	6.5%
BOWLING	Head Boys	10%	WRESTLING	JH B	6.5%
BOWLING	Head Girls	10%			
CHEER, BASKETBALL		6%	<b>ACTIVITIES</b>		<b>AMT/ BASE</b>
CHEER, FOOTBALL		4%	INSTRUMENTAL MUSIC		14%
CHEER, WRESTLING		6%	INSTRUMENTAL MUSIC Ass't		10%
JH CHEER, FOOTBALL		2%	VOCAL MUSIC		12%
JH CHEER, Wrestling		2%	FFA		10%
JH CHEER, Girls BB		2%	SPEECH		10%
JH CHEER, Boys BB		2%	YEARBOOK		10%
CROSS COUNTRY	Head	14%	TAG		8%
CROSS COUNTRY	JH	6.5%	DRAMA		5%
FOOTBALL	Head	14%	HS STUDENT COUNCIL		10%
FOOTBALL	Ass't	10%	PROM		2%
FOOTBALL	Ass't	10%	NATIONAL HONOR SOCIETY		10%
FOOTBALL	Ass't	10%	JH STUDENT COUNCIL		1%
FOOTBALL	JH Lead	6.5%	ART SPONSOR		1%
FOOTBALL	JH	5.5%	ACCOMPANIST		10%
GOLF	Head	14%	BUSY HANDS COORDINATOR		11%
GOLF	Ass't	10%	DANCE		6%
SOFTBALL	Head	14%	BPA		10%
SOFTBALL	Ass't	10%	FCCLA		10%
SOFTBALL	JH Lead	6.5%	SHOP CLUB		10%
SOFTBALL	JH	5.5%	PERKINS/RPP/CTE COORD		6%
TRACK, Boys	Head	14%	ENGLISH LANGUAGE LEARNER		6%
TRACK, Girls	Head	14%	WORK BASED LEARNING		6%
TRACK, Boys	Asst	10%			
TRACK, Girls	Asst	10%			

1. The following increments shall be paid for completed years of experience within a sport/activity:

5 years - 1% of base pay  
10 years - 2% of base pay  
15 years - 3% of base pay

2. Years of experience accumulate as long as it is in the same sport/activity regardless of level (7-12).
3. Years of experience must be at Louisa-Muscatine.
4. Breaks in years of service/experience are disregarded.
5. Years of experience must be under contract (volunteer status does not count).
6. Longevity pay applies only to contract positions above 4% and that involve coaching/instructing rather than just supervision. Positions not included: Busy Hands Coordinator, Various Advisors, Prom and Accompanist.
7. In the event a Schedule B position is unfilled, except a Head Coaching Position, that position may be filled by more than one individual. The contracted amount shall be no more than the total negotiated Schedule B percentage for that position. The longevity pay clause shall not apply.

