

Decorah Community School District



**Classified Staff
Employee Handbook
2026-2027 School Year**

Introduction

The Employee Handbook aims to help employees understand some of the procedures and benefits available to Decorah Community School District employees. This is not a contract.

Table of Contents

Physicals, Frontline - recording hours & requesting absence, Paid Leaves	Page 2
Vacation, Personal Leave, Sick Leave, Wellness, Sick/Additional Personal	Page 3
Leaves: Family Illness, Bereavement, Champions Day, Military, Professional, Parental, Jury, & Legal	Page 4
Insurance Provided by the Board, Jury Duty	Page 4
Unpaid Leave of Absence, Direct Deposit, Payroll Dates/Methods of Payment	Page 5
Continuity Bonus	Page 6
Clothing Allowance, Travel Reimbursement, Activity Pass, Flex Benefit, HSA	Page 7
Salary Schedules, IPERs, Insurance/Health-Dental-Vision	Page 8
Insurance/Health-Dental-Vision-Life, Tax Sheltered Annuities, Worker's Compensation	Page 9
Work Injury OnCall Nurse Phone Number	Page 10
Work Injury Report Form	Page 11
Physician Authorization Form	Page 12
Salary Schedules	Page 13
School Bus Driver's Salary Schedule	Page 14
Custodial Working Calendar	Page 15
Associates/Para Working Calendar	Page 16
Administrative Assistants Working Calendar	Page 17
Nutrition & Transportation Working Calendar	Page 18

The Decorah Community School District will not discriminate in its educational activities on the basis of race, color, creed, sex, national origin, religion, age, sexual orientation, and disability.

Inquiries or grievances related to this policy may be directed to Denise Gulrud, Payroll & Benefits Specialist, denise.gulrud@decorah.school, 563-387-5705.

PHYSICALS:

All bus drivers within the School District must submit a health certificate to the Board every five years.

Bus drivers can receive up to \$100 annually to cover the cost of required physicals. If employees are enrolled in the school's insurance plan, they should submit physical costs to the insurance; the District will not reimburse these expenses. For all other employee physicals, the District does not provide reimbursement.

FRONTLINE - TIME CLOCK MANAGEMENT & ABSENCE REQUESTS:**Entering Hours in Time and Attendance**

- Daily recording:
 - Employees are required to record their hours worked daily.
 - This can be accessed by the Frontline Mobile App or the Frontline computer Web-Based system.
 - If an employee encounters an issue with Frontline or forgets to clock in or out, they must inform their building administrator or administrative assistant on the same day to ensure the correction is made promptly.
- Submitting:
 - At the end of the workweek, employees must review their weekly hours.
 - Employees must submit their timesheet after their final clock-out for the week.
- Approval:
 - Building principals will approve timesheets on Monday morning.
 - Submitting timesheets at the end of the work week is imperative so the approval process can be completed promptly.
- Failure by the employee to maintain such records, or falsification of such records, will be grounds for disciplinary action, including immediate discharge.
 - Bus Drivers shall complete daily time records through the Director of Transportation.
 - A workweek shall run from Sunday at 12:01 a.m. to Saturday at midnight.
 - Non-exempt employees shall be compensated at one and one-half (1 1/2) times their regular hourly wage rate for work over 40 hours in a work week.
 - Work on Saturday will be compensated at time and a half for non-school events.
 - Work on Sunday will be compensated at double time for non-school events.
 - Overtime compensation is calculated for all hours physically worked in excess of 40 hours in a single work week.

For example, if you take a sick or vacation day during the week, the actual hours worked are less than 40, and therefore, you won't receive overtime pay until you have worked a total of 40 hours.

Creating an Absence:

- Create an absence in Frontline when requesting time off.
- Choose the type of leave.
- Choose the date(s).
- Leave can be taken in full or half-day increments.
- Enter notes to your administrator/building principal.
- Submit.
 - The employee will receive an email from your building principal to know if their leave has been approved or denied.

EMPLOYEE LEAVES OF ABSENCE

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- *[Family Sick Leave - Leave to care for a sick member of the employee's immediate family]*
- *[Bereavement Leave – Leave to mourn the loss of a family member or close friend]*
- *[Adoption Leave – Leave for an employee who legally adopts a child]*
- *[Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day]*
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the National Guard
- Political Leave – Leave to run for elective public office
- Unpaid Leave - To excuse an involuntary absence not provided for in other leave policies of the board.
- Leave for physical recovery to teachers injured due to a student's violent disruption occurring in the performance of the teacher's work duties.

The provisions of each leave offering will be detailed in *[the Master Contract and/or Employee Handbook]*.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

PAID LEAVES OF ABSENCE:

Employees shall be entitled to the following leaves of absence:

- Leave may be used in one-half (1/2)- day or whole-day increments.
- Less-than-full-time employees shall have leave prorated in accordance with their part-time contract. All leaves must be approved by your immediate supervisor and the Superintendent. Leave requests must be entered in Frontline for all absences, including illness, medical or dental appointments, and other absences. If employment occurs during the school year, all leave days will be prorated accordingly.

VACATION: For twelve (12) month employees only.

Vacation will be prorated for employees who are not employed for an entire year.

Vacation time is allotted at the beginning of each contract year.

Vacation time for 12-month employees is earned on the following scale:

- Year 1: 5 days
- Year 2 through 10: 10 days
- Year 11 through 15: 15 days
- Year 16+: 20 days

Vacation time may not accrue from one year to the next. The Superintendent of Schools shall approve vacation requests for all classified employees of the District.

Personal Leave:

Allotment per year: 2 days Carry over: yes Max: 5 days

1. The day equals the number of hours in the individual's normal workday.
2. Employee need not provide any type of explanation.
3. The leave must be requested in Frontline three to five days in advance.
4. In cases of emergency, advance notice may be reduced.
5. Leave will not be granted at any one time to more than one employee per department.
6. The leave shall be used in increments of not less than one-half day.
7. Carry over up to 5 days max.
8. Payment will not be made for unused personal days.

SICK LEAVE, WELLNESS, & ADDITIONAL PERSONAL LEAVE:

Carry over: yes Max: 165 days

- Taken in 1/2 day or whole-day increments only.
- Sick leave allotment will be granted to employees for personal illness or injury according to the following schedule:
 - Year 1: 10 days
 - Year 2: 11 days
 - Year 3: 12 days
 - Year 4: 13 days
 - Year 5: 14 days
 - Year 6+: 15 days
- Carry over up to 165 days max
- The Board may require such reasonable evidence as it may desire confirming the necessity for such leave for sick days in excess of three consecutive days.

Sick/Personal Day:

- If an employee starts the contract year with the maximum number of sick days, which is 165, one (1) sick leave day is provided to be used during the next school year as a personal day. This day is designated as a Sick/Personal day and will be available to the employee under the same conditions as personal leave during that school year.
- This day does not accumulate, and no additional compensation is provided if it is not used during the school year in which it is provided.

Wellness Day:

- If an employee uses three (3) or fewer sick leave days during a school year, one (1) sick leave day is provided to be used during the next school year as a Wellness day. This day is designated as a Wellness day and will be available to the employee under the same conditions as personal leave during that school year.
 - The Sick/Personal and Wellness Days are deducted from the sick day balance and do not carry over at year's end.
 - No additional compensation is provided if the Additional Sick/Personal Day and Wellness Day are not used during the school year in which they are provided.
 - There is no payout for sick days upon termination of employment.

Family Illness Leave:

Allotment per year: 5 days Max: 7 days

1. Leave can be used in the event of illness or injury to the specific relatives or members of the immediate household as defined in Bereavement Leave.
2. Family illness leave days may not be used for the normal birth or delivery of a child, except when medically necessary due to a cesarean section or medical complications related to the birth or delivery.
3. If Family Illness days are exhausted, an employee may convert up to five (5) sick days for family illness use.

Bereavement Leave

- Employees shall be granted a leave of absence, without loss of salary, not to exceed five days per incident, for death in the immediate family:
 - spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, or any other person regularly residing in the employee's immediate household.
- The superintendent may, at his/her discretion, grant up to two (2) days in the event of the death of a friend or relative outside the employee's immediate family, as defined above.
- Absence for any relatives other than the aforementioned must be approved by the superintendent prior to taking such leave.

Champions Day

- DCSD employees will be allowed to attend a high school state-level competition in which their dependent is participating.
- The dependent must attend DCSD.
- Limited to one day per school year per dependent.

Military Leave:

Employees shall be granted a military leave of absence as required by law.

Professional Leave

Prior approval of both the employee's supervisor and the superintendent must be obtained.

Parental Leave (Adoption and Surrogacy):

- In the case of a non-birthing parent (except in the case of adoption), a parent may take two (2) days of accrued sick leave for paid parental leave.
- In the case of adoption (other than a stepchild), a parent may take fifteen (15) days of accrued sick leave for paid parental leave for the adoption of a child who is school-age or younger.
- If both parents work in the district, one parent may take the fifteen (15) days of paid parental leave and the second parent may take two (2) days of paid parental leave.

Jury and Legal Leave

Any employee called for jury duty during regular hours or who is required to appear by subpoena in any district-related judicial or administrative proceeding shall be entitled to leave without loss of pay. In order that no employee shall suffer financial loss because of such leave, the difference between the normal salary and the compensation received for attendance during said leave shall be paid by the school district.

UNPAID LEAVE OF ABSENCE:

Listed below is the School Board Policy addressing unpaid Leaves of Absence.

Code No. 404.12 Unpaid Leave of Absence

Employees may request unpaid leave for absences not otherwise covered by Board policy or by a collective bargaining agreement. Unpaid leave must be approved in advance, and except for exigent circumstances, must be requested in writing at least ten calendar days prior to the beginning of the requested leave. Such statement may contain the reason for the request.

The Superintendent shall have absolute discretion to grant or deny any request for unpaid leave. In considering requests for unpaid leave the superintendent shall consider the effect of the employee's absence of the impacted students and the operation of the district, the reason for the requested absence and any other factors the superintendent or board believes are relevant to making this determination. No leaves without pay will be permitted if the educational program would be seriously hampered or a suitable substitute is not available.

The employees' salary shall be deducted an amount equal to one day's for each day of absence. For extended unpaid leaves (in excess of ten work days), the District shall not continue fringe benefits, but the employee may continue the fringe benefits for the duration of the leave at his/her own expense.

DIRECT DEPOSIT:

New employees must have their pay delivered via direct deposit, which prevents lost, stolen, or forged checks. It is a secure, convenient, and straightforward method. On payday, you'll get an earnings statement detailing gross salary, taxes, deductions, and net pay. The deposit will also be visible on your bank statement. To change banks, you need to fill out a new direct deposit form through Web Link.

PAYROLL DATES/METHOD OF PAYMENT:

- Transportation employees and substitutes shall be paid once a month for twelve (12) months on the fifteenth (15th) of the month.
- All other employees (food service, custodians, paraeducators, and administrative assistants shall be paid twice a month on the fifteenth (15th) and twenty-eighth (28th) of the month.
 - For the 26-27 school year, these employees have the option to be paid on a salary format over 12 months or on an hourly basis as hours are worked, resulting in larger payrolls and approximately 2-4 fewer payrolls that fall over the summer or in between yearly contracts.
 - Beginning with the 27-28 school year, the district intends to pay all hourly employees as hours are worked.
- Hours worked beyond contracted hours during a particular month are paid on the fifteenth (15th) of the following month.
- When a pay date falls on or during a school holiday, vacation, or weekend, payroll will be completed on the last previous working day.
- Direct deposit stubs are received by email and/or through Web Link.
- Coaching payment shall be added to the automatic payroll and deposited on the 15th and 28th of the month.

Continuity Bonus Incentive

The Board of Education recognizes the important role that hourly employees play in supporting students and maintaining consistent educational services. The purpose of this incentive program is to encourage reliable attendance and recognize employees who demonstrate exceptional attendance during each semester.

All regularly employed district paraeducators, nutrition workers, custodians, and bus drivers who are actively employed for the entirety of a semester shall be eligible to participate in the Continuity Incentive Bonus Program. Employees on approved leave under FMLA or other protected leave statutes remain eligible; however, any absence from work shall count toward the employee's semester absence total unless otherwise prohibited by law.

Eligible employees shall receive a semester continuity bonus according to the following schedule:

1. Employees with two (2) or fewer absences during a semester shall receive a \$400 bonus.
2. Employees with more than two (2) but fewer than four (4) absences shall receive a \$200 bonus.
3. Employees with four (4) or more absences during a semester shall not receive a continuity bonus for that semester.

For purposes of this program, any absence from work shall count toward the semester absence total, including but not limited to illness or sick leave, family illness leave, personal leave, bereavement leave, unpaid leave, partial-day absences, and any other paid or unpaid absence, unless the District is legally prohibited from counting the absence. Employees who take an unpaid day during a semester shall not be eligible for a continuity bonus for that semester. Partial-day absences may be prorated and accumulated toward the total at the discretion of the District.

For purposes of this program, the first semester shall begin with the start of the school year and conclude at the end of first semester as established by the District academic calendar. The second semester shall begin at the start of the second semester and conclude on the final student attendance day.

The Superintendent or designee shall administer the Continuity Incentive Bonus Program and shall have authority to develop procedures necessary for implementation, including attendance tracking and payout timelines. Bonus payments shall be issued following verification of semester attendance records, shall be subject to applicable payroll taxes and deductions, and shall be paid on June 28, 2027.

The Board reserves the right to modify, suspend, or discontinue this program at any time, subject to applicable collective bargaining agreements and state law.

May 2026

CLOTHING ALLOWANCE:

- The District shall provide a clothing allotment of up to \$125.00 for custodial staff once per contract year.
- The District shall provide a clothing allotment of up to \$80.00 for food service staff once per contract year.
 - Reimbursements are treated as wages and will be taxable. This allotment will be added to the employee's payroll upon submitting a paid receipt.
 - Clothing that depicts alcohol, tobacco, drugs, sex, or is generally offensive or harassing to others will not be allowed. Clothing or uniforms are excluded from an employee's wages if they are specifically required as a condition of employment and are not worn or suitable for general use as ordinary clothing.

TRAVEL REIMBURSEMENT:

Mileage is reimbursed at the district's current rate each year for use of a personal vehicle if the school vehicle is not available to you when attending a professional meeting.

- Odometer readings, date, place, and name of meeting attended must be submitted to the Central Administration Office.
- Transportation will, in most cases, be provided by the School District for your trips.
- All requests to use a school vehicle must be submitted online via the Transportation Request Form on the district website.
- Requests should be made at least a week in advance.
- Meals during your professional trip will also be reimbursed upon submission of a paid receipt; however, meals on a single-day trip are subject to tax and may be reported on your W-2 at year's end.
- A working lunch reimbursement is not subject to tax.

ACTIVITY PASS

Employees who work at an athletic or extracurricular event will be paid \$25.00 per event (e.g., ticket taker/seller, box office, bench worker, field event worker). A complimentary pass will be issued to all employees who sign up and work their two (2) dates or find a suitable replacement. Suitable replacement must be approved by the Administrator beforehand. Contracted custodians, bus drivers, and food service employees must communicate with Jackie in the high school office to receive a complimentary pass for the year.

FLEXIBLE BENEFIT SPENDING PLAN:

Employees working 20 or more hours are eligible to participate in the school's flexible spending plan.

- The Plan Year runs January 1 through December 31 of each school year.
- Before the start of each Plan Year, you will be able to elect to have some of your upcoming pay contributed to the Plan.
- These amounts will be deducted from your pay over the course of the year.
- The portion of your pay that is paid to the Plan is not subject to Federal income or Social Security taxes.
- These choices should be made carefully based on what you expect to spend in each account during the Plan Year, as unused money cannot be returned to you, unless authorized in the Plan.
- You cannot change election amounts after the beginning of the Plan Year, unless there is a "change in status".

Two of the benefits individuals can choose are the Health Care Reimbursement Plan and the Dependent Care Assistance Account. The Health Care Reimbursement Plan allows you to pay for expenses that are not covered by our insured medical plan, such as out-of-pocket medical, dental, and vision expenses incurred by you and your dependents. The maximum you can contribute to this account during a Plan Year is \$3,400. The Dependent Care Assistance Account enables you to pay for out-of-pocket, work-related dependent day-care costs. The maximum amount you can contribute to this account during a Plan Year is \$7,500.

HSA (HEALTH SAVINGS ACCOUNT):

Employees who choose a high-deductible medical plan may open an HSA (Health Savings Account). HSA's are set up through Decorah Bank and Trust. Account information is then shared with the District's Human Resources department to begin contributing pretax dollars from their payroll to their HSA account.

SALARY SCHEDULES:

Currently, the District has salary schedules for administrative assistants, food service, paraeducators, custodians, and bus drivers. A District employee granted a transfer from one employee group to another may carry 2/3 of their seniority to the new group.

- For example, if you currently work in food service and are granted a transfer to a paraeducator position, 2/3 of your years of employment would place you in your new position.
 - Example: 3 years of experience would place you at step 2.
- This provision is effective July 1, 2005, and is not retroactive.
- You may bring in years of experience from previous employment in a similar position in another K-12 public or private accredited school, including accredited voluntary four-year-old preschool programs and Crossroads Academy.
- Step 3 will be the highest step allowed for placement.
- The District has the right of assignment for all positions.
- To be granted a step increase for the next year, all employees must work 25% of their contract, plus 1 day.
- Paraeducators/Associates who have a two or four-year degree (highly qualified) or have a current Generalist certification on file will receive Lane 1 pay.
 - To receive Lane 2 pay, three continuing education credits need to be earned.
- Refer to the Paraeducator Salary Schedule Update for details.
- Custodial employees who work the second or third shift will receive an additional \$2.00 per hour in shift pay.

IPERS:

IPERS (Iowa Public Employees Retirement System) is a retirement plan. All permanent full-time and part-time employees are covered from the date of hire. Temporary employees are covered upon attainment after two consecutive quarters of \$1,000.00 or more of earnings. Beginning July 1, 2018, the School District contributes 9.44% of your wages into the retirement plan, while 6.29% is withheld from your check as your contribution to the plan, for a combined 15.73%.

Once you are vested, you can leave your money in the plan until you retire. If you quit employment before you are vested, you may take your share of the money out of IPERS, along with the interest it has earned, so your money is never lost to you.

- Before July 1, 2012, you become vested when you have 4 years of service or when you reach age 55 while in covered employment, whichever occurs first.
- Beginning July 1, 2012, you become a vested member when you have 7 years of service or when you reach age 65 while in covered employment, whichever occurs first.
- Federal law provides for deferral of federal and state income tax on employee contributions to a government-sponsored pension plan.
- Wages mean all compensation for employment.
- Wages do not include lump-sum payments for accrued vacation, personal leave, or incentives for early retirement.

INSURANCE PROVIDED BY BOARD:

Health/Dental/Vision Insurance:

1. Upon employment with the Decorah Community School, eligible employees and their family members may apply and will be accepted into the medical group insurance plan. The insurance begins on the first day of the month following employment.

All full-time (30-40 hrs./week) employees are provided with \$833.00 cafeteria benefits. Each **eligible** employee **must** enroll in at least one medical insurance plan. You may waive coverage only if you are not eligible for 100% of the \$833.00 benefit provided by the District. Money beyond the cost of insurance can be taken in cash or applied to a Health Savings Account if you participate in a qualified high-deductible insurance plan. Less-than-full-time but one-half-time (20-29 hrs./week) or more employees will be eligible on a prorated basis.

Calculation for the prorated basis:

You must work 20 hours or more to be eligible to get insurance coverage. The school paid portion is on the following pro-rated basis:

20 hours	50%	24 hours	70%	28 hours	90%
21 hours	55%	25 hours	75%	29 hours	95%
22 hours	60%	26 hours	80%	30+ hrs.	100%
23 hours	65%	27 hours	85%		

The employee's insurance selection shall apply for twelve months. The only exception is an actual change in the employee's family situation, such as birth, adoption, death, job loss, etc. However, you may drop coverage throughout the year, but not add coverage or change deductibles. Plan Year effective date is July 1st of each year.

Five medical plans are presently available: Plan 1: \$1,000 deductible medical insurance; Plan 2: \$2,000 deductible medical plan with a drug card and co-pay; and Plan 3: \$3,000 high-deductible plan. The health plan consists of a PPO (Preferred Provider Organization) or PCP (Primary Care Provider) that must be selected. An employee may choose to open a Health Savings Account with the high-deductible plan.

Dental and Vision Insurance may be purchased by the employee at the district's established rates for the fiscal year.

Long Term Disability:

Employees working 30 or more hours per week are covered by a long-term disability insurance program fully paid for by the Board.

Life Insurance:

Those employees working 30 hours or more per week are covered by a term life insurance program, fully paid by the Board, which provides \$35,000 face value.

Supplemental Life Insurance for the employee, spouse, and child(ren) may also be purchased by the employee at the district's fiscal year-established rates.

Tax Sheltered Annuities:

The payment of annuities may be deducted from personnel salaries, provided that a written application for such deductions is on file with the board secretary. Termination of an annuity will occur after the receipt by the board secretary of a written request for termination by the employee.

WORKER'S COMPENSATION:

Each employee shall be covered by workers' compensation, fully paid for by the Board. This benefit provides benefits to employees who receive injuries arising out of and in the course of their employment.

- Should you become injured on the job, you should inform your supervisor and district nurse. You and/or the district nurse will then call EMC OnCall Nurse (see page 10).
- Please complete the Employee Work Injury Report within 24 hours of injury (see page 11).
- One copy should be given to your supervisor, and one copy sent to the Central Administration Office.
- If you need medical treatment related to a work injury, you should seek treatment at WinMed - Decorah Clinic, Occupational Health Department. After hours, seek treatment at WinnMed - Hospital.
- If you seek treatment for your injury, you should tell your care provider that it is a workers' comp. Injury.
- The bill should be sent to the Central Administration Office at 1732 Old Stage Road.
 - Your bills should not go to your health insurance company.
- The law requires that the employer be notified of an injury within 90 days of its occurrence; otherwise, benefits may be denied.



If injured at work, tell your
supervisor right away and
call **EMC OnCall Nurse at**
1-844-322-4668



For life-threatening injuries, call 911.



©Copyright Employers Mutual Casualty Company 2020. All rights reserved. MK8345.7 (9-21)

The employee is responsible for answering all questions on the Employee's Work Injury Report. This completed report should be given to your Building Administrator within 24 hours of your work-related injury.

Employee Work Injury Report

Personal Information

Name _____ Social Security Number _____
Address _____ Birth Date _____
City, State _____ Zip _____
Married ☐ Single ☐ Number of Dependents _____ Home/School _____
Family Physician _____ Telephone Number _____
Are you currently entitled to Medicare Benefits? Yes ☐ No ☐ Medicare # (HICN) _____
Have you applied for Medicare or SSDI? Yes ☐ No ☐ Pending ☐ Rejected ☐

Employment Information

Job Title _____ Employment Date _____
Salary/Hourly Rate _____ Hours Worked Per Day _____
Building Location _____ Time Work Day Begins _____

Injury/Illness

Date of Injury _____ Time of Accident _____
Where did this injury occur? _____
What were you doing? _____
How did it happen? _____
Describe the injury or illness in detail and indicate the part of the body affected. (Designate right or left if appropriate)

Any previous similar injury? _____
Was this injury witnessed? By whom? _____
Did you lose time from work? Yes ☐ No ☐ Date(s) missed _____
Have you returned? Yes ☐ No ☐ If yes, what was the date? _____

Treatment

Medical Facility _____
Diagnosis/Care Prescribed _____

Contact

When you return to work, you must call Workers' Compensation Coordinator, at 563-382-4208.

Employee Name
(PRINTED) _____ Date _____
Employee's Signature _____

**PHYSICIAN AUTHORIZATION FORM
FOR MEDICAL TREATMENT**

Injured Employee's Name:	Date:
Company Name and Address:	Supervisor:
Do not use your group health membership card if this injury/illness was sustained while working or acting in an official capacity for this company.	

The following facilities are the designated workers' compensation treatment centers. Taking this form with you will assist the staff caring for you and in processing your medical bills correctly. You should call, or have someone call on your behalf, to let the physician or clinic know you are on your way for medical treatment. Be prepared to describe the nature of the injury or illness.

**WinnMed-Decorah Clinic
Occupational Health
Decorah, IA 52101
(563)382-2911**

For a **SERIOUS INJURY OR ILLNESS** (or any injury requiring treatment that should not wait until clinic hours the next day) seek immediate treatment at the nearest emergency facility or call 911. Hospitals included (but not limited to):

**WinnMed
901 Montgomery Street
Decorah, IA 52101
(563)382-2911
Open 24 hours a day**

PLEASE NOTE

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Iowa's workers' compensation statute.

If you have any questions regarding this procedure, please call the Workers' Compensation Coordinator at 563-382-4208.

Employee's Signature

Date

Board of Education

Cindy Goodner, President

Aaron Zander, Vice President

Carole Sand

Brad Darling

Lilly Jensen

Dr. Tim Cronin, Superintendent

Joan Loew, Interim Business Manager

Denise Gulrud, Board Secretary



Phone: (563) 382-4208 - www.decorah.k12.ia.us - 1732 Old Stage Road Decorah, Iowa 52101 - Fax: (563) 387-0753

2026-27 Support Staff Salary Schedules

Step	Custodians 261 days	Cooks 169 days	Associates 173 days	Administrative Assistants 215 days
1	16.20	16.20	16.20	17.40
2	16.70	16.70	16.70	17.90
3	17.20	17.20	17.20	18.40
4	17.70	17.70	17.70	18.90
5	18.20	18.20	18.20	19.40
6	18.70	18.70	18.70	19.90
7	19.20	19.20	19.20	20.40
8	19.70	19.70	19.70	20.90
9	20.20	20.20	20.20	21.40
10	20.70	20.70	20.70	21.90
11	21.20	21.20	21.20	22.40
12	21.70	21.70	21.70	22.90
13	22.20	22.20	22.20	23.40
14	22.70	22.70	22.70	23.90
15	23.20	23.20	23.20	24.40
16	23.70	23.70	23.70	24.90
17	24.20	24.20	24.20	25.40
18	24.70	24.70	24.70	25.90
	Additional/hr.: .20 longevity .15 head Clothing Allowance: \$125/year \$2.00/evening shift	Head Cook/Floor Mngr. *HS & MS + 0.60/hr. *CL, JC, SB + 0.40/hr. Baker + 0.40/hr. Clothing Allowance: \$80/year	Lane 0 - No Education beyond HS - Above salary schedule Lane 1 - Highly Qualified /Generalist Certification - +0.35/hr. Lane 2 - Continuing Education Advanced Paraeducator - +0.60/hr.	

* Head Cook/Floor Manager and Baker in building must have ServSafe certification to receive additional per hour rate stated above.

Bus Drivers 169 days			
Route A	<= 10 mi.	\$92.22/day	\$46.11/am or pm
Route B	11-20 mi.	\$94.20/day	\$47.11/am or pm
Route C	21-30 mi.	\$99.27/day	\$49.64/am or pm
Route D	31-40 mi.	\$107/day	\$53.50/am or pm
Route E	>40 mi.	\$113.93/day	\$59.97/am or pm
Handicapped/Spec Ed Bus		\$113.93/day	
Intra District Shuttle		\$11.79/day	\$5.90/am or pm
+ for St. Bens or Montessorri		\$2.46/day	\$1.23/am or pm
+ 4 yr old PK Shuttle			
from JC to WS for staff		\$2.46/day	\$1.23/am or pm
Activity Trips		\$20/hr.	

In addition to the above proposed salary schedule, the Board will pay \$833 per month towards a health insurance plan.

Eligible employees (30-40 hrs/week) must enroll in a health insurance plan.

Employees working 20-29 hours/week may enroll in a health insurance plan or may decline coverage and will receive a prorated benefit towards a health insurance plan if chosen.

June 2026



Types of days			
Work	Holidays	Vacations	Weekend
2	1		1
4		1	2
5			2
3		2	
5			2
5			2
5			2
5			2
5			2
1			1
4			1
4	1		2
5			2
5			2
3			1
2			1
5			2
5			2
5			2
5			2
5			2
5			2
5			2
3	2		2
1			1
4			1
5			2
5			2
2	1	2	2
4			1
	1		1
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
3			1
2			1
5			2
5			2
5			2
5			2
5			2
5			2
5			2
5			2
	1		1
4			1
5			2
5			2
5			2
3			1
249	7	5	104
Work	Holiday	Vacation	Weekend
Total Days		261	

16

Associates Working calendar 2026-2027				
July				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
28	29	30	31	
December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
February				
1	2	3	4	5
8	9	10	11	12
12	16	17	18	19
22	23	24	25	26
March				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Types of days				
Work	PD Day: Work 7:45 - 11:15 OR 11:30 - 3:00	Holidays	Weekend	Non work
			1	3
			2	5
			2	5
			2	5
			2	5
			2	5
			2	5
			2	5
2			2	3
5			2	0
1			1	
4			1	
3	0.5		2	1.5
5			2	
5			2	
3			1	
2			1	
4	0.5		2	0.5
5			2	
5			2	
4			2	1
5			2	
5			2	
2		1	2	2
			1	1
4			1	
5			2	
5			2	
2		1	2	2
			1	4
			1	1
4	0.5		2	0.5
5			2	
4			2	1
5			2	
4	0.5		2	0.5
5			2	
5			2	
4			2	1
2			1	1
2			1	
4			2	1
5			2	
5			2	
5			2	
5			2	
1			2	4
0			2	5
0			1	1
			1	4
			2	5
			2	5
			2	5
			1	3
169	2	2	104	88
Work	PD Work Day	Holidays	Weekend	Non work
Work Days			173	

Days per
week

KEY
PAID HOLIDAYS
1) Thanksgiving
2) Christmas Day
PD day: Paras work 7:45-11:15
PD day: Paras work 11:30-3:00

365

PK-8 Admin. Asst./HS Activities Dept. Mgr. Working calendar 2026-2027				
July				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
February				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
March				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

210

Types of days				
Work	Holidays	Comp days	Weekend	Non work
			1	3
			2	5
			2	5
			2	5
			2	5
5			2	0
5			2	0
5			2	0
5			2	0
1			1	0
				0
4			1	0
4			2	1
5			2	0
5			2	0
3			1	0
				0
2			1	0
5			2	0
5			2	0
5			2	0
5			2	0
				0
5			2	0
5			2	0
5			2	0
2	1	1	2	1
1			1	0
				0
4			1	0
5			2	0
5			2	0
2	1		2	2
			1	4
				0
			1	1
5			2	0
5			2	0
5			2	0
5			2	0
4			2	1
2			1	1
				0
2			1	0
5			2	0
5			2	0
5			2	0
5			2	0
5			2	0
			1	1
				0
4			1	0
3			2	2
0			2	5
0			2	5
0			1	3
206	2	2	104	51
Work	Holidays	Comp days	Weekend	Non work
Work Days			210	

Nutrition & Transportation Working calendar 2026-2027				
July				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
25				
December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
February				
1	2	3	4	5
8	9	10	11	12
12	16	17	18	19
22	23	24	25	26
March				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Types of days			
Work	Holidays	Weekend	Non work
		1	3
		2	5
		2	5
		2	5
		2	5
		2	5
		2	5
0		2	5
5		2	0
1		1	
4		1	
3		2	2
5		2	
5		2	
3		1	
2		1	
4		2	1
5		2	
5		2	
5		2	
4		2	1
5		2	
5		2	
2	1	2	2
		1	1
4		1	
5		2	
5		2	
2	1	2	2
		1	4
		1	1
4		2	1
5		2	
4		2	1
5		2	
4		2	1
5		2	
5		2	
4		2	1
2		1	1
2		1	
4		2	1
5		2	
5		2	
5		2	
5		2	
1		2	4
0		2	5
0		1	1
		1	4
		2	5
		2	5
		2	5
		1	3
167	2	104	92
Work	Holiday	Weekend	Non work
Work Days		169	