

Nebraska City Public Schools
2023-24

Benefits

1. Blue Cross and Blue Shield Medical and Dental coverage enrollment form. **Effective date of coverage is 9/1/2023.** Please provide all of your information as well as any dependents that will be covered under the plan. Medical coverage is paid for 100% by the School District along with **Employee Only** Dental Coverage (Option 2). You have the option to add other dependents to your Dental plan at an additional cost.

Employee and Spouse:	\$32.46 per month
Employee and Children	\$25.07 per month
Family	\$53.75 per month

2. The District offers two Medical Coverage plans. I have attached brief outlines of both for you to review. We have a \$1200 Deductible PPO plan with Alternative Network options and a \$3800 High Deductible HSA Plan with Alternative Network options. If you decide on the High Deductible plan, the District will contribute the rate premium difference into a HSA account that you will need to set up at Commercial State Bank in Nebraska City. The schedule is as follows:

Employee	\$106.18 per month
Employee and Spouse	\$222.90 per month
Employee and Children	\$196.37 per month
Family	\$263.38 per month

3. Madison National Life Insurance Company enrollment form. The school district pays for a \$15,000 life insurance coverage policy. If you choose to purchase additional coverage, please indicate the amount of coverage by checking the appropriate box on the form. The rates on the form are monthly deductions from your salary. **The effective date of coverage is 9/1/2023.**
4. Nebraska Public Employees Retirement Systems (NPERS). As a public employee you are required to contribute 9.78% of your Gross pay to retirement. The District matches your contribution at 101%.
5. VSP Vision Insurance. The District does offer Vision Benefits at your **OWN** expense. This will be a payroll deduction. The plan year is 09/1/23-08/31/24.
6. 125 Flex Plan. Effective date of this plan is 09/01/2023-08/31/2024. This is also a payroll deduction starting 09/20/23. A representative from American Fidelity will be contact you to set a personal meeting to enroll.
7. Disability Insurance: Each teacher will purchase the long-term disability insurance provided by the Board. Benefits shall be payable upon the exhaustion of earned sick leave, 66.66% of annual contractual salary. Benefit payment shall continue to retirement age or until termination of disability, whichever occurs first.

8. Employee Assistance Program (Directions EAP): EAP is a short term counseling service to help employees begin to work through personal problems such as marital conflicts, grief, stress, parenting issues, emotional difficulties, substance abuse, financial trouble, plus more.
9. Activity Passes: All eligible employees are given an activity pass. This pass will admit the bearer and their immediate family to NCPS sponsored activities.

Salary

- A. Salary Schedule: The salary of each teacher will be determined by the salary schedule.
- B. Initial Placement: New teachers will be credited with up to 10 previous years of appropriate experience and placed on the schedule accordingly.
- C. Base Salary: The 2023-24 school year is 37,475.00
- D. Extra Duty: Extra Duty salary will be in accordance with the provisions of the extra duty/extra curricular salary schedule.
- E. Extended Contracts: Salary for the extended contract will be a prorated **extension** of the teacher's monthly rate of pay for the annual employment period.

Employment Period

The annual employment period for teachers will be 186 contract days.

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Nebraska City Education Association. This handbook sets forth the process for using that leave:

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal and the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. An electronic leave request must be submitted upon return.

At the beginning of each school year, each teacher shall be credited with 10 days paid sick leave allowance. The unused portion of such allowance shall be accumulated from year to year with a 60-day limitation. Upon request, the Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave

credit. Sick leave is to be used when teacher absence is caused by illness or physical disability of the teacher. Staff are required to use all of their accrued Sick Leave, in addition to their Personal Leave Days concurrently with any qualifying FMLA leave. No discrimination will be shown towards parents in terms of promotion or tenure due to taking leave as provided.

2. Personal Leave

Personal leave shall consist of two (2) days per year per teacher. The leave shall be non-accumulative. The leave may be taken for any reason, PROVIDED the teacher notifies the building principal one week in advance, EXCEPT non-emergency personal leave shall not be granted immediately preceding or following vacation period, including the opening and closing days of the school year; nor may personal leave be taken for days designated for parent-teacher conferences. For personal leave to be granted after April 1, a teacher must give a reason for the use of a personal day. That day may or may not be granted based upon the availability of substitutes, other activities that are going on in the buildings and the district that day, and must have the final approval of the building and/or district administration. An emergency personal leave may be granted at any time, if the leave is of an emergency nature, at the discretion of the building principal and/or superintendent. If the personal leave is not granted, the denial will be explained in writing to the requesting teacher. All non-emergency requests made less than one week in advance may be granted at the option of the building principal. Requests will be honored on a first come basis. Staff members, who do not use their Personal Leave Days during the school year, will be reimbursed \$50 for the first unused day and \$100 for the second unused day. This reimbursement will be included in their July check. Staff members may carry forward one (1) paid day to next year. The 3rd day that is carried forward will need to be used in that school year, if not, it will be reimbursed \$50.

3. Professional Leave

A leave of two (2) days shall be granted upon request by a teacher to attend events or observe programs which may help a teacher in the performance of his/her classroom or extra duty responsibility. This shall include, but not be limited to, clinics, workshops, conferences, and any other meetings or events deemed beneficial to their Assignment. Leave days may also be used by Head Varsity Coaches and Assistant Varsity Coaches to attend State High School Meets in their particular coaching area. Transportation to State High School Meets will be provided for coaches that take teams to the meets based on available transportation.

The tuition, travel, and meal expenses associated with the clinic, workshop, conference, or other event deemed beneficial to the teacher's assignment will be paid by the teacher (other than transportation to State High School Meets, if transportation is available). The expense of such leave is the responsibility of the teacher, with the exception of the paid substitute.

Certified staff members who wish to take professional leave must submit an electronic leave request to their building principal, along with a description of the proposed event and

any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

4. District Wide Professional Day

One (1) additional day of professional leave will be organized by the District.

Extra Duty Schedule (Additional Information)

The following criteria will be implemented with the adoption of the extra duty percentage proposal:

- A maximum of 5 years per category
- Years of coaching/sponsorship at any level will be carried to another assignment
- A Leave of three (3) years from a specific coaching/sponsorship means the individual will start on year one if returning to that specific activity. Exception: If said coach/sponsor were directed to return to that activity by the administration due to an insufficient number of qualified persons available. In this circumstance, past years of experience would be carried over.
- Any coach/sponsor begins on year one on the schedule regardless of experience at a similar position in another school district.
- The deletion or addition of coaching/sponsorship positions will be subject to the negotiated agreement between the Nebraska City Education Association and the Board of Education of the Nebraska City Public Schools. Except, this provision does not limit the Board's discretion to eliminate programs or sport participation within the district.
- If the number of participants in extracurricular activities exceeds 15 per coach/sponsor then an additional coach/sponsor may be added with the consultation of the Athletic Director, Head Coach/Sponsor, and Principal.