COMPREHENSIVE MASTER CONTRACT
Negotiated Between
LAWTON-BRONSON EDUCATION ASSOCIATION
and the
LAWTON-BRONSON COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS
July 1, 2022 to June 30, 2023

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ARTICLE 1

GENERAL CONTRACT PROVISIONS

A. DEFINITIONS

1. The term "Board", as used in this agreement, shall mean the Board of Directors of the Lawton-Bronson Community School District or its duly authorized representatives or agents.

2. The term "District", as used in this agreement, shall mean Lawton-Bronson Community School District.

3. The term "employee", as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board (PERB).

4. The term "Association" as used in this agreement, shall mean the Lawton-Bronson Education Association or it's duly authorized representatives or agents.

B. PRINTING

Within thirty (30) days following the signing of this agreement and upon joint approval of the format, copies of this agreement shall be printed. The agreement shall be presented to all certified employees now employed and subsequently employed for the duration of this agreement. The Association will receive ten (10) additional copies of the agreement.

All cost of printing the agreement shall be shared equally by the parties following mutual agreement on the selection of a printer.

C. SEPARABILITY

Should any article, section, or clause of this agreement be declared illegal in a final decision by a Court having competent jurisdiction, then such article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and provisions shall remain in full force and effect.

D. LABOR-MANAGEMENT COMMITTEE

The purpose of the Labor Management Committee is to collaboratively discuss and make decisions regarding the employment matters moved from the Master Contract to an Employee Handbook, in addition to other matters mutually agreed upon.

The parties agree to establish, use, and uphold the purposes of the Labor-Management Committee during the term of this agreement.

ARTICLE 2

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. Grievance
   A "grievance" shall mean only a claim that there has been a violation, misinterpretation, or a misapplication of a specific provision of this agreement.

2. Grievant

   A "grievant" shall mean an employee, employees, or the Association filing a grievance.

3. Party in Interest

   A "party in interest" is the grievant or any person, including the Association or the Board, who might be required to take action, or against whom action might be taken, in order to resolve the complaint.

4. Days

   As used in this article, the term "days" shall mean:

   a. employee workdays, unless otherwise specified, during the regular school year, and

   b. calendar weekdays, except Saturdays, Sundays, and holidays during the summer vacation period.

B. GENERAL PROCEDURES

1. Time Limits

   The number of days indicated at each level shall be considered as a maximum. The time limits specified may, however, be extended by mutual written agreement.

   The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.

2. Year-end Grievance

   In the event a grievance is filed at such time that it cannot be processed through all the pre-arbitration steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be proportionately reduced so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of twenty (20) calendar days thereafter.

Continuity of Instructional Program

It is agreed that any investigation or processing of any grievance by the grievant shall be conducted so as to result, insofar as possible, in no interference with or interruption of the instructional program of the grievant or of the teaching staff.

3. Exception

Whenever a grievance involves a matter over which a principal has no authority to grant the appropriate relief, the grievance shall be initiated at the Second Step with ten (10) days of the act giving rise to the grievance.

4. Individual Rights

Grievants may be represented at all pre-arbitration stages of the grievance procedure by themselves and/or at their option, by an Association representative selected by the Association.

C. PROCESSING GRIEVANCES

1. First Step (Principal)

a. The parties in interest acknowledge that it is desirable for an employee and his/her principal to attempt to resolve problems through informal communications. If the employee believes that a grievance exists, the employee, hereinafter the grievant, shall complete, deliver, and file with the principal the written Grievance Form within ten (10) days of the act giving rise to the grievance.

b. At the request of either the grievant or the principal, a meeting shall be held to discuss the grievance. The principal shall make a decision on the grievance and communicate such decision to the grievant within ten (10) days after receipt of the Grievance Form.

c. A copy of the grievance and of the principal's response shall be sent to the Association and to the Superintendent.

2. Second Step (Superintendent)

In the event a grievance has not been satisfactorily resolved at the First Step, the grievant shall file a copy of the grievance with the Superintendent within ten (10) days of the principal's written decision at the First Step. Within ten (10) days after such written grievance is filed, the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) days of the Second Step grievance meeting and communicate it in writing to the grievant and the principal.

3. Third Step (Arbitration)

a. If the grievance is not resolved satisfactorily at the Second Step, the grievant may request in writing that the Association submit the grievance to Arbitration.

b. If the Association determines that the grievance has merit, it may, by written notice to the Superintendent within ten (10) days after receipt of the Superintendent's written decision at the Second Step, submit the grievance to binding arbitration.

c. Within ten (10) days after such submission to arbitration, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by the Association. The list shall consist of five arbitrators each of whom is listed with the American Arbitration Association and the parties shall determine by lot which party shall be required to remove the first name from the list. The parties shall strike four names from the list with the first name stricken by the party required to do so and the remaining names stricken by the parties in alternation. The person whose name remains shall be the arbitrator. The parties shall be bound by the rules of the American Arbitration Association, accepting the selection process.

d. The arbitrator so selected shall confer with representatives of the parties and hold a hearing within forty-five (45) calendar days of the date on which he/she was notified of his/her selection as arbitrator. No parties' rights to arbitration shall be prejudiced by an arbitrator's failure to comply with the time lines set forth in this subsection.

e. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. In the decision, the arbitrator shall not amend, nullify, ignore or add to the provisions of the agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties. Relief granted by the arbitrator shall be prospective only.

f. The cost for the services of the arbitrator, including per diem expenses and the cost of any hearing room shall be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

D. GRIEVANCE FORM

All grievances shall be presented on the Grievance Form, Schedule "A" which is attached and made a part hereof.

ARTICLE 3

WAGES

A. SALARY SCHEDULE

The salary of each employee covered by the regular salary schedule is set forth in Schedule "B", which is attached hereto and made a part hereof. Part-time employees shall receive compensation in a ratio proportionate to their part-time service.

An employee who fails to sign and return his/her continuing contract by the twenty-first (21st) day following the delivery date or the date that proof that delivery was attempted will not receive any negotiated salary increase for the contract year.

B. PLACEMENT ON SALARY SCHEDULE

1. Job Classifications Defined

   a. Class 1: BA/BSN Lane

      BA/BSN shall mean any undergraduate degree granted by an accredited college or university on the basis of an approved four-year program of studies.

   b. Class 2: BA/BSN + 12 Lane

      BA/BSN + 12 Lane shall mean any undergraduate degree granted by an accredited college or university on the basis of an approved four-year program or studies as well as accumulation of twelve (12) additional semester hours from such an institution earned after conferring of the BA/BSN degree.

   c. Class 3: BA/BSN + 24 Lane

      BA/BSN + 24 Lane shall mean any undergraduate degree granted by an accredited college or university on the basis of an approved four-year program or studies as well as accumulation of twenty four (24) additional semester hours from such an institution earned after conferring of the BA/BSN degree.

   d. Class 4: MA/MSN Lane

      MA/MSN shall mean a Masters Degree that has been granted by an accredited college or university.

   e. Class 5: MA/MSN + 12 Lane

      MA/MSN + 12 shall mean a Masters Degree that has been granted by an accredited college or university as well as accumulation of twelve (12) additional semester hours of credit earned after conferring of the MA/MSN Degree.

   f. Class 6: MA/MSN + 24

      MA/MSN + 24 shall mean a Masters Degree that has been granted by an accredited college or university as well as accumulation of twenty-four (24) additional semester hours of credit earned after conferring of the MA/MSN Degree.

2. Credit for Experience

Upon initial employment, credit up to and including the eighth (8^{th}) step of the appropriate job classification on the salary schedule shall be given for previous outside teaching experience which is related to the subject matter areas which the employee is hired to teach, in a duly-accredited school district. The Superintendent in his/her discretion may grant further credits for additional years of such experience.

If there are no more than five (5) qualified applicants for a vacancy and if the Board determines that it is appropriate to do so based upon the needs of the District, the Board may place a newly hired employee on any step up to and including Step 3 without regard to the individual's actual previous work experience.

If the Board intends to invoke the authority granted to it in the preceding paragraph, then, within five (5) days after the deadline for filing an application for a vacancy, the District will provide the Association with either an application or a redacted application for each applicant for the position. An application will be provided for any applicant whose application is not required to be kept confidential, and a redacted application (which will not include any confidential information) will be provided for any applicant whose application is required to be kept confidential.

C. ADVANCEMENT ON SALARY SCHEDULE

1. Increments

Employees on the regular salary schedule shall be granted one (1) incremental or vertical step on the schedule for each year of service until the maximum for their job classification is reached. A year of service consists of employment in the District for ninety (90) consecutive days or more in one (1) school year.

2. Job Classification

Employees on the regular salary schedule who move from one job classification to a higher job classification shall move to the corresponding eligible step on the higher classification. In order to change classification on the salary schedule, employees wishing to do so must notify the Superintendent in writing before February 15 of the year preceding the school year for which they seek a classification change. Prior to taking any course work that is intended to be used for a classification change, the employee shall submit detailed information concerning the course(s) to the Superintendent.

If the Superintendent determines that the course work qualifies for classification change, a written agreement signed by the Superintendent and the employee shall be placed in the file stipulating that the hours shall apply toward professional advancement.

Employees must file an official transcript of credits no later than September 1 of the year for which they seek a "classification change". Employees who fail to give notice of planned changes in classification or who fail to meet the September 1 deadline shall not be entitled to a classification change until the succeeding school year. Exceptions to the deadlines shall be granted when the circumstances causing the delay are beyond the control of the employees and administration is advised of the circumstances causing the delay before the deadline.

D. METHOD OF PAYMENT

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the 21st of each month in accordance with the present practice.

2. Exception

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day in accordance with the present practice.

E. ADDITIONAL STUDENT CONTACT

Employees assigned to fill in for other employees during their only preparation period (at the elementary: Art, Music, PE, and Guidance) or study hall assignment will receive one-eighth of current sub pay per period of additional student contact for Grades 7-12, a "period" means a period equal to a normal teaching assignment and for Pre-School Handicap through Grade 6, a "period" means Art, Music, PE, and Guidance. This additional compensation will be paid to all teachers who are required to fill in during their preparation period regardless of the number of students involved and to all teachers who fill in during their study hall assignments for eleven (11) or more students who are not normally assigned to the study hall. The school will provide a form to apply for the above compensation.

F. EXTENDED CONTRACT

The Salary schedule is based upon a one hundred and eighty-nine (189) day work year. Any employee whose full-time assignment exceeds the work year shall be additionally compensated at a per diem rate of his/her contracted salary.

G. Teacher Salary Supplement

Ninety percent of any moneys actually appropriated and paid to the District for Teacher Salary Supplement for the year covered by this contract shall be divided evenly throughout the teaching staff. This calculation per teacher will be included in the salary schedule included in this contract. Part-time employees shall receive payments prorated in an amount proportionate to their part-time service. Total payments to all employees will take into consideration Medicare, Social Security, and IPERS expense so that the total cost to the School District is not greater than funding received. If any teacher falls below the state mandated minimum salary after calculations for equal disbursement, monies will be used to bring the teacher to the state mandated minimum salary and the remaining funds will be divided equally among the teaching staff as previously described. Payments shall be disbursed in twelve (12) equal monthly payments beginning in September. In June the total monies paid will be reviewed. Any monies received in the year covered by this contract that have not been paid will be divided equally throughout the teaching staff with part-time employees and employees that may have started with the district mid-year receiving payments prorated in an amount proportionate to their part-time service. Likewise if more monies have been paid out than the initial ninety percent the June payment will be reduced equally throughout the teaching staff with part-time employees and employees that may have started with the district mid-year receiving reduced payments prorated in an amount proportionate to their part-time service. Employees that leave the district mid-year will not be entitled to any portion of the additional June payment nor will they be asked to make a repayment of these funds should the June payments be reduced.

ARTICLE 4

EXTRA-CURRICULAR PAY

A. EXTRA-CURRICULAR ACTIVITIES

Employees assigned extra-curricular activities shall be compensated in accordance with Schedule "C", which is attached hereto and made a part hereof.

B. EXTRA-DUTY ASSIGNMENTS

Employees may be assigned up to a maximum of four (4) duties beyond the workday which are not otherwise compensated by Schedule "C". One (1) week of detention room duty shall constitute one (1) duty. Supervising the elementary holiday program shall constitute one (1) duty. The Bronson open house shall constitute one (1) duty. Grade sponsorships (9^{th}, 10^{th}, and 12^{th} grade) shall constitute as one (1) duty. Employees who are assigned extra duties not compensated by Schedule "C" shall be entitled to an activity pass for themselves and their spouse or guests which shall entitle them to free admittance to all school events for which the District receives the proceeds. Officials for junior high and junior varsity football and basketball games are compensated, and performance of these duties is not included in the assigned four (4) duties. Full-time employees shall be assigned three (3) extra duties before any full time employee is assigned a fourth (4) extra duty. If a duty exceeds three (3) hours, then the employee will be compensated according to the miscellaneous extra-duty pay.

ARTICLE 5

WORK YEAR AND HOLIDAYS

A. WORK YEAR

The regular contract work year for all employees shall consist of one hundred eighty-nine (189) days, including one hundred eighty (180) student days, four (4) in-service/professional development, one (1) classroom work days, and four (4) paid holidays. Any days mandated and funded by the state beyond the 189 stated contract days shall be paid per diem.

B. HOLIDAYS

1. Paid Holidays

    a. Labor Day
    b. Thanksgiving Day (fourth Thursday in November)
    c. Friday following Thanksgiving Day
    d. New Year's Day

2. Unpaid Holidays

    a. December 25
    b. Martin Luther King Jr. Day
    c. President's Day
    d. Thursday before Easter Sunday
    e. Friday before Easter Sunday
    f. Monday following Easter Sunday
    g. Memorial Day

C. EXCEPTIONS

No employee shall be required to perform classroom teaching duties on any holiday; however, the Board shall have the right to require employees to work on Martin Luther King Jr. Day, President's Day, on the Thursday before Easter and on the Monday following Easter to make up days missed due to adverse weather. On the school day before holidays including Thanksgiving, Christmas and Easter break, there will be a 2 hour early out for students and staff, other exceptions to Section B may be made by mutual agreement between the Association and the Board. Neither the Association nor the Board is obligated to agree to any exception to Section B, and the failure of either party to agree to an exception shall not constitute a basis for a grievance.

D. VACATION

No employee shall be required to work between December 25 and January 1.

ARTICLE 6

HOURS

A. ARRIVAL AND DISMISSAL TIME

1. The workday shall begin at 8:00 a.m., Monday through Friday, except days on which later arrival due to inclement weather occurs. On such days, the workday shall begin thirty (30) minutes before the pupil day begins.

2. The workday shall end at 3:45 p.m., Monday through Thursday. On Fridays, days on which early dismissal due to inclement weather occurs, and days preceding holidays and vacations, the workday shall end five (5) minutes after the buses leave the buildings.

B. LUNCH PERIOD

All employees shall receive a duty-free lunch period equivalent in length to the lunch period given to students.

C. EXCEPTIONS

1. Due to the professional nature of the work performed by employees, it is agreed and understood that employees may occasionally work before the arrival time and after the dismissal time in order to fulfill their professional responsibilities to students and to parents.

2. Employees may be required to attend faculty meetings, in-service sessions, parent-teacher conferences, and open houses before arrival time or after dismissal time, provided such activities are not excessive in length or in number. Whenever such activities occur during the evening, the workday shall end five (5) minutes after the end of the pupil day. Whenever parent-teacher conferences are held on two (2) days for approximately three (3) hours each day, employees shall not be required to work on the following Friday.

3. The workday for employees with Schedule "D" assignments shall end five (5) minutes after the end of the pupil day on any day when a Schedule "D" event is scheduled for that evening.

4. In recognition of the professional nature of employee work and of the additional time spent fulfilling responsibilities, employees may be released at any time during the workday at the discretion and with the approval of the principal.

5. Detention room duty shall be assigned in accordance with present practice.

6. Due to the professional nature of the work performed by employees, it is agreed that the student day will end two (2) hours early on scheduled parent-teacher conference days.

ARTICLE 7

LEAVES OF ABSENCE

A. SICK LEAVE

1. Accumulative Benefits
All employees shall be entitled to sick leave in accordance with the state minimum rate for annual accumulation. All sick leave shall be deducted in either full or half day increments. Part-time employees shall receive and be charged for the usage of sick leave in a ration proportionate to their part-time service. Sick leave shall be credited to an employee as of the first official day of said school year whether or not they report for duty on that day, except for employees whose employment begins after the first working day and whose sick leave will be pro-rated based upon the date of commencement of employment. Unused sick leave days shall accumulate from year to year up to a maximum of one hundred twenty (120) days.

2. Notification of Accumulation

Employees shall be given a copy of a written accounting of accumulated sick leave days not later than September 21 of each school year.

3. Use of Sick Leave

Sick leave may be used whenever an employee is unable to perform his or her duties due to illness or for medical or dental treatment, not to include routine physical examinations or routine dental checkups.

Employees shall attempt to make appointments outside the school day. Sick leave may be used in minimum portions of one-half (1/2) days.

Employees shall be compensated for unused sick leave bonus within the contract year July 1-June 30 on the following basis:
0-1 sick days used $300
2-3 sick days used $150
Payment will be made in the June payroll

4. Extended Unpaid Sick Leave
An employee who has exhausted all sick leave available shall be granted a leave of absence without pay up to one (1) year because of personal illness or disability. The Board shall base its decision as to the issue of illness or disability and the length of leave therefor on the recommendation of the employee's physician and a physician selected by the Board, if the Board so desires. At its discretion, the Board may renew the leave from year to year.

Subject to the approval of the insurance carrier, the Board shall pay the premium for all Board-paid insurance benefits for up to one (1) year. Thereafter, the employee shall have the opportunity to continue all insurance benefits at the employee's own expense, subject to the approval of the insurance carrier.

5. Worker Compensation

Employees who are absent due to injuries which would qualify to receive compensation under the Iowa Worker Compensation Law shall have the option of receiving their Worker Compensation benefits

alone or receiving such benefits plus the difference between such benefits and their regular salary for the period equal to their accumulated sick leave benefits. Employees choosing the latter option shall have their sick leave benefits reduced by one (1) day for each day of absence due to a job-related injury.

6. Additional Sick Leave Provisions

Up to a maximum of eight (8) days of sick leave may be used to provide care and attention to a member of the employee's immediate family. Immediate family shall include parents, children, spouse, brothers, or sisters. Within the eight (8) days described above, one day (1) of sick leave will be available for the routine delivery of the employee's grandchild. An additional one (1) day of the employee's eight days will be available for the birth of the employee's grandchild if there are complications with the birth. One (1) day of sick leave may be used to attend the funeral of an individual not listed in Article 7, Section B.5.

B. TEMPORARY LEAVES OF ABSENCE WITH PAY

Employees shall be entitled to the following temporary leaves of absence with full pay each school year.

1. Personal Leave

a. Each employee shall be granted two (2) days of personal leave each school year. Employees who have been employed fifteen (15) or more years with the district shall be granted three (3) days of personal leave each school year.

b. Employees who have completed the probationary portion of their employment may have one unused personal day roll over to the following school year. Only one (1) personal day can roll over per employee, and will be lost if unused by school year's end. A written request notifying the superintendent of the employee's intent to roll over personal leave must be submitted prior to the last teacher working day in the school year. One additional personal day may be taken with the cost for the substitute. This deduction will be made from the employee's monthly salary in accordance with the district's pay deduction regulations.

c. Requests must be made in writing at least two (2) days prior to the day of leave. Reasons for requesting the leave need not be given.

d. The Superintendent may limit the number of employees using personal leave at the same time to four (4) employees, except in emergency situations. Leaves shall be granted on a first-come, first-served basis.

e. There shall be one exception to the notification provisions contained herein. One of the two personal days may be used without the two (2) day's notice, if extenuating circumstances beyond the control of the individual do exist. Such circumstances include inclement weather, hazardous road conditions, accidents, which may in the opinion of the Administration merit tardiness or absence. These circumstances shall also include funerals of individuals other than immediate family. The individual so affected shall notify his/her immediate supervisor and advise him/her accordingly prior to the beginning of the school day.

No leave shall be granted for the two (2) days immediately before or after holidays or vacations or during the last fifteen student days of school, unless exceptional circumstances are shown to exist.

2. Jury and Legal Leave

Any employee who is subpoenaed for jury duty during school hours or subpoenaed to appear in any court or state administrative agency proceeding during school hours shall be provided leave for such duty and/or appearances. For each day of jury leave taken, the employee's paycheck will be deducted by an amount equal to the payment received for jury service not to include reimbursement for meals or mileage.

3.Association Leave

Up to two (2) days shall be available for one (1) representative of the Association to attend the ISEA Delegate Assembly. Notification of dates and names of employees using Association leave shall be given in writing by the Association president to the Superintendent not less than one (1) week before the leave is to be used. The Association shall reimburse the District for the cost of the substitutes employed.

4.Professional Leave

Employees may be allowed to attend professional meetings and visit schools if approved in advance by the superintendent.

5.Bereavement Leave

a. A leave of not more than five (5) days for each occurrence shall be granted in case of the death of the following relatives of the employee: spouse, child, son-in-law, daughter-in-law, parent, father or mother-in-law, brother, and sister. The period of an employee's absence due to bereavement shall include the day of the funeral.

b. A leave of not more than two (2) days for each occurrence shall be granted in case of the death of the employee's grandparent, grandparent-in-law, grandchild, brother-in-law, or sister-in-law. The period of an employee's absence due to bereavement shall include the day of the funeral.

c. A leave of not more than one (1) day for each occurrence shall be granted in case of the death of a relative of the employee not listed in (a) or (b) above to attend the funeral of such deceased.

d. In unusual circumstances the Superintendent shall have the authority to grant additional bereavement leave as the Superintendent deems appropriate on a case-by-case basis.

e. In the event of the death of an employee or a student in the District, the Superintendent shall grant sufficient time to attend the funeral to such number of employees as the Superintendent deems appropriate.

6.Family Illness Leave

Up to two (2) days per year shall be granted to each employee for any type of illness in the employee's immediate family. Immediate family shall include parents, children, spouse, brothers, or sisters and grandchildren.

7.Discretionary Leave

The Superintendent may grant leaves of absence with pay for good reason. No decision concerning a request for paid discretionary leave shall be subject to the grievance procedure set out herein.

8.Paternal Leave

Employees shall be granted 8 days of paternal leave with pay, which may be taken at the termination of the spouse's pregnancy, or at the time of adoption. Additional paternal leave with pay may be approved by the superintendent. All such paternal leave shall be charged to the employee's accumulated sick leave.

9.Maternity Leave

Employees of the district shall be allowed to use up to six (6) weeks of their accumulated sick leave for the standard delivery of a baby and up to eight (8) weeks for a cesarean delivery.

C. TEMPORARY LEAVES OF ABSENCE WITHOUT PAY

1. The conditions set out in Section B (1), (c), (d), (e), and (f) herein shall apply to all unpaid leave.

2. Absence without pay shall be granted for the following reasons: for the graduation or wedding of a child, sibling, nephew, or niece; to attend a real estate closing concerning the employee's residence; to attend an IRS audit of the employee's tax return; to meet with an attorney; to attend the funeral of a friend (not to exceed one (1) day unless there are exceptional circumstances); as an extension of bereavement leave (not to exceed the maximum number of days which are required to be granted with pay); for storm-caused delays in returning from out of town; or for personal reasons of an emergency nature; including but not limited to, medical emergencies, damage to employee's property, accidents, etc. The Superintendent shall be authorized to deny repetitive requests for unpaid leave.

3. Absence without pay may be authorized by the Superintendent for other purposes which he/she considers urgent and/or necessary.

4. For absences without pay, deduction from the employee's salary will be made monthly in accordance with the District's pay deduction regulations.

D. EXTENDED UNPAID LEAVE OF ABSENCE

1. Family Illness

A leave of absence without pay for up to one (1) year shall be granted by the Board for the purpose of caring for a chronically or seriously sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

2. Child Rearing

All employees shall be granted up to one (1) year of child rearing leave without pay by the Board. The employee shall notify the Board as soon as the employee foresees any necessity to alter employment commitments as a result of child-rearing leave. In cases of adoption of a child, these policies shall apply.

3. Good Cause

Other extended leaves of absence without pay may be granted by the Board upon request in writing for good reasons, including, but not limited to, serving as an officer on the staff with the Association, or engaging in study at an accredited college or university.

4. Conditions

a. All extended leaves will be at least one (1) semester in length. Notice of or request for extended leave shall be given thirty (30) days prior to the commencement date of the leave. All extended leaves of absence shall commence and return at the beginning of the school year or at mid year, except where the circumstances giving rise to the leave are not subject to the employee's control, e.g., illness, in which case the leave shall commence on such date as circumstances necessitate.

b. An employee whose individual employment contract includes extra-curricular duties compensated under Schedule "D" of this agreement and who has been granted an extended leave of absence may be required upon return to fulfill the same extra-curricular duties as she/he performed upon beginning the leave, but the Board shall neither be required to compensate him/her as provided in the employee's individual contract unless the Board requires him/her to perform such duties.

c. An individual hired to replace an employee on extended leave shall be subject to discharge upon the employee's return, and such discharge shall not be covered by the staff reduction procedures.

d. No employee shall be entitled to more than two (2) consecutive years of extended leave.

ARTICLE 8

IN-SERVICE TRAINING

A. There shall be an In-Service Advisory Committee consisting of the two principals and two bargaining unit members appointed by the Association.

B. Whenever there is to be an in-service day the Committee shall meet and prepare recommendations for the in-service day.

C. The Committee shall present its recommendations to the Superintendent.

D. The Committee's recommendation shall not be binding on the Superintendent.

ARTICLE 9

SENIORITY

A. Seniority shall mean district-wide unless otherwise specified in this agreement.

B. Seniority shall mean the number of consecutive years of employment in the School District and shall be accumulated from the date of the employee's signing of a continuing contract that initiated uninterrupted service. An extended leave of absence shall not be considered an interruption in service. Seniority ties shall be broken by lot.

C. On or before October 5 of each year, the Superintendent shall provide the Association with a seniority list. A list shall be posted in each faculty lounge-workroom. Any protests regarding an employee's seniority date must be made in writing to the Superintendent not later than ten (10) days following the Association's receipt of the seniority list. The failure to protest concerning an employee's seniority date shall bar the employee and the Association from challenging said date until the delivery of the seniority list during the following year.

D. The seniority principle shall apply to the provisions of this contract only where it is specifically incorporated by express reference.

ARTICLE 10

DURATION AND SIGNATURE

A. DURATION CLAUSE

This agreement shall be effective July 1, 2022, and shall continue in effect until June 30, 2023 with the opportunity for reopening negotiations to discuss base wage, longevity and anything mutually agreed upon between the District and Association.

B. SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this agreement to be signed by their prospective presidents, attested by their respective chief negotiations chairpersons, and their signatures placed thereon, all on the _____ day of _____ 2022.

FOR THE ASSOCIATION	FOR THE BOARD
_____	_____
Kayla Lundt, LBEA President	**Rick Scott, President**
_____	_____
Andrea Parvu, Chief Negotiator	**Chad Shook, Superintendent**

SCHEDULE "A"

GRIEVANCE FORM

Grievance Form

Grievance #_____

Date Filed: _____

A. Date of the Act or Condition Giving Rise to the Grievance:_____

_____

B. Provision(s) of the Contract in Dispute: _____

_____

C: Statement of the Grievance: _____

_____

_____

_____

_____

_____

_____

D: Relief Sought: _____

_____

_____

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_____

_____

_____

_____

_____

_____ _____

Signature of Grievant Date

GENERATOR BASE: 34,966.37 SCHEDULE "B" 2022-2023 YEAR

SALARY SCHEDULE

Steps	BA/BSN	BA+12	BA+24	MA/MSN	MA+12	MA+24
1	**$40,171.60**	**$41,570.60**	**$42,969.60**	**$44,367.60**	**$45,766.60**	**$47,165.60**
2	**$41,570.60**	**$42,969.60**	**$44,367.60**	**$45,766.60**	**$47,165.60**	**$48,563.60**
3	**$42,969.60**	**$44,367.60**	**$45,766.60**	**$47,165.60**	**$48,563.60**	**$49,962.60**
4	**$44,367.60**	**$45,766.60**	**$47,165.60**	**$48,563.60**	**$49,962.60**	**$51,361.60**
5	**$45,766.60**	**$47,165.60**	**$48,563.60**	**$49,962.60**	**$51,361.60**	**$52,759.60**
6	**$47,165.60**	**$48,563.60**	**$49,962.60**	**$51,361.60**	**$52,759.60**	**$54,158.60**
7	**$48,563.60**	**$49,962.60**	**$51,361.60**	**$52,759.60**	**$54,158.60**	**$55,557.60**
8	**$49,962.60**	**$51,361.60**	**$52,759.60**	**$54,158.60**	**$55,557.60**	**$56,955.60**
9	**$51,361.60**	**$52,759.60**	**$54,158.60**	**$55,557.60**	**$56,955.60**	**$58,354.60**
10	**$52,759.60**	**$54,158.60**	**$55,557.60**	**$56,955.60**	**$58,354.60**	**$59,753.60**
11	**$54,158.60**	**$55,557.60**	**$56,955.60**	**$58,354.60**	**$59,753.60**	**$61,151.60**
12	**$55,557.60**	**$56,955.60**	**$58,354.60**	**$59,753.60**	**$61,151.60**	**$62,550.60**
13	**$56,955.60**	**$58,354.60**	**$59,753.60**	**$61,151.60**	**$62,550.60**	**$63,948.60**
14				**$62,550.60**	**$63,948.60**	**$65,347.60**
15				**$63,948.60**	**$65,347.60**	**$66,746.60**

A non-cumulative $1100 career increment is added to the bottom of each lane of the Salary Schedule. Persons who have been on the last step of a lane for at least one year will receive the $1000 career increment in addition to any salary increase, which they receive as a result of the increase in the base. This career increment is not cumulative (i.e. the person would receive $1100 addition, not $2,200).

SCHEDULE "C"

$34,996.37 **Generator Base**

Head Varsity Coaches	**Experience 0-5**	**Pay 0-5**	**Experience 6+**	**Pay 6+**
Senior High Athletic Director	14.0%	$4,895.29	15.0%	$5,244.96
Head Baseball Coach	11.0%	$3,846.30	12.0%	$4,195.96
Head Boys' Basketball Coach	11.0%	$3,846.30	12.0%	$4,195.96
Head Girls' Basketball Coach	11.0%	$3,846.30	12.0%	$4,195.96
Cross Country Coach - Coed	9.0%	$3,146.97	10.0%	$4,195.96
Head Football Coach	11.0%	$3,146.97	12.0%	$3,496.64
Head Boys' Golf Coach *	9.0%	$3,846.30	10.0%	$4,195.96
Head Girls' Golf Coach *	9.0%	$3,146.97	10.0%	$3,496.64
Head Softball Coach	11.0%	$3,146.97	12.0%	$3,496.64
Head Boys' Track Coach	11.0%	$3,846.30	12.0%	$4,195.96
Head Girls Track Coach	11.0%	$3,846.30	12.0%	$4,195.96
Head Volleyball Coach	11.0%	$3,846.30	12.0%	$4,195.96
Head Wrestling Coach	11.0%	$3,846.30	12.0%	$4,195.96
Archery	5.0%	$3,846.30	6.0%	$4,195.96
Assistant Varsity Coaches	**Experience 0-5**	**Pay 0-5**	**Experience 6+**	**Pay 6+**
Asst. Boys' Basketball Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Girls' Basketball Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Football Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Football Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Football Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Track Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Volleyball Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Wrestling Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Softball Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Baseball Coach	8.0%	$2,797.31	9.0%	$3,146.97
Asst. Archery	3.0%	$1,048.99	4.0%	$1,398.65

Junior High Coaches	**Experience 0-5**	**Pay 0-5**	**Experience 6+**	**Pay 6+**
JH Athletic Director	6.0%	$2,097.98	7.0%	$2,447.65
JH Basketball Coach, Head Boys	6.0%	$2,097.98	7.0%	$2,447.65
JH Basketball Coach, Assistant Boys	4.5%	$1,573.49	5.0%	$1,748.32
JH Basketball Coach, Head Girls	6.0%	$2,097.98	7.0%	$2,447.65
JH Basketball Coach, Assistant Girls	4.5%	$1,573.49	5.0%	$1,748.32
JH Football Coach, Head	6.0%	$2,097.98	7.0%	$2,447.65
JH Football Coach, Assistant	4.5%	$1,573.49	5.0%	$1,748.32
JH Volleyball Coach, Head	6.0%	$2,097.98	7.0%	$2,447.65
JH Volleyball Coach, Assistant	4.5%	$1,573.49	5.0%	$1,748.32
JH Wrestling Coach, Head	6.0%	$2,097.98	7.0%	$2,447.65

JH Wrestling Coach, Assistant	4.5%	$1,573.49	5.0%	$1,748.32
JH Track Coach, Head Boys	6.0%	$2,097.98	7.0%	$2,447.65
JH Track Coach, Assistant Boys	4.5%	$1,573.49	5.0%	$1,748.32
JH Track Coach, Head Girls	6.0%	$2,097.98	7.0%	$2,447.65
JH Track Coach, Assistant Girls	4.5%	$1,573.49	5.0%	$1,748.32

Miscellaneous	**Experience 0-5**	**Pay 0-5**	**Experience 6+**	**Pay 6+**
Drill Team	11.00%	$3,846.30	12.00%	$4,195.96
Show Choir	9.00%	$3,146.97	10.00%	$3,496.64
HS Instrumental Music-Marching/Pep Band/Contests	9.00%	$3,146.97	10.00%	$3,496.64
Drama	5.00%	$1,748.32	6.00%	$2,097.98
Musical	5.00%	$1,748.32	6.00%	$2,097.98
HS Cheerleading-Football	3.00%	$1,048.99	4.00%	$1,398.65
HS Cheerleading-Basketball	4.00%	$1,398.65	5.00%	$1,748.32
HS Cheerleading-Wrestling	3.00%	$1,048.99	4.00%	$1,398.65
Speech- Large Group and Individual	9.00%	$3,146.97	10.00%	$3,496.64
Assistant Speech	5.00%	$1,748.32	6.00%	$2,097.98
Assistant Speech	5.00%	$1,748.32	6.00%	$2,097.98
National Honor Society Sponsor	2.00%	$699.33	3.00%	$1,048.99
Student Council Sponsor	2.00%	$699.33	3.00%	$1,048.99
Head Junior Class Sponsor	2.00%	$699.33	3.00%	$1,048.99
Head Senior Class Sponsor	1.00%	$349.66	3.00%	$1,048.99
MS Cheerleading- Football	2.00%	$699.33	2.50%	$874.16
MS Cheerleading-Basketball/Wrestling	2.00%	$699.33	2.50%	$874.16
Elementary Music	2.00%	$699.33	3.00%	$1,048.99
Elementary Yearbook	2.00%	$699.33	3.00%	$1,048.99
Quiz Bowl	5.00%	$1,748.32	6.00%	$2,097.98

MISCELLANEOUS EXTRA DUTIES — Four Duties at No Compensation and thereafter $25.00 per duty

* If the Athletic Director and Superintendent believe it is best to have one coed golf coach, the coach will be paid 11% for 0-5 years of experience and 12% for 6+ years of experience.

If the Athletic Director and Superintendent believe it is best to have co-coaches instead of a head and assistant, the head and assistant wages will be added together and split evenly between the two coaches. Experience will be considered as 0-5 years for both coaches until both have achieved 6+ years of experience.

Employees will only be credited for years of experience they have within our district. There will be no credit for any time spent coaching at another district or institution.

Experience is calculated by experience within the sport or activity in which the contract is being issued. An employee with six (6) years of experience as coach/sponsor for one sport/activity would begin with zero (0) years of experience if they are hired for another item.

The years of experience in the supplemental pay position shall be consecutive years; however, an employee may have one (1) gap of up to five (5) years in calculating his or her years of experience. Employees must notify the athletic director and the business office if they wish to have a gap of employment considered when returning to a position.

Years of experience equivalents will be calculated as follows:

Junior High Assistant	- two (2) years	= one (1) year Junior High Head
Junior High Head	- two (2) years	= one (1) year High School Assistant
		= two (2) year Junior High Assistant
High School Assistant	- two (2) years	= one (1) year High School Head
		= two (2) year Junior High Head
		= two (2) year Junior High Assistant
High School Head	- one (1) year	= one (1) year High School Assistant
		= one (1) year Junior High Head
		= one (1) year Junior High Assistant