Master Contract

Agreement



Between the

North Tama County Education Association

and the

North Tama County Community School District

July 1, 2023-June 30, 2026

(This agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2026. The Association and the District will enter into bargaining regarding the base wage each year for the duration of the contract.)

North Tama Master Contract

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Article 1: Preamble

Whereas, the North Tama County Community School District and the North Tama County Education Association recognize and declare that providing a quality education for the students of the North Tama County Community School District is their mutual desire and that such education depends predominantly upon the quality and morale of the teaching service, it shall be the mutual aim of the parties to this agreement to improve conditions for the benefit of the North Tama County Community Schools through the coordinated responsibilities of the Board, the administrative and supervising staff, the teaching personnel of the District, the parents of the students, the community at large, and the State Legislature.

Whereas, the members of the teaching professions are particularly qualified to assist in formulating policies and programs designed to improve educational services, and

Whereas, the Board and the North Tama County Education Association agree to negotiate in good faith, and

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

Article 2: Recognition

A. Recognition of the Unit

The Board hereby recognizes the North Tama County Education Association as the certified exclusive and sole bargaining representative for all personnel set forth in the PERB certification instrument (Case 23) issued by the PERB on the 1st day of October, 1975. The association shall be the exclusive and sole bargaining representative for all regular members of the unit. Such representation shall cover all personnel assigned to newly created regular professional positions if both parties agree on inclusion of the same in the unit. If a disagreement occurs, a determination by the PERB may be requested by either party.

The Unit described in the above certification is as follows: Classroom teachers employed by the school district, guidance counselors employed by the school district, and librarians employed by the school district.

B. Definitions

1. The term "Board" as used in this agreement, shall mean the Board of Education of the North Tama County Community School District or its duly authorized representatives.
2. The term "Employee" as used in this agreement, shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relation Board.
3. The term "Association" as used in this agreement, shall mean the North Tama County Education Association or its duly authorized representative's agents.
4. The term "Employer" as used in this agreement shall mean the Superintendent, Principal, or other supervisory employee or their designee.

Article 3: Grievance Procedure

A. Definitions

1. *Grievance* - A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement. 2. *Aggrieved Person* - An "aggrieved person" is the person or persons or the Association making the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. *Time Limit* - The failure of any individual or groups of individuals to initiate this grievance procedure within thirty (30) calendar days of the alleged occurrence will automatically cancel that alleged grievance and any further appeal for the same. Grievances which occur during the summer

months and which cannot be filed within the above time line will have an additional fourteen (14) calendar days after the first day of the school calendar in which the grievance may be filed. Failure to expedite any grievance within the prescribed time limits will permit the grievance to be advanced to the next step.

Alleged occurrences that might exist less than sixteen (16) days prior to the first contract day of the school term will have a maximum of thirty (30) days in which to be filed.

2. *Year-End Grievances* - In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of school year or within a maximum of 30 days thereafter.

3. *Level One - Principal or Immediate Supervisor (Informal)*
An employee with a grievance shall first discuss it with his or her principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. *Level Two - Principal* (*Formal*)
If, as result of the informal discussion with the principal or immediate supervisor at level one a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association on the form set forth in Schedule 1. The grievance form shall be available from the Association representative in each building and said form shall be signed by the grievant and/or an appropriate principal or immediate supervisor.

The appropriate principal or immediate supervisor shall indicate his or her disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and the Association.

If the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) school day period, the grievance shall be transmitted to Level Three.

5. *Level Three - Superintendent*
The superintendent or his or her designee shall meet with the aggrieved person and the Association within five (5) school days of receipt of the grievance. Within ten (10) school days of receipt of the grievance the superintendent or his or her designee shall indicate his or her disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and the Association.

If the aggrieved person and the Association are not satisfied with the disposition of the grievance by the superintendent or his or her designee, or if no disposition has been made within ten (10) school days of receipt of said grievance, the aggrieved person or the Association may transmit the grievance to the Board by filing a written copy thereof with the secretary or other designee of the Board. (The aggrieved person and the Association or the Board may bypass Level Four and proceed directly to Level Five.)

6. *Level Four - Board of Education*
The Board, no later than its next regular meeting or ten (10) school days, whichever is earlier, may meet with the aggrieved person and the Association on the grievance. Disposition of the grievance shall be made in writing by the Board no later than seven (7) school days after said meeting. A copy of

such disposition shall be furnished to the Association.

7. *Level Five – Arbitration*

a) If the aggrieved person or the Association is not satisfied with the disposition of the grievance by the Superintendent or the Board, or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within five (5) school days to discuss the merits of submitting the grievance to arbitration.

b) If the Grievant and the Association determine that the grievance is meritorious, they may submit the grievance to arbitration within (5) school days.

c) Within ten (10) school days after written notice to the Board of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB Board) by either party. The list shall consist of seven arbitrators, and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one of the six remaining names. The parties shall alternate striking names of arbitrators until one name remains. The person whose name remains shall be the arbitrator.

d) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his or her decision not later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him or her. The arbitrator's decision shall be in writing and shall set forth his or her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

e) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself, or at his or her option, by a representative selected or approved by the Association. At level one the Association will only be present at the request of the aggrieved person or at the request of the Principal. When an employee is not represented by the Association, the Association shall have the right to be present at levels two through four as a party of interest.

   The Association has the right to grieve any settlement that is inconsistent or contrary to the provisions of this agreement.

2. Levels one through four concerning the grievance procedure will be held during periods not involving instruction time for the parties involved.

E. Group Grievance

The Association may process such a grievance as outlined in C of this Article.

F. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private, except as may be required by law in Level Four, and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this article.

Article 4: Employee Work Year

A. In-School Work Year

1. Regular Contract

The in-school work year for employees contracted shall be 190 days, which shall include five (5) paid holidays and a minimum of five (5) teacher work days.

One (1) day may be added to the contract if the state funds payment of the same. To the extent that the state funds less than per diem, but requires the additional one day, the parties to negotiate pay for the one (1) day.

2. Extended Contract

The in-school work year of employees on extended contracts shall be based on 20 teaching days/month.

3. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, in service days, and any other days on which employee attendance is required.

4. Non-Attendance

Employee attendance shall not be required whenever student attendance is not required due to inclement weather.

B. Holidays

The regular and extended contract of employees shall include five (5) paid holidays. Such holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and President's Day (*see attached Memorandum of Understanding Regarding this Day*). Easter vacation consists of Good Friday and Monday after Easter. No employee shall be required to perform duties on any of the above holidays.

C. Vacations

The regular and extended contract of employees shall include the following vacations as listed on the school calendar: Thanksgiving Vacation (including Thanksgiving Day as a Paid Holiday), Winter Break (including Christmas Day and New Year's Day as Paid Holidays), President's Day, and Easter Break (which includes no Paid Holidays but shall include the Friday before Easter and the Monday following Easter).

Martin Luther King Day will be used as a snow makeup day or a vacation day if not needed as a makeup day.

Other days off and snow make-up days will be determined as part of the district's calendar adoption process.

Article 5: Employee Hours & Load

A. Workday

1. Length of Day

The total in-school workday shall consist of a maximum of eight (8) consecutive hours with the exceptions noted under meetings and In-service.

2. Arrival Time & Dismissal Time

No employee shall be required to report for duty earlier than 8:00 a.m. and shall be permitted to leave at 4:00 p.m. Employees will have an early out at 2:30 for the Thanksgiving and Christmas holiday. On Fridays or on days preceding holidays and vacations or early dismissal because of

inclement weather, or other emergencies, the employee's day shall end with the departure of the buses. In the event that school should be delayed, employees will be required to report at a time corresponding to the delay. Exceptions to this section are noted under meetings and in-service.

3. Extensions

Employees shall be required to reasonably participate in extensions of teaching and supervisory activities that might occur beyond the regular workday. Such activities might include programs, educational fairs, exhibits, open-houses, ticket-taking, monitoring and supervision of basketball, wrestling, volleyball, plays, and Swing Show.

At the back to school In-service days, the district will distribute to the Association a list of all events to be covered during the school year for the purpose of securing workers for monitoring and ticket-taking. Sign up will begin with the most senior staff member and then open spaces can be filled by volunteers. If not enough employees volunteer for said events, the district will assign employees starting with the least senior employee in the district being assigned first. (See addendum for process).

4. Parent Teacher Conferences

If employees are required to conduct Parent Teacher Conferences during the evenings of regular school days, each employee will be given one day of comp time.

B. Teaching Load

1. Senior High School

The daily teaching load in grades 7-12 shall include one planning period per day. Assignments to a supervised study period during school hours shall be considered a teaching period for the purpose of this article.

2. Elementary School (K-6)

The average daily teaching load in the elementary schools (K-6) shall not exceed an average of six (6) hours of pupil contact per day per week.

3. Number of Preparations

In grades 7-12, employees shall not be required to teach more than two (2) subject areas nor more than six (6) teaching preparations per day. Six (6) teaching preparations will be with limited use. If the employee has a sixth preparation, they will be limited to only one exploratory.

4. Teaching Stations

Regular classroom employees in the senior high school shall not be required to change subject area teaching stations more than two (2) times during the school day without the written consent of the teacher involved or when it is necessary due to increased enrollments or a decrease in facilities due to a disaster.

5. Continuous Teaching

Continuous teaching in grades (K-12) shall not exceed three (3) hours and thirty-five minutes (35) each day. Planning periods, lunch periods, lunch supervision, and recesses are classified as interruptions of the teaching time.

C. Duty-Free Periods

1. Elementary (K-6)

Employees will have a daily thirty (30) minute duty-free period exclusive of planning except when assigned supervision duty which shall not occur more than once in six (6) school days.

2. Secondary (7-12)

Employees shall have a daily duty-free period of at least thirty (30) minutes exclusive of planning.

3. Leaving the Building

Employees may leave the building without permission during their 30 minute duty-free period. At all other times during the in-school day, permission to leave the building must be obtained from the Principal.

D. Meetings

1. Faculty and Other

Employees may be required to report before the beginning or remain after the end of the regular work day without additional compensation for the purpose of attending faculty meetings two (2) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall not run for more than sixty (60) minutes beyond the regular in-school work day or begin no sooner than 7:30 a.m. and shall not run beyond 8:00 a.m. In such instances, the Principal will grant 30 minutes of comp time to those attending the meeting. If additional time is needed, students shall be dismissed early. Meetings shall not be called on Fridays or on any day immediately preceding any holiday or vacation or other days when teacher attendance is not required.

2. Notice and Agenda

The notice of an agenda for any of the above meetings shall be given to the employees involved at least three (3) school days prior to meetings, except in an emergency. Employees shall have the opportunity to suggest items for the agenda.

E. Preparation Time

Classroom employees shall, in addition to their lunch period, have average daily preparation time during which they shall not be assigned to any other duties as follows:

1. *Elementary School (K-6):* 45 minutes average per pupil day per week except when school is not in

session five consecutive days.

2. *Secondary (7-12)*: One (1) student contact period per day.

F. Exceptions

Except for weather or other unforeseen circumstances, the Association will be notified within three (3) working days about exceptions to this article.

G. Field Trips

Field trips shall be scheduled and implemented by mutual agreement of the Principal and the employee. The Principal will give written permission when field trips are authorized.

Article 6: Health Provisions

A. Physical Fitness—New Employees

All new employees are required to provide evidence of physical fitness to perform assigned duties and freedom from communicable diseases. Such evidence shall be limited to a statement from a licensed physician within 21 days of the first day of school attesting to the same. The cost of the in-office physical examination will be covered by the Insurance Plan. In the event that an employee has not reached their deductible under the Insurance plan, the District will assume the costs not paid by the Insurance Plan. This amount shall not exceed fifty dollars ($50). Any remaining costs after Insurance and the District have paid are the responsibility of each employee. Each employee requiring a physical shall be advised when hired.

B. Rest Rooms

Adequately lighted and clean rest rooms for employees, separate for each sex, and separate from student rest rooms, will be provided whenever possible.

Article 7: Safety Provisions

A. Safety Committee

The association and the School District will each appoint four (4) persons to serve on the Safety Committee of the School District. The Association and/or employees may make recommendations to the Committee for the improvement of safety conditions of the facilities and equipment used by the employees. Recommendations of the Committee will be transmitted to the Board for their consideration. The committee will meet quarterly for the purpose of sharing information, identifying areas of concern, and working together to solve problems concerning the work environment.

B. Employee Facilities

1. Employee Equipment

A serviceable desk and chair will be provided. Lockable storage areas for those employees not having them will be provided at the rate of two per year until all employees are provided the same. The cost of the replacement of keys lost by employees will be borne by them.

2. Protective Devices

Only that clothing and equipment required by OHSA regulations will be provided employees. Replacement equipment will be issued only upon the return of worn-out articles of clothing and equipment.

C. Protection of Employees

1. Unsafe and Hazardous Conditions

In the event any disorder or similar conditions exist which cause disruption of the school programs, the Association will be consulted concerning effective programs to assure the safety of the employees prior to the opening of school.

2. Use of Reasonable Force

An employee may within the scope of his or her employment and Board Policy, use and apply such amount of lawful force as is reasonable and necessary: For the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within the student's control; or for the protection of property; to quell a disturbance or prevent an act that threatens physical harm to any person; to remove a disruptive pupil from class or any area of school premises, or from school-sponsored activities off school premises; to prevent a student from the self-infliction of harm; and to protect the safety of others.

3. Legal Action Against an Employee

Whenever any legal action is brought against an employee resulting from lawful performance of assigned duties, the Board shall provide the employee with defense only within the limits of the liability and the errors and omissions insurance of the Board.

4. Assault of an Employee

a. Assistance

The Board will give support and assistance to an employee who is assaulted while acting in the lawful discharge of his or her assigned duties.

b. Leave

When absence arises out of, or from, such assault or injury, the employee will be paid in full until coverage by Workmen's Compensation goes into effect. The board will pay the employee the difference between the regular salary and Workmen's Compensation. Medical proof will be required for such absence. If any judgment for loss of employment is obtained by an employee against a person committing the assault, the Board will be reimbursed by the employee or the Court for an amount proportional to the financial loss sustained by the board. The Board will not be reimbursed for more than the actual cost incurred. The employee will not forfeit sick leave or personal leave and such benefits will not extend beyond 180 school days.

5. Reporting Assaults

a. Principal or Immediate Supervisor

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor and to the police.

b. Superintendent

Such notification shall be immediately forwarded to the Association and to the Superintendent. The Superintendent shall comply with any reasonable request from the employee for information in possession of the Superintendent relating to the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.

6. Bomb Threats

No employee may be required to search for a bomb.

7. Emergency Transportation

No employee shall be required to provide transportation for ill or injured students.

Article 8: Seniority Provisions

A. Determination of Seniority

Seniority shall be district-wide except as may be amended by Staff Reduction and Realignment Procedures and shall be computed from the date the employee signed the individual contract. Employees who work half-time or more shall accrue seniority in the same manner as full-time employees. Employees who work less than half-time shall accrue seniority on a pro rata basis. An employee who is laid off, on unpaid leave for more than thirty (30) days, or who has been promoted

out of the bargaining unit will have their seniority frozen until they return to the bargaining unit.

If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of the agreement shall be based on the following, in order:

1. Total number of endorsements held by the employee. This includes all teaching, counseling, coaching, and administrative endorsements recognized by the Iowa Board of Educational Examiners with the exception of emergency or temporary endorsements. The employee holding the greatest number endorsements shall have greater seniority. If seniority is still equal; proceed to #2 below.
2. Total years of teaching experience. This experience may have been served in any school, public or private, but will only be counted for teaching positions in which the employee held a contract (not substitute teaching) and was required to hold a valid teaching license as a condition of employment. If seniority is still equal; proceed to #3 below.
3. After considering #1 and #2 above, further ties in seniority shall be broken by comparing the last four digits of the employees' social security numbers, with the lowest four-digit number receiving higher seniority.

B. Notice

Pending vacancies occurring within the professional teaching staff and/or extra-duty assignments of this school district will be so identified in the Superintendent's Bulletin during the school year.

During the summer vacation, notices will be sent by certified mail to staff members who have a written application on file corresponding to the pending vacancy. The qualifications for the positions, its duties, and the rate of compensation shall be included in the notification. For consideration, response to this communication must be received by the Superintendent within three (3) days of the mailing date.

C. Application Procedure

Employees who desire to apply for vacancies or who desire a change of assignment shall submit their written application to the Superintendent each year.

D. Selection of Applicants

If a teaching vacancy is filled from within the district, it will be filled on the basis of seniority. Should applicants be from both within and without the district, seniority shall be one of the factors. When filling a vacancy, the Board is not restricted to the current teaching staff of this school system.

Article 9: Professional Development & Educational Improvement

A. Professional Conferences

1. Definition

Professional conferences shall be defined as conferences, workshops, and meetings sponsored by state and/or national organizations concerned with the assigned duties of the employee and in which the employee holds membership.

2. Application Procedures

The employee desiring to attend such a conference must make application to the Professional Development Committee or to their principal as stated in Article 11: Temporary Leaves – section 4 Educational Leave prior to said conference. The recommendation of the Professional Development Committee or principal will be forwarded to the Board for their action on said request at their next regular meetings. The Board shall have the non-grievable discretion to approve or disapprove said request.

3. Costs

The Board will assume reasonable cost of registration, travel, meals, and lodging upon the presentation of receipts for all approved conferences that are attended. An employee shall be granted sufficient leave time to attend without loss of compensation.

4. Professional Days

Each employee will have the opportunity to attend one (1) day of professional leave of their choice. Each employee shall have a maximum of five (5) days to be used for professional leave or conferences. Professional leave days may be used for any educational purpose selected by the employee and approved by the Professional Development Committee or principal. The employee planning to use a professional leave day shall notify his/her principal at least once week in advance of his/her absence or forward the application to the Professional Development Committee.

A written report shall be made to the Professional Development Committee or principal within five days of leave. District and state required Professional Development shall be considered exceptions to the five-day maximum.

B. Professional Development Committee

1. Membership

The Professional Development Committee shall consist of three members appointed by the Board and three members appointed by the Association. Employee representation shall include all schools.

2. Duties

The Professional Development Committee shall be responsible for the planning and the evaluation of Professional Development Programs and with forwarding such planning and evaluation to the Board for their consideration and approval.

3. Time

No instructional time will be used for the purpose of any activities of the Professional Development Committee without the specific approval of the Board.

Article 10: Sick Leave

A. Accumulative Benefits

All employees shall be entitled to accumulative sick leave at the rate of fifteen (15) days per year for six (6) consecutive years. Thereafter, sick leave shall accumulate at the rate of ten (10) days per year of consecutive employment until the maximum of 180 days is accumulated. Employees may utilize four (4) sick leave days per year for an immediate family member's illness or disability. Employees may accumulate unused family illness days to a total of eight (8) days.

B. Extended Contracts

Employees on extended contracts shall receive two (2) days of non-accumulative sick leave for each twenty (20) working days per work year.

C. Transfer of Sick Leave

Teachers having teaching experience immediately prior to employment in this school district are to receive up to twenty (20) days additional sick leave only to the extent that such leave had been accumulated in the previous school district.

D. Notification

Employees shall be given a written accounting of accumulated sick leave days no later than the second pay period of each school year.

E. Job Related Injury

Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave benefits, provided that the Board shall pay to such employee the difference between his or her salary and benefits received under any workman's compensation benefits. Such benefits will not extend beyond 180 school days.

F. Job Related Quarantine

Absence as required by the State or County Health Department due to exposure to Whooping Cough or Mumps will not be charged against the employee sick leave.

Article 11: Temporary Leaves

A. Paid Leave

1. Personal

At the beginning of every school year, each employee shall be credited with two (2) days to be used by the employee. An employee may choose to accumulate personal days up to five (5) days. A personal day may be used at the discretion of the employee. An employee planning to use a personal leave day shall notify his or her principal at least one (1) day in advance. Personal leave by more than five (5) employees on any one day is prohibited. Employees not utilizing personal leave within a given school year have the choice to accumulate the days or be reimbursed at the current rate of pay being paid to substitute teachers in the district. Personal leave days purchased through the trade-in of unused sick days may not be traded for cash.

Earning Additional Personal Days

Employees may earn one additional personal day each year when they have completed a year without using any sick days or any family illness days.

Employees may exchange seven (7) sick leave days for one (1) personal day. An employee may only use five (5) personal leave days in a school year. An employee may buy a personal leave day and carry it over to be used in another year.

2. Jury and Legal

An employee called for jury duty during school hours or who is subpoenaed in any proceedings shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the district. The District will return the mileage fee to the employee.

3. Association

Up to six (6) days shall be available for representatives of the Association to attend conferences, conventions, or other activities of the state and national affiliated organizations. An additional nineteen (19) days shall be provided, for which the Association shall be assessed the costs for the substitutes. Request for such leave must be given in writing to the principal at least five (5) school days prior to such leave.

4. Educational

Leaves for educational purposes may be granted at the discretion of the principal. The discretion is not a grievable subject. The employee requesting such leave shall notify the principal the reasons for such request one week in advance of the absence. Educational leave days shall be used for the purpose of:

a) Visitation to view other instructional techniques or programs
b) Conferences, workshops, or seminars conducted to improve instructional techniques and curriculum.
c) Presentation of educationally-related programs to conferences or to other school districts.
d) State level competition for coaches and program sponsors

5. Bereavement

Up to five (5) days shall be granted at the request of an employee at any one time in the event of the death or serious illness of any employee's spouse, child, son-in-law, daughter-in-law, brother, sister, parent, grandparent, father-in-law, or mother-in-law.

Employees shall be granted up to one (1) day in the event of the death of any friend or relative not listed above. In the event of the death of an employee or student in the North Tama County Community School District, the principal of said employee or said student shall grant to an appropriate number of employees sufficient time to attend the funeral.

6. Selective Service Physical

Employees called for selective service physical examinations shall be excused without loss of pay for such purpose.

B. Unpaid Leave

1. Parental Leave

a. An employee who has completed at least two (2) years of employment with the District shall be granted a leave of absence for up to one (1) year without pay for the purpose of caring for the employee's pre-school age child. When the employee expects to use this leave, the Superintendent shall be notified in writing of such intent at least sixty (60) calendar days prior to commencing said leave to ensure that a substitute or replacement can be obtained. The commencing of said leave must correspond to the beginning of a semester. When the employee expects to return, the Superintendent shall be notified in writing of such return at least sixty (60) calendar days prior to such return. The return is limited to the beginning of a semester. Upon returning to employment, the employee shall assume all previous rights and privileges.

b. Employees may use accumulated sick leave for absences medically indicated by a physician occasioned from pregnancy, child birth, and complications resulting there from, and for recovering from child birth or miscarriage.

2. Other Unpaid Leaves of Absence

Temporary leaves of absence without pay may be granted in writing by the principal for good reason at his or her discretion. His or her discretion is not subject to the grievance procedure.

C. Family Medical and Extended Leave

The provisions of the Family Medical and Extended Leave Act of 1993 are hereby incorporated into this Agreement by this reference. This inclusion shall in no way reduce or adversely impact any other provision of this Agreement. Corresponding paid leaves on the contract will substitute for FMLA.

Article 12: Extended Unpaid Leaves of Absence

A. Leave for Immediate Family

All employees shall be eligible for unpaid leave of absence for members of the immediate family subject to the following conditions. The immediate family is defined as mother, father, son, daughter, sister, brother, husband, or wife.

1. Notification

The employee shall notify the Superintendent in writing as soon as the employee foresees any necessity to alter employment commitments as a result of illness or disability of a member of the immediate family of the employee. If differences of opinion exist regarding the necessity of such leave, a written statement from the employee's family physician may be required. Five (5) school days shall be allowed prior to commencing said leave to insure that a substitute or replacement can be obtained.

2. Limitation and Return Rights

This leave may be extended one year beyond the end of the school year in which said leave was originally taken. When the employee expects to return, the Superintendent shall be notified in writing of such return at least thirty (30) calendar days prior to such return. The return is limited to a semester break. Upon returning to employment, the employee shall assume all previous rights and privileges.

3. Benefits

All benefits will cease two (2) calendar months after this leave commences. When the employee returns to duty, the benefits that had accrued prior to the leave will be in force.

B. Association

A leave of absence without pay for up to two (2) years shall be granted to any employee for the purpose of serving as an officer of the State or National Association. The request for such leave shall require advanced written notification to the Board of at least ninety (90) days prior to said leave. Upon return, such employees shall maintain all previous benefits and position on the salary schedule as had been accrued previous to such leave. This leave shall coincide with the school year and advanced written notification of such return will be required ninety (90) days prior to return.

C. Military

Leave of absence shall be granted for any period of Active State or Federal Military Service as

provided in Chapter 29A of the Code of Iowa. Sixty (60) days prior to completion of said military service, the employee shall present written notification to the Board of his or her desire for reinstatement to his or her former position. Such reinstatement shall commence at the beginning of the semester after said release from the service.

D. Public Office

A leave of absence without pay not to exceed the term of such public office shall be granted to any employee for the purpose of serving in a public office. The request for such leave of absence shall be in writing at least thirty (30) days prior to the effective date of such leave. An employee will retain all rights, privileges, and benefits as had been accrued prior to such leave.

E. Campaigning for Public Office

An unpaid leave of absence not to exceed six (6) months shall be granted any employee who wishes to campaign for public office. The terms of application and leave are those under D, PUBLIC OFFICE. Fringe benefits may be maintained at the expense of the employee.

F. Educational Improvement

An unpaid leave of absence shall be granted for up to a maximum of one (1) year for an employee who has completed at least two (2) years of employment with the District for continuing education of employee at an accredited college or university, provided the District is able to find a suitable replacement. The study involved must be related to the educational profession. Request for this leave must be made by March 1st prior to the effective date of said leave. All benefits and salary will be those accrued prior to said leave plus credit for any applicable college hours. This leave is non renewable and an employee may only use this once during his or her tenure in this school district. The employee is responsible for notifying the Board in writing of his or her return by March 1 prior to the time of such return. The leave must coincide with the school district calendar year.

G. Outside Teaching

An unpaid leave of absence may be granted up to a maximum of two (2) years for an employee who has completed three (3) years of employment with the District to teach in a Federal or Church related program such as Vista, Peace Corps, or any overseas program. Request for such leave must be made by March 1st prior to the effective date of said leave. All benefits and salary will be those that would have been accrued had the employment been in this school district. An employee may use this benefit only once during his or her tenure in this school district. An employee is responsible for written notification to the Board concerning his or her return by March 1st prior to the time of such return.

H. Other Unpaid Leaves of Absence

Other extended unpaid leaves of absence without pay may be granted in writing by the Board at their discretion. Such decisions are not subject to the grievance procedure.

Article 13: Wages & Salaries

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule 3, which is attached hereto and made a part of this agreement.

B. Placement on Salary Schedule

1. Adjustment of the Salary Schedule

Each employee shall be placed on this schedule at the appropriate step in relation to the past year's schedule unless bargained otherwise. An employee who has at least 90 days of experience will be granted full credit for 1 step on the salary schedule.

2. Credit for Experience

Credit for up to eight (8) years' experience on the salary schedule will be granted for teaching experience outside of this school district verified by the immediate supervisor of said teacher.

Credit beyond eight (8) years' experience on the salary schedule may be granted at the Employer's discretion, but in no event shall a teacher be paid more than what the salary schedule provides.

3. Returning to the District

An employee with previous teaching experience in the North Tama County Community School District shall be placed on the salary schedule at a step appropriate to and including the previous teaching experience and any subsequent teaching experience after leaving the North Tama County Community School District. Such teaching must be verified by the immediate supervisor of said teacher.

C. Advancement on The Salary Schedule

1. Increments

a. All returning teachers will advance one step on the combined salary schedule
b. Those that had frozen steps in 2022-2023 will get an extra step.
c. The base salary will be increased $585
d. This will bring the base salary to $42,155 on the combined salary schedule
e. For the 2024-2025, all returning teachers will advance one step and teachers that were here in 2020-2021 that were frozen will advance an additional step.
f. For the 2025-2026, all returning teachers will advance one step and teachers that were here in 2018-2019 that were frozen will advance an additional step.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he or she shall file suitable evidence of additional educational credit with the Superintendent not later than the fifteenth (15th) school day of each

semester. Educational credit shall be in the educational or teaching field and no credit beyond the B.A.+30 lane will be given credits not applied to the teaching field of the employee. No educational lane change will be granted after the fifteenth (15th) school day of each semester.

3. Pay Day

The pay day will be the 15th of each month or if the 15th falls on a weekend or holiday, the pay day will be the closest work day before the 15th.

4. Direct Deposit

Employees shall be given the option of having their pay directly deposited into a financial institution of their choice. This direct deposit will be sent so that the employee will have access to their salary on the 15th of each month.

5. Additional Professional Development Day

One (1) day may be added to the contract if the state funds payment of the same. To the extent that the state funds less than per diem, but requires the additional one day, the parties to negotiate pay for this one day.

Article 14: Compliance Clauses & Duration

arability

uld any article, section, or clause of this Agreement be declared illegal by a court of competent diction, then that article, section, or clause shall be deleted from this Agreement to the extent it violates the law. The remaining articles, sections, and clauses shall remain in full force and ct.

f Read

District will provide the Association with a draft copy of the Master Contract within ty-one (21) calendar days of the settlement. The Association will then have twenty-one (21) ndar days to proof-read the contract. If the Association has not returned their proofed version e District within the twenty-one (21) calendar days, the District will submit their draft copy to Public Relations Employment Board (PERB).

ting Agreement

Board will pay the initial cost of printing the agreement. The Association will pay one-half the of printing of those copies they order. Employees other than members of the Association will for one-half of the cost of the printing for each copy ordered.

ices

enever any notice is required to be given by either of the parties to this Agreement to the other, suant to the provision(s) of this Agreement, either party shall do so by telegram or letter at the owing designated addresses or at such other address as may be designated by a party in written

Article 14: Compliance Clauses & Duration

A. Separability

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

B. Proof Read

The District will provide the Association with a draft copy of the Master Contract within twenty-one (21) calendar days of the settlement. The Association will then have twenty-one (21) calendar days to proof-read the contract. If the Association has not returned their proofed version to the District within the twenty-one (21) calendar days, the District will submit their draft copy to the Public Relations Employment Board (PERB).

C. Printing Agreement

The Board will pay the initial cost of printing the agreement. The Association will pay one-half the cost of printing of those copies they order. Employees other than members of the Association will pay for one-half of the cost of the printing for each copy ordered.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to Board at 605 Walnut St., Traer, Iowa 50675.
2. If by Board, to Association President, 605 Walnut St., Traer, Iowa 50675.

E. Duration

This agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2026. The Association and the District will enter into discussions regarding the base wage each year for the duration of the contract.

In witness------

North Tama County Education Association North Tama County Community School District

_____ _____ Rod Zobel

President President

_____ David R. Hill

_____ Chief Negotiator Chief Negotiator

Ticket-Taking & Monitoring Process

1. A listing of the dates and events for monitoring and ticket taking will be included with the August mailing to each staff member.

2. During the first Association meeting during Workshop days, the staff will sign up for one event. This will be done starting with the teacher with the most seniority choosing first. Staff members will choose events

in their order of seniority.

3. A meeting with the support staff will be set up to offer opportunities for this group to volunteer to take tickets. The Association President and the Superintendent will conduct this meeting jointly. This will be done ASAP possibly during workshop days.

4. Sign up can occur at this meeting or during the two-week volunteer period for sign up. 5. The sign-up sheets

will be posted for two weeks in the main office to give additional time for volunteering.

6. Voluntary sign ups done by teachers with low seniority will NOT eliminate them from having to fulfill another duty if there are remaining slots.

7. The Association President or Vice President will then determine how many slots still need to be filled. The Association representative will count up the seniority list the same number of slots that remain to be filled. The staff member at the top of this list chooses first. The Association representative must contact each person in order to complete the sign up.

8. A master list will be given to each administrator and to all employees of the district. In addition, the list will be posted in all lounges. Employees will be given monitoring rules before their duty.

9. Staff members and support staff members who signed up must notify the Superintendent if they make a change from the original sign up. They must notify him as to who is their replacement and tell him what new event they will be working.

10. Staff members and support staff members will receive written notification two days in advance of their assigned work day.

Parent-Teacher Conferences

The North Tama County Community School District will make it a practice to not hold Parent Teacher Conferences on Election Day in Presidential Election years. An alternate date will be found for the Parent Teacher Conferences in Presidential Election years.

Teacher Compensation

The North Tama Community School District is participating in the Student Achievement and Teacher Quality Program (SF476). All TSS funds were combined with the "North Tama Basic Salary Schedule" to create a new "Combined Salary Schedule." The distribution of TSS funds was determined through the negotiations process. All Supplemental and Extended contracts will be based on the "North Tama Basic Salary schedule", not the "Combined Salary Schedule."

Grievance Report Schedule 1

Date filed _____

North Tama County Community School District Distribution of Form

Elementary or Secondary Building 1. Association 2. Employee
_____ 3. Appropriate Supervisor Name of
Aggrieved Person 4. Superintendent

Grievance Procedures

Please carefully review all grievance procedures (starting on page 4 of the Master Contract) before filing a grievance.

Level I

An employee with a grievance shall first discuss it with his or her principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally, eliminating the need for the completion of this form.

Level II

A. Date violation occurred _____

B. Section(s) of Contract violated _____
_____
_____

C. Statement of Grievance _____
_____
_____

D. Relief Sought: _____
_____
_____

_____ _____
Signature date

E. Disposition by Principal or Immediate Supervisor _____
_____
_____
_____

_____ _____
Signature by Principal or Immediate Supervisor date

Level III

A. Date violation occurred _____

B. Section(s) of Contract violated _____
_____
_____

C. Statement of Grievance _____
_____
_____

D. Relief Sought: _____
_____
_____

_____ _____
Signature date

_____ _____
Signature date

E. Disposition by Superintendent _____
_____
_____
_____

_____ _____
Signature by Superintendent date

A. _____ _____
Signature of Aggrieved Person date received by Superintendent

B. _____
Signature of Association President

C. Disposition by Board_____
_____
_____
_____
_____

_____ _____
Signature of Board President date

Level V

A. _____ _____
Signature of Aggrieved Person Signature of Assoc. President

B. _____ _____ Date
Submitted to Arbitration Date received by Arbitrator

C. Disposition and Award of Arbitrator _____
_____
_____
_____
_____

_____ _____
Signature of Arbitrator date of decision

2023-2024 Basic Salary Schedule

(No TSS)

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20
0	36,155	37,003	37,851	38,698	40,240	41,088	41,936
1	37,003	37,861	38,719	39,577	41,129	41,987	42,845
2	37,851	38,719	39,587	40,456	42,018	42,886	43,754
3	38,698	39,577	40,456	41,334	42,907	43,785	44,664
4	39,557	40,445	41,334	42,223	43,806	44,695	45,584
5	40,415	41,314	42,213	43,112	44,705	45,604	46,503
6	41,273	42,182	43,092	44,001	45,604	46,514	47,423
7	42,131	43,051	43,970	44,890	46,503	47,423	48,343
8	42,999	43,929	44,859	45,789	47,413	48,343	49,273
9	43,868	44,808	45,748	46,688	48,322	49,263	50,203
10	44,736	45,686	46,637	47,588	49,232	50,182	51,133
11	45,604	46,565	47,526	48,487	50,141	51,102	52,063
12	47,639	47,454	48,425	49,396	51,061	52,032	53,003
13	48,153	49,489	49,324	50,306	51,981	52,962	53,944
14	48,564	50,028	51,359	51,215	52,901	53,892	54,884
15	48,975	50,568	51,899	53,250	53,820	54,822	55,824
16	49,386	51,107	52,438	53,789	55,855	55,763	56,775
17	49,797	51,647	52,978	54,329	56,395	57,797	57,725
18	50,208	52,186	53,517	54,869	56,934	58,337	59,760
19	50,619	52,726	54,057	55,408	57,474	58,876	60,300
20	51,030	53,265	54,596	55,948	58,013	59,416	60,839
21	51,441	53,805	55,136	56,487	58,553	59,955	61,379
22	51,852	54,344	55,675	57,027	59,092	60,495	61,918
23	52,263	54,884	56,215	57,566	59,632	61,034	62,458
24	52,674	55,423	56,754	58,106	60,171	61,574	62,997
25	53,240	56,194	57,525	58,876	60,942	62,345	63,768
26	53,651	56,734	58,065	59,416	61,481	62,884	64,308
27	54,062	57,273	58,604	59,955	62,021	63,424	64,847
28	54,473	57,813	59,144	60,495	62,560	63,963	65,387
29	54,884	58,352	59,683	61,034	63,100	64,503	65,926
30	55,295	59,123	60,454	61,805	63,871	65,273	66,697
31	55,706	59,663	60,993	62,345	64,410	65,813	67,236
32	56,117	60,202	61,533	62,884	64,950	66,353	67,776
33	56,528	60,742	62,072	63,424	65,489	66,892	68,315
34	56,939	61,281	62,612	63,963	66,029	67,432	68,855
35	57,350	61,821	63,151	64,503	66,568	67,971	69,394
36	57,761	62,360	63,691	65,042	67,108	68,511	69,934
37	58,172	62,900	64,230	65,582	67,647	69,050	70,473
38	58,583	63,439	64,770	66,121	68,187	69,590	71,013
39	58,995	63,979	65,309	66,661	68,726	70,129	71,552
40	59,406	64,518	65,849	67,200	69,266	70,669	72,092
41	59,817	65,058	66,388	67,740	69,805	71,208	72,631
42	60,228	65,597	66,928	68,279	70,345	71,748	73,171
43	60,639	66,137	67,468	68,819	70,884	72,287	73,711
44	61,050	66,676	68,007	69,358	71,424	72,827	74,250
45	61,461	67,216	68,547	69,898	71,964	73,366	74,790

** Due to rounding, actual contract amounts may vary by up to $1.

2023-2024 Combined Salary Schedule

(Includes $6000 TSS)

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20
0	42,155	43,003	43,851	44,698	46,240	47,088	47,936
1	43,003	43,861	44,719	45,577	47,129	47,987	48,845
2	43,851	44,719	45,587	46,456	48,018	48,886	49,754
3	44,698	45,577	46,456	47,334	48,907	49,785	50,664
4	45,557	46,445	47,334	48,223	49,806	50,695	51,584
5	46,415	47,314	48,213	49,112	50,705	51,604	52,503
6	47,273	48,182	49,092	50,001	51,604	52,514	53,423
7	48,131	49,051	49,970	50,890	52,503	53,423	54,343
8	48,999	49,929	50,859	51,789	53,413	54,343	55,273
9	49,868	50,808	51,748	52,688	54,322	55,263	56,203
10	50,736	51,686	52,637	53,588	55,232	56,182	57,133
11	51,604	52,565	53,526	54,487	56,141	57,102	58,063
12	53,639	53,454	54,425	55,396	57,061	58,032	59,003
13	54,153	55,489	55,324	56,306	57,981	58,962	59,944
14	54,564	56,028	57,359	57,215	58,901	59,892	60,884
15	54,975	56,568	57,899	59,250	59,820	60,822	61,824
16	55,386	57,107	58,438	59,789	61,855	61,763	62,775
17	55,797	57,647	58,978	60,329	62,395	63,797	63,725
18	56,208	58,186	59,517	60,869	62,934	64,337	65,760
19	56,619	58,726	60,057	61,408	63,474	64,876	66,300
20	57,030	59,265	60,596	61,948	64,013	65,416	66,839
21	57,441	59,805	61,136	62,487	64,553	65,955	67,379
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32	62,117	66,202	67,533	68,884	70,950	72,353	73,776
33	62,528	66,742	68,072	69,424	71,489	72,892	74,315
34	62,939	67,281	68,612	69,963	72,029	73,432	74,855
35	63,350	67,821	69,151	70,503	72,568	73,971	75,394
36	63,761	68,360	69,691	71,042	73,108	74,511	75,934
37	64,172	68,900	70,230	71,582	73,647	75,050	76,473
38	64,583	69,439	70,770	72,121	74,187	75,590	77,013
39	64,995	69,979	71,309	72,661	74,726	76,129	77,552
40	65,406	70,518	71,849	73,200	75,266	76,669	78,092
41	65,817	71,058	72,388	73,740	75,805	77,208	78,631
42	66,228	71,597	72,928	74,279	76,345	77,748	79,171
43	66,639	72,137	73,468	74,819	76,884	78,287	79,711
44	67,050	72,676	74,007	75,358	77,424	78,827	80,250
45	67,461	73,216	74,547	75,898	77,964	79,366	80,790

** Due to rounding, actual contract amounts may vary by up to $1.