



## **MASTER CONTRACT**

**Between**

**PLEASANT VALLEY  
EDUCATION ASSOCIATION**

**And**

**THE PLEASANT VALLEY  
COMMUNITY SCHOOL  
DISTRICT**

**July 1, 2023 – June 30, 2028**

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## **ARTICLE I RECOGNITION**

- 1.1 The Board, on behalf of the District, recognizes the Association as the exclusive bargaining representative for those employees of the District within the bargaining unit description recertified and ordered by the Public Employment Relations Board on the 31<sup>st</sup> day of August, 2022, said description being as follows:

“INCLUDED: All certified staff including but not limited to: Teachers, Counselors, Librarians and Nurses.”

“EXCLUDED: Non-professionals and all others excluded by Iowa Code section 20.4.”

The reference to said Act being to Chapter 20, Revised Statutes, State of Iowa (2018), hereinafter styled "the Act".

- 1.2 The Association recognizes the Board as the statutory governing body of the District, within the meaning of bullet point number 5, Section 3, of the Act.
- 1.3 Hereafter, the term "employee" shall mean and refer solely to those professional employees of the District who are represented by the Association as described in 1.1.
- 1.4 The term "Board", as used in this agreement shall mean the Board of Education of the Pleasant Valley Community School District or its duly authorized representative.

## **ARTICLE II DEDUCTIONS**

- 2.1 Payroll Deductions - Payments of annuities, insurance, Pleasant Valley Educational Foundation, Community Foundation of the Great River Bend endowments, Community Health Charities of Iowa, United Way and any other plans or programs jointly approved by the Association and the Board may be deducted from employee salaries provided that a proper authorization is filed with the Chief Financial Officer. No payroll deductions that are considered illegal under the Iowa law, such as dues and political contributions, shall be approved. New applications and changes for all payroll deductions with the exception of Community Health Charities of Iowa and United Way will be processed throughout the year. New applications and changes for Community Health Charities of Iowa and United Way will be processed only one time per year with the withholding to begin with the January payroll. Accurate and complete authorization forms for payroll deductions must be submitted to the Business Office at the Belmont Administration Center by the payroll cutoff date of the seventh (7th) of the month in order for the deduction(s) to take effect for that month's paycheck. If the seventh (7th) falls on a weekend or holiday in which the Belmont Administration Center is closed, the payroll cutoff date shall fall on the previous Belmont Administration Center working day. Employees will be notified in advance if the payroll cutoff date for a month is changed to a date different than the seventh (7th) of the month (except for when the date is changed for weekends or holidays as noted in the previous sentence).
- 2.2 Liability and Errors - Any errors regarding deductions shall be immediately reported by an employee to the payroll department.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

- 3.1 Definition - A "grievance" is a claim by an employee or the Association that there has been a violation, misapplication, or misinterpretation of any provisions of this Agreement.
- 3.2 Grievant - A "grievant" is the person or the Association filing the grievance.
- 3.3 Grievance Processing - It is agreed that any investigation or other handling or processing of any grievance by the grieving certified staff member shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving certified staff member or of the other certified staff.
- 3.4 The grievant may be represented at all levels of the grievance procedure by himself, or at his option, by a representative or representatives selected or approved by the Association. The appropriate immediate supervisor and/or the Superintendent also have the right to representation at all levels of the grievant procedure.
- 3.5 Procedure - Any grievance shall be processed in the following manner:

Level I. The grievant shall attempt to resolve the grievance informally, within 21 days of its occurrence or awareness, by informal discussion with the appropriate immediate supervisor. The appropriate immediate supervisor will reply orally to the grievant within 5 working days after discussion of the grievance.

Level II. If, after discussion with the grievant's appropriate immediate supervisor at Level I, the grievance is not settled and the grievant wishes to appeal the grievance to Level II, the grievant will reduce the grievance to writing and submit it to the appropriate immediate supervisor within five (5) working days after receipt of the appropriate immediate supervisor's oral or written answer. The written grievance shall contain a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issues involved, the provisions of this Agreement involved, and the relief sought. At this point, a Grievance Resolution Team (GRT) consisting of three members appointed by management, including the superintendent, and three members appointed by the association, including the association president, will be convened to attempt to resolve the grievance. One member from management and one member from the association will serve as the facilitator or recorder as agreed upon by the team. All members of the GRT will have been trained and be competent in the interest based problem solving process used in negotiations. The grievant and appropriate immediate supervisor will not be part of the GRT but they are expected to meet with the GRT when necessary in order to provide information and to otherwise assist the GRT in its efforts to secure a resolution of the grievance locally through an interest based problem solving process.

The GRT shall meet within 10 working days of receipt of the written grievance and shall issue a report within 20 working days of the team's first meeting. It is the purpose of this team to review the history and facts surrounding the grievance. The GRT will use this information and problem solving process to attempt to resolve the grievance. The GRT may utilize the critical friend from IBPS. The GRT will make a recommendation of resolution or report a lack of consensus in writing to the association president and superintendent within five working days of the final meeting of the GRT. The written report shall also include a copy of the written grievance, history, facts, and documentation reviewed by the GRT. This report, if there is consensus, shall be the response to the written level II grievance to the grievant and the appropriate immediate supervisor. If there is not consensus, the supervisor shall provide a written answer to the grievant within five (5) working days after receipt of the written report from the GRT.

Should a grievance proceed to a Board Hearing, the written report of the GRT will be submitted as a joint stipulation. If an Association or District member of the GRT provides testimony in a subsequent grievance hearing, no testimony will be provided regarding offers of settlement or options for resolution of the grievance that were developed during the GRT step of the grievance procedure.

Prior to convening of a GRT for those grievances arising from Article 7.2 (Employee Rights) the grievant and involved supervisor(s) must each complete their own interest based level II waiver which affirms the following to the Association and District:

- a. That the grievant and involved supervisor(s) voluntarily elect to submit the grievance to the GRT Process;
- b. That participation by the grievant and involved supervisor(s) in the GRT Process will not give rise to any claims whatsoever by the grievant or the involved supervisor(s) against the participants in the process, including the Association and the Association's representatives as well as the District and the District's representatives. It is understood that lack of consensus by the GRT will result in a written answer by the grievant's appropriate supervisor and that said written answer may be appealed to a Board Hearing by the grievant. Also, a decision of a grievant and/or involved supervisor(s) not to utilize the GRT for an 7.2 grievance will necessitate a written answer to the grievance by the appropriate immediate supervisor within (5) working days of when the grievant submitted the grievance in writing in accordance with timelines set forth in Level II. The supervisor's written answer in this instance could also be appealed to a Board Hearing.

Level III. Grievances not settled at Level II of the grievance procedure may be appealed to a Board Hearing by the Association by written notice of a request for appeal, submitted to the Board President, within ten (10) working days of receipt of the GRT report in Level II. Within five (5) school days of receipt of such request, a hearing shall be scheduled to hear the grievance within 15 days. After the Board hears such evidence the parties desire to present, shall render a written opinion and award. The Board shall have no authority to add to, subtract from, modify or amend any terms of this Agreement. The decision of the Board shall be final and binding upon the parties. Upon mutual agreement of the Employer and the Association, grievances involving similar facts, issues, and contract provisions shall be consolidated for hearing and determination.

- 3.6 The failure of any employee, or the Association or its representatives to appeal a grievance to the next level within the time limits specified above shall bar further appeal, provided, however, the failure of the Employer's specified representatives to answer the grievance within applicable time limits shall constitute a denial and permit appeal to the next level, and provided further, any such time limits may be extended by mutual agreement.
- 3.7 No reprisals - No reprisals of any nature shall be taken by the Board of Education or school administration against any grievant or his representatives because of their participation in the grievance procedure.

## **ARTICLE IV**

### **SENIORITY**

- 4.1 For the purpose of this Article, seniority shall be defined as the number of years of continuous service in the Pleasant Valley Community School District. Extended leaves shall not be counted for seniority purposes, with the exception of military leaves.
- 4.2 Employees shall be classified as follows:
  - Pre K-12 (Art, Wellness/Health, Instrumental Music, Vocal Music, Teacher Librarian, Guidance, Nurse, Special Education, ELP, Elementary Science and Remedial Reading.)
  - Pre K-6th Grade
  - 7-12 (by Department)

## ARTICLE V

### LEAVES

#### 5.1 Employee Leave

Note: An employee must work at least one full contract day in each new contract year in order to be credited with the new allocation of leaves for that contract year.

- 5.11 Sick Leave - At the beginning of each year of service, a total of fifteen (15) days of current personal sick leave allowance shall be credited to each employee's record. Unused personal sick leave shall accumulate with each paycheck showing the accumulation. In order to be eligible for such leave, the employee must enter the absence into the online absence management system or contact the district sub-caller directly if it is after 6:30 am on the morning of the absence. An employee must, per request, present reasonable evidence of his/her illness.

If an employee exhausts his/her sick leave prior to becoming physically and/or mentally fit to return to employment, the employee shall, upon written request, be granted an extended leave of absence without pay. Such extended leave will continue until the employee is physically and mentally fit to return to work or until two (2) years from the beginning of the employee's sick leave, whichever occurs first.

- 5.12 Personal Leave - Personal Leave shall be defined as absence from work for personal reasons. An employee wishing to take personal leave shall notify his/her principal at least one (1) day in advance, except in cases of an emergency. Two (2) days per year of personal leave with pay shall be granted to all employees. Personal leave is to be used for legitimate reasons; not for a day off, to extend vacations or weekends which are three or more days in length, and not for use in employment in another job, either for another person or self-employment.

Up to two (2) personal days shall be allowed to carry over from the current year to the upcoming year. The maximum number of personal days at the start of a new contract shall not exceed four (4) days. Unused personal days that cannot be carried over to the upcoming year shall be converted to the employee's sick leave for the upcoming year, not to exceed two (2) days.

Exceptions to extend a long weekend, extended or holiday break which are three or more days in length will be given consideration upon the Superintendent receiving a written request stating the reason for the absence. To use such extended personal leave, the employee must have completed three years of employment and have a current three year average attendance rate of 97% or above (exempted from that rate would be professional/conference days, student supervision, association leave or other district related requirements). If the employee attendance record is below the three year average attendance rate of 97%, then leave will be unpaid.

In the instance of an extraordinary circumstance, the employee may send the Superintendent a letter which outlines what their two personal days were used for, along with a description of the extraordinary circumstance causing the current request. The Superintendent may grant the day of leave if the employee is willing to decrease the number of allocated personal leave days for the upcoming year by the same amount that the current leave request seeks, up to a maximum of two (2) days. If an employee does not renew their contract for the upcoming year, the employee must reimburse the district for the borrowed personal days at their per diem rate.

The Board has the right to require reasons if there are suspected abuses of the aforementioned; failure of the employee to provide a satisfactory reason will result in the denial of the personal day.

#### 5.2 Family Emergency Leave

- 5.21 Up to ten (10) days per year shall be granted to each employee for non-critical or critical illness of immediate and/or non-immediate family members. This includes children by blood, marriage, or adoption and foster relationship, parents, grandparents, grandchildren, siblings, spouse, aunts, uncles, cousins, nephews and nieces by blood, marriage or adoption. With Superintendent approval, it may also include unrelated long-term household members and non-familial close relationships. These leaves may be taken in one-fourth (1/4) day increments. Unused leaves from Article 5.21 shall not accumulate.

A leave of absence without pay for up to one (1) year shall be granted for the purpose of caring for a sick or injured member of the employee's immediate family.

- 5.22 Guidelines for the granting of said leaves shall include the establishment of facts following the illness or death in the employee's family.
- 5.23 The state of being an infant or child requiring the attention of an adult is not of itself an illness.
- 5.24 To be granted the leave, the employee must notify his/her immediate supervisor as soon as possible.
- 5.25 A parent of a newly born infant or adopted child shall receive an unpaid leave of absence subject to the terms and conditions of The Family and Medical Leave Act of 1993. An extension of the leave granted under The Family and Medical Leave Act of 1993 will be granted subject to the following conditions:

The employee must have been employed in the District a minimum of three (3) years before applying for the extended leave.

After receiving the extended leave, the employee is entitled to apply for one additional leave provided he/she has been employed for a minimum of three additional years in the District after receiving the first leave.

The employee must notify in writing the employee's building principal at least 120 calendar days prior to the anticipated or desired beginning of such extended leave. The notice should specify the amount of leave to be taken and the date or expected date of the extended leave. An extension of such leave will be granted on the same basis as the original leave and will be considered a part of the original leave. Total leave, including extension, shall not exceed two (2) years.

The extended leave must be for a school semester, a school year, a school year and another semester, or two school years, except that the time remaining in the school semester during which the infant or infants was/or were born may be taken as leave as well. The extended leave taken cannot be other than the leave specified. All extended leaves must be continuous.

The above provisions for extended leaves shall apply to cases of adoption provided the infant or infants adopted are preschool age. Notification to the employee's immediate supervisor must be thirty (30) days prior to the anticipated or desired beginning of such extended leave.

- 5.26 Unpaid emergency leave will be granted subject to the terms and conditions of this contract article and The Family and Medical Leave Act of 1993.
- 5.27 Adoption/Surrogacy/Foster Leave - The district will grant up to 30 paid superintendent's discretionary leave days (but in no case more than 6 total calendar weeks paid leave) if the employee is the primary caregiver for the adoptive/surrogate newborn through preschool age child. These days must be continuous with the exception that five (5) such days may be used for the adoption/surrogacy process. These days must also be contiguous to the actual adoption/surrogacy. That is, if the adoption/surrogacy occurs while school is not in session, no paid leave will be granted if six weeks has passed from adoption/surrogacy to the start of contracted duties.

The adoption/surrogacy leave bank will be made up of any family emergency leave days which are unused at the end of a fiscal year up to a maximum of 120 days. This bank is to be used for eligible adoption/surrogacy leave during the following fiscal year. At the end of each fiscal year, any days left in the bank will be cleared and replenished with the balance of family emergency leave days not used during the previous fiscal year up to a maximum of 120 days. If there are multiple requests for adoption/surrogacy leave in a given year, the allocation will be equally divided to the extent notification to the Superintendent allows.

- 5.3 Bereavement Leave - Up to two (2) days per year shall be granted to each employee for bereavement of immediate and/or non-immediate family members. This includes children by blood, marriage, or adoption and foster relationship, parents, grandparents, grandchildren, siblings, spouse, aunts, uncles, cousins, nephews and nieces by blood, marriage or adoption. With Superintendent approval, it may also include unrelated long-term household members and non-familial close relationships. These leaves may be taken in one-fourth (1/4) day increments. Unused bereavement leave shall not accumulate.
- 5.4 Association Leave - Up to eighteen (18) school days paid leave shall be available at the discretion of the Association for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations.

- 5.5 Educational Leave - Upon written notice to the Superintendent on or before March 1st, an employee with four (4) years' service in the District shall be granted a leave of absence without pay of up to two (2) years for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities. Half time leaves or leaves shorter than one year will be granted only upon approval of the Superintendent. A maximum of three (3) such leaves (a maximum of two (2) in any classification) will be granted in any one school year, and if there are more applications than such maximum, leaves will be granted by seniority.
- 5.6 Jury Service and Judicial Proceedings - An employee called for jury duty or subpoenaed, and serves in any judicial proceeding during school hours must notify the employee's immediate supervisor in writing as soon as the employee learns he/she is to serve. If the jury duty or judicial proceeding is completed before the end time of the employee's contracted work day, the employee is to report back to work to complete the remainder of the work day (since the employee is being paid for a full contracted work day). Employees cannot waive jury duty pay. Upon receiving payment from the court system the employee must reimburse the school district the full amount less the mileage portion.
- 5.7 Military leave - Military leave will be provided by the District in compliance with Federal and state laws.
- 5.8 An employee who has taken extended leave shall be reinstated and displace another employee in accordance with the provisions of Article IV of the Professional Staff Handbook. The period of leave shall not count for seniority purposes, except for military leave. The employee shall retain experience credit on the salary schedule held previous to the leave and other benefits accrued prior to the leave. A maximum of one (1) step will be allowed upon the salary schedule upon returning to the position if a successive school year has commenced and the employee had worked for at least ninety-four (94) days of service in the school year during which the employee began said leave. If an employee is on an extended leave, they must notify the district within one hundred twenty **(120) days** of their return date.
- 5.9 Temporary leaves with or without pay and extended leaves without pay may be granted upon prior written request to and approval by the Superintendent.

## **ARTICLE VI SAFETY - HEALTH**

- 6.1 Safety - The employer shall comply with the Federal and Iowa Occupational Safety and Health Acts, as amended. Any safety or health claim of an employee or the Association, under either of said Acts, shall not also be subject to the grievance procedure set forth in Article III.
- 6.2 The District, as a condition of continuing employment, may require at any time reasonable evidence of the ability to perform assigned duties and freedom from communicable disease.

## **ARTICLE VII RIGHTS**

- 7.1 Management Rights - The Association recognizes that the Board has the responsibility and authority to manage and direct on behalf of the public all the operation and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited only by the specific and expressed terms of this agreement.
- 7.2 Employee Rights - No employee will be disciplined or suspended, with or without pay, except for just cause.

## **ARTICLE VIII WAGES AND SALARIES**

- 8.1 The pay of employees in the bargaining unit will be adjusted and paid to comply with the Salary Schedule attached as Exhibits "A-1", "A-2".
- 8.2 Each employee shall be placed on his/her proper step of the Salary Schedule as of the effective date of this agreement and in accordance with paragraph 8.3 below. All employees shall be granted credit for a year of service, toward the next increment step for the following year. A year of service in the system shall consist of a school year in which the employee worked at least ninety-four (94) days of service in a PK-12 accredited school or at the Superintendent's discretion, including sick leave and in-service days.
- 8.3 Newly-hired employees will be placed on the salary schedule by recognizing their teaching experience outside the District. A year of experience will be a school year in which the employee worked at least ninety-four days (94) of service, including any sick leave and in-service days.
- 8.31 Nurses are to be placed on the salary schedule according to their years of experience (credit is only given for experience in a school setting) as well as level of education. If the nurse holds a BSN, they are placed in the BA lane of the certified salary schedule. A nurse who is hired with an RN, will also be placed in the BA lane of the salary schedule; however, the salary will be calculated by subtracting 30% multiplied by the index base. The employee will advance one step on the BA lane for each year of service until the maximum for that lane is reached.
- 8.4 Employees on the regular Salary Schedule shall be granted one (1) increment on the schedule for each year of service until the maximum for their educational classification is reached.
- 8.5 An employee shall be credited for repositioning on the Salary Schedule for additional education upon the terms and conditions set out below.
- 8.51 Any employee who plans to enroll in any course for this purpose must file written notification of enrollment with the Director of Secondary or Elementary Education or his/her designated representative for his/her approval based on the requirements set out in 8.52. The Director of Secondary or Elementary Education shall have not more than seven (7) calendar days to respond.
- 8.52 The employee must furnish satisfactory evidence of successful completion of the accredited course(s) in an accredited college or university by September 7. Satisfactory evidence includes: Official transcript (only needed upon program completion, i.e. Master's Degree), grade report, or letter from the college or university registrar carrying the name of the course, the number of hours credit, the date of completion of the course, and *bearing the signature of the registrar*. In the event of late issuance of program completion transcript or individual course grade report, satisfactory evidence to the Superintendent of completion of the course will be accepted. Credit must apply toward the employee's assignment or a field that will benefit the district, such as administration, counseling, instructional coaching, et al. Only district approved credit(s) will apply to movement on the Salary Schedule (see Exhibit A-3). To receive credit for graduate hours past the master's degree, courses must have the approval of the Superintendent or be completed after requirements for the master's degree have been met. Such credit shall be approved by the Superintendent and the employee shall receive credit toward an educational lane change on the Salary Schedule and any additional steps over the previous year, if provided on the Schedule.
- 8.53 Employees who have achieved National Board Certification will receive an added stipend of 5% of the base salary index beginning the school year after they submit documentation of certification. Unless otherwise exempted by the Superintendent, if the employee does not properly renew National Board Certification, the teacher will no longer receive the added stipend beginning the school year following its expiration.
- 8.54 Repositioning on the salary schedule may be granted for credit received from in-district sponsored workshops. Such workshops will follow the same guidelines as graduate credit classes from an accredited institution. The following requirements must be met:
1. 15 hours of instructor-led seat time hours plus 30 hours of syllabi-directed outside work for every one hour of workshop credit.
  2. Class project(s), test(s), paper(s) and/or classroom demonstration(s) that would indicate mastery of the workshop objectives.
  3. Attendance at all class sessions.
  4. Participants are required to pay a registration fee to cover the cost of the instructor.

5. The purchase of a book(s) and/or materials may be required and will be the responsibility of the participant.

Certified staff members applying for salary schedule movement for in-district workshops must submit an Application for Approval of Additional Academic Credits and/or In-District Movement on Salary Schedule form to the Director of Secondary or Elementary Education for approval prior to enrolling in the class(es). These forms are available through FREVVO. Approval for PV credit workshops will fall under Criteria #3 on the form.

Certified staff who have reached the end of their lane for movement on the district's salary schedule will have two options:

- a. Enroll in PV credit workshops and pay the enrollment fee. The district will then reimburse the enrollment fee (but not textbooks, materials, etc.), upon proof of successful completion of the workshop requirements.
- b. Pay the enrollment fee and accumulate the credit(s) for possible future movement on the salary schedule.

Participants in this category will need to decide between option a and b at the time of enrollment as changes will not be approved at a later date.

- 8.6 Regular employees will be paid in twelve (12) equal installments on the 25th day of each month (See Section 8.9 for option of ten (10) equal installments for employees retiring at the end of the current school year). Employees will receive their direct deposit on the 25th of each month, unless the pay date falls on a holiday or weekend, then employees will receive their paycheck on the last previous banking day. All newly hired employees of the District are required to receive their pay by direct deposit. Existing employees are encouraged to receive their pay by direct deposit. Once an employee begins receiving his/her pay by direct deposit, he/she may not reverse it back to a physical paycheck. Direct Deposit payroll services will be administered according to the terms and conditions set forth below:

1. Responsibilities of the District. The District agrees to provide direct deposit services subject to: 1) the capability of the District's payroll and financial accounting systems; 2) the terms and conditions set forth by the provider of direct deposit services to be selected by the District; and 3) the terms and conditions of this agreement as expressly provided unless agreed otherwise by the parties. The District reserves the right to amend or terminate this agreement with thirty (30) days notice to the employees if the District can no longer perform direct deposit payroll services due to circumstances beyond the District's control.
2. Responsibilities of the PVEA. The PVEA agrees to abide by the terms and conditions of this agreement as expressly provided unless otherwise agreed to by the parties.

Direct Deposit authorizations will be processed throughout the year. Accurate and complete authorization forms must be submitted to the business office at the Belmont Administration Center by the payroll cutoff date of the seventh (7<sup>th</sup>) of the month in order for the direct deposit to take effect for that month's paycheck. If the seventh (7<sup>th</sup>) falls on a weekend or holiday in which the Belmont Administration Center is closed, the payroll cutoff date shall fall on the previous Belmont Administration Center working day. Employees will be notified in advance if the payroll cutoff date for a month is changed to a date different than the seventh (7<sup>th</sup>) of the month (except for when the date is changed for weekends or holidays as noted in the previous sentence).

Employees with direct deposit will receive their direct deposit advice through district email. Employees may also have their direct deposit advice sent to two additional email addresses. **Employees are responsible for updating new email addresses with the Business Office.** Any employees that do not have a district e-mail address and that do not provide any other email address to the Business Office may pick up their direct deposit advice at the Belmont Administration Center for one week after the payroll date. Any direct deposit advice not picked up by that time by the employee will be shredded.

- 8.7 Extended contracts are to be paid at a per diem rate of the teaching salary. This does not pertain to extra duties or summer school.
- 8.8 Part-time employees will be granted an additional step each year.

- 8.9 An employee who has submitted a written request to the Superintendent on or before August 1st stating their retirement at the end of the current school year, and such request is approved by the Board of Education on or before August 25th, may elect to receive their last year's salary in ten equal installments beginning in September by providing a written request to the Chief Financial Officer on or before August 25th.

## **ARTICLE IX**

### **SCHEDULED DAYS OF SERVICE, HOURS, AND HOLIDAYS**

- 9.1 This contract shall cover one hundred eighty-seven days of service. Days beyond this will receive additional compensation. New employees may be required to work an additional period for orientation. This contract shall include up to two (2) days of this orientation; time beyond this shall receive additional compensation. Employees shall have a contract of 194 days for purposes of figuring per diem salary. An employee may work extra days of service set forth in Article VIII or pursuant to work listed in Article X (Extra Duty Assignments) or Exhibit B.
- 9.2 The following shall constitute seven (7) paid holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day, and President's Day. No employee shall be required to work on any of the above holidays.
- 9.3 A day of service, unless an employee contract specifies duties in addition to the normal day of service (which duties are listed in Exhibit B under Extra Duty Payment Schedule) or as may be agreed to by the Association and the District, shall consist of eight continuous hours, provided however:
- 9.31 That the beginning and ending of such day and the beginning and ending of such lunch period at each building shall be specified in work rules; and
- 9.32 That one-half hour of said day shall be a paid continuous and duty-free lunch period during which the employee may leave his/her building; and
- 9.33 That the employee day shall end on Fridays fifteen (15) minutes after the time the students have been dismissed and left the building and on the school day preceding all holidays at the time students have been dismissed and left the building, and that the employee day shall begin no earlier than on other days of service.
- 9.34 If the District schedules faculty meetings or a part of such meeting outside of the normal work day, employee attendance shall be voluntary to such meeting or part of a meeting outside of the work day.
- 9.35 The employee day shall end, on a building by building basis, fifteen (15) minutes after students in that building are dismissed for weather-related early dismissals.
- 9.4 Days of service described in 9.1, exclusive of those related to extra duty assignments, shall be scheduled in advance by the District. Employees may be required to work on days not so scheduled upon any of the following conditions:
- 9.41 If employees are not required to work on a previously scheduled day or days of work due to an emergency closing of the school, accident, unforeseeable event, act of God, inclement weather, or the like, employees may be required to work on a day or days not previously scheduled; provided however that the number of days employees are actually required to work shall not exceed the number set forth in 9.1; and provided further, that such previously unscheduled days on which employees are required to work as described in this provision (9.41) shall not be the holidays described in 9.2.
- 9.42 If the District determines, for some reason or on a basis different than that set forth in 9.41, that a change must be made in the scheduled days of service involving required employees to work on days not previously scheduled, that such change will be made only upon agreement with the Association.
- 9.43 Days of service shall not be scheduled on the Friday following Thanksgiving or December 23rd through January 2nd.
- 9.5 The last work day will be scheduled as a half day which shall be a non-student day and a records day for certified staff. If grades and records are complete staff does not have to attend.

**ARTICLE X**  
**EXTRA DUTY ASSIGNMENTS**

- 10.1 The Board and the Association agree that extra duty assignments as listed in Exhibit B are official school sponsored responsibilities. Employees signing original contracts providing for extra duty assignments, or employees acquiring extra duty assignments as a result of their initiative, shall be released from such duties by termination or mutual agreement. Employees assigned to extra duty assignments by mutual agreement may resign such duties by written notification to the Superintendent prior to March 1. When employees request a release from an extra duty position, the employer will respond in writing to the status of their request within 20 calendar days.
- 10.2 Employees employed for summer school and summer curriculum writing shall be paid \$30.00 per hour. Individuals will be paid a single lump sum to be included on the employee's next regularly scheduled payday.
- In addition, summer school employees regularly employed in the District may be eligible for sick leave at the discretion of the Superintendent. If sick leave is granted, it will be deducted from their accumulated sick leave total.
- 10.3 In the event of having multiple people filling a single extra duty assignment, the district may reallocate the stipend within a particular sport/activity as long as the total stipend for that sport/activity are not increased above the total stipends allocated for that sport/activity.
- 10.4 It is to the sole discretion of the board as to what extra duty job classifications shall exist.

**ARTICLE XI**  
**COMPLIANCE AND DURATION**

- 11.1 Separability - If any provision of this Agreement is determined to be contrary to law, then such provision shall not be valid and subsisting, but all other provisions of this Agreement shall remain in full force and effect.
- 11.2 Duration Period - This Agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2028. The parties agree to reopen for salary and any other mutually agreed upon items.
- 11.3 Complete Agreement - This Agreement constitutes the entire agreement between the parties hereto and any modifications of this Agreement shall be in writing and duly executed by both parties hereto. Such modifications may be made at any time by mutual agreement. In the absence of such agreement, neither party hereto shall have any duty or obligation to bargain with respect to any changes, modifications, or additions to the Agreement during its life.

FOR THE BOARD,  
ON BEHALF OF THE DISTRICT

Mike L. Clingingsmith, CFO

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FOR THE ASSOCIATION

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# EXHIBIT A-1

## 2023-24 Single Salary Schedule

### PLEASANT VALLEY COMMUNITY SCHOOL DISTRICT SINGLE SALARY SCHEDULE 2023-24

Note: This single salary schedule does not include compensation that teachers and nurses receive for state paid professional development days or compensation that elementary teachers receive for an additional day for collaboration. Elementary and junior high teachers and nurses are paid at their 1.0 FTE per diem rate (even if they are not actually a 1.0 FTE employee) for two state paid professional development days each year. High school teachers and nurses are paid at their 1.0 FTE per diem rate for 1.5 state paid professional development days each year. Elementary teachers are paid at their 1.0 FTE per diem rate for one additional day for collaboration beginning with the 2012-13 year. Employees must be present to be paid for these state paid professional development and elementary collaboration days. The number of state paid professional development days may be adjusted each year if there is a shortage of funds received from the state.

The years experience ("YEARS EXPER") column is to determine initial placement. All employees shall be granted the next increment step for the following year in accordance with Article 11.2. Employees hired with 0 - 3 years of experience will be placed on step 1 - 4 of the salary schedule and will move up to step 5 after they have completed their first year of employment in the district. An employee hired with 4 years of experience would be placed on step 5, an employee hired with 5 years of experience would be placed on step 6, etc. to the top of a given lane.

|      | YEARS<br>EXPER | BA     | BA+10  | BA+20  | MA     | MA+10  | MA+20  | MA+30  |
|------|----------------|--------|--------|--------|--------|--------|--------|--------|
| STEP | 1 - 4          | 45,812 | 47,556 | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 |
| STEP | 5              | 47,556 | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 |
| STEP | 6              | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 |
| STEP | 7              | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 |
| STEP | 8              | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 |
| STEP | 9              | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 |
| STEP | 10             | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 |
| STEP | 11             | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 | 68,483 |
| STEP | 12             | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 | 68,483 | 70,227 |
| STEP | 13             | 65,867 | 65,867 | 65,867 | 66,740 | 68,483 | 70,227 | 71,972 |
| STEP | 14             | 65,867 | 69,356 | 69,356 | 69,356 | 70,227 | 71,972 | 73,715 |
| STEP | 15             | 65,867 | 69,356 | 72,843 | 72,843 | 72,843 | 73,715 | 75,459 |
| STEP | 16             | 65,867 | 69,356 | 72,843 | 72,843 | 73,715 | 75,459 | 77,203 |
| STEP | 17             | 65,867 | 69,356 | 72,843 | 78,075 | 78,075 | 78,075 | 78,947 |
| STEP | 18             | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 81,562 | 81,562 |
| STEP | 19             | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 85,051 | 85,051 |
| STEP | 20             | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 85,051 | 88,538 |

Note: See Exhibit A-2 for the supporting documentation and calculations which support this single salary schedule.

# EXHIBIT A-2

## 2023-24 Workpaper for Single Salary Schedule

### WORKPAPER FOR SINGLE SALARY SCHEDULE BASE SALARY, TSS INDEX DISTRIBUTION\* AND TSS EQUAL DISTRIBUTION\*\* COMBINED 2023-24

BASE SALARY INDEX BASE = 34,225 (MULTIPLY BY MULTIPLIER)  
TSS INDEX DISTRIBUTION BASE = 654 (MULTIPLY BY MULTIPLIER) \*\*\*  
TSS EQUAL DISTRIBUTION AMOUNT = 5,701 \*\*\*

| YEARS<br>EXPER         | BA     | BA+10  | BA+20  | MA     | MA+10  | MA+20  | MA+30  |
|------------------------|--------|--------|--------|--------|--------|--------|--------|
| BASE SALARY MULTIPLIER | 1.150  | 1.200  | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  |
| TSS MULTIPLIER         | 1.150  | 1.200  | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  |
| BASE SALARY            | 39,359 | 41,070 | 42,781 | 44,493 | 46,204 | 47,915 | 49,626 |
| TSS INDEX              | 752    | 785    | 818    | 850    | 883    | 916    | 948    |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 1 - 4</b>      | 45,812 | 47,556 | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 |
| BASE SALARY MULTIPLIER | 1.200  | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  |
| TSS MULTIPLIER         | 1.200  | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  |
| BASE SALARY            | 41,070 | 42,781 | 44,493 | 46,204 | 47,915 | 49,626 | 51,338 |
| TSS INDEX              | 785    | 818    | 850    | 883    | 916    | 948    | 981    |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 5</b>          | 47,556 | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 |
| BASE SALARY MULTIPLIER | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  |
| TSS MULTIPLIER         | 1.250  | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  |
| BASE SALARY            | 42,781 | 44,493 | 46,204 | 47,915 | 49,626 | 51,338 | 53,049 |
| TSS INDEX              | 818    | 850    | 883    | 916    | 948    | 981    | 1,014  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 6</b>          | 49,300 | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 |
| BASE SALARY MULTIPLIER | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  |
| TSS MULTIPLIER         | 1.300  | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  |
| BASE SALARY            | 44,493 | 46,204 | 47,915 | 49,626 | 51,338 | 53,049 | 54,760 |
| TSS INDEX              | 850    | 883    | 916    | 948    | 981    | 1,014  | 1,046  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 7</b>          | 51,044 | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 |
| BASE SALARY MULTIPLIER | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  |
| TSS MULTIPLIER         | 1.350  | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  |
| BASE SALARY            | 46,204 | 47,915 | 49,626 | 51,338 | 53,049 | 54,760 | 56,471 |
| TSS INDEX              | 883    | 916    | 948    | 981    | 1,014  | 1,046  | 1,079  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 8</b>          | 52,788 | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 |
| BASE SALARY MULTIPLIER | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  |
| TSS MULTIPLIER         | 1.400  | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  |
| BASE SALARY            | 47,915 | 49,626 | 51,338 | 53,049 | 54,760 | 56,471 | 58,183 |
| TSS INDEX              | 916    | 948    | 981    | 1,014  | 1,046  | 1,079  | 1,112  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 9</b>          | 54,532 | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 |
| BASE SALARY MULTIPLIER | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  |
| TSS MULTIPLIER         | 1.450  | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  |
| BASE SALARY            | 49,626 | 51,338 | 53,049 | 54,760 | 56,471 | 58,183 | 59,894 |
| TSS INDEX              | 948    | 981    | 1,014  | 1,046  | 1,079  | 1,112  | 1,145  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 10</b>         | 56,275 | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 |
| BASE SALARY MULTIPLIER | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  | 1.800  |
| TSS MULTIPLIER         | 1.500  | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  | 1.800  |
| BASE SALARY            | 51,338 | 53,049 | 54,760 | 56,471 | 58,183 | 59,894 | 61,605 |
| TSS INDEX              | 981    | 1,014  | 1,046  | 1,079  | 1,112  | 1,145  | 1,177  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 11</b>         | 58,020 | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 | 68,483 |

\* - TSS Index is the former Phase II and is 17.5% of the total TSS state Aid and Levy amount.

\*\* - TSS Equal is the former Teacher Compensation/Teacher Quality and is 82.5% of the total TSS state Aid and Levy amount.

\*\*\* - These amounts are adjusted annually to reflect district certified enrollment, lane and FTE changes. The TSS amounts on this schedule reflect 98% of the total TSS state Aid and Levy calculations. Any remaining balance of the total TSS state Aid and Levy amount will be paid in equal shares based on FTE in June of each year.

## EXHIBIT A-2, Continued

### 2023-24 Workpaper for Single Salary Schedule

|                        |        |        |        |        |        |        |        |
|------------------------|--------|--------|--------|--------|--------|--------|--------|
| BASE SALARY MULTIPLIER | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  | 1.800  | 1.850  |
| TSS MULTIPLIER         | 1.550  | 1.600  | 1.650  | 1.700  | 1.750  | 1.800  | 1.850  |
| BASE SALARY            | 53,049 | 54,760 | 56,471 | 58,183 | 59,894 | 61,605 | 63,316 |
| TSS INDEX              | 1,014  | 1,046  | 1,079  | 1,112  | 1,145  | 1,177  | 1,210  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 12</b>         | 59,764 | 61,507 | 63,251 | 64,996 | 66,740 | 68,483 | 70,227 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.725  | 1.725  | 1.750  | 1.800  | 1.850  | 1.900  |
| TSS MULTIPLIER         | 1.725  | 1.725  | 1.725  | 1.750  | 1.800  | 1.850  | 1.900  |
| BASE SALARY            | 59,038 | 59,038 | 59,038 | 59,894 | 61,605 | 63,316 | 65,028 |
| TSS INDEX              | 1,128  | 1,128  | 1,128  | 1,145  | 1,177  | 1,210  | 1,243  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 13</b>         | 65,867 | 65,867 | 65,867 | 66,740 | 68,483 | 70,227 | 71,972 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.825  | 1.825  | 1.850  | 1.900  | 1.950  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.825  | 1.825  | 1.850  | 1.900  | 1.950  |
| BASE SALARY            | 59,038 | 62,461 | 62,461 | 62,461 | 63,316 | 65,028 | 66,739 |
| TSS INDEX              | 1,128  | 1,194  | 1,194  | 1,194  | 1,210  | 1,243  | 1,275  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 14</b>         | 65,867 | 69,356 | 69,356 | 69,356 | 70,227 | 71,972 | 73,715 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 1.925  | 1.925  | 1.950  | 2.000  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 1.925  | 1.925  | 1.950  | 2.000  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 65,883 | 65,883 | 66,739 | 68,450 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,259  | 1,259  | 1,275  | 1,308  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 15</b>         | 65,867 | 69,356 | 72,843 | 72,843 | 72,843 | 73,715 | 75,459 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 1.925  | 1.950  | 2.000  | 2.050  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 1.925  | 1.950  | 2.000  | 2.050  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 65,883 | 66,739 | 68,450 | 70,161 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,259  | 1,275  | 1,308  | 1,341  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 16</b>         | 65,867 | 69,356 | 72,843 | 72,843 | 73,715 | 75,459 | 77,203 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 2.075  | 2.075  | 2.075  | 2.100  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 2.075  | 2.075  | 2.075  | 2.100  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 71,017 | 71,017 | 71,017 | 71,873 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,357  | 1,357  | 1,357  | 1,373  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 17</b>         | 65,867 | 69,356 | 72,843 | 78,075 | 78,075 | 78,075 | 78,947 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.175  | 2.175  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.175  | 2.175  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 71,017 | 74,439 | 74,439 | 74,439 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,357  | 1,422  | 1,422  | 1,422  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 18</b>         | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 81,562 | 81,562 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.275  | 2.275  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.275  | 2.275  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 71,017 | 74,439 | 77,862 | 77,862 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,357  | 1,422  | 1,488  | 1,488  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 19</b>         | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 85,051 | 85,051 |
|                        |        |        |        |        |        |        |        |
| BASE SALARY MULTIPLIER | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.275  | 2.375  |
| TSS MULTIPLIER         | 1.725  | 1.825  | 1.925  | 2.075  | 2.175  | 2.275  | 2.375  |
| BASE SALARY            | 59,038 | 62,461 | 65,883 | 71,017 | 74,439 | 77,862 | 81,284 |
| TSS INDEX              | 1,128  | 1,194  | 1,259  | 1,357  | 1,422  | 1,488  | 1,553  |
| TSS EQUAL              | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  | 5,701  |
| <b>STEP 20</b>         | 65,867 | 69,356 | 72,843 | 78,075 | 81,562 | 85,051 | 88,538 |

\* - TSS Index is the former Phase II and is 17.5% of the total TSS state Aid and Levy amount.

\*\* - TSS Equal is the former Teacher Compensation/Teacher Quality and is 82.5% of the total TSS state Aid and Levy amount.

\*\*\* - These amounts are adjusted annually to reflect district certified enrollment, lane and FTE changes. The TSS amounts on this schedule reflect 98% of the total TSS state Aid and Levy calculations. Any remaining balance of the total TSS state Aid and Levy amount will be paid in equal shares based on FTE in June of each year.

**TSS (TEACHER SALARY SUPPLEMENT) COVENANT**  
For  
**THE PLEASANT VALLEY COMMUNITY SCHOOL DISTRICT**  
And  
**THE PLEASANT VALLEY EDUCATION ASSOCIATION**

The Pleasant Valley Community School District and the Pleasant Valley Education Association agree to the following regarding the distribution of TSS funds:

- I. TSS payments are prorated according to FTE.
- II. Employees on unpaid leave shall not receive TSS payment for the duration of their unpaid leave.
- III. TSS payments shall not be subject to coverage under long-term disability or workmen's compensation insurance.
- IV. FICA and IPERS shall be deducted from the TSS payment in accordance with the law.

TSS payments shall not be considered a portion of salary under the Early Retirement Policy.

**Criteria for Approving Graduate Level Courses for  
Teacher Advancement on the Salary Schedule**

1. All courses designated in the individual's teaching field that are taken at an NCA approved college or university. Ex: elementary math course for K-6 teachers; literature or composition classes for English teachers; science classes for science teachers, etc.
2. All courses in an individual's advanced degree program, following acceptance into a program by an accredited college or university. If the degree program is not within the individual's teaching assignment, then prior administrative approval is required. Exceptions to this are: classroom teachers who have been admitted to advanced programs in counseling, administration, and special education.
3. Courses that relate to areas of in-service emphasized and encouraged by the district. For example: Writing Project; Excellence in Teaching Institute; discipline techniques; cooperative learning; technology; special education inclusion, ESL, etc.
4. Courses that relate to a principal's recommendation in the teacher's formal evaluation process. For example: classroom management; teaching techniques or strategies; assertive discipline; etc.
5. Courses required by the State of Iowa for recertification. For example: Human Relations, etc.
6. Courses sponsored by the NEA/ISEA academies. A maximum of 9 semester hours of graduate credit, earned through no more than 3 courses, will be approved.
7. A total of 9 graduate hours, earned through no more than 4 courses, will be approved for each area of study not covered in items 1-6 above, when a teacher provides an acceptable rationale for enrolling in the courses. Examples include courses related to an individual's coaching/extra-curricular sponsorships. Courses will not be approved which have the effect of advancing employment opportunities outside of education.
8. If it is to the benefit of the district and educational program, the Superintendent may allow undergraduate credits earned after employment with the district to cause advancement on the salary schedule. For example, specific training in CTE areas like welding or robotics.

## **Coursework Incentive**

### **Guidelines for providing faculty additional incentives to complete certain types of coursework:**

1. For the purpose of these guidelines an incentive is thought of as payment or partial payment for coursework and/or some form of direct compensation to the employee in instances where the proposed coursework will not allow the employee to move on the salary schedule.
2. The critical criteria for consideration of such incentives is that the district is seeking out a faculty member to do such coursework to address a specific need within the course of study. Generally the cases are going to be in hard to hire areas and/or content area work at the HS that allows the teacher to teach dual enrollment classes.
  - a. In the instance where the courses can be taken to advance on the salary schedule, the district does not contribute to the course work and will pay \$100 for each credit hour earned to the employee up to and including 18 credit hours. (18 hours is the number of credits required to teach a concurrent class at PVHS which was the driver behind the coursework incentive guidelines.)
  - b. In the instance where the courses cannot be used to advance on the salary schedule, the district will pay for the cost of the course work and will pay \$200 for each credit hour earned to the employee up to and including 18 credit hours. (18 hours is the number of credits required to teach a concurrent class at PVHS which was the driver behind the coursework incentive guidelines.)
3. Exceptions to this policy, in the form of additional enhancements, can be made by the Superintendent of Schools.

Updated 12/19/17

**EXHIBIT B**  
**2023-2024 Extra Duty Pay Schedule**





**STATE PAID PROFESSIONAL DEVELOPMENT COVENANT**  
**For**  
**THE PLEASANT VALLEY COMMUNITY SCHOOL DISTRICT**  
**And**  
**THE PLEASANT VALLEY EDUCATION ASSOCIATION**

State Paid Professional Development Funds

Certified staff will be paid at their full time per diem rate for these professional development days paid by the state (even if employed part-time). Certified staff who are not able to attend the designated professional development times as scheduled (without exception) will not be paid for time not present.

K-8 certified staff are paid for an additional 1 day and seven hours (for a total of 188.875 days of work) and 9-12 certified staff are paid for one and one-half (1.5) additional days (for a total of 188.5 days of work).

Payment for these days of service will be distributed on all twelve paychecks (ten paychecks for retirees electing to be paid over ten payments) with deductions made for loss of pay on the first available paycheck for any day or portion of day missed on the applicable state paid professional development days.

Any remaining balance of the total state paid professional development funds designated towards additional contract days (State Aid and Levy amount) will be added to the district wide professional development budget.

**INTEREST BASED LEVEL II WAIVER**

The undersigned grievant and involved supervisor(s) hereby voluntarily exercise their right to utilize an Interest-Based Alternative Grievance Procedure (Hereafter “GRT Procedure”) to attempt to resolve their dispute arising under Article 7.2 (Employee Rights) of the master contract. In addition to opting for the GRT Procedure, the undersigned parties state as follows:

- 1. I have voluntarily elected to submit this grievance to the GRT process.
- 2. My participation in this process will not give rise to any claims whatsoever against other participants in the process.
- 3. I understand that should “assistance from” the grievance resolution team fail to resolve this matter at Level II, the grievant may appeal the matter to a Board Hearing pursuant to Article III of the master contract, subject to the approval of Pleasant Valley Education Association.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Grievant

\_\_\_\_\_  
Supervisor