



**Southeast Polk Education Association (SEPEA)**

**2025-2030 Agreement**

Year #1 of 5 (2025-2026)

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## **AGREEMENT**

THIS AGREEMENT is entered into this 14th day of August, 2025, by and between the Southeast Polk School District, 407 8<sup>th</sup> St SE, Altoona, Iowa, hereinafter referred to as the Employer, and the Southeast Polk Education Association, hereinafter referred to as the Association. Said Agreement represents the complete and final agreement on all items negotiated between the Employer and the Association. Throughout this Agreement, wherever the word Act appears, this refers to the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

### **Definitions:**

1. The term "Employer" as used in this Agreement shall mean the Southeast Polk Community School District.
2. The term "employee" as used in this Agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employer Relations Board.
3. The term "Association" as used in this Agreement shall mean the Southeast Polk Education Association.
4. The term "Act" as used in this Agreement shall mean the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

## **Article 1**

### **Recognition**

The Employer hereby recognizes the Association as the exclusive bargaining representative for the regularly contracted part-time and full-time certified employees which includes classroom teachers, counselors, nurses, special education personnel, librarians, and all other District contracted certificated non-administrative personnel. Excluded from representation and coverage are these positions and duties: superintendent, deputy superintendent, associate superintendent, business manager, athletic director, assistant athletic director, principals, all non-certificated personnel, and all other persons excluded by Section 4 of the Act. Reference is made to the Iowa Public Employment Relations Board, Order of Certification Case No. 83, dated June 27, 1975. The Southeast Polk Education Association is an affiliate of the Polk Suburban UniServ Unit, Iowa State Education Association, and National Education Association.

## **Article 2**

### **Separability and Savings**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. If the Employer and Association mutually agree, they shall, within thirty (30) days, enter into negotiations to replace any provisions declared unlawful.

## **Article 3**

### **Seniority**

- A. Seniority is determined by a unit employee's total continuous length of employment with the Employer since his/her/their first day of actual service beginning with said employee's last date of hire.
- B. As long as the individual is employed by the Employer, seniority will continue to accumulate. Leaves of absence granted according to the terms of the contract shall not cause disruption of seniority, except as follows:
1. While on unpaid leave of absence for nine (9) weeks or more, seniority will be frozen and will not accumulate. Seniority will again continue to accumulate when the employee returns to work.
  2. When an employee is promoted to a position not in the bargaining unit, seniority will be frozen and will not accumulate. Seniority will again begin to accumulate when the employee returns to the bargaining unit.
- C. A seniority list of regular part-time and full-time contracted certified employees shall be provided to the Association by October 1 of each year showing name, last date of hire, first day of actual service, and any other fields requested by the Association as a one-time request in order to alleviate multiple requests for information.

## **Article 4**

### **Professional Development Committee**

- A. The purpose of the Professional Development Committee shall be to develop educational programs reflective of district needs and staff interests. This committee will make suggestions and recommendations on the structure, subject, and content of certified employee education and training. It will consist of members to be appointed by the Association: one from each elementary building, two from the middle school, three from the junior high, and three from the senior high. Equal number of members may also be appointed by the Employer. The Director of Curriculum and Instruction will coordinate the Committee's activities.

Standing committees will be established from the Professional Development Committee as needed. The Association and Employer will appoint an equal number of members to each of these standing committees. Each standing committee will select a chairperson to work in cooperation with the Director of Curriculum and Instruction. These committees will be responsible for planning, implementing, and evaluating the content and format of professional development training conducted during the contract year. All recommendations of the standing committees are subject to the approval by vote of the Professional Development Committee within the guidelines developed by the Superintendent.

The Professional Development Committee will meet as needed on the last Wednesday of months that have five Wednesdays.

B. **Teacher-Directed Professional Development**

On Wednesdays that correspond with SEPEA meetings, professional development time will be dedicated to Teacher Directed Professional Development. This time will be used at the teacher's discretion to work, which would include but is not limited to: the implementation of the ITPDP, content and/or grade level planning, content and/or grade level grading, parent communications, providing feedback, data analysis, technology integration, ~~supporting diversity~~, planning and incorporating differentiation, individual work time that allows for reflection and revision, etc.

## **Article 5**

### **Hours**

A work day shall usually consist of eight (8) hours which shall include a scheduled lunch period of not less than thirty (30) minutes for an employee. Said lunch period shall not be interrupted by Employer assigned duty except in cases of emergency which could include, but is not limited to, the following: injury to a student, sudden illness, injury to a supervisor on duty, or situations involving the safety of a student.

An employee may be required, without additional compensation, to attend no more than three (3) evening meetings outside the regular work day. Attendance for an employee at additional meetings in excess of the mentioned three (3)

shall be at the discretion of the employee. In case of extenuating circumstances, additional meetings may be called by the building principal.

On the last work day of each week, unit employees may leave after the buses have been dismissed. If the last work day during a given week is a regularly scheduled early release Wednesday for elementary professional development, then elementary staff will be dismissed at 3:00 pm.

On days when the weather is bad enough to be considered inclement as determined by the Employer, the unit employees will be dismissed 30 minutes following building student departure.

When the regular starting time of school is unexpectedly delayed two hours, secondary (6-12) unit employees will report to work by 8:30 am or as near to this time as possible; elementary (PreK-5) unit employees will report to work by 9:00 am or as near to this time as possible.

No employee will be required to perform duties during any scheduled vacation/holiday.

Graduation Attendance - Any teacher that cannot attend graduation on his/her/their required year will notify the building administration as soon as possible. Primarily it will be the responsibility of the building administration to find a replacement, with assistance from the teacher to the extent possible. If the building administration has not been notified by April 30, it will be the responsibility of the teacher to find a replacement. If a replacement cannot be secured, the teacher shall be excused for that year, but will attend graduation the following year.

### **Collaboration Time**

See Side Letter in Appendix A.

## **Article 6**

### **Grievance Procedure and Arbitration**

#### **A. Purpose**

The parties agree that an orderly and expeditious resolution of grievances is desirable. All matters that may arise between the Employer and an employee or employees regarding the violation, application or interpretation of the expressed provisions of this Agreement shall be adjusted in accordance with the following procedure.

#### **B. Procedure**

STEP 0. Labor Relations Committee - Any employee having a grievance shall make the issue known to the President of the Southeast Polk Education Association (SEPEA) who then takes the issue to the earliest monthly meeting of the SEPCSD Labor Relations Committee meeting for resolution. (Steps 0 and 1 may run concurrently.)

STEP 1. Informal Resolution of Grievance - Any employee having a grievance shall attempt to adjust the matter with his/her immediate supervisor or principal within ten (10) work days from its occurrence. In the event a situation occurs giving rise to a grievance and no individual employee is adversely affected, the Southeast Polk Education Association President may file said grievance. If an Association representative is present, the immediate supervisor or principal may also elect to have another party present. The immediate supervisor or principal will provide a decision on the matter at this meeting or within five (5) work days unless mutually agreed to extend following this meeting.

STEP 2. Formal Procedure for Resolution of Grievance - A grievance which is not settled at Step 1 shall be placed in writing within three (3) work days after receiving the immediate supervisor's or principal's response. Said grievance shall be signed by the employee and the Association unless the employee specifically desires not to have Association representation, and presented to the immediate supervisor or principal and/or his/her designated representative for his/her decision and reason(s) in writing, which shall be given within six (6) work days from receipt of said grievance.

STEP 3. If the grievance is not settled satisfactorily at Step 2, it shall be appealed in writing to the Superintendent or his designated representative within five (5) work days. The Superintendent and/or his/her designated representative agrees to meet with the Association representative within seven (7) work days from receiving date of appeal. If the Superintendent and his/her representative attends the meeting, the Association then can have two (2) representatives present. The principal or immediate supervisor and aggrieved employee may also attend. The Superintendent or his/her designated representative shall give a written decision with reason(s) at such meeting or within seven (7) work days after the Step 3 meeting. The time limits stipulated in Step 3 may be extended by mutual agreement of the parties. If the aggrieved employee and Association are not satisfied with the disposition of the Step 3 grievance, there shall be available a Step 4 consisting of final and binding arbitration.

STEP 4. If Step 4 is to be utilized, the Superintendent must be notified in writing within ten (10) working days from the receipt of his/her Step 3 answer. Within six (6) working days after receipt of the request for arbitration, the Employer and Association will submit to one another a list of five (5) suggested arbitrators. If the parties cannot agree upon an arbitrator within six (6) working days following the list exchange, either party may request a list of seven (7) arbitrators from the American Arbitration Association, the Federal Mediation and Conciliation Service, or similar agency. If unable to agree on the agency, a coin flip will determine which agency.

Within twelve (12) work days following the receipt of the list of the panel of seven (7) arbitrators, the parties shall meet to select a single arbitrator. At this meeting, each of two (2) parties, the Association striking first will alternately strike one (1) name at a time from the list until only (1) name remains. The remaining name shall be the arbitrator. Within five (5) working days after the selection of the arbitrator, the parties shall meet and by joint letter contact the selected arbitrator to set dates and times for the arbitration hearing; however, said five (5) work days may be extended by mutual agreement. The decision of the arbitrator shall be final and binding on the parties.

C. Time Limits

If a grievance is not presented at the informal level (Step 1) within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If the Employer's answer in any Step of the grievance procedure is not given within the specified time limits, said grievance automatically moves to the next Step.

D. Association Representation

The Association has the right to represent the employee at all Steps unless an aggrieved employee elects not to have Association representation at the grievance meetings. However, the Association has a right to be present to observe the grievance meetings at all Steps.

E. Costs

The fees and expenses of the arbitrator will be paid equally by the parties. Informal Step 1 grievance meetings will be held at a mutually agreed upon time during the work day at a time which is before the students arrive or after the students depart from school. No more than two (2) unit employees (aggrieved employee and Association representative) will be released with pay to participate in a grievance arbitration hearing which occurs during the work day. The cost of the substitute(s) will be paid by the Association to the Employer, which will be for no less than one-half (1/2) day. No individual employee can be absent more than five (5) days in a contract year to attend said grievance and impasse arbitration hearings.

Each party shall pay its own cost of preparation and presentation for arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of stenographic reporting of the hearing shall be borne by the party requesting same, except that the other party may request a copy of such

transcript, in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts. The arbitrator shall have no power to change, alter, detract from or add to the provisions of the Agreement. Said arbitrator shall have no authority to change the negotiated salary schedule covered by this Agreement. The arbitrator's decision in matters over which he/she has jurisdiction will be final and binding on the parties. All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

F. Language

All expressed provisions of this Agreement shall be subject to this grievance procedure unless specifically designated otherwise.

## **Article 7**

### **Health and Safety**

#### **A. Health**

##### **1. Physical Fitness, New Employees**

All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be supplied on a form provided by the Employer and completed by a licensed physician of the employee's choice before the beginning of the new school year. Each new employee shall be advised in writing of the physical examination requirements at the time of employment. In the event an employee is hired after the beginning of the school year, he/she shall have thirty (30) days in which to comply with the physical requirement.

##### **2. Time Limits**

If said medical evidence is not provided within sixty (60) days of the beginning of the school year, the employee's pay shall be withheld until such form is received. Under extenuating circumstances, the completed physical examination form can be submitted at a later time, upon approval of the Employer.

##### **3. Payment**

Upon submission of an examination claim from the employee, the Employer will pay up to \$30.00 toward the cost of the required physical examination.

#### **B. Safety**

The Employer will attempt to provide a safe and healthful place of employment for all employees. All employees shall endeavor to be alert for unsafe conditions, equipment, and practices, and to report these to their immediate supervisor.

Employees shall attempt to observe all rules and regulations established by the Employer for the protection of life, limb and health, and for the preservation of School District property.

#### **C. Protective Devices**

Safety equipment, devices and clothing will be provided for the employee when deemed necessary by the Employer in meeting the guidelines provided for under Sections 280.10 and 280.11 of the Code of Iowa.

#### **D. Use of Reasonable Force**

An employee may, within the scope of his/her employment, use and apply such amount of lawful force as is reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-

defense; and for the protection of persons or property. Immediately upon the use of such force, the employee involved will make a full report to his/her immediate supervisor.

E. Emergency Evacuation

In the event that a building of the Southeast Polk Community School District is placed under the jurisdiction of a governmental agency other than the Southeast Polk Community School District for the purpose of emergency evacuation, no employee covered by this Agreement, whose assignment is in that building, shall be required by the Employer to perform any services above and beyond determining that all students under his/her immediate supervision have been safely evacuated and accounted for.

## Article 8

### Leaves of Absence

#### A. Procedure

1. All regular certified employees must complete an Aesop request for approval of absence from school duties.

#### B. Paid Leaves

1. Sick Leave

- a. The employer will grant a sick leave for medically related disabilities in the following amounts:

|                                                                 |              |
|-----------------------------------------------------------------|--------------|
| The first year of employment                                    | 15 work days |
| The second year of employment                                   | 14 work days |
| The third year of employment                                    | 14 work days |
| The fourth year of employment                                   | 14 work days |
| The fifth year of employment                                    | 14 work days |
| The sixth year of employment and subsequent years of employment | 15 work days |

The above amounts shall only apply to consecutive years of employment in the Southeast Polk School District and unused portions shall be cumulative up to a total of one hundred (100) work days in an employee's annual sick leave account. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year. The minimum amount of sick leave request that can be granted is one-half (1/2) work day. In order to qualify for payment, the employer has the right to require such evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.

In the event that a member of the employee's immediate family (spouse, child, grandchild, parent, grandparent, and sibling, including step and in-law relationships) is ill, said employee may use up to eight (8) days per year. Days used for family illness will be deducted from the accumulated sick leave.

Sick leave accumulation will be unlimited with a maximum annual usage of the lesser of one hundred (100) days per calendar year, or the qualifying period for the provided Long Term Disability (LTD) insurance (assuming that the employee otherwise qualifies for the LTD insurance) and this maximum accumulated will serve as a back-fill for an employee's annual sick leave account. In addition, the lifetime account may be used to back-fill an employee's depleted annual account should that employee be denied LTD insurance. (Employees who utilize 90 consecutive calendar days are expected to apply for LTD.)

b. Notification of Accumulation

Aesop will be updated with accumulated lifetime sick leave no later than September 1<sup>st</sup> of each year.

2. Bereavement Leave

In the case of the death of employee's family member as depicted in the table below, he/she shall be granted permission by the Superintendent or his/her designee to be absent from duty for as many days, not to exceed five (5) per occurrence, for attendance at the funeral and for any other purposes directly arising out of said death, but shall not be permitted to use said leave for any other purposes, and no deduction of pay shall be made for the days of absence so granted. In the event of the death of the employee's grandparent, up to three (3) days per occurrence with pay will be granted, and in the event of the death of a distant relative or friend, one (1) day per year with pay will be granted as depicted in the table below.

Bereavement leave is not accumulative and need not be taken consecutively. It shall be the employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.

| Up to 5 days of leave                         |                                        |                                        |                                          |                                     |                                 |                                         |                                        |
|-----------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------|-------------------------------------|---------------------------------|-----------------------------------------|----------------------------------------|
| Spouse                                        | Mother<br>including step<br>and in-law | Father<br>including step<br>and in-law | Daughter<br>including step<br>and in-law | Son<br>including step<br>and in-law | Grandchild<br>including<br>step | Brother<br>including step<br>and in-law | Sister<br>including step<br>and in-law |
| Up to 3 days of leave                         |                                        |                                        |                                          |                                     |                                 |                                         |                                        |
| Grandparent<br>including step and in-law      |                                        |                                        |                                          |                                     |                                 |                                         |                                        |
| Up to 1 day of leave                          |                                        |                                        |                                          |                                     |                                 |                                         |                                        |
| Distant relative<br>including step and in-law |                                        |                                        |                                          | Friend                              |                                 |                                         |                                        |

3. Professional Leave

Attendance at educational meetings is permitted with full pay if such absence is approved by the Employer. An Aesop request for said leave must be submitted to the employee's immediate supervisor at least ten (10) work days prior to the day of the anticipated absence.

4. Jury Duty Leave

An employee summoned for jury duty, or subpoenaed to court for a school related hearing, shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees, except mileage and parking, received for such duty to the Employer. When released from duty during working hours in the A.M., the employee will report to work and work the P.M. schedule.

## 5. Personal Leave

Two days per year, accumulating to five (5), shall be granted for personal purposes including, but not limited to, accompanying a spouse on a business trip, religious observances, or any other personal purpose.

The Employer may grant an employee upon request unpaid leave equal to the number of personal days, minus one. In situations where personal leave AND unpaid leave are combined, the maximum unpaid leave will be two days, and the total combined (paid and unpaid) leave will not exceed four (4) days.

Employees may request to use personal leave on work days. Employees may not use personal leave for the following: 1) the day before or immediately following a regularly scheduled vacation or holiday period, 2) on an in-service, professional development, or teacher work day, 3) on a parent-teacher conference day, 4) any day during the first week or last week of school, or 5) on days of inclement weather when school is in session. The Employer may grant this leave for extenuating circumstances.

No more than two (2) employees in one (1) elementary building, three (3) at Southeast Polk Middle School or Southeast Polk Junior High, and four (4) at Southeast Polk High School shall be on Personal Leave on the same day. The employee shall notify the immediate supervisor at least three (3) working days prior to the date of absence. The three (3) days can be waived for extenuating circumstances.

## 6. Association Leave

The Employer will grant up to fifteen (15) days for leave for purposes of attending meetings of state, regional or national affiliated associations of the Association each year. No more than five (5) employees can be absent on association leave at one time. Said leave is not cumulative. If a substitute is required, the Association will pay to the Employer the cost of the substitute for this leave. Leave for less than one-half (1/2) day will not be granted.

Association Meeting Day: The third Wednesday of each month's professional development will be set aside for SEPEA to hold their monthly meeting. In the event the third Wednesday falls on a parent/teacher conference day or during a vacation, the second or fourth Wednesday will be used. District-wide professional development will be avoided on this day. This time will be used for building/small group professional development for the first hour, and collaboration/workshop time, if necessary, with any remaining time. This professional development will be coordinated with SEPEA.

## 7. Military Leave

As defined by the Code of Iowa and defined as the school year.

## 8. Sick Leave Bank

- a. Employees covered under this contract may contribute one (1) sick leave day per year to other employees who are eligible as provided in paragraph c. On or before October 10, the Employee shall notify the Superintendent or designee of their intention to contribute sick leave.
- b. There will be no carry-over of donated sick leave days from year to year. Donated sick leave days will not be returned to the donor.
- c. Donated sick leave days will be available only to those employees who: (1) have donated at least one (1) day of sick leave to the sick leave bank, (2) have used all of their paid leave days (sick leave days and personal leave days), (3) have not yet met the elimination period for long term disability insurance and (4) have a serious illness, or an injury that requires hospitalization or long-term care and meets minimum FMLA qualifications. Donated sick leave days will not be available to an employee on a day to day basis, that is, donated sick leave days will not be available for brief absences such as one or two days.
- d. Requests for the use of donated sick leave days will be submitted on a form provided by the District. The decision of whether to provide donated sick leave benefits to an employee and the number of donated sick leave days to allocate to the employee shall be made by the District. Up to twenty five (25) donated sick leave days per year will be allocated to each eligible participant. If an employee's absence which is eligible for sick leave bank usage exceeds the twenty-five (25) days and if there are days remaining in the sick leave bank at the end of the school year, then any days remaining in the sick leave bank at the end of the school year will be allocated to eligible employees on a pro-rata basis. If any given year the sick bank is depleted and there are qualified employees in need of days, the Association President may discuss with Administration the need to reopen the sick leave bank to additional sick leave donations from employees who have previously donated to the bank in that same year.

## C. Unpaid Leave

### a. Employee Leave

In the event that an employee requests a leave of absence without pay to further his/her education, fulfill an elected legislative or Association office, or other reason, said request should be made in writing, stating the reason(s) and sent to the Superintendent. The Superintendent will consider each request on its individual merits before rendering a decision. Said leave may be granted for up to one (1) year. An employee elected to a legislative or Association position for a term which exceeds one (1) year may request an extension of said leave for another subsequent one (1) year period.

b. Parental Leave

Parental leave for the employee's child may be granted by the Employer providing a satisfactory replacement can be obtained, for a period of time not to exceed two (2) semesters. If said request is granted, no leave pay (including sick leave), salary or other benefits will be paid by the Employer. If the employee desires to continue insurance coverage(s) during said leave period, the employee will pay the full premium(s). The employee must have worked at least one hundred twenty (120) student contact days or more in the applicable school year to be eligible for salary schedule advancement.

D. Leaves and Seniority

An employee shall lose his/her seniority as follows:

1. For engaging in other full time work while on any leave of absence or giving false reason for obtaining extended unpaid leave of absence.
2. Failure to report for work at the end of a leave of absence unless arranged otherwise due to an emergency situation.

## **Article 9**

### **Salary Schedule**

#### **A. Schedule**

The salary of each employee covered by the Salary Schedule is set forth in this Agreement. If state funding is reduced during the 2025-2030 school years, then other funds will be reduced accordingly.

#### **B. Placement and Advancement**

Each employee shall be advanced from his/her present step on the Salary Schedule both horizontally and vertically in accordance with his/her earned experience and Employer approved graduate hours of credit. No employee may advance more than one (1) step vertically on the Salary Schedule in a given year. An employee must be employed a minimum of one hundred twenty (120) student contact days during a regular school year in order to be granted a year's credit on the Salary Schedule.

#### **C. Educational Lane**

To be eligible for horizontal advancement on the Salary Schedule, an employee's graduate course or program of study, applicable to the employee's assigned curricular area or areas reasonably related to district educational objectives, must be approved by the Employer in order to qualify for any of the following categories: BA+15, BA+30, MA, MA+15, and MA+30.

Hours taken through local Area Education Agency staff development programs or an institution that does not offer graduate credit (i.e, certain courses with Iowa Safe Schools, ISEA, etc.) are not acceptable for horizontal advancement on the Salary Schedule.

For an employee to advance horizontally from one educational lane to another, he/she must notify the Employer prior to or by September 1. Transcripts or other evidence of credits acceptable to the Employer must be turned in by October 1.

#### **D. Career Increment**

After a covered employee has been at the bottom step in their lane of the negotiated Southeast Polk salary schedule for three (3) continuous years, said employee will be granted a wage increase of Five Hundred Fifty Dollars (\$550.00) (year 18 - 6 years at the BA Step).

- Upon completion of year 21 each employee will be granted an additional Five Hundred Fifty Dollars (\$550).
- Upon completion of year 24 each employee will be granted an additional Five Hundred Fifty Dollars (\$550).
- Upon completion of year 27 each employee will be granted an additional Five Hundred Fifty Dollars (\$550).
- Upon completion of year 30 each employee will be granted an additional Five Hundred Fifty Dollars (\$550).
- Upon completion of year 33 each employee will be granted an additional Five Hundred Fifty Dollars (\$550).

This will be in addition to their regular negotiated salary for that year. No employee may receive more than the specified amount during their three (3) year period under this provision.

E. Extended Contracts

Newly hired unit employees shall have contracts based on one hundred ninety-seven (197) days. All other unit employees shall have contracts based on one hundred ninety-five (195) days. Additional days in excess of one-hundred-ninety-five (195) days or one-hundred-ninety-seven (197) days will be paid for at the rate per day equal to 1/195 or 1/197 of their regular contract year's salary.

F. Mileage

Employees who may be required to use their own automobiles in the performance of their regular assigned duties shall be reimbursed for all such travel at the maximum rate as allowed by the IRS whereby no tax is applied. Employees who are assigned to more than one school per day shall be reimbursed for all such travel between schools at the maximum rate as allowed by the IRS whereby no tax is applied. In any unusual circumstances, prior approval should be obtained from the appropriate director in order to receive said mileage reimbursement.

G. Methods of Payment

1. Pay Periods - Each employee shall be paid in twelve (12) equal installments beginning September 23 and thereafter on the 23rd of each month.

All certified staff members shall participate in "direct deposit" for payroll checks.

2. Exception -

- a. New hires shall have the option of being paid one-half of their monthly check amount on August 23 and the other one-half paid on September 23. Thereafter paychecks will reflect eleven equal monthly payments throughout the remainder of the contract. If this option is not elected, the employee's first paycheck will begin September 23 with eleven equal monthly payments throughout the remainder of the contract.

3. Summer checks - Summer checks shall be mailed to the address designated by the employee.

H. Teacher Salary Supplement Funds

1. Curriculum/Staff Development - \$35 an hour
2. Teacher teaching Teachers - AEA Rate  
(\$700 for a 15 hour/1 credit class)

# Southeast Polk Community School District

## 2025-2026

### Academic Salary Schedule

Base Amount: \$ 39,907

TSS Amount: \$ 5,041

Total Amount **\$44,948**

Salary schedule includes TSS funds (indexed)

| Step             | BA            | BA + 15       | BA + 30       | MA            | MA + 15       | MA + 30       |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>1-4</b>       | <b>51,241</b> | <b>53,038</b> | <b>54,387</b> | <b>56,185</b> | <b>58,432</b> | <b>60,679</b> |
| <b>5</b>         | <b>53,488</b> | <b>55,286</b> | <b>56,635</b> | <b>58,432</b> | <b>60,679</b> | <b>62,927</b> |
| <b>6</b>         | <b>55,286</b> | <b>57,084</b> | <b>58,432</b> | <b>60,679</b> | <b>62,927</b> | <b>65,174</b> |
| <b>7</b>         | <b>57,084</b> | <b>58,882</b> | <b>60,679</b> | <b>62,927</b> | <b>65,174</b> | <b>67,423</b> |
| <b>8</b>         | <b>58,882</b> | <b>60,679</b> | <b>62,478</b> | <b>65,174</b> | <b>67,423</b> | <b>69,670</b> |
| <b>9</b>         | <b>60,679</b> | <b>62,478</b> | <b>64,276</b> | <b>67,423</b> | <b>69,670</b> | <b>71,917</b> |
| <b>10</b>        | <b>62,478</b> | <b>64,276</b> | <b>66,073</b> | <b>69,670</b> | <b>71,917</b> | <b>74,165</b> |
| <b>11</b>        | <b>64,276</b> | <b>66,073</b> | <b>67,872</b> | <b>71,917</b> | <b>74,165</b> | <b>76,412</b> |
| <b><u>12</u></b> | <b>66,073</b> | <b>67,872</b> | <b>69,670</b> | <b>74,165</b> | <b>76,412</b> | <b>78,659</b> |
| <b>13</b>        |               | <b>69,670</b> | <b>71,917</b> | <b>76,412</b> | <b>78,659</b> | <b>80,907</b> |
| <b>14</b>        |               | <b>71,467</b> | <b>74,165</b> | <b>78,659</b> | <b>80,907</b> | <b>83,154</b> |
| <b>15</b>        |               | <b>73,265</b> | <b>75,962</b> | <b>80,907</b> | <b>83,154</b> | <b>85,401</b> |

## Article 10

### Additional Pay Duties

- A. Additional pay duties shall be assigned at the Employer's discretion for activities listed in the Additional Pay Schedule. Additional pay is in addition to the regular certified employee duties covered in the Salary Schedule and represents the additional pay in each category.
- B. In the event that Employer decides to establish a newly created additional pay duty which is not listed in the Additional Pay Schedule, the Employer and Association will meet to negotiate the applicable pay rate for said duty within thirty (30) days or at a mutually agreed upon time.

#### Additional Schedule

Generator Base= \$44,948

##### **Football**

|        |                        |       |         |
|--------|------------------------|-------|---------|
| 1000   | Head Varsity FB Coach  | 0.201 | \$9,035 |
| 1000.5 | Defensive FB Coord     | 0.115 | \$5,169 |
| 1000.5 | Offensive FB Coord     | 0.115 | \$5,169 |
| 1001   | Asst Varsity D-Backs   | 0.112 | \$5,034 |
| 1001   | Asst Varsity D-Line    | 0.112 | \$5,034 |
| 1001   | Asst Varsity O-Backs   | 0.112 | \$5,034 |
| 1002   | Head 10th Grade FB     | 0.11  | \$4,944 |
| 1003   | Asst 10th Grade FB (3) | 0.108 | \$4,854 |
| 1004   | Head 9th Grade FB      | 0.1   | \$4,495 |
| 1005   | Asst 9th Grade FB (4)  | 0.091 | \$4,090 |
| 1006   | Head 8th Grade FB      | 0.086 | \$3,866 |
| 1007   | Asst 8th grade FB (5)  | 0.081 | \$3,641 |

##### **Basketball**

|         |                             |       |         |
|---------|-----------------------------|-------|---------|
| 2110    | Head Varsity Boys BB        | 0.201 | \$9,035 |
| 2111    | Asst Boys Varsity BB        | 0.112 | \$5,034 |
| 3492112 | Head 10th Grade Boys BB     | 0.108 | \$4,854 |
| 2112.5  | Asst 10 Grade Boys BB       | 0.108 | \$4,854 |
| 2113    | Head 9th Grade Boys BB      | 0.099 | \$4,450 |
| 2114    | Asst 9th grade Boys BB      | 0.091 | \$4,090 |
| 2115    | Head 8th Grade Boys BB      | 0.078 | \$3,506 |
| 2116    | Asst 8th Grade Boys BB (3)  | 0.065 | \$2,922 |
| 2120    | Head Girls Varsity BB       | 0.201 | \$9,035 |
| 2121    | Asst Girls Varsity BB (2)   | 0.112 | \$5,034 |
| 2122    | Head 9th Grade Girls BB     | 0.099 | \$4,450 |
| 2123    | Asst 9th Grade Girls BB     | 0.091 | \$4,090 |
| 2124    | Head 8th Grade Girls BB     | 0.078 | \$3,506 |
| 2125    | Asst 8th Grade Girls BB (2) | 0.065 | \$2,922 |

##### **Swimming**

|      |                             |       |         |
|------|-----------------------------|-------|---------|
| 2140 | Head Boys Varsity Swimming  | 0.145 | \$6,517 |
| 2141 | Asst Boys Varsity Swimming  | 0.091 | \$4,090 |
| 2142 | Asst Boys Varsity Swimming  | 0.046 | \$2,068 |
| 1140 | Head Girls Varsity Swimming | 0.145 | \$6,517 |
| 1141 | Asst Girls Varsity Swimming | 0.046 | \$2,068 |
| 1141 | Asst Girls Varsity Swimming | 0.046 | \$2,068 |
| 1141 | Asst Girls Varsity Swimming | 0.091 | \$4,090 |
| 1142 | JH Swimming (2)             | 0.046 | \$2,068 |

##### **Soccer**

|      |                                  |       |         |
|------|----------------------------------|-------|---------|
| 4660 | Head Boys Soccer                 | 0.119 | \$5,349 |
| 4661 | Asst Boys Soccer (2)             | 0.072 | \$3,236 |
| 4662 | Head 9 <sup>th</sup> Boys Soccer | 0.072 | \$3,236 |
| 4670 | Head Girls Soccer                | 0.119 | \$5,349 |
| 4671 | Asst Girls Soccer                | 0.072 | \$3,236 |
| 4672 | Head 9th Girls Soccer            | 0.072 | \$3,236 |

##### **Volleyball**

|        |                              |       |         |
|--------|------------------------------|-------|---------|
| 1150   | Head Volleyball              | 0.134 | \$6,023 |
| 1151   | Asst Volleyball (3)          | 0.091 | \$4,090 |
| 1151.5 | Head 9th Grade Volleyball    | 0.091 | \$4,090 |
| 1152   | Head 8th Grade Volleyball    | 0.072 | \$3,236 |
| 1153   | Asst Jr. High Volleyball (2) | 0.065 | \$2,922 |

**Wrestling**

|         |                                  |       |         |
|---------|----------------------------------|-------|---------|
| 2130    | Head Varsity Wrestling           | 0.201 | \$9,035 |
| 2131    | Asst Varsity Wrestling B(3) G(1) | 0.112 | \$5,034 |
| 2132    | Head 9/10 Grade Wrestling        | 0.099 | \$4,450 |
| 2132.5  | Asst 9th Grade Wrestling         | 0.091 | \$4,090 |
| 5062133 | Head JH Wrestling (1 B & 1 G)    | 0.078 | \$3,506 |
| 2134    | Asst JH Wrestling (2 B, & 1 G)   | 0.065 | \$2,922 |
| 2135    | Head Varsity Girls Wrestling     | 0.201 | \$9,035 |

**Track**

|      |                               |       |         |
|------|-------------------------------|-------|---------|
| 3330 | Head Varsity Boys Track       | 0.149 | \$6,697 |
| 3331 | Asst Boys Track (5)           | 0.091 | \$4,090 |
| 3333 | Head Jr. High Boys Track      | 0.069 | \$3,101 |
| 3334 | Asst Jr. High Boys Track (4)  | 0.065 | \$2,922 |
| 3340 | Head Varsity Girls Track      | 0.149 | \$6,697 |
| 3341 | Asst Girls Track (4)          | 0.091 | \$4,090 |
| 3342 | Head Jr. High Girls Track     | 0.069 | \$3,101 |
| 3343 | Asst Jr. High Girls Track (4) | 0.065 | \$2,922 |

**Tennis**

|      |                         |       |         |
|------|-------------------------|-------|---------|
| 3550 | Head Boys Tennis        | 0.111 | \$4,989 |
| 3551 | Assistant Boys Tennis   | 0.07  | \$3,146 |
| 3560 | Head Girls Tennis Coach | 0.111 | \$4,989 |
| 3561 | Assistant Girls Tennis  | 0.07  | \$3,146 |

**Cross Country**

|        |                           |       |         |
|--------|---------------------------|-------|---------|
| 1019   | Head Boys Cross Country   | 0.13  | \$5,843 |
| 1020   | Asst Varsity Boys CC      | 0.074 | \$3,326 |
| 1023   | Jr. High Boys CC          | 0.06  | \$2,697 |
| 1021   | Head Girls Cross Country  | 0.13  | \$5,843 |
| 1020.5 | Asst Varsity Girls CC     | 0.074 | \$3,326 |
| 1022   | Jr. High Girls CC         | 0.06  | \$2,697 |
| 1024   | Asst JH Cross Country (2) | 0.033 | 1,483   |

**Fitness**

|        |                                                                  |        |         |
|--------|------------------------------------------------------------------|--------|---------|
| 3001   | Athletic Dev Assistant (fall)                                    | 0.05   | \$2,210 |
| 3001   | Athletic Dev Assistant (winter)                                  | 0.05   | \$2,210 |
| 3001.1 | Athletic Dev Assistant (spring)                                  | 0.05   | \$2,210 |
| 3002.9 | Jr. High Athletic Dev Assistant<br>(1 school Yr. + 1 summer = 2) | 0.05   | \$2,210 |
| 3002   | Athletic Dev Asst (Summer-3)                                     | 0.0613 | \$2,709 |
| 3002.1 | Athletic Dev Coordinator<br>(summer)                             | 0.12   | \$5,304 |
| 3002.5 | Athletic Dev Coordinator<br>(school year)                        | 0.12   | \$5,304 |
| 3002.7 | Speed/Agility (School Yr.)                                       | 0.05   | \$2,210 |

**Baseball**

|        |                           |       |         |
|--------|---------------------------|-------|---------|
| 4770   | Head Baseball             | 0.159 | \$7,147 |
| 4771   | Head 10th Grade Baseball  | 0.082 | \$3,686 |
| 4771.5 | Asst 10th Grade Baseball  | 0.078 | \$3,506 |
| 4772   | Asst Varsity Baseball (2) | 0.099 | \$4,450 |
| 4773   | Head 9th Grade Baseball   | 0.082 | \$3,686 |
| 4774   | Asst 9th Grade Baseball   | 0.078 | \$3,506 |

**Softball**

|        |                         |       |         |
|--------|-------------------------|-------|---------|
| 4780   | Head Softball           | 0.159 | \$7,147 |
| 4781   | Asst Softball (2)       | 0.099 | \$4,450 |
| 4782   | Head 9th Grade Softball | 0.082 | \$3,686 |
| 4782.5 | Asst 9th Grade Softball | 0.078 | \$3,506 |
| 4783   | Head 8th Grade Softball | 0.077 | \$3,461 |
| 4784   | Asst 8th Grade Softball | 0.07  | \$3,146 |

**Golf**

|      |                            |       |         |
|------|----------------------------|-------|---------|
| 3440 | Head Boys Varsity Golf     | 0.111 | \$4,989 |
| 3441 | Asst Boys Varsity Golf (2) | 0.07  | \$3,146 |
| 3445 | JH Boys Golf               | 0.034 | \$1,528 |
| 3450 | Head Girls Varsity Golf    | 0.111 | \$4,989 |
| 3451 | Asst Girls Varsity Golf    | 0.07  | \$3,146 |
| 3445 | Jr. High Girls Golf        | 0.034 | \$1,528 |

**Bowling**

|      |                             |       |         |
|------|-----------------------------|-------|---------|
| 6000 | Head Bowling Boys/Girls (2) | 0.111 | \$4,906 |
| 6001 | Asst. Bowling Coach B/G (2) | 0.06  | \$2,652 |

**Cheerleading**

|      |                            |       |         |
|------|----------------------------|-------|---------|
| 5800 | Fall & Winter Head Cheer   | 0.113 | \$5,079 |
| 5801 | Fall Assistant Cheer (2)   | 0.056 | \$2,517 |
| 5802 | Winter Asst Cheer (BB) (2) | 0.056 | \$2,517 |
| 5802 | Winter Asst Cheer (WR)     | 0.056 | \$2,517 |

**Dance/Drill Team**

|        |                    |       |         |
|--------|--------------------|-------|---------|
| 5820   | Head Drill Team    | 0.113 | \$5,079 |
| 5820.5 | Head JV Drill Team | 0.084 | \$3,776 |

|        |                                  |       |         |
|--------|----------------------------------|-------|---------|
| 3002.8 | Speed/Agility (Summer)           | 0.065 | \$2,873 |
| 3002.6 | Athletic Dev Asst (Girls Summer) | 0.05  | \$2,210 |

|      |                          |       |         |
|------|--------------------------|-------|---------|
| 5821 | Assistant Drill Team (3) | 0.056 | \$2,517 |
|------|--------------------------|-------|---------|

**Academics**

|        |                                           |        |         |
|--------|-------------------------------------------|--------|---------|
| 5830   | Drama                                     | 0.12   | \$5,394 |
| 5844   | Senior High Newspaper                     | 0.06   | \$2,697 |
| 5846   | Sr. High Student Council (2)              | 0.05   | \$2,247 |
| 5847   | Jr. High Student Council                  | 0.025  | \$1,124 |
| 5850   | Head Speech & Debate                      | 0.091  | \$4,090 |
| 5850.5 | Assoc Speech & Debate                     | 0.077  | \$3,461 |
| 5851   | Asst Speech & Debate (2)                  | 0.057  | \$2,562 |
| 5851.5 | JH PBIS Coordinator                       | 0.025  | \$1,124 |
| 5851.6 | SH Mock Trial                             | 0.02   | \$890   |
| 5860   | SH Yearbook                               | 0.075  | \$3,371 |
| 5861   | JH Yearbook                               | 0.037  | \$1,663 |
| 5870   | Prom (2)                                  | 0.015  | \$674   |
| 5888   | DECA Sponsor                              | 0.15   | \$6,742 |
| 5889   | VICA Sponsor                              | 0.15   | \$6,742 |
| 5890   | FFA                                       | 0.15   | \$6,742 |
| 5890.5 | Asst. FFA Sponsor                         | 0.0475 | \$2,135 |
| 5887   | Ind Tech Expo Director (2)                | 0.15   | \$6,742 |
| 5940   | Bus/Patrol Supervisor – ALT, WB, Clay (3) | 0.04   | \$1,798 |
| 5980   | Ind Tech Shop Manager                     | 0.15   | \$6,742 |
| 5982   | Math Counts (JH)                          | 0.025  | \$1,124 |
|        |                                           |        |         |
| 5983   | Odyssey of the Mind (JH)                  | 0.025  | \$1,124 |
| 5981   | Math Team (SH)                            | 0.025  | \$1,124 |
| 5981   | Quiz Bowl (SH)                            | 0.025  | \$1,124 |
| 5981   | Odyssey of the Mind (SH)                  | 0.025  | \$1,124 |
| 5981.5 | Robotics (2)                              | 0.025  | \$1,124 |
| 5990   | NHS Coordinator                           | 0.05   | \$2,247 |
| 5991   | RAP Coordinator JH (2)                    | 0.04   | \$1,798 |
| 5992   | FCCLA Sponsor                             | 0.15   | \$6,742 |
| 5993   | HS Database Coordinator                   | 0.099  | \$4,450 |

**Music**

|        |                                       |        |         |
|--------|---------------------------------------|--------|---------|
| 5809   | Pit Band Director                     | 0.03   | \$1,348 |
| 5810   | SH Band Instructor                    | 0.163  | \$7,327 |
| 5811   | SH Band Instructor                    | 0.163  | \$7,327 |
| 5811.5 | Jazz Band II                          | 0.05   | \$2,247 |
| 5811.6 | Jazz Band III                         | 0.025  | \$1,124 |
| 5812   | SH Vocal - Show Choir (2)             | 0.163  | \$7,327 |
| 5813   | JH Vocal - A & B                      | 0.069  | \$3,101 |
| 5814   | JH Band Director (2)                  | 0.069  | \$3,101 |
| 5815   | Asst SH Show Choir (2)                | 0.05   | \$2,247 |
| 5815.5 | Choreographer (Ram)                   | 0.05   | \$2,247 |
| 5815.5 | Choreographer (Ram) (2)               | 0.025  | \$1,124 |
| 5815.5 | Choreographer (VG)                    | 0.05   | \$2,247 |
| 5815.5 | Choreographer (VG) (2)                | 0.025  | \$1,124 |
| 5816   | Show Choir Band Director              | 0.035  | \$1,573 |
| 5817   | Show Co-Musical Dir (2)               | 0.07   | \$3,146 |
| 5817.5 | JH Show Musical Director              | 0.035  | \$1,573 |
| 5818   | Pit Instructor                        | 0.0505 | \$2,270 |
| 5819   | Marching Band Field Tech              | 0.0505 | \$2,270 |
| 5819.5 | Drum-Line Instructor                  | 0.0505 | \$2,270 |
| 5811.7 | 9 <sup>th</sup> Grade JH Jazz Band    | 0.05   | \$2,247 |
| 5814.5 | 9 <sup>th</sup> Grade Band Instructor | 0.13   | \$5,843 |

## Article 11

### Duration

THIS AGREEMENT shall become effective on August 14, 2025, and shall continue in full force and effect without change until Midnight, August 14, 2026, and shall be automatically renewed from year to year thereafter unless prior to the automatic renewal date either party gives notice of its desire to modify, amend or terminate this Agreement as hereinafter provided. This agreement shall continue in force and effect for equivalent periods, except as may be amended, modified, or substituted under the provisions in the Agreement and the Public Employment Relations Act of 1974.

This Agreement is signed this 10th day of April, 2025.

#### EMPLOYER

SOUTHEAST POLK COMMUNITY  
SCHOOL DISTRICT

#### ASSOCIATION

SOUTHEAST POLK EDUCATION  
ASSOCIATION

BY Brigid Ernst  
Chairperson, Board of Education

BY Tracy Dawson  
President

BY Dr. Dirk Halupnik  
Superintendent

BY Emily Dawson  
Chief Negotiator

BY Joseph M. Horton  
Administrative Negotiator

BY Tiffany Filloon  
Representative

BY Nathan Ballagh  
Administrative Negotiator

BY Carrie Anstine  
Representative

BY Kevin Baccam  
Business Manager

**Appendix A**  
**Side Letter**  
**Collaboration Time**

- A. Teachers will be required to participate in at least 36 hours annually of teacher driven collaboration time to deliver educational programs and assess student learning, or to engage in peer review pursuant to section 284.8, subsection 1.
- B. Designated professional development (as long as practitioner collaboration is a substantial component of this professional development) or professional learning community time shall count toward the requirement.
- C. Individual educator preparation time shall not count as collaboration time.
- D. Any additional teacher time scheduled beyond contracted work hours should be compensated by the employer at the employee's per diem wage.



## **Appendix B**

# **Memorandum of Understanding**

Regarding the SEPCSD Teacher Leadership and Compensation System

The Southeast Polk Community School District applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership and Compensation System. The Southeast Polk Community School District and the Southeast Polk Education Association have reached the following agreement in regard to Master Contract articles that will be affected by and other issues related to the implementation of a local Teacher Leadership and Compensation (TLC) System. This Memorandum of Understanding (MOU) shall be in effect for the 2015-2017 school years and shall be reviewed and/or amended on an annual basis thereafter.

### **1. Site-Based Review Council (SBRC)**

- A. The Southeast Polk CSD Site-Based Review Council will participate in the process of selecting teacher leaders and recommend teacher leader candidates to the superintendent for approval. Successful candidates will then be presented to the SEPCSD Board of Education for formal vote.
- B. The SBRC is made up of SEPEA leadership (2) and administrative leadership team members (2), teamed with equal numbers of teachers and principals from individual buildings.
- C. Following initial screening of applications, the SBRC will review applications, determine candidates to interview, conduct the interviews, consider all evidence, complete individual scoring rubrics, and make consensus recommendations to the superintendent for approval. Teachers who are selected must meet all of the qualifications contained in the TLC grant and contained in the law.

### **2. Selection of Teacher Leaders**

The Superintendent will review the committee's recommendation for teacher leader(s) and shall approve teachers to serve in teacher leadership positions. That list will then be presented by the superintendent or designee to the SEPCSD Board of Education for approval.

### 3. Assignment of Teacher Leaders

- A. Teachers assigned to TLC positions shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract for a one-year assignment relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279.
- B. If there is no vacant position for which the teacher in a TLC position possesses the necessary certification and endorsement(s), then the teacher in a TLC position will be given an opportunity to apply for a voluntary transfer as provided by Article IV for any positions which become available after the teacher has submitted notice of termination. If, after providing notice of termination, there is a vacant position for which the teacher in a TLC position possesses the necessary certification and endorsement(s), then the teacher will be awarded the position, even if the Teacher Leader had less seniority than another teacher requesting a voluntary transfer. If, after providing notice of termination, there is no vacant position for which the teacher in a TLC position possesses the necessary certification and endorsement(s), then Reduction in Force contract language would apply (Article V).

### 4. Teacher Leadership Compensation

The salary supplements received by teachers assigned to TLC positions will be as specified in the District's approved Teacher Leadership and Compensation grant application. The salary supplement is compensation to the teacher in the TLC position for the additional contract days and hours of work required of the teacher.

### 5. Hours of Work

Teachers in TLC positions will work the number of hours specified in Article VIII and as necessary to perform the duties of their teaching and teacher leadership positions. The expectations of the District with regard to hours of work of teachers in teacher leadership positions will be contained in the job description for each teacher leadership position. If the job description does not include expectations for teaching-related duties such as, but not limited to, parent-teacher conferences, regular duty assignments, and school events, then the contract language applies (Article VIII).

### 6. Work Year

Teachers in TLC positions will work the number of days specified in the District's approved Teacher Leadership and Compensation grant application and as provided by law.

### 7. Seniority

Teachers in TLC positions will be considered members of the bargaining unit and will continue to accrue seniority in the classification to which they were assigned at the time of their selection for a TLC position.

### 8. Funding for Program

Teacher leadership supplemental foundation aid from the state shall be required to sustain the TLC program. The TLC salary will not be included in the salary schedule. Any reduction or elimination of this support may result in a corresponding reduction or elimination of the assignments and compensation described in this Memorandum of Understanding.