AGREEMENT

Between

Linn-Mar Community School District

And

Linn-Mar Education Association

Effective July 1, 2026 – June 30, 2027

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PREAMBLE

The Linn-Mar Community School District Board of Directors and the Linn-Mar Education Association have a common aim: to provide a program which facilitates student attainment of the district's educational goals. The parties recognize that attainment of these educational goals is a joint responsibility of the professional teaching personnel of the district, the classified staff, the Board, the administration, the parents and guardians of students, and the community at large. In the spirit of cooperation, the Board and the Association have established the terms of employment set forth in this Agreement.

ARTICLE 1

RECOGNITION

A. Unit

1. The Board hereby recognizes the Linn-Mar Education Association, an affiliate of the Iowa State Education Association and the National Education Association, as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (Case Number 331) issued by the PERB on the 5th day of November, 1975.

2. The unit described in the above certification is as follows:

   All full-time and contracted regular part-time professional personnel including, but not limited to, classroom teachers, guidance counselors, librarians, nurses, special resource staff, department coordinators, team leaders; and excluding the superintendent, assistant superintendent, principals, assistant principals, director of health services, athletic director, curriculum coordinator, and all those excluded under Section 4 of the Act.

B. Definitions

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

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 Employment Relations Board.

3. The term "Association," as used in this agreement, shall mean the Linn-Mar Education Association or its duly authorized representatives or agents.

ARTICLE 2

WAGES AND SALARIES

A. Placement on Salary Schedule

1. 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 2 below. Any employee hired prior to the beginning of the second semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. Credit shall be given for previous outside teaching experience in a duly accredited school upon initial employment. Hard to fill positions may warrant a non-recurring bonus payment. Determination shall be made by the superintendent.

3. All contracted, regular part-time employees shall receive a salary proportional to the amount of time employed for his/her step on the salary schedule.

B. Advancement of Salary Schedule

1. Except as otherwise provided in this Article, employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the Linn-Mar Community School District for one (1) semester of consecutive teaching days or more in one school year.

2. Educational Lanes

Employees on the regular salary schedule who move to the BA+12, BA+24, MA, MA+15, MA+30 or MA+45 Lane will advance one vertical step if available on the higher lane. Employees moving from the last step of BA+24 will advance a maximum of 2 steps if eligible. (Eligibility is defined as being on the last step of the BA+24 lane for 2 years or more.) All courses to be used for salary advancement are to be approved by the superintendent using the approved course approval form (Intent for Horizontal Level Change/Prior Approval of Course Selection). Advanced degree to be used for salary advancement must be in the field of education. Any other advanced degree must be in the field of education or content studies.

Teacher course approval form must be received by March 1 for the subsequent school year to be eligible for lane change. The individual employee contract will not be changed until all official verification, including the official transcript has been received. Pay adjustments will then be made retroactive to the beginning of the same school year. No pay adjustment will be made if all official verification, including the official transcript, is not received by *October 15th*.

3. In-Service Credit

Professional credit programs offered by approved schools and area education agencies may be substituted for the courses to be used for advancement on the salary schedule as shown in (2) above. Credit will not be limited except that for every semester hour credit received through approved schools and AEA there will be at least one (1) semester hour of credit from a graduate school. The determination of the 1 to 1 ratio will take place at either a horizontal change on the salary schedule or at the determination to hold an employee on step. In the movement from one lane to another lane, it is the total number of hours earned after the degree that is used to determine the 1 to 1 ratio. Only credit earned after awarding of degrees can be used to qualify for steps beyond that degree.

C. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the twentieth (20th) of each month. All new employees, as of July 1, 2009, are required to have their paychecks direct deposited to their bank of choice. Employees shall receive their checks or pay stubs at their regular building and on regular school days unless otherwise designated by the employee.

2. Exceptions

When a pay date falls on or during school holidays or vacations per the school calendar, or on a weekend, employees shall receive their pay checks on the last previous working day, whenever possible.

3. Final Pay

When an employee is leaving the District, the District or the employee shall have the option of paying/receiving all or part of an employee's earned, contracted salary on the last pay period of the in-school year. An employee who has special need shall have the option of receiving all earned, contracted salary on the last pay period of the in-school work year; provided, the superintendent has been notified prior to April 20th and gives his/her approval.

4. Summer Checks

Upon written employee authorization, summer checks and/or stubs shall be mailed to the address designated by the employee.

5. Compensation for summer employment shall be determined as follows:

a. Those employees working with students and/or providing professional services provided during the regular school year will receive 1/191 of their scheduled salary for each day of service. Equivalent employee services will be judged by administration. Their scheduled salary is figured on their placement on the salary schedule for the current school year.

b. Compensation for additional employment shall be determined as follows:

1. Curriculum development and requirements will be determined by the administration and a payment schedule by project for same will be developed. The schedule will be developed by the administration and will be based on the total anticipated hours required to complete each project. The project amount will be based on 1/1432.5 of the average bargaining unit salary on Schedule D.

2. Curriculum development requirements will be mutually agreed to by the administration and the employee previous to the implementation of project work by the employee.

3. Employees will be paid 1/1432.5 of the average bargaining unit salary on Schedule D for each hour of in-class staff development instruction and will be paid at the same hourly rate for preparation time. Employees will be granted one (1) hour of preparation time for every hour of in-class instruction.

SCHEDULE D

LINN-MAR COMMUNITY SCHOOLS

2026-2027 SALARY SCHEDULE*

Step	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45
1	50,000	50,000	50,000	50,326	52,534	54,741	56,949
2	50,000	50,000	50,105	52,313	54,520	56,728	58,935
3	50,000	50,000	52,092	54,300	56,507	58,715	60,921
4	50,000	51,209	54,079	56,286	58,494	60,701	62,908
5	50,768	52,975	56,066	58,273	60,481	62,687	64,895
6	52,534	54,741	58,052	60,260	62,466	64,674	66,881
7	54,300	56,507	60,039	62,246	64,453	66,661	68,868
8	55,624	58,273	61,804	64,232	66,440	68,647	70,634
9	56,949	60,039	63,570	66,219	68,427	70,634	72,399
10	58,273	61,804	65,336	67,985	70,193	72,399	74,165
11		63,129	67,102	69,751	71,958	74,165	75,931
12		64,453	68,868	71,517	73,724	75,931	77,697
13		65,778	70,634	73,282	75,490	77,697	79,463
14		66,661	72,399	75,048	77,256	79,463	81,229
15			74,165	76,814	79,022	81,229	82,994
16				78,580	80,788	82,994	84,319
17				79,905	82,112	84,760	86,085
18						86,526	87,409
19						88,292	88,734
20						89,617	90,500

SCHEDULE E

LINN-MAR COMMUNITY SCHOOLS
SALARY INDEX

Step No.	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45	Step No.
1	1.000	1.040	1.090	1.140	1.190	1.240	1.290	1
2	1.030	1.080	1.135	1.185	1.235	1.285	1.335	2
3	1.070	1.120	1.180	1.230	1.280	1.330	1.380	3
4	1.110	1.160	1.225	1.275	1.325	1.375	1.425	4
5	1.150	1.200	1.270	1.320	1.370	1.420	1.470	5
6	1.190	1.240	1.315	1.365	1.415	1.465	1.515	6
7	1.230	1.280	1.360	1.410	1.460	1.510	1.560	7
8	1.260	1.320	1.400	1.455	1.505	1.555	1.600	8
9	1.290	1.360	1.440	1.500	1.550	1.600	1.640	9
10	1.320	1.400	1.480	1.540	1.590	1.640	1.680	10
11		1.430	1.520	1.580	1.630	1.680	1.720	11
12		1.460	1.560	1.620	1.670	1.720	1.760	12
13		1.490	1.600	1.660	1.710	1.760	1.800	13
14		1.510	1.640	1.700	1.750	1.800	1.840	14
15			1.680	1.740	1.790	1.840	1.880	15
16				1.780	1.830	1.880	1.910	16
17				1.810	1.860	1.920	1.950	17
18						1.960	1.980	18
19						2.000	2.010	19
20						2.030	2.050	20

*Career Steps are established at the M.A.+45 columns of 3 percent.
The base salary of the employee's schedule shall be used with the above multipliers.

LINN-MAR COMMUNITY SCHOOLS

INDEX FOR NURSES SALARY

2026-2027

Step	Salary
1	50,000
2	50,000
3	50,000
4	50,105
5	50,988
6	51,871
7	52,754
8	53,637
9	54,520
10	55,403
11	56,286
12	57,169
13	62,000
14	62,000
15	62,000

ARTICLE 3

Co-Curricular/Extra Curricular Activities

Approved Activities and Rate of Pay – The Board and the Association agree that the co-curricular/extracurricular activities listed herein are official school sponsored activities covered by school insurance.

SCHEDULE H

AA	Athletic Trainer	Athletic Trainer
B	Athletic Trainer	Asst. Athletic Trainer
B	Baseball	Head Baseball
C	Baseball	Head 10th Grade/Asst. Varsity Baseball
C	Baseball	Head 9th Grade/Asst. Varsity Baseball
C	Baseball	Asst. Varsity Baseball
D	Baseball	Graduated 8th Grade Baseball
AA	Basketball	Head Boys Basketball
AA	Basketball	Head Girls Basketball
B	Basketball	Boys J.V. Basketball
B	Basketball	Girls J.V. Basketball
C	Basketball	Head 10th Grade Boys Basketball
C	Basketball	Head 10th Grade Girls Basketball
C	Basketball	Head 9th Grade Boys Basketball
C	Basketball	Head 9th Grade Girls Basketball
D	Basketball	Asst. 10th Grade Boys Basketball
D	Basketball	Asst. 10th Grade Girls Basketball
D	Basketball	Head 8th Grade Boys Basketball
D	Basketball	Head 8th Grade Girls Basketball
D	Basketball	Head 7th Grade Boys Basketball
D	Basketball	Head 7th Grade Girls Basketball
E	Basketball	Asst. 8th Grade Boys Basketball
E	Basketball	Asst. 8th Grade Girls Basketball
E	Basketball	Asst. 7th Grade Boys Basketball
E	Basketball	Asst. 7th Grade Girls Basketball
D	Bowling	High School Bowling
F	Cheerleading	HS Boys Basketball Cheerleading
F	Cheerleading	HS Girls Basketball Cheerleading
F	Cheerleading	HS Football Cheerleading
F	Cheerleading	HS Wrestling Cheerleading
G	Cheerleading	Asst. Cheerleading
B	Clubs/Activities	F.B.L.A. (shared)
B	Clubs/Activities	F.F.A. Sponsor
B	Clubs/Activities	Model U.N. Facilitator
B	Clubs/Activities	Student Council Sponsor
A	Clubs/Activities	HS Publications Sponsor
C	Clubs/Activities	HS Speech
C	Clubs/Activities	MS Interim Activities / Intermediate Activities
C	Clubs/Activities	High School
F	Clubs/Activities	9th Grade Speech
G	Clubs/Activities	F.H.A. Sponsor

G	Clubs/Activities	Future Problem Solving
G	Clubs/Activities	HS Honor Society Sponsor
G	Clubs/Activities	VOICE Sponsor
H	Clubs/Activities	Math Sponsor
G	Clubs/Activities	MS Memory Book Coordinator
H	Clubs/Activities	Elementary Clubs / Activities
G	Clubs/Activities	Diversity Club Sponsor
E	Cross Country	MS Cross Country
A	Drama	Head Drama
A	Drama	Theatre Tech/Manager
C	Drama	Asst. HS Drama
G	Drama	MS Creative Dramatics
G	Drama	9th Grade Play Director
AA	Football	Head Football
B	Football	J.V. Football
C	Football	Asst. Varsity Football
C	Football	Head 10th Grade Football
C	Football	Head 9th Grade Football
D	Football	Asst. 10th Grade Football
D	Football	Asst. 9th Grade Football
D	Football	Head 8th Grade Football
D	Football	Head 7th Grade Football
E	Football	Asst. 8th Grade Football
E	Football	Asst. 7th Grade Football
C	Golf	Head Boys Golf
C	Golf	Head Girls Golf
D	Golf	Asst. Boys Golf
D	Golf	Asst. Girls Golf
G	Intramural	Intramural Director
A	Music-Band	Head HS Band
B	Music-Band	Asst. HS Band
C	Music-Band	Jazz Music
C	Music-Band	Head MS Band
F	Music-Band	Elementary Band
F	Music-Band	Assistant Jazz Band
G	Music-Band	Color Guard (Marching Band)
G	Music-Band	Percussion (Marching Band)
G	Music-Band & Vocal	Asst. HS Musical Production
A	Music-Orchestra	Head HS Orchestra
C	Music-Orchestra	Head MS Orchestra
A	Music-Vocal	Head HS Vocal Music
B	Music-Vocal	Asst. HS Vocal Music

C	Music-Vocal	HS Choir Accompanist
C	Music-Vocal	MS Choir Accompanist
G	Music-Vocal	MS Show Choir
F	Music-Vocal	Head MS Vocal Music
F	Music-Vocal	Elementary General Music
F	Music-Vocal	Prep Show Choir
F	Pom Pon	Pom-Pon Fall
F	Pom Pon	Pom-Pon Winter
G	Pom Pon	Asst. Pom-Pon
C	Robotics	HS Robotics
C	Soccer	Head Boys Soccer
C	Soccer	Head Girls Soccer
D	Soccer	Asst. Boys Soccer
D	Soccer	Asst. Girls Soccer
D	Soccer	Head MS Boys Soccer
D	Soccer	Head MS Girls Soccer
E	Soccer	Asst. MS Boys Soccer
E	Soccer	Asst. MS Girls Soccer
B	Softball	Head Girls Softball
C	Softball	Varsity Asst. Girls Softball
C	Softball	9-10th Grade Girls Softball
D	Softball	Asst. 9-10th Grade Girls Softball
C	Swimming	Head Boys Swimming**
C	Swimming	Head Girls Swimming**
D	Swimming	Asst. Boys Swimming
D	Swimming	Asst. Girls Swimming
D	Swimming	Middle School Swimming
E	Teacher Leader	Teacher Leader
C	Tennis	Head Boys Tennis
C	Tennis	Head Girls Tennis
D	Tennis	Asst. Boys Tennis
D	Tennis	Asst. Girls Tennis
D	Tennis	7-8th Grade Boys Tennis
D	Tennis	7-8th Grade Girls Tennis
E	Tennis	Asst. 7-8th Grade Boys Tennis
E	Tennis	Asst. 7-8th Grade Girls Tennis
B	Track	Head Boys Track
B	Track	Head Girls Track
C	Track	HS Asst. Boys Track
C	Track	HS Asst. Girls Track
D	Track	Head 8th Grade Boys Track
D	Track	Head 8th Grade Girls Track

D	Track	Head 7th Grade Boys Track
D	Track	Head 7th Grade Girls Track
C	Track	Head Cross Country
D	Track	Asst. Cross Country
E	Track	Asst. 7-8th Grade Boys Track
E	Track	Asst. 7-8th Grade Girls Track
B	Volleyball	Head Volleyball
C	Volleyball	Asst. Volleyball
D	Volleyball	Head 8th Grade Volleyball
D	Volleyball	Head 7th Grade Volleyball
E	Volleyball	Asst. 8th Grade Volleyball
E	Volleyball	Asst. 7th Grade Volleyball
C	Weight Room	Weight Room Manager
C	Weight Room	Weight Room Supervisor
AA	Wrestling	Head Wrestling
B	Wrestling	Asst. Varsity/JV Wrestling
C	Wrestling	Asst. Wrestling
C	Wrestling	Head 9th Grade Wrestling
D	Wrestling	Head 8th Grade Wrestling
D	Wrestling	Head 7th Grade Wrestling

*Will be Category C if Girls Long Distance is included. **It is understood that if the boys/girls program is done on a part-time basis, it is paid on a daily basis according to the stated salary.

If the district finds it necessary to add assistant coaches/sponsors not listed in any category, the assistant will be placed in a category one level below that of the related head coach/sponsor. Additional unlisted assistant coaching positions/sponsors shall not be placed higher than Category C.

LINN-MAR COMMUNITY SCHOOLS
CO-CURRICULAR PAY SCHEDULE
2026-2027

The Generator Base for the Co-Curricular Pay Schedule shall be calculated independently from the Base Salary (BA Step 1). The same percentage increase applied to the Base Salary (BA Step 1) shall be applied to the Generator Base for the Co-Curricular Pay Schedule.

CATEGORY	% OF Generator Base **(39,596)**	SALARY
AA.	23%	$9,107.
A.	18%	7,127.
B.	15%	5,939.
C.	12%	4,752.
D.	9%	3,564.
E.	8%	3,168.
F.	7%	2,772.
G.	5%	1,980.
H.	3%	1,188.

ARTICLE 4

LEAVE OF ABSENCE

A. Sick Leave

1. Employees covered under this agreement shall be granted leave of absence with pay for personal illness or injury, as prescribed by the Statutes of Iowa, *and for illness in the immediate family (spouse, children, parent, stepchildren)* in the following amounts: 1st year of employment – 20 days; 2nd year and subsequent years of employment – 15 days each year.

2. The above amounts shall apply only to consecutive years of employment in the district and unused portions may be accumulated to a maximum total of 125 days. The district may, in each instance require documentation confirming the necessity for such leave of absence.

3. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to furnish a physician's certificate of health prior to returning to work.

4. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason.

5. When an employee will be absent from work, he/she shall give notice to the principal, or the person designated by the superintendent to receive such notice. If the absence is for consecutive days, the superintendent or his/her representative shall be notified of the probable date of return of the employee.

B. Personal Leave

At the beginning of every school year, each employee shall be credited with three (3) days to be used for the employee's personal business. Such leave shall be granted without loss of pay. A personal business day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day or days shall notify his/her principal at least one week in advance except in cases of emergency. Restrictions shall be imposed whenever a suitable substitute is not available. Up to three unused personal days may be banked for one school year not to exceed five total personal days in one school year.

On a day before or after a holiday or vacation or Monday and Friday the last 4 weeks of the school year, the number of personal leave day requests shall not exceed 5% of the total of certified staff in the building for the specified days. The 5% allocation will be based on the number of certified staff in each school on the last working day of September.

During the school year, the number of certified staff will not be limited in requesting personal leave for teacher workdays as identified in the official school calendar.

C. Family and Medical Leave Act

The provisions of the Family and Medical Leave Act of 1993 (Board Policy 403.7) shall be granted to a Linn-Mar employee.

D. Professional Leave

Professional leave for attendance of educational meetings, including milestones for attaining an advanced degree or National Board Certification, or visiting other schools shall be permitted at full pay if such attendance is approved by the superintendent or his/her designee. Requests for professional leave must be filed, in writing, with the superintendent or his/her designee, at least five (5) days prior to the first day of anticipated attendance, except in extenuating circumstances.

E. Bereavement Leave

Upon notification to the immediate supervisor, bereavement leave shall be granted for up to five (5) days for the death of a family member or someone with whom there is a close personal relationship.

F. Good Cause Leave

Purpose: The good cause leave of absence is intended to provide leave for unanticipated absence from the professional assignment for a temporary period of time.

1. Leave exception with pay: Other temporary leaves of absence, with pay, may be granted in writing by the superintendent or his/her designee, for good reason.

2. Leave exception without pay: For good and sufficient reason, employees covered under this agreement may be granted special leave of absence without pay upon approval of the superintendent or his/her designee. Approved reasons for the granting of such leave may include, but not necessarily be limited to, special circumstances related to childcare; and/or immediate family illness; or for other reasons which may be approved by the superintendent or his/her designee. Reasons which may not be approved for the granting of such leave would include, but not necessarily be limited to, transacting business that could be performed outside the employee's normal working day. Requests for renewal must be made in writing, to the superintendent or his/her designee.

G. Jury Duty and Legal Leave

1. An employee who is called for jury service or for an appearance under subpoena shall be excused from work on the days which he/she serves or is required to appear. He/She shall receive, for each day of jury service or subpoenaed appearance, a full basic workday's pay, less the amount of money paid to him/her for such duty. Cases involving an employee's personal matters shall be excluded.

2. When an employee is excused from jury service before noon, either temporarily or permanently, on any workday, the employee shall promptly report to his/her immediate supervisor and shall complete any remaining hours of his/her workday if required.

H. Military Leave

Leaves of absences for the performance of duty with the United States Armed Forces or with a reserve component or the National Guard shall be granted in accordance with the Code of Iowa. The provisions of the Family and Medical Leave Act of 1993 (Board Policy 403.7) shall be granted to a Linn-Mar employee. Board Policy 402.7 (Personnel Military Service) will be followed for employees who are not eligible for Family Medical Leave.

I. Association Leave

Up to ten (10) total days shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations. The district will be reimbursed 100% of the cost for any required substitute teacher by the Association.

J. Extended Leave of Absence

Purpose: The extended leave of absence is intended to provide unpaid leave for planned absence from the professional assignment for an academic term or the academic year.

1. An employee shall apply to the Board for an extended leave of absence.

2. Return Notification: Academic Year - An employee on a one-year leave is required to inform the district in writing by March 1st whether he/she intends to return to work the following contract year. Failure of an employee to notify the Board may terminate the employee's contract with the Board. If the Board determines that the employee is to be terminated, the employee will be notified in writing.

3. Return Notification: Academic Term - An employee on leave of absence for an academic term is required to inform the district in writing no less than two weeks before the conclusion of the authorized leave whether he/she intends to return to work. Failure of an employee to notify the Board may terminate the employee's contract with the Board. If the Board determines that the employee is to be terminated, the employee will be notified in writing.

4. Early Return - An employee on leave of absence may return to work prior to the expiration of his/her leave of absence, upon approval of the Board. Such employee shall give the Board as much advance notice as possible for his/her early return to work.

5. Reasons which may be approved include, but are not limited to: childcare, education, serving in public office. Reasons which may not be approved include, but are not limited to: entering a private business.

K. General Provisions

1. An employee who gives the Board a false reason to obtain a leave of absence will be subject to discharge.

2. All absences, other than those enumerated under the above leave provisions, will result in loss of pay as per contract.

3. Leaves of absence will be granted to part-time employees on a pro-rata basis in the foregoing sections of this Article A, B, C, D, F, G, H, I, J.

4. An employee on leave of absence for the school year will be placed on his/her next sequential step when he/she resumes teaching. An employee shall retain his/her status as a member of the retirement system. He/she may also continue his/her membership in the school district's group medical plan by paying the premium and shall be entitled to pay for and maintain other applicable employee benefits except the accumulation of sick leave.

ARTICLE 5

EMPLOYEE WORK YEAR

A. In-School Work Year

1. The in-school work year shall include days when pupils are in attendance, orientation days, professional development days, workdays, parent / teacher meetings/conferences, and any other days for which employee attendance is required.

2. Regular Contract

The in-school work year for employees contracted on a ten-month basis shall not exceed one hundred ninety-one (191) days. Employees new to the district will be required to work a one hundred ninety-three (193) day contract. Two (2) of the 191 contract days will be dedicated to four (4) ½ workdays spread out over the course of the year.

Part-time employees are recommended to attend Professional Development activities with pay at the negotiated staff development rate.

B. Unpaid Holidays

1. The following unpaid holidays shall be observed during the year:

Labor Day, Thanksgiving Day and the Friday following, Christmas Day, New Year's Day, and Memorial Day.

Employees shall not be required to perform duties on the holidays listed above. Holidays are not included in the in-school work year days shown in A,2 and A,3 above.

ARTICLE 6

EMPLOYEE HOURS AND DUTIES

A. Employee Hours and Duties

1. An employee's normal workday shall be no more than eight hours per day, including duty-free uninterrupted lunch period of twenty-five (25) minutes. The lunch period will be scheduled between 11:00 a.m. and 1:00 p.m. whenever possible.

2. The normal workday shall start no earlier than 7:00 a.m. local time and end no later than 5:00 p.m. local time. The starting time and dismissal times, which may vary from school to school, and from employee to employee, shall be determined by the building principal.

3. Employees may be given released time during the school day for special circumstances if approved by the building principal.

4. On days preceding holidays or vacations (including in-service days), the employee's day shall end at the close of the pupil's day, and when the necessity for pupil supervision is completed.

5. On Fridays the employee's day shall end at the close of the pupils' day, and when the necessity for pupil supervision is completed.

6. During the employee's normal working hours there will be a time allotment for the purpose of classroom preparation and student instruction. The principal or his/her designee shall designate the time and location for such preparation time. The principal or his/her designee may temporarily assign an employee to other duties during preparation time if the need arises. However, it is desirable for each employee to have an uninterrupted preparation period each day. Regular employees should be used as substitutes only in cases of emergency. In those cases where regular substitutes are not available regular employees may be used as substitutes.

7. Employees are expected to participate in activities outside the normal workday, such as staff meetings, open house, parent conferences, registration night, IEP/504 meetings and other similar activities related to school business.

ARTICLE 7

PERSONNEL FILES

A. Personnel File

1. Any employee presently under contract or instructional agreement shall have the right to review the contents of his/her own personnel file during business hours with reasonable notice and security provisions. A representative of the Association may, at the employee's request, accompany the employee in this review. Confidential job recommendations shall be excluded from this policy. The Board or its administrative representative, including building principals, shall not establish any separate personnel file which is not available for the employee's inspections.

2. The employee shall have the right to reproduce any of the contents of his/her file at the employee's expense.

ARTICLE 8

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Continuing College/University Education

Applications

If any employee plans to enroll in a course or seminar at an accredited college or university and if that course will cause an educational lane change on the salary schedule, the employee, via District procedures, must file written notification of enrollment with the superintendent or his/her designee prior to his/her enrolling in such course or seminar.

B. Professional Conferences

Employees who desire to attend professional conferences shall make initial application at the building level. Acceptance shall be determined according to building/district goals and funds available.

C. Travel

A planned program of professional development through travel may be sustained for graduate credit. This program must be for credit through an accredited college or university. The amount of such credit allowed shall be limited to six (6) semester hours during each five-year (5) period. Approval of the travel activity plan and evaluation of the amount of credit allowed will be made by the superintendent. If an employee is receiving compensation from the district for attendance, credit may not be used for lane change.

ARTICLE 9

SENIORITY

A. Definition

Seniority shall be defined as the continuous length of service within the district. Rank order is determined by date and hour of signed contract received. Approved leaves of absence, both paid and unpaid, will not break the continuity of employment. However, the time spent on paid and extended leaves will not be counted as time of employment.

Employees who work one-half time or more shall be credited with one year of seniority for each year they work.

Employees who work less than one-half shall be credited with seniority proportional to the time they work.

B. Determining the Most Senior Employee

If two or more employees have the same seniority as defined above, the order of seniority among them shall be determined in the following order:

1. Number of years teaching experience in the teaching field outside of the district.
2. Total completed graduate hours in the education field.
3. Draw lots.

C. Seniority Lists

Seniority lists are maintained in the office of Human Resources and are available on the employee portal (iVisions).

D. Subject Matter Area and Grade Level Assignment

The following subject matter area and grade level assignment list shall be used in this contract.

SUBJECT MATTER AREA AND GRADE LEVEL ASSIGNMENT LIST

Any employee under contract during 1993-1994 shall retain seniority in the subject matter area and grade level assignment as listed in the '93-94 master agreement as long as that employee is duly certified by the State of Iowa. If during the course of recertification an employee loses certification at a grade level, that employee then becomes part of the seniority category for which he/she is certified.

ELEMENTARY (PK – 6)
Elementary Classroom/Reading/Math
Elementary Guidance Counselor
Music
Teacher Librarian

MIDDLE/HIGH SCHOOL (7-12)
Agriculture
Business
English/Language Arts
Family Consumer Science
Foreign Language – French
Foreign Language – Spanish
Guidance Counselor
Health
Industrial Technology
Journalism
Math
Multi-Subject (2+ subjects)
Reading
Science
Social Science
Speech Communication / Theatre
Teacher Librarian

K-12
Art
Band
English Language Learner (ELL)
Nurse
Orchestra
Physical Education/Adaptive PE
Talented and Gifted
Vocal

SPECIAL EDUCATION

Instructional Strategist I (Mild/Moderate)	K-8
Instructional Strategist I (Mild/Moderate)	5-12
Instructional Strategist II (BD/LD)	K-8
Instructional Strategist II (BD/LD)	5-12
Instructional Strategist II (MD)	K-8
Instructional Strategist II (MD)	5-12
Instructional Strategist II (Autism)	K-8
Instructional Strategist II (Autism)	5-12

Instructional Strategist II (Physical D)	K-8
Instructional Strategist II (Physical D)	5-12
Early Childhood Special Education	PK-K

Co-Curricular / Extra Curricular:

Individual Sport (excluding Varsity Coaches)	5-12
Individual Assignment (excluding head sponsors in Category A)	5-12

Any additions to this list shall be considered as separate entries.

ARTICLE 10

GRIEVANCE PROCEDURE

A. Definition

1. A grievance is a claim by an employee, group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provisions of the master agreement.

   All other complaints or concerns regarding matters outside of the master contract will be addressed through District procedures found in the all-staff handbook.

B. Purpose

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

C. Procedure

1. Time Limits

   The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of an employee or the Association to act on any grievance within the prescribed time limit shall constitute a waiver of the alleged grievance and will act as a bar to further appeal. However, the grievant shall be allowed one five (5) day extension of time, if desired, on any alleged grievance to proceed to the next step. An administrator's failure to give a decision within the prescribed time limit shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.

   Any grievance or complaint shall be filed on the forms set forth in Schedule A.

2. Year End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year and if leaving it unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limit set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) calendar days thereafter. This shall apply only to grievances formally filed in writing by twenty (20) working days prior to the end of the school year except by mutual agreement of the Board and the Association. Grievances filed later than twenty (20) working days prior to the end of the school year shall be processed during the next school year with non-contract days being excluded from the time limit, except as mutually agreed to by the parties.

3. Level 1 – Principal or Immediate Supervisor (Informal)

The aggrieved party shall discuss the grievance with his/her principal or immediate supervisor with the objective of resolving the matter informally. This discussion must take place within ten (10) working days from the day of the occurrence or knowledge of the occurrence of the event giving rise to the alleged grievance.

4. Level 2 – Principal or Immediate Supervisor (Formal)

If, as a result of the informal discussions at Level 1, a grievance still exists, the aggrieved party may invoke the formal grievance procedure by completing the form listed in Schedule A. The written grievance shall state the nature of the grievance, spelling out the specific clause or clauses of this agreement which have been allegedly violated, misinterpreted, or misapplied and shall state the remedy requested. A copy of the grievance form shall be delivered to the principal or immediate supervisor involved in Level 1 within ten (10) working days of the Level 1 discussion.

If more than one (1) building principal is involved, each shall receive copies of the alleged grievance. Within ten (10) working days after the principal receives the written grievance, a meeting at a mutually agreeable time shall be held with the aggrieved and his/her representative, if requested, to discuss the alleged grievance and attempt to resolve same. The principal shall have the right to have a representative or designee at the meeting. The principal or immediate supervisor shall render such decision and communicate it in writing to the grieving employee and the superintendent or designee within five (5) working days following the meeting (or the date the grievance is received if no meeting is held) between the principal and the aggrieved.

5. Level 3 – Superintendent (Formal)

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved, if he/she so desires, may file an appeal of the principal's answer within five (5) working days after receipt of the said written decision with the superintendent and/or his/her designee. Within ten (10) working days after written grievance is filed, the aggrieved, the representative of the aggrieved, if desired, and the superintendent or designee, shall meet in an attempt to resolve the grievance. The superintendent and/or his/her designee shall file an answer within ten (10)

working days of the third step grievance meeting (or the date the grievance is received if no meeting is held) and communicate in writing to the employee, the principal, and the representative of the employee.

6. Level 4 – Arbitration

If the grievance is not resolved satisfactorily in Level 3, there shall be a fourth Level of impartial binding arbitration. If a demand for arbitration is not filed within twenty (20) working days of the third level reply, then the grievance will be deemed settled on the basis of the third level answer. Grievances which have been processed through the three preceding levels of this procedure and only such grievances shall be submitted to arbitration as provided below:

The grievant or the Association shall submit, in writing, a request to enter into such arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties within five (5) working days said notice is given. If the two parties fail to reach agreement on an arbitrator within five (5) working days, the Federal Mediation and Conciliation Service shall be requested to provide a panel of five (5) arbitrators. This request shall be in the form of a written communication from the grievant or the Association which shall serve as a joint request. The parties shall determine by coin toss which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) working days and the other party shall have one (1) additional working day to remove one of the remaining names. Each party shall alternately strike one name. The person whose name remains shall be the arbitrator.

The decision of the arbitrator shall be submitted in writing within twenty (20) working days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be binding on the parties.

The arbitrator shall have no power to alter, change, detract from, or add to the provisions of this agreement but shall have power only to apply and interpret the provisions of this agreement to the settlement of issues and grievances arising hereunder.

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

Nothing in this section shall preclude an employee from utilizing this grievance procedure on his/her behalf at his/her own expense.

D. Miscellaneous

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by his/herself or at his/herself or at his/her option by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels as a party

of interest and shall have the right to grieve any adjustment of the employee's grievance if such adjustment is inconsistent or contrary to the provisions of this agreement.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

3. Released Time

When it is necessary for an aggrieved party or an Association representative to meet with the Board, its representatives, or to participate in arbitration hearings regarding a grievance during the work day, said aggrieved person and representative shall be released without loss of compensation. If the aggrieved party is a group of employees or the Association, no more than three (3) employees will be released without loss of compensation, except by mutual agreement.

At any step of the grievance procedure, either party may request the presence of any employee that is affected by the grievance. If the grievance affects a group of employees, the presence of any or all such employees may be requested.

4. Group or Class Grievance

If, in the judgement of the Association, a grievance affects a group or class of employees the Association may submit such grievance in writing to the building principal and the processing of such grievance shall begin at Level 2, unless more than one (1) building is involved, in which case the grievance may be filed at Level 3. The Association may process the grievance through all steps of the grievance procedure and the number of days indicated at each level apply to such grievance.

5. Separate Grievance File

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

6. Meetings and Hearings

All meetings and hearings, under this procedure, shall be conducted in private and shall include only witnesses, the party in interest, and their designated or selected representative heretofore referred to in this article.

7. No Interruption of Instruction Program

It is agreed that any investigation or other handling or processing of any grievance by
the grieving employee or his/her representative 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 employee or of the teaching staff.

8. Election of Remedy

Any grievance action, resulting from the same set of facts that has led to appeal under provisions of the code, constitution, or through an outside agency, shall become null and void upon initial filing of the intent to proceed under the code, constitution, or through an outside agency.

9. Hold Harmless Clause

The Association shall be held harmless against all claims, suits, orders, or judgments brought or issued against the Association as a result of an individual employee misfiling a complaint or grievance.

SCHEDULE A
Grievance Report – Type 1

Date Filed_____

Number_____

_____School District

_____Building

_____
Name of Aggrieved Employee

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

LEVEL II

A. Date Violation Occurred_____

B. Date Level I Meeting Held_____

C. Parties Present At Level I Meeting_____

D. Section(s) of Agreement Violated_____

E. Statement of Grievance_____

_____

_____

F. Relief Sought_____

_____

_____

_____ _____
Signature Date

G. Disposition by Principal or Immediate Supervisor_____

_____

_____ _____
Signature of Principal or Immediate Supervisor Date

H. Disposition Accepted_____ Rejected_____ Comments_____

_____

_____ _____
Signature Date

SCHEDULE A, Grievance Report – Type 1

LEVEL III

A. _____ _____
Signature of Aggrieved Employee Date Received by Supt.

B. Disposition by Superintendent or Designee_____

_____

_____

_____ _____
Signature of Superintendent or Designee Date

C. Disposition Accepted_____ Rejected_____ Comments_____

_____

_____ _____
Superintendent Date

LEVEL IV

A. _____ _____
Signature of Aggrieved Employee Signature of Association President

B. _____
Date of Notice Given of Submission to Arbitration

C. _____
Date of Decision

ARTICLE 11

ACCESS TO ABUSE COMPLAINT

Iowa Code Section 281, Chapter 102 establishes procedures for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees or their agents. The employee accused of abuse of students shall be provided a copy of the complaint form alleging the abuse at the same time copies are distributed to the person filing, the parent/guardian, and the employee's supervisor. An employee covered by the collective bargaining agreement has the right to have an Association representative present during questioning by the designated investigator.

ARTICLE 12

COMPLIANCE AND DURATION OF AGREEMENT

A. Separability

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

B. Printing Agreement

The Master Agreement will be available on the District Intranet.

C. Compliance Between Individual Contracts and Comprehensive Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. Finality and Effect of Agreement

1. This Agreement supersedes and cancels all previous agreements and practices relating to items covered in this agreement between the Board and the Association or any employee, unless expressly stated to the contrary herein and constitutes the entire agreement between the parties, and concludes collective bargaining for its term, except as provided in "F" of this article.

2. The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The foregoing is not to prohibit either party form introducing items in future negotiating years which were withdrawn by either of the parties to achieve this Agreement.

E. Duration Period

This Agreement shall be effective as of July 1, 2026, and shall continue in effect until June 30, 2027. The district reserves the right to re-open any language item at any time during the term of this contract to respond to issues that may arise due to the COVID-19 pandemic. The district will notify the Union in writing of its intent to open the contract and the specific Article(s) to be negotiated. If agreement is not reached, the district retains all rights conveyed to it through Iowa Code Chapter 20 to pursue the proposed change(s) through the statutory impasse procedures.

F. Procedures for Negotiation

1. Modification of Current Agreement

Negotiations may be reopened on the current contract if either party gives a written notice of intention to negotiate for the following reasons:

a. In case a serious error or omission is found.
b. Both parties agree that negotiations should be reopened.

2. Successor Agreement

Either party may give written notice to the other party to negotiate a Successor Agreement not less than one-hundred fifty (150) days prior to the district's budget certification date, as established by the Code of Iowa; or October 1, whichever is later.

Upon receipt of the notice, the Negotiation Team representing the Board and the Negotiation Team representing the Association shall meet for the purpose of negotiation in good faith and attempting to reach agreement.

A mutually convenient time and place for an initial meeting shall be established. Additional meetings shall be agreed to by the negotiation teams as may be necessary to complete an agreement.

3. Meetings

When negotiations are conducted during regular school hours, released time and substitutes shall be provided for the Association Team, with costs shared equally by both parties.

4. Tentative Agreements

Articles tentatively agreed to shall be initialed by each spokesperson and shall be set aside subject to ratification of the agreement.

5. Automatic Renewal of Agreement

If neither party notifies the other of its intent to negotiate a successor agreement by the date stated in Section 2 above, the current Agreement shall automatically continue in force and be in effect for an equivalent period.

G. Signature Clause

In witness whereof, the parties hereto have caused this Agreement to be signed by their representative presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 25th day of June, 2026.

LINN-MAR EDUCATION ASSOCIATION

BY _____
President

BY _____
Chief Negotiator

LINN-MAR BOARD OF EDUCATION

BY _____
President

BY _____
Chief Negotiator

MEMORANDA OF AGREEMENT

LINN-MAR BOARD OF EDUCATION

LINN-MAR EDUCATION ASSOCIATION

The following pages represent memoranda of agreement reached during negotiations between the Linn-Mar Board of Education and the Linn-Mar Education Association.

Unless otherwise indicated, these memoranda of agreement are to remain in effect for the 2026-2027 contract years only.

MEMORANDUM OF AGREEMENT I

Subject: Probationary Employees

Probationary employees, covered by this agreement, shall have the right to file a employee complaint/concern regarding an employee evaluation that is unsatisfactory. However, the Association and Board agree that the Board is not giving up its rights under the Code of Iowa to terminate a probationary employee by allowing such probationary employee to file a complaint/concern regarding an unsatisfactory evaluation.

MEMORANDUM OF AGREEMENT II

Subject: Methods of Pay for Various Services

A. Those employees working with students and/or providing professional services similar to those provided during the regular school year shall receive l/191 of their scheduled salary for each day of service. (l/1432.5 of the employees salary per hour) (7.5 hour day). These activities shall include but are not limited to summer school. (Staff Development Rate)

   Staff Development instruction shall be paid according to Article 3 C, 5b with one-hour preparation time for each different staff development offering.

   Summer School instruction shall be paid according to Article 3 C, 5 with a preparation factor of .33 and flat amount for set-up time.

B. Approved tutoring arrangements (after school hours in assigned field) shall receive per diem.

C. Employees working on other District approved committees, after school hours, shall receive the average per diem hourly rate. (l/1432.5) of the average bargaining unit salary on Schedule D) (7.5 hour day).

D. Employees working on Curriculum Development work shall be paid at the average per diem hourly rate. (l/1432.5 of the average bargaining unit salary on Schedule D) (7.5 hour day) (Not to exceed product guidelines and parameters.)

E. Teacher taking approved in-service classes or on-site workshops shall receive 1/1146 of the base salary. (6-hour day)

All of the above shall be based only on the salary amount generated by Schedule D (Salary Schedule) of the Master Agreement.

MEMORANDUM OF AGREEMENT III

It is agreed that for the 2026-2027 school year, the Combined Salary Schedule was created by adding together the current salary schedule and the Teacher Salary Supplement dollars and growth of said dollars.

The TSS dollars were distributed according to the traditional indexed salary schedule.

The Salary Schedule (D) with TSS will be used for supplemental schedule calculations.

It is also agreed that for the 2026-2027 school year, if the funding formula used to calculate the Teacher Salary Supplement is reduced that the Association and District will reopen negotiations for the current year salary for the bargaining unit upon the request of the district within 20 school days of an announced cut from the Legislature or Governor. The matter may be submitted to arbitration if there is failure to agree. Selection process of the Master Contract grievance procedure to be used.

MEMORANDUM OF AGREEMENT IIII

For the 2026/2027 school year only, employees with 15+ personal day hours that have been carried over will be able to utilize up to 7.5 personal day hours on a non-student attendance day only, not to exceed 6 personal days total.