ALDEN COMMUNITY SCHOOL DISTRICT

MASTER CONTRACT 2025 - 2027

It is the policy of the Alden Community School District not to illegally discriminate based on race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/programs only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district Equity Coordinator, Jacki Kooistra, Elementary Principal, Alden Elementary, 248 Center Street, PO Box 48, Alden, IA 50006, (515) 859 - 3393, jkooistra@ifacadets.net

TABLE OF CONTENTS

		Page
Article I	Preamble	1
Article II	Recognition	2
Article III	Grievance Procedure	3
Article IV	Duration and Effect of Agreement	4
Article V	Base Wages and Salaries	5
Article VI	Sick Leave	7
Article VII	General Leaves	8
Article VIII	Extended Leaves of Absence	10
Article IX	Employee Work Year	11
Article X	Employee Hours	12
Article XI	Health Provisions	12
Article XII	Safety Provisions	13
Article XIII	Ratification and Acceptance	14
Form:	Grievance Claim	15
Schedule A:	Additional Wages	17
Schedule B:	Additional Wage Schedule	18

ARTICLE I

PREAMBLE

The Board of Directors of the Alden Community School District, in the counties of Hardin and Franklin, State of Iowa, hereinafter referred to as the Board and the Alden Education Association, hereinafter referred to as the Association, agree as follows:

ARTICLE II

RECOGNITION

A. Unit

The Board of Directors of the Alden Community School District, hereinafter referred to as the "Board", recognized the Alden Education Association, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for those employees of the Board designated in the PERB certification instrument (Case No. 1758) issued by the PERB on October 6, 1980, which includes all full-time and regular part-time professional employees including classroom teachers, guidance counselors, and librarians but excludes the Superintendent, building principals and vice principals, all non-professional employees, nurses, and all other employees excluded by Section 4 of the Public Relations Act.

B. Board

The Association recognizes the Board as the duly elected representative of the people and agrees to negotiate only with the Board through the negotiating agent or agents officially designated by the Board to act on its behalf.

C. Definitions

1. The term "Board" as used in this Agreement, shall mean the Board of Directors of the Alden School District or its duly authorized representatives.

2. The term "Association", as used in this Agreement, shall mean the Alden Education Association or its duly authorized representatives or agents.

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

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions.

1. <u>Grievance</u>

A grievance is a claim by an employee or the Association that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.

2. Aggrieved Person

An "aggrieved person" or "grievant" is the person or persons or the Association making the complaint.

3. Party in Interest

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

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, resolution of grievances as above defined. Both parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The failure of an employee or the Association to act on grievance within the prescribed time limits herein will act as a bar to further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement.

2. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits 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) days thereafter.

3. Level One - Principal or Immediate Supervisor (Informal)

An employee with a grievance should first discuss it with his/her principal or immediate supervisor, either directly or at his/her option, through the Association's designated representative with the objective of resolving the matter informally. By mutual agreement between the Superintendent and the Association, Levels One and Two shall be bypassed and the grievance may be commenced at Level Three.

4. Level Two - Principal (Formal)

If a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association on the form found in this Master Contract. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of this Agreement, alleged to have been violated, and shall state

the remedy requested. The filing of the formal written grievance at the second step must be within twenty (20) school days from the date of occurrence or the event giving rise to the grievance. The grievance form shall be available from the Association and said form shall be signed by the grievant and a representative of the Association. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor and such delivery shall constitute filing under this paragraph. If the grievance involves more than one school building, it may be filed with the Superintendent or his/her designee.

The appropriate principal or immediate supervisor shall indicate his/her decision on the grievance in writing within ten (10) school days of the filing of the formal grievance and shall furnish a copy thereof to the Association.

5. Level Three - Superintendent

In the event a grievance has not been satisfactorily resolved at Level Two, the grievant shall file within ten (10) school days of the principal's written decision at Level Two, a copy of the grievance with the Superintendent. The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days after such written grievance is filed with him, the Superintendent or his/her designee shall indicate his/her decision on the grievance in writing and shall furnish a copy thereof to the Association.

6. Level Four - Board of Education

In the event a grievance relative to this Agreement has not been satisfactorily resolved at Level Three, the Association may, if agreed to by the Board, transmit the grievance to the Board by filing a written copy thereof with the secretary or other designee of the Board within ten (10) school days of the date of the Superintendent's decision. The Board, no later than its next regular or special meeting, shall meet with the aggrieved person and the Association on the grievance. The Board's decision is final.

D. Rights to Representation

Any aggrieved person or grievant may be represented at Levels 1, 2, 3, and 4, of the grievance procedure by himself/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 Levels 2, 3, and 4, as a party of interest, and shall have the right to grieve any adjustment of the employee's complaint if such adjustment is inconsistent or contrary to the provisions of this Agreement.

In addition to the principal, immediate supervisor, and Superintendent involved at Levels 2 and 3, the Board may be represented at Levels 2 and 3 by any person of the Board's choosing.

E. 1. 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, except that any grievance alleging a reprisal will be processed only through Level Four.

2. Written Decisions

Decisions rendered at Levels 2 and 3 of the grievance procedure shall be in writing setting forth the decision and an explanation thereof and shall be transmitted promptly to all parties in interest and to the Association.

3. 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.

4. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives. It is further agreed that all grievance procedures at Level 4 be processed outside of the regular schoolwork day.

5. Investigation

It is agreed that any investigation of other handling or processing of any grievance by the grievant shall be conducted so as to result in minimal interference with or interruption of the instructional program and related work activities of the grievant or of the teaching staff.

If the investigation or processing of any grievance requires that a teacher or an Association representative be released from regular assignment, that person shall be released without loss of pay or benefits for the time necessary for such investigation and processing shall be conducted so as to result in minimal interruption of the instructional program.

ARTICLE IV

DURATION AND EFFECT OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2025 and shall continue in effect until June 30, 2027. During the term of this agreement all articles shall remain under the current contract except for the following: The parties agree that Article V Base Wages and Salaries shall be open to negotiate base wages for the 2026-27 Master Contract.

B. Should any article, section, clause or provision of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, clause or provision shall be deleted from this Agreement to the extent that it violates the law, and the Board and the Association shall enter into negotiations concerning the said provision at the call of either party. The remaining articles, sections, and clauses shall remain in full force and effect.

C. Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so in writing to the following designated individuals:

1. If by the Association to the Board, through the Secretary of the Board.

2. If by the Board to the Association, at the address of the current Association president.

ARTICLE V

BASE WAGES AND SALARIES

A. Employee Salary

1. Base Wage

		2025-26 School Year
BA Education Pool	=	$43,641
BA+15 Education Pool	=	$45,641
BA+30 Education Pool	=	$47,641
Masters Education Pool	=	$49,641
Masters+15 Education Pool	=	$51,641
Masters+30 Education Pool	=	$53,641

2. Compensation for 2025-26

a. Employees will receive an increase above their current salary for the 2024-25 School Year equal to a percentage of their Educational Pool Base, as shown below.

		24-25SY	% Increase	$ Increase
BA Education Pool	=	$42,785	4.50%	$1,925
BA+15 Education Pool	=	$44,785	4.50%	$2,015
BA+30 Education Pool	=	$46.785	4.50%	$2,105
Masters Education Pool	=	$48,785	4.50%	$2,195
Masters+15 Education Pool	=	$50,785	4.50%	$2,285
Masters+30 Education Pool	=	$52,785	4.50%	$2,375

***Note - TSS Funds will be used to bring up all teacher salaries to the required state minimums for all teachers (prorated based on FTE as needed).*

b. Employees new to the District in 2025-26 will receive a salary comparable to employees in the same education pool and similar years of teaching experience unless there is an identified need from the District (Section 4).

3. Education Pool Advancement

a. Employees who advance from one education pool to a higher education pool shall receive a salary increase of $2000.

b. Coursework taken to advance to a higher education pool must (1) carry graduate credit* and be related to the work being presently performed by the employee; or (2) be credited towards an advanced degree program in an approved college or university and be related to the work being presently performed by the employee; and (3) be approved in writing in advance by the Superintendent.

* Renewal credit may be accepted for graduate credit if all other criteria of this section are met, and the only difference between a course taken for renewal credit and graduate credit is the fee that must be paid to receive a graduate credit. It is the employee's responsibility to provide such documentation.

Employees who have earned sufficient credit to advance laterally to a higher education pool shall submit suitable evidence of the earning of the credit before the September board meeting following the earning of the credit.

4. Anything else notwithstanding, the District shall have the right to deviate from and pay differently as specified in V-A-2 (Compensation for 2025-26 or supplemental schedule) as the District may deem necessary to hire or retain personnel or when otherwise deemed to be in the District's best interest.

B. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the 20th day of each month. Employees shall receive their checks at their regular building and on regular school days unless otherwise designated by the teacher.

2. Exceptions

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

b. Employees who are new in the teaching profession may, at their option, elect to receive up to fifty percent (50%) of the first salary installment after the completion of the first ten (10) work days of employment. The balance of the contracted salary shall be paid on the 20th of the month.

c. Final Pay. Each employee shall have the option of receiving all or any part of his earned contract salary on the last pay period of the in-school year providing funds are available to the Board for such payment.

3. Direct Deposit

Employees will receive their paychecks by direct deposit. Deposits can be made to one (1) or two (2) accounts at any bank or financial institution in the United States.

D. Extended Contract.

Payment to employees working on an extended contract shall be at a per diem rate. An employee's per diem rate shall be calculated by dividing their regular one hundred ninety (190) day salary by one hundred ninety (190) and multiplying that quotient by the number of extended days worked.

E. Death Benefit.

Any earned unpaid salary of a deceased employee shall be paid to the employee's spouse, or if none, to his/her previously designated beneficiary, or if none, then to his/her estate.

F. Extra-Curricular Activity Supervision

The Board and Association agree that teachers will supervise or attend five events per academic year without pay. Such events shall include, but are not limited to, open house, concerts, student/parent orientation, and other special events.

Any assignments in addition to the normal schedule or irregular work year other than *approved extracurricular activities* or the five events previously noted, shall not be obligatory upon the employee.

G. Expenses of traveling employees

If any employee is to travel in the performance of assigned duties, the employee shall first make a request of the Administration for transportation to be provided at the District's expense.

H. Supervision of Student Teachers

Any employee supervising student teachers shall receive any funds paid to the District by the college or university sponsoring the student teachers.

I. Assigned Professional Activities

In the event that professional activities are required of the professional staff outside of the regular workday of the staff member, said staff member shall be paid at his/her per diem rate. Such activities include professional development, instruction and curriculum development and shall be convened at the discretion of the superintendent.

ARTICLE VI

SICK LEAVE

A. Sick Leave--Use

Sick leave shall be available for use by the employee during a temporary disability of the employee caused by bodily physical illness of the employee, pregnancy of the employee, or medical or surgical treatment of the body of the employee, and the medically necessary recuperation period for the employee following such illness, surgery or treatment.

Sick leave shall also be available for use by the employee in the event of mental illness of the employee as diagnosed by a licensed physician, psychologist or psychiatrist which illness causes a temporary inability of the employee to perform his/her duties.

Sick leave days may be used in two hour increments for physical or mental personal illness, bodily injury, medically related disabilities, including disabilities resulting from pregnancy and childbirth or contagious diseases:

- Which require the employee's confinement,
- Which render the employee unable to perform assigned duties, or
- When performance of assigned duties would jeopardize the employee's health or recovery.

B. Accumulated Benefits.

Each employee shall be entitled to sick leave days according to the following schedule:

First and subsequent years of employment in the District = 20 days per year.

Unused sick leave shall be accumulated from year to year with a maximum accumulation of one hundred twenty (120) days. The maximum number of days available then would be one hundred (100) days, plus twenty (20) days, or one hundred twenty (120) days. Separation from employment shall cancel all unused accrued sick leave. However, rehiring within two (2) years of reinstatement under the staff reduction article of this contract shall reinstate sick leave days that had accumulated prior to separation or termination of employment.

C. Upon request an employee will be provided with a written statement of accrued sick leave.

D. No sick leave shall be used for "voluntary" or "elective" surgery when said surgery can be accomplished at a time other than during the school year.

E. Employees may use their sick leave for dependent care leave. A "dependent" is defined as a member of their immediate family (husband, wife, son, daughter, father, mother, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, niece, nephew, aunt, uncle or any other member of the immediate household of the employee).

F. Family and Medical Leave Act

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. This inclusion shall in no way reduce or adversely impact any other provisions of this document.

G. Donation of Leave

Employees may voluntarily elect to donate days of leave to fellow employees in need.

a) An employee may donate two sick days per fellow employee per year to an employee in need of sick days.
b) An employee may donate one personal day per fellow employee per year to an employee in need of personal days.

H. Maternity/Paternity Leave

Employees may be paid up to 6 weeks for Maternity Leave immediately after the birth of their child. If the employee has not accumulated enough sick leave for the full six weeks, the district will pay the remainder of the contracted days to equal six weeks of pay. Maternity Leave that lasts longer than 6 weeks will require the employee to use accumulated sick leave, donated leave, or FMLA.

Employees may be paid up to 2 weeks for Paternity Leave immediately after the birth of their child. If the employee has not accumulated enough sick leave for the full two weeks, the district will pay for the remainder of the contracted days to equal two weeks of pay.

I. Adoption Leave

1. Adoption leave may be available for an employee to prepare for, or participate in, the adoption of a child or to care for a newly adopted child within the first year of adoption.
2. Adoption means the process of securing legal custody of a child, but shall exclude securing legal custody of a stepchild.
3. Child means a person less than six years of age.
4. An employee may utilize up to twenty (20) days of sick leave for adoption purposes.
5. Adoption leave is to be granted to only one adoptive parent when both may be members of the bargaining unit.

ARTICLE VII
GENERAL LEAVE

A. Bereavement Leave.

1. Each employee shall be granted five (5) days of bereavement leave, per occurrence, for absence from work caused by death of a member of the employee's immediate family. Immediate family shall be defined as husband, wife, son, daughter, father, mother, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren.
2. In the event of the death of an employee or student in the Alden Community School District, an employee may request sufficient time from work to attend the funeral. The decision as to the number and identity of employees who shall attend shall be within the discretion of the supervisor and not subject to grievance.
3. Two days of bereavement per occurrence shall be allowed for the employee to attend the funeral of a relative of the employee other than those described in the immediate family listed above in 1, or close friend.

B. Jury Duty.

If the employee is required to report for jury duty, paid leave shall be granted for that service and the employee shall pay over to the Board any fees or remuneration (except mileage) received for such jury duty. Additionally, if an employee is subpoenaed by a court or other competent authority to testify, sufficient time shall be given to the employee for his/her appearance to testify.

C. Selective Service Leave.

Employees called for selective service physical examinations shall be granted leave with pay for such purpose.

D. Professional Leave.

Each employee shall have credited to his/her use at the beginning of each school year two (2) days of paid leave for absence from work caused by employee's request for attendance at a professional conference, workshop or seminar conducted by a college, university or other educational institute, for visitations to view other instructional techniques or programs or to provide opportunities to engage in professional growth related to their ICDP during contractual hours. Administrative requested professional leave will not count towards the two days, but will be coded as professional.

E. Association Leave

An aggregate of four (4) days shall be available to representatives of the Association to attend activities of the local, state, and national organization. This shall be paid leave. The Association shall reimburse the school district for the cost of a substitute hired during the time such employee is absent from work due to Association leave. The employee shall notify the superintendent five (5) days prior to taking Association leave.

F. Requests for Leave.

Requests for leave shall be made in writing on a form provided by the Board to the employee's immediate supervisor at least three (3) days in advance of the absence if possible. If leave is denied, the employee shall be notified in writing at least one (1) day in advance of the beginning of the requested leave if possible.

G. Leaves taken pursuant to this Article shall not be charged against the sick leave provided for in Article VI.

H. None of the leaves above provided for shall be cumulative in nature, shall not be carried over from year to year, and if not utilized shall expire at the end of the school year.

I. Personal Leave.

At the beginning of each school year the employee shall be granted three (3) days of paid personal leave. A returning employee may carry two (2) unused personal days to the next year creating a total of five (5) personal leave days. Any employee who does not use any sick days during a school year will be granted an additional personal day to be carried over to the following year. Personal leave days may be used in two-hour increments for any purpose at the discretion of the employee.

A total of six (6) personal days may be accumulated/used in a given year if an employee carries over two (2) unused personal days from the previous year, and was granted an additional personal leave day as a result of not using any sick days in the previous school year.

An employee planning to use a personal leave day, shall apply on the appropriate form to their immediate supervisor at least three (3) days in advance of the proposed day, except in cases of emergency. Not more than two (2) professional staff members will be granted this leave at any one time. Personal leave is discouraged the first two weeks and the final two weeks of the school year, to extend scheduled school vacations, or on in-service days.

J. Discretionary Leave

Temporary extended leaves in addition to those delineated in the Master Contract, either paid or unpaid, may be granted by the Board, or in the event of an emergency, by the superintendent. Such leave may be given at the sole unfettered discretion of the Board or superintendent. The granting or denial of leave herein shall not be subject to grievance (Article III).

ARTICLE VIII

EXTENDED LEAVES OF ABSENCE

A. Association.

A leave of absence without pay for one (1) year with a second year renewable may be granted to an employee for the purpose of serving as an officer of the Association, its affiliates or its staff. Upon returning from such leave the employee shall be restored to the position on the salary schedule above that at which he/she left. All fringe benefits acquired prior to the leave of absence shall be restored. An employee may be returned after leave only if there is an open position on the staff for which the employee is qualified.

B. Military.

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave as provided in Chapter 29A of the Code of Iowa, if that Chapter is applicable to the employer. On completion of federal military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the Superintendent or his/her designated representative and return to employment within ninety (90) days after termination of such military service.

C. Educational Improvement.

A leave of absence without pay or other furnished fringe benefits of up to one year may be granted by the Board to regular full-time employed teacher with five (5) or more years of continuous service and teachers employed at least one-half time with at least eight (8) or more years of continuous service to the Board for the purpose of advanced study leading to an advanced degree not held by the teacher.

Application for academic leave shall be made in writing prior to March 1st preceding the school year for which such leave is requested to a jointly established Academic Leave Committee composed of two members selected by the Board and two members selected by the Association. The Academic Leave Committee shall review all applications and make its recommendations concerning the applicants to the Board in writing not later than April 1. The recommendations shall be advisory only and the Board shall have the sole and unfettered discretion to accept or reject the recommendations, to choose among any or all of the applicants, or to grant or not grant academic leave to any of the applicants. The selection or non-selection of persons for academic leave shall not be subject to the provisions of the grievance Article.

D. An employee who is unable to work because of illness, injury, maternity, or other medical disability and who has exhausted all sick leave accrued, shall, upon request, be granted a leave of absence without pay or other Board provided fringe benefits (excepting those benefits continued by provision in Articles VII (D) for the duration of such illness or disability to the end of the school year in which the sick leave is used up.

E. Family Responsibility.

1. A leave of absence for up to one year without pay or benefits may be granted in the sole unfettered discretion of the Board to any regular full-time or part-time teacher for extended illness or injury of the employee's parent, spouse or children, or the care of employee's infant, natural or adopted children.

2. Upon returning to employment, the employee shall assume all previous rights and

privileges including that of seniority, however, no seniority shall accumulate during the leave.

3. The granting or denial of leave herein shall not be subject to the grievance Article of this Agreement.

ARTICLE IX

EMPLOYEE WORK YEAR

A. In-School Work Year.

Contracts for returning teachers shall be 196 days which includes six (6) paid holidays, two (2) compensation days, and one hundred and eighty-eight (188) assigned work days.

Contracts for new teachers shall be 198 days that includes the same days as returning teachers with the 197th contract day for new teachers working without additional compensation. The 198th contract day for new teachers is paid through Teacher Leader Compensation Funds or other district funding sources.

D. Holidays and Vacation Days.

All members of the bargaining unit shall be entitled to the following six (6) paid holidays:

a. Labor Day
b. Thanksgiving Day
c. Christmas Day
d. New Year's Day
e. Good Friday
f. Memorial Day

The following shall be considered school vacation days and no school shall be held:

Friday after Thanksgiving
December 24 through January 1

E. There shall be at least five In-Service training days during the one hundred ninety (190) day work year.

ARTICLE X

EMPLOYEE HOURS

A. Workday.

1. A contract work day shall begin at 8:00 a.m. and end at 4:00 p.m., except on Fridays and days preceding holidays and vacation periods, when the work day for all employees shall end when the school buses depart from the Alden buildings.

A contract workday for part-time teachers shall begin fifteen (15) minutes prior to their first scheduled class and end fifteen (15) minutes after their last scheduled class.

2. The workday will consist of no more than eight (8) hours per day and the hours shall be consecutive. However, four (4) teachers meetings can be scheduled beyond the regular workday without extra compensation. There will be a one (1) hour time limit on meetings.

3. There shall be a minimum duty-free lunch period of thirty (30) minutes which occurs during the time frame beginning fifteen (15) minutes prior to when lunch is served to students and ending fifteen (15) minutes after lunch is served. An employee who is denied a thirty (30) minute duty-free lunch period by reason of the regular building schedule or who is assigned lunch room duty by the superintendent or his designee shall be reimbursed at the rate of Ten Dollars ($10) per hour for such portion of the duty-free lunch period so denied or assigned.

4. On contract days when, because of bad weather or other emergency closing, students are not required to be present, the employee need not be present. However, makeup days shall be scheduled by the Board and shall be assigned work contract days at no additional compensation for the employees.

5. The workweek shall include the days of Monday through Friday and exclude the days of Saturday and Sunday.

6. Employees may leave the building during their duty-free lunch period to attend to business that cannot be performed at other times upon notifying the principal of their destination. Employees may leave the building during the preparation period to attend to business that cannot be performed at other times at the discretion of the principal. Denial of permission to leave during such preparation period shall not be subject to the procedures outlined in Article III of this agreement.

7. Employees shall be scheduled with a minimum of forty (40) minutes break time each day during the students' workday.

B. Meetings

Faculty meetings, except for those provided for in 4.02 B of this Article, shall be held during the employee workday, except in cases of emergencies.

If part time staff members are required to attend a faculty meeting outside of their regular workday, they will be compensated at their per diem rate.

ARTICLE XI

HEALTH PROVISIONS

New employees shall provide evidence of physical fitness. Such evidence shall be limited to a statement from a licensed physician of the employee's choice attesting to the employee's physical fitness and freedom of tuberculosis. Such evidence shall be filed with the superintendent within ten (10) working days after the beginning of the school year or within ten (10) days after the date of employment for employees hired during the school year.

ARTICLE XII

SAFETY PROVISIONS

A. Employee Facilities.

Each employee shall be provided with a serviceable desk, chair, and storage area for the use of the employee. Such special protective devices and equipment that the Board determines to be necessary or that are required by any Federal or State job safety laws, shall be furnished to the employee. Each employee shall be responsible for the proper care, use, and maintenance of the equipment and items furnished to the employee and shall be responsible for all loss or damage to the items caused by the negligent acts or omissions of the employee.

B. Closing School.

Decisions to close or keep school because of inclement weather shall be made by the Board and not be subject to the grievance procedure.

C. Use of Reasonable Force.

An employee may while acting within the scope of his/her employment when acting pursuant to existing Board policy use and apply such amount of force as is reasonable, lawful and necessary to quell the 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 person or property.

D. Assault of an Employee.

1. The employees shall immediately report to their supervisors any case of assault upon them during the course of their employment, and at the employee's discretion to the police.

2. When it is necessary for an employee to be absent from work because of injuries received from assault while in the scope of his/her employment and while acting pursuant to existing board policies, the employee shall be entitled to leave with full pay and benefits for the period of such absence, and shall not forfeit any sick leave or personal leave. The Board shall be permitted to offset against the employee's pay any sums received by the employee from the Board provided disability insurance. Provided further, that in no event shall the leave of absence with pay extend more than one year from the date of the assault.

E. Bomb Threats.

No employee shall be required to search for a bomb.

F. Protective Devices

Non-prescription eye protective and ear protective devices, as outlined in Chapter 280.10 and 280.11 of the Iowa Code, shall be provided without cost to the employee.

ARTICLE XIII

RATIFICATION AND ACCEPTANCE

IN WITNESS WHEREOF the chief negotiator for each party has hereunto set his or her name and this agreement is hereby tendered to the Association for ratification and is ratified to the Board for acceptance, the same being done this 21st day of April, 2025.

ALDEN EDUCATION ASSOCIATION

BY: *Amy Klaffke* (e-signed)
Amy Klaffke
Chief Negotiator

BOARD OF DIRECTORS ALDEN CSD

BY: *Anthony R. Neumann* (e-signed)
Dr. Tony Neumann
Superintendent

CERTIFICATION OF RATIFICATION

I do hereby certify that the above and forgoing agreement was ratified by the members of the Alden Education Association, pursuant to the provisions of the Public Employment Relations Act and the rules of the Public Employee Relations Board.

BY: *Amy Klaffke* (e-signed)
Amy Klaffke
President

DATE: 4/2/25

CERTIFICATION OF ACCEPTANCE

I do hereby certify that the above foregoing agreement was accepted by the Board of Directors of the Alden Community School District after making the terms of the agreement public pursuant to rule 67.4 (2) of the Public Employment Relations Board.

BY: *Jon Bartlett* (e-signed)
Jon Bartlett
President

DATE: 4/21/25

GRIEVANCE CLAIM

#_____

_____ Date Filed

_____ School District

_____ Building

_____ Name of Person Making Claim

_____

LEVEL II

A. Date Violation Occurred_____

B. Section(s) of Contract Violated_____

C. Statement of Grievance_____

_____

_____

D. Relief Sought_____

_____

_____

_____ _____

Signature Date

E. Disposition by Principal or Immediate Supervisor_____

_____

_____

_____ _____

Signature of Principal or Immediate Supervisor Date

LEVEL III

A. _____ _____

Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or His/Her Designee_____

_____

_____

_____ _____
Signature of Superintendent or His/Her Designee Date

_____

LEVEL IV

A. _____ _____
Signature of Aggrieved Person Date Received by Board

B. _____
Signature of Association President

C. Disposition by Board_____

_____

_____

_____

_____

_____ _____
Signature of Board President Date

_____

With the increase in funding for the Teacher Salary Supplement (TSS) program, TSS dollars will be utilized with the following priorities:

- TSS 1 – equal distribution to all staff
- TSS 2 – used to raise all 0.8 or higher FTE teaching staff to a minimum of $50,000, regardless of years of experience (prorated for teachers will less than 0.8 FTE)
- TSS 3 – used to raise all 0.8 or higher FTE teaching staff who have completed 12 years of teaching prior to the 2025-26 school year to a minimum of $62,000 (prorated for teachers with less than 0.8 FTE and at least 12 years completed prior to the 2025-26 school year)
- TSS 4 – remaining TSS funds, after meeting all other TSS requirements, will be distributed to teaching staff based on completed years of experience with the Iowa Falls CSD as a teacher (credit may be given for teaching years with Alden CSD in accordance with Early Retirement credit directed by board action).