2026-27

MASTER CONTRACT

between

AMES EDUCATION ASSOCIATION

and

BOARD OF EDUCATION

July 1, 2026 - June 30, 2029

Ames, Iowa

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ARTICLE 1.0
PREAMBLE

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of the Ames Community School District is their mutual desire; and

WHEREAS, the Board and Association have agreed to negotiate in good faith; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement;

IT IS AGREED AS FOLLOWS:

ARTICLE 2.0
RECOGNITION

2:1 Unit. The Ames Community School District, as governed by the Board of Directors, hereby recognizes the Ames 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 employees as set forth in the PERB certification instrument (Case No. 209) issued by the PERB on the 10th day of September, l975.

The unit described in the above certification is as follows:

INCLUDED: Any employee covered under the 279 contract.

2:2 Board. The Association recognizes the Ames Community School District as the public employer governed by the Board of Directors.

2:3 Definitions.

2:3.1 The term "Board" as used in this agreement shall mean the Board of Directors of the Ames Community School District or its duly-authorized representatives.

2:3.2 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.

2:3.3 The term "Association" as used in this agreement shall mean the Ames Education Association or its duly-authorized representatives or agents.

ARTICLE 3.0
GRIEVANCE PROCEDURE

3:1 Purpose. The purpose of this article is to provide for a mutually acceptable method of the prompt and equitable settlements of employee grievances and disputes over the interpretation and application of this agreement. The Employer, the Association, and the employees shall attempt to resolve informally, or at the earliest possible stage, all grievances.

3:2 Definition. "Grievance" is a claim by an employee or group of employees concerning the interpretation or application of the provisions of this Master Contract Agreement. All time limits herein shall consist of school days, Monday through Friday, except that when a grievance is submitted on or after June 1, time limits shall consist of all week days, Monday through Friday, so that matters may be resolved before the close of the school term or as soon as possible thereafter. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. There shall be no obligation by the Employer to consider any grievance not filed or appealed in a timely manner.

3:3 Conditions.

3:3.1 Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.

3:3.2 The failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to arrange a meeting or to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

3:3.3 It is agreed that any investigation or other handling or processing of any grievance by the grieving employee 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 other employees.

3:3.4 Any aggrieved person may be represented at all steps by a representative of his/her own choosing. The Association may be present at the first step to provide representation for the grievant. Where the Association has not been selected to provide representation for the grievant, it shall have the right to be present at step two and beyond. Informal resolution of grievances shall not contravene the terms and provisions of this agreement.

3:3.5 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.

3:3.6 If more than one (1) employee files a grievance on the same incident for the same reasons, the grievances shall be consolidated into one at Step 3.

3:4 Grievance Timeline.

3:4.1 First Step. An attempt shall be made to resolve any grievance in informal discussion between complainant and the complainant's administrator or a designated administrative representative. Such informal discussion shall take place within fifteen (15) days of the occurrence of the event giving rise to the grievance or within fifteen (15) days after the grievant acquired or should have acquired, with reasonable diligence, knowledge of the occurrence.

3:4.2 Second Step. If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the administrator. The grievance form shall be available from the Association representative in each building. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated (misidentification of a clause can be amended at a later step), and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) days from the date of the occurrence of the event giving rise to the grievance or within twenty (20) days after the grievant acquired or should have acquired, with reasonable diligence, knowledge of the occurrence. The principal or a designee shall make a decision on the grievance and communicate it in writing to the employee, the Association and the Human Resources director within five (5) days after receipt of the grievance.

3:4.3 Third Step. In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) days of the written decision at the second step, a copy of the grievance with the Human Resources director. Within ten (10) days after such written grievance is filed, the aggrieved and the Human Resources director or a designee shall meet to resolve the grievance. The Human Resources director or a designee shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the employee and the Association.

3:4.4 Fourth Step. If the grievance is not resolved satisfactorily at step three, then there shall be available a fourth step of impartial binding arbitration. The Association may submit, in writing, a request to enter into arbitration on behalf of the Association and the grieving employee to the Human Resources director within thirty (30) days from the receipt of the step three answer. At the same time, a request shall be made to the Public Employment Relations Board to provide a panel of five (5) arbitrators. Each of the two parties, the party moving first chosen by lot, will alternately strike one (1) name at a time from the panel until only one (1) name shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be final and binding on the parties.

3:4.5 The arbitrator's decision shall be in writing and will set forth his/her findings, reasoning and conclusions on the issues submitted. The arbitrator shall have no power to alter, add to, or detract from the specific provision of the agreement. In keeping with the terms of

this agreement, no decision of the arbitrator shall in any way be in derogation of the powers, duties and rights established in the employer and employee by constitutional provisions, statute, ordinance, or special legislative acts.

3:4.6 The costs for the service of the arbitrator will be borne equally by the Employer and the Association.

3:4.7 If a grievance affects a group or class of employees because of the existence of the same facts and issues, or if the grievance is the result of acts of persons other than the employee's immediate supervisor or principal, the Association may submit such grievance in writing to the Human Resources director or designee directly, and the processing of such grievance will commence at the level deemed appropriate by the Human Resources director or designee.

3:4.8 The first and second steps may be combined into one step if both the aggrieved employee and the administrator agree. If they are combined, the time constraints will be those specified for the second step in paragraph 3:4.2. The first three steps may be combined into one step if both the aggrieved employee and the Human Resources director or designee agree. If the first three steps are combined, the aggrieved employee shall file the grievance, in writing, within twenty-five (25) days from the occurrence of the event giving rise to the grievance or within twenty-five (25) days after the grievant acquired or should have acquired, with reasonable diligence, knowledge of the occurrence. All other time constraints listed in paragraph 3:4.3 for the third step shall apply to this combined step.

3:5 If the Association or any employee first files any claim or complaint in any forum other than under the grievance procedure of this agreement, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.

3:6 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 representative, heretofore referred to in this article.

ARTICLE 4.0
EMPLOYER RIGHTS

4:1 The Employer shall have, in addition to all powers, duties, and rights established by constitutional provision, statute, ordinance, charter, or special act, the exclusive power, duty and right to:

4:1.1 Direct the work of its public employees.

4:1.2 Hire, promote, transfer, assign, and retain public employees in positions within the District.

4:1.3 Suspend or discharge employees for proper cause.

4:1.4 Maintain the efficiency of governmental operations.

4:1.5 Relieve employees from duties because of declining enrollment or for other legitimate reasons.

4:1.6 Determine and implement methods, means, assignments, and personnel by which the Employer's operations are to be conducted.

4:1.7 Take such actions as may be necessary to carry out the mission of the Employer.

4:1.8 Initiate, prepare, certify, and administer the Employer's budget.

4:1.9 Exercise all powers and duties granted to the Employer by law.

4:2 The above Employer rights shall be in effect but shall not be exercised in a manner so as to violate any of the specific provisions of the Agreement.

ARTICLE 5.0
ASSOCIATION RIGHTS

5:1 The Association and its members shall have the right to:

5:1.1 Use school facilities for general Association meetings unless the Superintendent should choose to deny such usage. Denial will be in writing.

5:1.2 Make use of school buildings and facilities at all reasonable hours for meetings and any equipment, including but not limited to copy machines and other duplicating equipment and all types of audio-visual equipment when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use. The Association shall notify the principal or his/her designee of the intent to hold an Association meeting. The principal or his/her designee will provide an appropriate place for all meetings. Such meetings or use shall not conflict with school activities or use.

5:1.3 Distribute Association material through the school mail service and building mail boxes and/or District email unless the Superintendent should choose to deny such usage. Denial will be in writing. Materials distributed by the Association are to be clearly marked as to their origination by the Association. A copy of the material distributed through the school mail shall be given to the Superintendent and Human Resources director, and a copy of material placed directly in building mail boxes shall be given to the building principal.

5:1.4 Post notices of activities and matters of Association concern on Association bulletin boards located in either faculty lounges or such other places as designated by the building principal. Use District email for notices of activities and matters of Association concern.

5:1.5 Direct duly-authorized representatives of the Association and their respective affiliates to discuss Association matters in the school building during the work day provided all outside agents check in with the building principal or designee. Such visits shall not interfere with any classroom activity or other assigned activity.

5:1.6 Be furnished on request regularly and routinely prepared information concerning the financial condition of the school including the annual financial report and adopted budget, but nothing herein shall require the Employer to research and assemble information.

5:1.7 The agenda for regular board meetings shall be available no later than 5 p.m. the Friday before the Monday meeting.

5:2 Professional Labor Relations Team. The Association and the District agree to establish a Professional Labor Relations Team. Meetings would be scheduled for the purpose of collaborative discussion regarding employment matters not referred to in the Master Agreement and other matters mutually agreed upon. These meetings would be scheduled on a monthly basis, but not limited to that time frame if both parties agree. Likewise, the parties are not required to hold the meetings should they agree otherwise. This team would function in place of the current meetings held between the Association and District.

ARTICLE 6.0
DEDUCTIONS

6:1 Other Deductions. Upon appropriate written authorization from the employee, the Employer shall deduct from the salary of any employee and make appropriate remittance for 403b programs, District sponsored insurance, the Ames Education Foundation, and other approved deductions.

ARTICLE 7.0
LEAVES OF ABSENCE

7:1 Sick Leave. Employees shall be granted leaves of absence with full pay for personal illness, accident, injury, or pregnancy that renders them unable to perform the functions of their job or for medical, dental, or other health care appointments. Up to 10 days of sick leave may also be used for illness, accident, or injury of an immediate family member who requires the employee's care or for medical, dental, or other health care appointments and parental leave. Immediate family members will be defined as spouse or domestic partner, child, foster child, step-child, parents, step-parents, grand-parents, siblings, or other family members residing in the employee's household. Eligible employees shall have the protections of the Family and Medical Leave Act (FMLA).

The following paid sick leave shall be allowed for consecutive years of employment:

12 days - first year
12 days - second year
12 days - third year
13 days - fourth year
14 days - fifth year
15 days - sixth and subsequent years

a. Unused sick leave may be accumulated up to a maximum of one hundred eighty (180) days.

b. An employee must exhaust accumulated sick leave before being eligible for disability insurance benefits.

c. If an employee is on an extended contract, he/she shall be entitled to one (1) additional sick leave day for each twenty (20) working days beyond the normal contract.

d. Transferable Sick Leave. A new employee shall be credited with unused sick leave from his or her last employing school district up to a maximum of fifteen (15) days.

7:1.1 When requested by Administration, an employee making a claim for paid sick leave shall provide written documentation from a healthcare provider for the purposes of ensuring the safety of the employee or the workplace, determining FMLA eligibility, confirming the necessity for the use of sick leave, and/or addressing suspected misuse of paid sick leave.

7:1.2 Extended Leave. An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the duration of such illness or disability, up to the end of the school year in which the sick leave has been exhausted. Upon exhaustion of sick leave, the Board will continue coverage of fringe benefits up to the end of the contract year. Extended leave for an employee who has exhausted all family sick leave and personal days available may also be applied when there is personal illness or disability in the immediate family as defined by the FMLA.

7:1.3 Sick Leave Bank. A Sick Leave Bank will be established for the use of employees who choose to participate. Use of Sick Leave Bank days will commence on the first day after accumulated Sick Leave is exhausted and will continue until the end of the year or until the employee becomes eligible for long term disability insurance. The Bank year will be the contract year.

a. Participation in the Sick Leave Bank will be on a voluntary basis and each participating individual employee's contribution will be from one (1) day up to

five (5) days of Sick Leave from his/her current year's allocation. Minimum contribution to participate is one (1) day. The days contributed to the Bank become the property of the Bank and will not be returned to the employee, except under paragraph d below.

b. Enrollment will take place during the opening workshop but in no case later than September 15 and will entitle the enrolling employee to membership until revoked in writing by the employee. New Hires and employees returning from an approved leave of absence may sign up for participation in the Bank within thirty (30) days of their initial hire/return from leave. Employees who contribute will be notified in writing that they are eligible to use the Bank.

c. Assets of the Bank will accumulate, but the maximum carry over is 300 days. The following year's Bank will consist of the days carried over from the previous year in addition to all contributed days for the year's participation. The Board will provide the Association with a verification of the Bank's total number of days for the current year and of the previous year's usage of Bank days by no later than September 30 of each year.

d. Use of Sick Leave Bank days will be on a daily use basis; e.g., each eligible employee will draw each day until the total Bank Leave days have been exhausted. Eligibility is limited to the employee only and does not extend to family members. An eligible employee is one who has a medical condition that meets the definition of a serious health condition under Family and Medical Leave (FMLA), and has been absent at least 10 consecutive days, has exhausted his/her personal Sick Leave without being eligible for long term disability, workers' compensation, and/or social security disability. Use of the Sick Leave Bank shall be limited to those absences where a licensed health care provider verifies the illness or disability. Days may be used from the Bank retroactively, if the request is made within 30 days.

   An employee who qualifies for the Sick Leave Bank and returns to work may be eligible for additional Bank days later in the year providing their health condition continues to meet the FMLA definition of a serious health condition. A statement from a licensed health care provider will be required for additional Bank days.

e. Requests for use of Sick Leave Bank days will be made on a designated form and submitted to the Human Resources director or designee.

7:2 Temporary Leaves of Absence. Employees shall be entitled to the following temporary leaves each year. All temporary leaves shall be non-cumulative except for personal days, as hereinafter provided. All leaves shall be granted outside of sick leave except Family Adoption Leave. All leaves requiring approval of the principal may be appealed to the Human Resources director or designee; however, requests must be presented to the administration in such a timely fashion so as to permit this appeal process to take place. Reasons for denial by the principal shall be put in

writing and returned to the teacher with sufficient time to be appealed to the Human Resources director. If the Human Resources director or designee should deny the leave requested, such reasons shall be put in writing and sent to the employee.

7:2.1 Religious. The Human Resources director may grant leave with pay to any employee whose religious affiliation requires the observance of recognized holidays other than those scheduled in the school calendar.

7:2.2 Bereavement Leave.

a. Immediate Family. An employee shall be allowed up to five (5) working days for each death in the immediate family. For purposes of this section, "immediate family" shall include the employee's spouse, children, mother, father, sister, brother, and corresponding step-relations and corresponding in-laws.

b. Extended Family. An employee shall be allowed up to three (3) working days for each death in the extended family. If an exception is needed, submit a request to Human Resources for Superintendent consideration. For purposes of this section, "extended family" shall include grandchildren, grandparents, aunts, uncles, nieces, nephews, and in-laws. The total amount of leave under this category shall not exceed four (4) days per year.

c. Exceptional Circumstances. The Human Resources director may extend additional leave days where circumstances warrant. Such action shall not be precedent-setting.

d. Other Family Members and Friends. An employee shall be allowed one (1) paid day per year. This section shall include Bereavement Leave for relatives not identified above in immediate family or extended family, and close friends.

   Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services.

   No more than one (1) employee for every ten (10) employees in a building may be granted leave to attend the same funeral unless the Human Resources director finds there are exceptional circumstances which warrant attendance by more employees in that building.

7:2.3 Personal Days.

a. An employee shall be allowed up to 4 personal days per year without requiring justification as to the purpose of the request. Requests for personal days shall be made in advance through the absence management system, and are subject to Administrative approval. The requests will be honored on a first-come, first-served basis. Employees shall be notified of approval or denial within a week of requesting leave if the request is submitted at least two weeks prior to the date requested. Unused personal days may be accumulated up to a maximum of 5 days. After personal leave has been approved, it can be withdrawn only with the consent of the employee.

b. A day during the first or last week of student contact days shall not be recognized as eligible for personal days. Exceptions may be on a case-by-case basis as determined by the Superintendent or designee.

c. If an employee has unused personal days left over at the end of the school year, one day will be carried forward to the next school year and the employee will be reimbursed at the regular substitute rate per day for the remaining unused days.

d. Personal days may be used for emergency situations without advance notice upon approval of the building administrator. Emergency situations are unforeseen events that require immediate attention of the employee.

e. "Emergency situations" and the reference to "unforeseen events that require immediate attention of the employee" shall include leave as provided under the Family and Medical Leave Act (FMLA) (for example, leave for the birth of a child; leave for serious illness of spouse, child, or parent; and other qualifying leave under the FMLA which is not covered by another category of paid leave in the Master Contract). It shall also include in-person attendance at the employee's child's or step-child's organized state, regional, or national competition.

f. Employees who seek to use personal days for any emergency situation have the responsibility to enter the leave in the absence management system at the earliest possible opportunity, once the need for the leave is known.

g. Personal Leave Pay Out. Staff who break their contract prior to the end of the school year will not be paid out their personal leave.

7:2.4 Jury Duty. An employee who is called for jury service shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave. Upon receipt of compensation from the court, the employee is required to reimburse the District for the amount received, minus any transportation or other miscellaneous expenses for which they were reimbursed. Reimbursement may be made by submitting a personal check or by endorsing the court-issued check to the District if such expenses were not included.

In order to receive the payment under this section, the employee must give the principal or the principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. An employee who is notified by l0:30 a.m. that he/she will not be required to be available for jury duty the remainder of the day shall return to work.

7:2.5 Legal Leave. An employee who is subpoenaed to appear in a judicial or administrative proceeding except where the employee's appearance would be against the District or where the Association or its affiliate organization are a party in the proceeding, shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave.

7:2.6 Adoption Leave. An employee who is planning to take a leave of absence for an adoption shall inform the employee's principal in writing.

Eligible employees shall have the protections of the Family Medical Leave Act (FMLA) for up to 12 weeks. Employees eligible for FMLA must use their accrued sick leave and/or personal leave, in any combination, for 30 days of leave, with the balance being unpaid, as defined by FMLA.

Those not eligible for FMLA may take a leave of absence not to exceed a total of thirty (30) school days. They must use their accrued sick leave and/or personal leave in any combination, with any balance being unpaid, as defined by FMLA .

The employee's principal and Human Resources director shall be kept informed by the employee of the current status of the adoption as to the dates of leave of absence.

7:2.7 Professional Leave. All certified staff will be granted one (1) day of leave for professional meetings or conferences. The leave shall be used for professional development of the certified staff member. This request shall be made through the absence management system. Requests shall be submitted fifteen (15) calendar days prior to the absence. This day is non-accumulating.

Special approval may be granted by principals for conference requests that extend beyond one day.

Special approval may be granted by the building principal for conference requests submitted less than fifteen (15) calendar days prior to the absence in extenuating circumstances.

7:2.8 Association Leave. Up to a total of forty-five (45) days paid leave shall be available for members of the Association to attend conferences, conventions, or other activities of the

state and national affiliated organizations and for the Association President or designee for local non-grievance arbitration/non-negotiation reasons.

7:2.9 National Board Certification Leave. Employees may request from the building principal up to four (4) paid days during the time they are actively working on entry submissions for National Board Certification.

7:2.10 Unpaid Leave. The Superintendent may grant an employee unpaid leave. Requests should be submitted to the Human Resources director.

7:3 Other Extended Leaves of Absence.

7:3.1 Military. Leaves of absence are granted for military purposes, not to exceed the enlistment or draft period. On completion of the military service, the employee is entitled to reinstatement at the same salary he/she would have received had he/she not taken such leave, but subject to the following conditions: that the position was not eliminated; that he/she is for the position; that he/she makes written application for reinstatement to the Superintendent within ninety (90) days after termination of military service; and that he/she submits an honorable discharge from the military service. Such leave shall be without pay except as provided by Chapter 29A of the Code of Iowa.

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin.

ARTICLE 8.0
EMPLOYEE WORK YEAR

8:1 The length of the teacher contract shall be 188 days, except as provided in 8:2. The length of the in-school year, the dates on which the in-school year begins and ends, and all matters affecting the school calendar shall remain within the discretion of the Board, except as provided in this article. The Association shall have the right to submit and discuss with the Board priority proposals for the school calendar, prior to any final decision.

8:1.1 Initial Contract Days. At least eight (8) hours of contract time during the first contracted week shall be uninterrupted by District-wide or building-level meetings. Such time shall be reserved for employees to prepare for the first student day. The eight hours of reserved time may appear as eight continuous hours on the same contract day or as two 4 hour segments occurring on any two days of the workshop week.

8:2 Where an employee (other than new personnel who may be required to attend four (4) additional days of orientation), is required to perform duties on more than the number of days specified in

their individual contract for their classification during the contract year, the employee shall be compensated for each day worked at their per diem rate. This provision shall not apply to duties performed pursuant to special assignments, as listed on Special Assignment Schedule (13:8).

8:3 Holidays and Recesses.

8:3.1 No employee shall be required to perform duties on Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.

8:3.2 Any individual(s) who request(s) the privilege of conducting an activity, practice, or the right to supervise students on any of the above holidays may do so without this article being grievable by the employee, a group of employees, or by the Association.

8:4 The Association shall have the right to 30 minutes during the All-District Welcome Back Day for the purpose of making an Association presentation to its members and other interested parties.

ARTICLE 9.0
EMPLOYEE HOURS

9:1 Work Day. Each full-time teacher will be assigned an eight (8)-hour workday, which shall include a thirty (30)-minute duty-free lunch.

9:2 Duty-free Lunch. Employees shall have a scheduled duty-free lunch period of at least thirty (30) consecutive minutes. Employees shall provide notification they are out of the building during their duty-free lunch period.

9:3 Meetings.

9:3.1 Certified Staff. Employees may be required to remain after the end of the regular workday without additional compensation for the purpose of attending required staff, grade level, or team meetings called by the administration. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run no later than one hour after dismissal time. Meetings shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school. There will be no more than 5 of these meetings called in one month per school.

9:3.2 In addition to the above, employees may be required without additional compensation to attend no more than six (6) evening meetings outside the regular school day.

ARTICLE 10.0
SAFETY PROVISIONS

10:1 Health and Safety Responsibilities.

10:1.1 The Employer will exert every reasonable effort to provide and maintain safe working conditions for the employees. The Association will cooperate to that end and will encourage all employees to work in a safe manner. It is the duty of all employees in the course of performing their regularly-assigned duties to be alert to unsafe and/or unhealthy practices, equipment and conditions, and to report any such unsafe and/or unhealthy practices or conditions to their immediate supervisors.

10:1.2 It is recognized that each employee has a primary responsibility for his/her own safety and an obligation to know and observe safety rules and practices as a measure of protection for himself/herself and others. The Employer will consider, from any individual employee or from the Association, suggestions which offer practical and feasible ways of improving safety conditions. In addition, if there is a valid reason concerning safety or health, any employee, his/her representative or the Safety Committee has a right to request the principal or other building supervisors to initiate a safety inspection of a work area by appropriate authorities; the employee, representative or Safety Committee shall have the right to be present at the inspection.

10:2 Assaults on a teacher or injury to a teacher shall be reported immediately to the principal. The principal shall render assistance and advice to the employee. Such notification shall be immediately forwarded to the Superintendent and Human Resources director. The administrators shall comply with any reasonable and lawful requests from the employee for information in the possession of the administrators relating to the incident or the persons involved and shall act in appropriate ways as liaison between the employee, the police and the courts.

10:3 Self-protection. A teacher may use such force as is reasonable and necessary to protect himself/herself from attack or to prevent injury to a student. Immediately upon the use of such force, the teacher shall make a report to his/her immediate supervisor.

ARTICLE 11.0
PERSONNEL FILE

11:1 Personnel File. Employees shall have the opportunity to review their District personnel file, which is maintained electronically in the District's designated system (Frontline), with the exception of confidential reference documents secured by administrators. Employees will have access to view their personnel file through this system and may contact the Human Resources Department with any questions or requests related to their file.

If any employee requests assistance or an in-person review, arrangements shall be made with the Human Resources Department at a mutually agreed-upon time during regular business hours and when the employee is not required to be on duty. A Human Resources representative may be present during such review. Personnel file documents shall not be altered or removed by the employee. Upon request, the District will provide copies of materials contained in the personnel file at no cost to the employee. At the employee's request, a representative of the Association may accompany the employee during the review.

ARTICLE 12.0
PROFESSIONAL DEVELOPMENT

12:1 Continued professional growth for each employee is encouraged by both the Association and the District.

12:1.1 Professional growth activities may include but not limited to:

a. Credit or non-credit college or university courses
b. Special research projects
c. Creation of professional material
d. Attendance at conferences and conventions
e. In-service/staff development courses
f. Teaching-related work experience

12:2 Professional Development Planning. Discussion and planning for professional development may be included in meetings of the District administration and the Professional Labor Relations Team of the Association. A summary of discussion will be included with the minutes of the meeting.

1. Discuss District priorities and initiatives and how these will be incorporated at each level or building.
2. Preview the content, format and schedule for initial contract days and early dismissal days.

ARTICLE 13.0
COMPENSATION

13:1 Placement on Schedule. The basic salary of each employee is set forth in the Salary Schedule (13:7).

13:1.1 Educational Classification.

a. First-year employees. Teachers new to the system will be allowed the educational classification as determined by their training at the time of employment. Reclassification to a higher training level will be granted when the conditions of reclassification 13:1.1(b) have been met.

b. Reclassification. To qualify for advancement to a higher educational classification on the Ames Salary Schedule, only graduate-level coursework, as defined in the certified staff handbook, either related to broadening or improving instruction or within a graduate degree program in the field of education, received through successful completion of a course or courses from a regionally accredited institution will be accepted.

c. A teacher who, by September 1, has completed sufficient approved graduate

credit to be advanced to a higher educational classification shall have his/her contract revised to the higher salary when an official transcript has been filed in the Human Resources office no later than November 1. Payment will be retroactive to the start of the contract year.

13:1.2 Experience Classification.

a. Full credit for teaching experience in an institution for which certification by the Department of Education is required will be allowed up to the maximum as stated in 15:1.2(b).

b. Upon initial employment, experience will be permitted for a maximum of ten (10) years on the employee salary schedule of any salary level for prior outside, comparable teaching experience in a duly accredited school. An employee may be credited with a greater number of years of experience where necessary, in the sole judgement of the Superintendent or designee, to fill a high-need, hard-to-fill position based on the number of vacancies, number of qualified applicants, and/or length of vacancies for that position or class of positions.

c. Credit for honorable, active, military service performed after receiving the baccalaureate degree and teacher certification will be allowed for classification on the salary program on the following basis:

0 to 11 months - no credit
12 to 23 months - one (1) year's credit
24 months or more - two (2) years' credit

d. Any employee on the payroll with a contract for 90 days or more in a school year shall be given credit for one (1) year's service toward the next increment on the salary schedule (13:7) for the following year.

e. Teachers shall receive an additional payment prorated by FTE in excess of the basic salary schedule as shown below: For purposes of this article 'experience' refers to the step placement of the staff member. New hires are allowed 10 years of "experience" toward this additional payment.

16 years experience	B, B+15, B+30, M, M+15	2.1% of base
17 years experience	B, B+15, B+30, M, M+15	2.4% of base
18 years experience	All lanes	2.8% of base
19 years experience	All lanes	3.1% of base
20 years experience	All lanes	3.5% of base

21 years experience	All lanes	3.8% of base
22 years experience	All lanes	4.1% of base
23 years experience	All lanes	4.5% of base
24 years experience	All lanes	4.8% of base
25 or more years experience	All lanes	5.2% of base

f. National Board Certification Salary Placement. Employees achieving National Board Certification will be placed on the salary schedule one lane higher than the lane on which they would be placed based on hours of credit or degree. Should a teacher already qualify for the Ph.D. Lane and receive National Board Certification, the teacher shall be granted a lane change equivalent to the change from M to M +15 (.06%). This placement shall be ongoing as long as the teacher remains employed by the District and is in good standing with National Board Certified status. Reclassification and the resulting increase in salary shall begin from the time the District is notified by the National Board that a teacher has indeed achieved Certification.

13:1.3 Part-time Employee Salaries. Teachers who work less than 1.0 FTE shall have their work hours and salary prorated, based on a 40-hour work week.

13:2 Extended Days. For those having extended days in their contract, compensation will be paid on the per diem basis of contract days and basic salary, exclusive of special assignments. Extended days must occur on non-contract days, excluding Federal or State holidays.

13:3 Special Assignments. Employees with special assignments shall be paid according to the Special Assignment Schedule 13:8.

13:4 Supplementary Duty. The Employer retains all rights to assign its employees to attend, supervise, participate in, or otherwise perform duties at after-hours, extra-curricular events at their assigned schools. Such assigned duties shall be viewed as mandatory assignments.

13:4.1 The Employer shall pay employees for performing (mandatory duties at after-school activities) such assignments in connection with school activities at the rate of eleven and no/100 dollars ($11.00) per hour worked.

13:4.2 The Employer shall establish procedures by which employees shall account for the extra-curricular time worked and shall establish procedures for paying such employees.

13:4.3 This agreement shall not apply to duties performed pursuant to special assignments.

13:5 Hourly Compensation Rates

13:5.1 *Extended School Year* - Employees hired for extended school year who teach a course they are licensed in, shall be paid at the rate provided in Section 13:2 (per diem basis of contract days and basic salary, exclusive of special assignments).

13:5.2 *Alternative Learning Program (ALP)* - Summer school teachers will be paid at the rate of thirty and no/100 dollars ($30.00) per hour.

13:5.3 *Curriculum Writing* - Employees hired for curriculum writing shall be paid at a rate of thirty and no/100 dollars ($30.00) per hour.

13:5.4 Compensation for Teachers Assigned as Substitutes. When an employee is absent, and a regular substitute is not available, teachers who are assigned or volunteer to be assigned as a substitute for instruction or supervision in a classroom will be compensated thirty and no/100 dollars ($30.00).

13:5.5 Compensation for Assigned Committee Work Outside Contract Year. District committee work assigned that falls outside the contract year will be compensated at the rate of thirty and no/100 dollars ($30.00) per hour.

13:6 Payment of Salary. Beginning in September, salary payments shall be received in twelve (12) equal installments to be paid on the last working day prior to the 21st of the month.

Employees who are new to the teaching profession may at their option, elect to receive ½ (50%) of the first salary installment on the last working day in August. The balance of the contracted salary shall be paid at the next scheduled pay period.

13:7 Salary Schedule.

13:7.1 Salary Schedule representing base salary only. A base of $51,962 shall be used to calculate the salary schedule.

AMES COMMUNITY SCHOOL DISTRICT
FISCAL YEAR 2026-2027 TEACHER SCHEDULE - COMBINED SALARY

Exp	B	B+15	B+30	M	M+15	M+30	M+45	PhD
0	51,962	54,791	57,620	60,448	62,570	64,692	66,813	68,935
1	53,376	56,205	59,034	61,863	63,984	66,106	68,228	70,349
2	54,791	57,620	60,448	63,277	65,399	67,520	69,642	71,764
3	56,205	59,034	61,863	64,692	66,813	68,935	71,056	73,178
4	57,870	60,698	63,527	66,356	68,478	70,599	72,721	74,842
5	59,284	62,113	64,942	67,770	69,892	72,014	74,135	76,257
6	60,698	63,527	66,356	69,185	71,306	73,428	75,550	77,671
7	62,113	64,942	67,770	70,599	72,721	74,842	76,964	79,086
8	63,777	66,606	69,435	72,264	74,385	76,507	78,628	80,750
9	65,192	68,020	70,849	73,678	75,800	77,921	80,043	82,164
10	66,606	69,435	72,264	75,092	77,214	79,336	81,457	83,579
11	68,020	70,849	73,678	76,507	78,628	80,750	82,872	84,993
12	69,685	72,514	75,342	78,171	80,293	82,414	84,536	86,658
13	71,099	73,928	76,757	79,586	81,707	83,829	85,950	88,072
14	-	75,592	78,421	81,250	83,372	85,493	87,615	89,736
15	-	-	-	82,664	84,786	86,908	89,029	91,151
16	-	-	-	-	-	88,822	90,944	93,065
17	-	-	-	-	-	90,236	92,358	94,480

13:7.2 Per Diem Pay: There will be two ways in which per diem payments are calculated.

a. Per Diem for Teacher Quality (TQ) payments. This amount will be calculated by dividing the sum of the employee base salary and longevity pay by the total number of contract days. To calculate the hourly rate of per diem, the per diem value will be divided by 8 hours.

b. Per Diem for Summer School (Article 13:5) and Extended Contract Days (13:2). This amount will be calculated by dividing the employee base salary by the total number of contract days, not including any special assignments. To calculate the hourly rate of per diem, the per diem value will be divided by 8 hours.

13:8 SPECIAL ASSIGNMENT SCHEDULE

13:8.1 A base generator of $35,860 shall be used to calculate the compensation on the special assignment schedule.

HIGH SCHOOL		
Interscholastic Sports	**Percent of Base**	**Amount**
Baseball Head	17	$6,096
Baseball Asst.	11	$3,945
Basketball Head	21	$7,531
Basketball Asst.	12	$4,303
Bowling Head	12	$4,303
Bowling Asst.	8	$2,869
Cross Country Head	12	$4,303
Cross Country Asst.	8	$2,869
Cheer Squad Head Fall	12	$4,303
Cheer Squad Asst. Fall	8	$2,869
Cheer Squad Head Winter	12	$4,303
Cheer Squad Asst. Winter	8	$2,869
Diving	4	$1,434
Football Head	21	$7,531
Football Asst.	12	$4,303
Golf Head	12	$4,303
Golf Asst.	8	$2,869
Soccer Head	15	$5,379
Soccer Asst.	9.5	$3,407
Softball Head	17	$6,096
Softball Asst.	11	$3,945
Strength & Conditioning Head	17	$6,096
Strength & Conditioning Asst.	8.5	$3,048
Swimming Head	16.5	$5,917
Swimming Asst.	11	$3,945
Tennis Head	12	$4,303

HIGH SCHOOL		
Academics & Fine Arts	**Percent of Base**	**Amount**
Academic Competition Sponsor (Includes: Academic Decathlon, Knowledge Bowl, Quiz Bowl, Thinking Caps, Word Master)	15	$5,379
Art Activities Sponsor	3	$1,076
Auditorium Manager	4	$1,434
Band Director	18.4	$6,598
Band Asst. Director	12	$4,303
Class Sponsors (per program)	4	$1,434
CTSO (per program: DECA, FCS, FFA, Skills USA)	10	$3,586
Debate Sponsor	13.5	$4,841
Department Head	7	$2,510
Drama Director	15.5	$5,558
Drama Asst. Director	8	$2,869
Drill Team	10	$3,586
eSports (fall, winter, spring)	4	$1,434
Grade Book Trainer (2)	5	$1,793
Greenhouse Manager	4	$1,434
Key Club Sponsor	4	$1,434
Mock Trial Sponsor	10	$3,586
Musical Director	5	$1,793
National Honor Society Sponsor	4	$1,434
Orchestra Director	12.3	$4,411
SADD Sponsor	4	$1,434
Science Olympiad Sponsor	10	$3,586
Scratch Pad Sponsor (per program)	3	$1,076
Special Olympics Coach	5	$1,793
Spectrum Club Sponsor	3	$1,076
Speech Head Sponsor	13.5	$4,841

Tennis Asst.	8	$2,869
Track Head	17.5	$6,276
Track Asst.	11	$3,945
Volleyball Head	15.5	$5,558
Volleyball Asst.	9.5	$3,407
Wrestling Head	20.5	$7,351
Wrestling Asst.	11	$3,945
Intramurals (each program)	6	$2,152
Associate Coaches	4	$1,434

Speech Asst. Sponsor	8	$2,869
Student Council Sponsor (per program)	4	$1,434
Web Sponsor	9.25	$3,317
Vocal Director	14.5	$5,200
Vocal Asst. Director	12	$4,303
Yearbook	18.5	$6,634

MIDDLE SCHOOL		
Interscholastic Sports	**Percent of Base**	**Amount**
Athletic & Activities Coord.	25	$8,965
Baseball 8th Grade	9	$3,227
Basketball Head 8th Grade	8	$2,869
Basketball Head 7th Grade	8	$2,869
Basketball Asst.	7	$2,510
Cross Country Head 7th/8th	8	$2,869
Cross Country Asst. 7th/8th	7	$2,510
Football Head 8th Grade	8	$2,869
Football Head 7th Grade	8	$2,869
Football Asst.	7	$2,510
Soccer Head 7th/8th Grade	8	$2,869
Soccer Asst. 7th/8th Grade	7	$2,510
Softball 8th Grade	9	$3,227
Track Head 8th Grade	8	$2,869
Track Head 7th Grade	8	$2,869
Track Asst.	7	$2,510
Volleyball Head 8th Grade	8	$2,869
Volleyball Head 7th Grade	8	$2,869
Volleyball Asst.	7	$2,510
Wrestling Head	8	$2,869
Wrestling Asst.	7	$2,510
Associate Coaches	2.31	$828
Intramural Sports		

MIDDLE SCHOOL		
Academics & Fine Arts	**Percent of Base**	**Amount**
Art Club Sponsor	9	$3,227
Band Director 6th Grade	5	$1,793
Band Director 7th Grade	10	$3,586
Band Director 8th Grade	10	$3,586
Builders Club (per program)	4	$1,434
Drama Director	7	$2,510
Drama Asst. Director	4	$1,434
Grade Book Trainer (2)	5	$1,793
Lego League Sponsor	7	$2,510
MathCounts (per program)	10	$3,586
Math Olympiad Sponsor	10	$3,586
Mock Trial Sponsor	10	$3,586
National History Day (per program)	7	$2,510
Orchestra Director (6th-8th grade)	6	$2,152
Science Bowl Sponsor	7	$2,510
Science Olympiad Sponsor	10	$3,586
Student Advisory Council Coord. (per person)	8	$2,869
Team Facilitators (per person)	7	$2,510
Vocal Director (6th-8th grade)	10	$3,586
Yearbook Sponsor	10	$3,586

Basketball	4	$1,434
Cross Country	4	$1,434
eSports (fall, winter, spring)	4	$1,434
Flag Football	4	$1,434
Volleyball	4	$1,434
Wrestling	4	$1,434
Spirit Squad	7	$2,510
Strength & Conditioning	7	$2,510

ELEMENTARY		
Academics & Fine Arts	**Percent of Base**	**Amount**
Elementary Band (per building)	2	$717
Elementary Chorus (per building)	2	$717
Elementary Orchestra (per building)	2	$717

13:8.2 Special Assignment Experience. Upon completion of every five (5) years of service with the same Special Assignment (or within the same special assignment program area) which is paid at 7% or greater of base salary, the employee will receive an additional 0.5% of the base salary. This additional 0.5% seniority bonus factor will begin with employees who have served five (5) years or more in the same Special Assignment as of the 2004-05 school year and will continue to be awarded thereafter for every five (5) years of service as follows:

Year 6 through year 10	-	0.5% of base
Year 11 through year 15	-	1.0% of base
Year 16 through year 20	-	1.5% of base
Year 21 through year 25	-	2.0% of base
Year 26 through year 30	-	2.5% of base

Special Assignments that are divided between employees will not earn seniority.

ARTICLE 14.0
TEACHER LEADERSHIP AND COLLABORATION

14:1 Collaboration Time. Teachers will be required to participate in at least 36 hours annually of teacher-driven collaboration time to deliver educational programs and assess student learning.

14:1.1 Designated professional development of professional learning community (PLC) time shall count toward the requirement.

14:1.2 Individual education preparation time shall not count as collaboration time.

14:2 Teacher Leadership Positions. For those positions that are part of the comprehensive Teacher Leadership and Compensation Plan, the following will apply:

14:2.1 A letter of appointment from the Board shall outline the number of additional days and compensation specific to each position. This letter shall be presented to teachers in Teacher Leadership positions no later than April 1 when possible.

14:2.2 During the time a teacher is on full release from the classroom to a TLC role, they will accrue seniority within the District. Should they return to the classroom, they will be placed in their pool based on their total seniority.

14:3 Right of Return for Teachers on Full Release from the Classroom to a TLC Role

14:3.1 Those appointed to and serving a TLC role that requires full release from the classroom shall have the right of return for up to three years to the positions held immediately prior to their appointment, whether that return is voluntary or involuntary.

14:3.2 Those appointed to and serving beyond three years in a position that requires full release from the classroom shall have right of return to a position in the District for which they are certified and qualified, whether that return is voluntary or involuntary.

ARTICLE 15.0
COMPLIANCE CLAUSES

15:1 Printing Agreement. This Agreement shall be distributed electronically to each certified staff member within thirty (30) days after the Agreement is signed. The Agreement shall be presented electronically to all employees now employed, hereafter employed, or considered for employment by the Board. The District shall provide the Association with twenty (20) printed copies.

15:2 Notices. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do through written communication.

1. If by Association to the Board, contact the Superintendent or Designee.

2. If by the Board to the Association, to the Association President or designee prior to June 1 of each year. Notice shall be addressed to the President or Vice-President of the Association electronically or at their home address as recorded in the administrative offices of the School District.

15:3 Separability. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except permitted by law, and the Board and the Association shall enter into immediate negotiations to replace said provision. All other provisions or applications shall continue in full force and effect.

15:4 Finality and Effect of Agreement. This Agreement constitutes the entire collective bargaining agreement between the Association and the Board and concludes collective bargaining for its term. The parties acknowledge that the understandings and agreements arrived at through collective bargaining are set forth in this Agreement. Therefore, the Board and the Association

each voluntarily and unqualifiedly waives any right which might otherwise exist under law to negotiate any matter, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter related to language articles for the duration of the agreement. This shall not preclude negotiations which may develop under the sections on Separability and Duration.

Article 16.0
DURATION

This Agreement shall be effective as of July 1, 2026 and shall continue in effect until June 30, 2029. Salary and fringe benefit provisions shall become effective on the first day of the commencement of the services contracted for under this collective bargaining agreement.

Articles mutually agreed upon by both parties may be discussed at any time. The parties agree that Article 13 Compensation shall be open to negotiation-only base salary increases for the Master Contract for fiscal years 2028 and 2029.

This Agreement signed this 1st day of July, 2026

AMES EDUCATION ASSOCIATION	AMES COMMUNITY SCHOOL DISTRICT
Maria Anderson President	Kelly Winfrey President
Aileen Sullivan Negotiator	Sherri Ruzek Secretary
	Shan Seivert Negotiator

Done this 1st day of July, 2026.