



ANKENY
COMMUNITY SCHOOL DISTRICT

MASTER CONTRACT
July 1, 2023 –
June 30, 2028

BETWEEN THE
ANKENY COMMUNITY SCHOOL DISTRICT AND THE
ANKENY EDUCATION ASSOCIATION

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Ankeny Community School District
406 S.W. School Street Ankeny, Iowa 50023

Board of Education

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Chief Negotiators

Board of Education • Melissa Schilling Ankeny Education Association • Jason Dagel

Table of Contents

Preamble	5
Article I Recognition	6
Article II Employee Rights	7
Article III Employer Rights	8
Article IV Association Rights	9
Article V Compliance Clauses and Duration	10
Article VI Wages and Salaries, Placement, Advancement	12
Article VII Temporary Leaves of Absence	14
Article VIII Employee Work Year	16
Article IX Employee Hours	18
Article X Seniority	21
Article XI Addition and/or Retirement of Coaching, Sponsorship, and/or Extra-Duty Pay Positions	23
Article XII Grievance Procedure	25
Article XIII Signature Clause	30
 Appendices	
Appendix A: Grievance Report	31
Appendix B: Bargaining Unit Master Pay Schedule	34
Appendix C: Coaching, Sponsorship, and Extra-Duty Pay Schedule	35

PREAMBLE

WHEREAS, the Board of Directors of the Ankeny Community School District and the Ankeny Education Association recognize that providing a quality education for the students of the Ankeny Community School District is their mutual desire, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Master Contract, hereinafter referred to as "Agreement,"

It is agreed as follows:

ARTICLE I RECOGNITION

A. UNIT

The Board of Directors of the Ankeny Community School District, hereinafter referred to as the "Employer," recognizes the Ankeny Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed certified personnel as set forth in the PERB Certification, Case 74 & 76, issued on September 23, 1975, hereinafter referred to as "Employees," to include: all certificated teacher personnel not prohibited by law and not hired to serve as teacher aides and/or associates. This would include, but not necessarily be limited to, classroom teachers (general subjects, art, music), physical education, special education (learning disabilities, remedial reading, speech clinician, psychologist), vocational teachers (agriculture and home economics), industrial arts teachers, librarians, guidance counselors, distributive education teachers, trades and industry teachers, registered nurses, social workers, and instructional coaches. Excluded are: superintendent, principals, vice-principals, directors of secondary and elementary education, director of non-instructional services, director of athletics, business manager, confidential secretaries assigned to work with any of the above positions, secretary to the Board of Education, teacher aides or associates, persons employed solely to perform the duties listed on Schedule D, and all other persons excluded by section 4 of the Act.

B. DEFINITIONS

1. The term "Employer," as used in this Agreement, shall mean the Board of Directors of the Ankeny Community School District and/or its duly authorized representatives.
2. The term "Employee," as used in this Agreement, shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association," as used in this Agreement, shall mean the Ankeny Education Association and/or its duly authorized representatives.

ARTICLE II EMPLOYEE RIGHTS

A. PUBLIC EMPLOYEES SHALL HAVE THE RIGHT TO:

1. Organize, form, join, and/or assist any employee organization.
2. Negotiate collectively through representatives of their own choosing.
3. Engage in other connected activities for the purpose of collectively bargaining or other mutual aid or protection insofar as any such activity is not prohibited by the Iowa Employee Act and/or any other law of the State.
4. Refuse to join or participate in the activities of the employee organizations including the payment of any dues, fees, and/or assessments and/or service fees of any type.

B. ASSOCIATION IDENTIFICATION:

No employee shall be prevented from wearing pins and/or other identification of membership in the Association or its affiliates.

C. EMPLOYEE HEALTH AND SAFETY:

1. Subject to the parameters outlined in Board Policy, the District shall cover the cost of any District-mandated fitness for duty examination that is not covered by the Employee's insurance and/or that is not related to the Employee's return from an FMLA or other health-related leave.
2. If the District determines that an Employee requires protective item(s) to safely perform the Employee's work, the District shall pay for and provide those item(s) to the Employee and shall replace said items if they become lost, stolen, or damaged through ordinary wear and tear (except through negligent acts or omissions of the Employee). The Employee shall bear the burden of informing the District through the District's designated process of any safety items in need of replacement.

ARTICLE III EMPLOYER RIGHTS

- A. It is expressly understood and agreed that all functions, rights, powers, and/or authority granted to and/or inhering in the administration of the Ankeny Community School District by law are retained by the employer. Provided that none of the clauses in this Agreement in any way abrogates and/or diminishes the above-mentioned rights and authority of the employer, the employer shall not exercise its rights so as to violate any of the specific provisions of this Agreement.
- B. The employer, in addition to any other powers, duties, and/or rights, shall have the exclusive power, duty, and right to:
 - 1. Direct the work of its public employees.
 - 2. Hire, promote, demote, transfer, assign, and retain public employees for proper cause.
 - 3. Suspend and/or discharge public employees for proper cause.
 - 4. Maintain the efficiency of governmental operations.
 - 5. Relieve public employees from duties because of lack of work and/or for other legitimate reasons.
 - 6. Determine and implement methods, means, assignments, and personnel by which the public employer's operations are to be conducted.
 - 7. Take such actions as may be necessary to carry out the mission of the public employer.
 - 8. Initiate, prepare, certify, and administer its budget.
 - 9. Exercise all powers and duties granted to the public employer by law.

ARTICLE IV ASSOCIATION RIGHTS

A. MEETINGS

The Association shall have the right to hold a reasonable number of meetings on Ankeny Community School District property before and/or after regular school hours, provided such meetings in no way interfere with any aspect of the instructional, Before/After School, and/or Community Engagement program. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association.

B. COMMUNICATIONS

The District shall annually provide the Association Membership Chair, Association Co-Presidents, and Association Secretary with the email addresses of all employees covered by this Agreement and shall authorize Association executive leadership team members, as well as building and membership representatives, to communicate about official business with covered employees via the District's electronic communication system, namely District-provided email. The District shall provide this information by August 1 of each year and shall monthly, September through May, provide the Association with this information for new board-approved hires in the collective bargaining unit (i.e. those hires in the unit hired since the last monthly update). The Association shall not use such information for purposes outside of official business of the Association nor shall the Association use such information in violation of any District policy and/or state and/or federal law.

ARTICLE V COMPLIANCE CLAUSES AND DURATION

A. SAVINGS CLAUSE

In the event that any provision of this Agreement shall become void and/or illegal during the time of this Agreement, such provision shall become inoperative and immediately subject to renegotiation, but all other provisions of the Agreement shall remain in force and effect for the duration of this Agreement.

B. FINALITY AND EFFECT OF AGREEMENT

This Agreement constitutes the entire bargaining Agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject as provided in Section 9 of the Iowa Public Employment Relations Act and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Both the Employer and the Association, for the life of this Agreement, waive any right which may exist to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

By mutual agreement of the parties, this Agreement may be amended and/or modified, and such amendments or modifications shall become a part of this Agreement when signed and ratified by both parties and attached to this agreement.

If the state legislature requires any contract days beyond the current one hundred ninety-four (194), Article XI, Employee Work Year section will be reopened, and pay for the additional days will be negotiated.

C. DISTRIBUTION AGREEMENT

An electronic copy of this Agreement in its agreed-upon form shall be provided to the Association's Chief Negotiator within seven (7) school days of approval by the Board of Education. The Master Contract shall be posted on the Employer's website within ten (10) school days of approval by the Board of Education.

The Employer shall not issue continuing contracts for returning Employees until the Master

Contract for the year covered by the continuing contract has been approved by the Board of Education.

D. NOTICES

Whenever either of the parties to this Agreement is required to give notice to the other pursuant to the provisions of this Agreement, either party shall do so in at least one of the following manner(s): by letter at the following designated addresses or at such other addresses as may be designated by a party in written notification to the other party.

1. If the Association is to give notice to the Employer, it shall notify the Employer via:
 - Certified mail to Superintendent of Schools, Ankeny Community School District, P.O. Box 189, Ankeny, Iowa 50021-0189; and/or
 - Hand delivery to the Superintendent of Schools, Ankeny Community School District, 406 S.W. School Street, Ankeny, Iowa 50023; and/or
 - Via e-mail to the superintendent at the superintendent's official district e-mail address.
2. If the Employer is to give notice to the Association, it shall notify the Association via:
 - Certified mail to Co-Presidents of the Ankeny Education Association, Ankeny Community School District, P.O. Box 189, Ankeny, Iowa 50021-0189; and/or
 - Hand delivery to the Co-Presidents of the Ankeny Education Association, Ankeny Community School District, 406 S.W. School Street, Ankeny, Iowa 50023; and/or
 - Via e-mail to the Co-Presidents of the Ankeny Education Association at their official district e-mail address(es).

E. DURATION PERIOD

This Agreement, except as noted otherwise, shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2028. The parties agree to meet each year of this contract to reopen wages and mutually-beneficial language items (grammatical, typographical, and/or unclear language in the Agreement) for the next school year.

ARTICLE VI WAGES AND SALARIES, PLACEMENT, ADVANCEMENT

A. SCHEDULE

The salary of each Employee covered by the regular schedule for the 2023-2024 school year shall be set forth in the Bargaining Unit Master Pay Schedule, hereinafter referred to as "Salary Schedule," which is attached hereto and made a part hereof.

B. PLACEMENT ON SALARY SCHEDULE

The Employer shall determine each employee's initial placement on the Salary Schedule. Unless, in the employer's sole discretion, a higher placement is appropriate, all teachers and school counselors on an initial license shall be placed on the lowest lane and step in their first year of employment with the district. In its sole discretion, the Employer may give credit for experience and/or training the Employer determines to be relevant to an employee's work responsibilities and/or of benefit to the District.

C. ADVANCEMENT ON SALARY SCHEDULE

1. **Vertical Movement** – For the 2023-2024 school year, advance all 2022-2023 certified employees who return to certified positions for 2023-2024 one vertical step on the Salary Schedule from their placement on the 2022-2023 Combined Teacher Salary Schedule C in the *Master Contract, 2018-2023* ("Schedule C"). Add one vertical step to the bottom of each lane in Schedule C (referred to as the "Bargaining Unit Master Pay Schedule" for 2023-2024) to account for those employees returning in 2023-2024 who reached their maximum index in 2022-2023. However, the Employer may elect to "freeze" the movement of an Employee who is on an active Intensive Assistance Plan at the time the Employer issues continuing contracts; the "freeze" shall be in effect for the school year covered by the continuing contract.
2. **Horizontal Movement** - For the 2023-2028 Agreement duration, the lanes of the salary schedule shall be as set forth on the Bargaining Unit Master Pay Schedule. For the 2023-2028 Agreement duration, the lanes shall be labeled as noted in the "Lane Title" column included in the table in Subsection 3 and the descriptors on the table to the right of the title shall not change. Movement on the lanes shall be granted for degrees, endorsements, and programs approved by the Employer. For the duration of this Agreement (2023-2028): (1) Employees shall not regress in lanes from their lane position held in prior school year, (2) nor shall new staff regress in lanes from their initial placement, (3) nor shall initial license teachers regress from their placement after attainment of their standard license. However, the Employer may elect to "freeze" the movement of an Employee who is on an active Intensive Assistance Plan at the time the Employer issues continuing contracts; the "freeze" shall be in effect for the school year covered by the continuing contract.

3. Classifications and Requirements - The lanes shall be as outlined in the following table:

Lane Title	Descriptor
Nurse	R.N. Degree
Classification I	Initial License or Authorization Granted by BOEE
Classification II	Degrees, Endorsements, and Programs Approved by the Employer
Classification III	Degrees, Endorsements, and Programs Approved by the Employer
Classification IV	Degrees, Endorsements, and Programs Approved by the Employer
Classification V	Degrees, Endorsements, and Programs Approved by the Employer

Social workers shall be initially placed in Classification III.

D. PAY PERIODS

Each Employee returning to work in the District in a position covered by this Agreement shall, in the school year of their return to the District, be paid in twelve (12) equal installments on the twentieth (20th) of each month (September – August). Each Employee working in the District in a position covered by this Agreement who did not work for the District in a position covered by this Agreement in the prior contract year shall, in that initial year, be paid in thirteen (13) equal installments on the twentieth (20th) of each month (August – August). Employees shall receive their checks electronically.

In instances where the 20th of the month falls on a weekend or bank holiday, Employees shall be paid on the last business day prior to the 20th.

Employees retiring from the District may elect to receive their final paycheck in the month on which they completed their last workday of the school year in which they are retiring. Employees who wish to exercise this option must indicate this election in the manner and by the date established by the District.

E. TSS AND FLEX CALCULATIONS

The district will update the TSS consistent with the funding from the State annually.

ARTICLE VII TEMPORARY LEAVES OF ABSENCE

A. SICK LEAVE

Employees shall be entitled to following sick leave amounts:

- | | |
|----------------------------------|---------|
| 1. The first year of employment | 10 days |
| 2. The second year of employment | 12 days |
| 3. The third year of employment | 15 days |

Fifteen (15) days annually after the third (3rd) year of employment up to a maximum total of one hundred thirty-five (135) accumulated sick leave days. The minimum usage of sick leave shall be one-half (1/2) day.

The above amounts shall apply to consecutive years of employment in the District. Such leave shall be as of the first official day of said school year whether or not the Employee reports for duty on that day. The Employer may, in its discretion, require evidence confirming the necessity for such leave of absence.

B. ANTICIPATED PERIODS OF HEALTH-RELATED ABSENCE

An Employee who anticipates a period of non-immediate health-related absence during the school year shall, no less than thirty (30) calendar days prior to the need for such period of health-related absence (or as soon as the need for the absence is known should thirty (30) calendar days notice not be possible), advise Human Resources in the manner directed by the District: (1) of the anticipated need for such period of health-related absence; (2) the probable date of the commencement of the period of health-related absence; and (3) the probable date for termination of the period of health-related absence.

C. EXTENDED LEAVE

In keeping with its policies and practices related to unpaid leave, the Employer may grant an unpaid leave of absence of up to one year to an Employee who is unable to work because of personal illness or disability (including personal illness or disability related to pregnancy) and who has exhausted all available sick leave. The Employer may, in its discretion, require evidence confirming the necessity for such leave of absence.

No less than fourteen (14) calendar days prior to the probable termination date for the period of absence, the Employee shall, in a manner directed by the Employer, submit medical documentation acceptable to the Employer stating the first day on which the Employee is expected to be able to return to work.

If, in its sole discretion, the Employer concludes that the return date is acceptable, the

Employee shall: (1) return to work on the return date; (2) in the Employer's sole discretion, and provided it is consistent with state and federal law, be placed in a same or different position as the position the Employee held prior to the period of absence; and (3) be placed at the same position on the salary schedule as the Employee held at the time the Employee's leave began.

If, in its sole discretion, the Employer concludes that the return date is not acceptable to the Employer, the Employer shall notify the Employee of the decision. The Employee may have ten (10) days from the notification to resign or may be terminated pursuant to Iowa Code 279.27.

D. ASSOCIATION-RELATED LEAVES

1. **Regional, State, or National Professional Association Officers** – A leave of absence of up to five (5) work days without pay shall be granted to any Employee for the purpose of serving as an elected officer of any regional, state, or national professional organization affiliated with the Employee's work for the Employer such leave to be concurrent with that individual's term of office. Upon return from such leave, such Employee shall be placed at the same position on the Salary Schedule as at the time said Employee's leave of absence began.
2. **Association Leave** – Up to twenty (20) days of paid leave in total shall be available to the Ankeny Education Association for use by Employees, as representatives of the Association, to attend conferences and/or seminars of the local, state, or national Associations and/or for the necessary duties of the Association president.

Employees shall request such leave ten (10) school days in advance of the desired absence. Expenses of the Employee associated with this leave shall be borne by the Association and/or the Employee. If a substitute is required due to an Employee(s) absence related to Association Leave, the Association shall reimburse the Employer for the cost of said substitute. When an Employee is serving as an NEA/ISEA representative at-large for Iowa, six (6) additional days of Association Leave shall be permitted.

The District will allow the Association president one day of paid Association Leave to attend any board meetings and/or work sessions convened during the student day. The Association is responsible for any substitute costs incurred due to this leave.

E. BENEFITS SUMMARIES

Employer shall annually prepare one or more Benefits Summar(ies) outlining, at a minimum, the leave(s), vacation, and holiday(s) available to Employees and shall incorporate the same by reference into the contracts issued to individual Employees. Prior to issuing Benefit Summar(ies) for the coming year, Employer shall solicit Employee input on current and/or proposed leave(s), vacation, and holiday(s). Subject to the parameters outlined herein, Employer shall have discretion to determine the timing and manner in which the input is solicited.

ARTICLE VIII EMPLOYEE WORK YEAR

A. EMPLOYEE WORK YEAR

The contract of a full-time, returning Employee shall be one hundred ninety-four (194) days which shall include six (6) paid vacation days.

The contract of a full-time employee new to the District who is not a special education teacher shall be one hundred ninety-eight (198) days, which shall include six (6) paid vacation days.

The contract of a full-time special education teacher who is new to the district shall be one hundred ninety-nine (199) days, which shall include six (6) paid vacation days.

Employee workdays, including professional development and parent-teacher conference days, as well as the dates of paid holidays, shall be established by the Employer.

All Employees, including those on part-time contracts, shall attend scheduled professional development days and parent-teacher conferences. A part-time employee's contract shall reflect per diem compensation for professional development days and parent-teacher conferences.

Returning Employees on unpaid leave will have their pay deducted by one/one hundred ninety-fourth (1/194) per day of unpaid leave. New Employees who are not new-to-the-district special education teachers will have their pay deducted one/one hundred ninety-eighth (1/198) per day of unpaid leave. New-to-the-district special education teachers will have their pay deducted by one/one hundred ninety-ninth (1/199) per day of unpaid leave.

Employees must be in attendance or on an approved leave the day before or the day after the holiday/vacation period to avoid being deducted for the holiday/vacation.

B. VACATIONS

The following days shall be paid vacation days:

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day Friday after Thanksgiving Day
	Memorial Day

The following days shall be unpaid vacation days:

Martin Luther King, Jr. Day	Juneteenth
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Employees may choose to voluntarily work on paid and unpaid vacation days. The Employer

may require Employees who accept coaching roles and/or activity sponsorships positions outlined in the Coaching, Sponsorship, and/or Extra Duty Pay section of this Agreement to work those assignments on paid and unpaid vacation days.

C. COMMITTEE PARTICIPATION

Nothing in this article shall be construed to prevent committees from consulting with and/or appointing to sub-committees such additional Employees, administrators, students, parents, and/or other persons deemed desirable or appropriate. In the event professional consultants are utilized or added, prior approval/disapproval shall be obtained from the superintendent/designee. The cost, if any, of approved consultants shall be paid by the Employer.

ARTICLE IX EMPLOYEE HOURS

A. WORK DAY

1. The full-time, regular workday of an Employee shall be eight (8) consecutive hours and shall conform with the following parameters:
 - a. Subject to the exceptions outlined in this Article, the regular work-day of an Employee who is assigned to a pre-school and/or elementary school shall commence not earlier than 7:20 a.m. and end not later than 4:00 p.m.
 - b. Subject to the exceptions outlined in this Article, the regular work-day of an Employee who is assigned to a middle school or high school shall commence not earlier than 7:30 a.m. and end not later than 4:10 p.m.
 - c. In its discretion, the District may designate some class(es) and/or duties as "alternatively-scheduled" classes and/or duties and may schedule Employees to teach and/or work them at times outside of the parameters outlined above. In no case will an Employee assigned to teach an "alternatively-scheduled" class and/or complete an "alternatively-scheduled" duty, be assigned to a regular work-day that exceeds eight (8) hours of scheduled work without receiving supplemental pay at the rate outlined in the Coaching, Sponsorship, and/or Extra-Duty Pay section of this Agreement for those additional responsibilities.
2. The Employer will communicate Employee schedules for assigned regular work-days for the coming school year to Employees by August 1 of said school year.
3. For scheduling conflicts that may arise that may cause the need to change professional hours in the course of a school year, this may be done by mutual consent of the employee and Employer.
4. Nothing herein shall prevent the Employer from requiring an Employee to attend meetings as outlined in this Article or from allowing an Employee to make up time missed due to cancelled school by extending the work-day in a manner directed by the Employer.
5. Teaching is a professional occupation. Teachers are expected to be with students assigned to them for their instruction and/or supervision and to be present at those times to carry out their professional responsibilities to their department, team, building, and/or District. Subject to any modifications provided by the Employer for Employees who are assigned to teach "alternatively-scheduled" classes and any other exceptions outlined in this Article, it is expected that full-time teachers be in their assigned attendance center from the beginning of the regular student day to the end of the

student day. It is also expected that teachers respond to requests from parents and students in a prompt and efficient manner.

6. Provided they are not scheduled to instruct, meet with, and/or supervise students during that time, on days preceding Thanksgiving, Winter Break, and Spring Break, Employees may leave fifteen (15) minutes before the end of their regularly-scheduled work-day.
7. The Employer shall ensure all Employees receive a duty-free lunch of thirty (30) consecutive minutes unless unusual or emergency circumstances require otherwise. An Employee who has no assigned duties during their lunch period will be allowed to leave their building during their lunch period provided that their time away from the building may not exceed thirty (30) minutes.

B. MEETINGS

Employees may be required to attend parent, faculty, and/or other professional meetings immediately before and/or after the regular work day as defined in Section A of this Article without additional compensation. Employees shall be given twenty-four (24) hour advance notice of said meetings unless unusual or emergency circumstances require otherwise. Faculty and/or other professional meetings (other than IEP and/or 504 meetings) shall not exceed thirty (30) minutes except in unusual or emergency circumstances and will not be held before 7:30 a.m.

Employees may be required to attend three (3) evening meetings/events per school year without additional compensation. Employees shall be notified two (2) weeks in advance of a night meeting.

C. PARENT-TEACHER CONFERENCE RELEASE DAY

The Employer may schedule 8 hours above and beyond the normal school day per semester in exchange for a "parent-teacher conference release" day. The "parent-teacher conference release" day will be considered a workday. Unless Employees have taken coaching or sponsorship positions requiring work on those days, Employees shall not be required to work on "Parent-Teacher Conference Release" Days.

The Employer shall give the employees advance notice of such "parent-teacher conference release day" scheduling. A day and a half (1 ½) which extends into the evening shall not count as an evening meeting for the purposes of the limitations set out in B of this Article. Additional "parent-teacher conference release" days per year may be scheduled for kindergarten teachers upon mutual agreement by the employee and building principal.

D. PROVISION FOR VIRTUAL WORK

On regularly-scheduled work days when inclement weather and/or other adverse conditions

result in the Employer cancelled classes for students, the Employer may elect to allow Employees to work virtually and may establish parameters and conditions for such virtual work. Nothing herein shall obligate Employer to compensate Employees for technology and/or utilities (including but not limited to Internet service) that may be required for virtual work.

ARTICLE X SENIORITY

A. Seniority

1. Seniority shall be computed from the Employee's most recent employment in a position covered by the bargaining unit and shall begin to accrue as of the first day of actual service in that role. Seniority shall be reflected as a whole number unless the Employee has unpaid days (not qualified for coverage under the FMLA) and/or partial years of service. Seniority shall be pro-rated for partial years and less-than-full-time Employees. One hundred and eighty days of work shall be considered a full year of service. Seniority shall always be reflected in arrears.
2. Seniority shall continue to accrue during all paid leaves of absence.
3. Seniority shall not be terminated due to an unpaid leave of absence and/or employment by the Board in a position outside of the bargaining unit. During an unpaid leave of absence, the employee shall accrue no further seniority; however, an Employee who has a job-related accident and/or injury and who are is disability and/or workers compensation as a result may continue to accrue up to one year of seniority while on leave.
4. Seniority shall be District-wide.
5. Seniority shall operate within the following groups with initial category placement determined by the District based on an Employee's work assignment. When Employees subsequently are reassigned or transferred, the District will make a reasonable decision based upon the Employee's work assignment regarding category placement. Middle school transfers and reassignments shall be aligned with the appropriate secondary department categories.
 - a. **7-12 Departments:**
 1. Science
 2. Math
 3. Family and Consumer Science
 4. Language Arts
 5. Industrial Arts
 6. Social Studies
 7. Business Education
 - b. **K-6 General Ed Teaching Certificate**

c. Areas of Specialized Service:

1. Special Reading Teachers
 2. Elementary Guidance Counselors
 3. Secondary Guidance Counselors
 4. Elementary Media/Digital Instruction
 5. Elementary Librarian
 6. Secondary Media Specialist
 7. Secondary Librarian
 8. School Nurses
 9. K-6 Teacher of Special Education
 10. 7-12 Teacher of Special Education
 11. K-6 Vocal Music Teachers
 12. 7-12 Vocal Music Teachers
 13. K-6 Instrumental Music Teachers
 14. 7-12 Instrumental Music Teachers
 15. Physical Education Teachers
 16. Art Teachers
 17. AELP
 18. Modern Language
 19. ESL
 20. At Risk/DOP
 21. Computer
 22. Instructional Coaches
 23. Social Workers
 24. Pre-School
6. The District shall maintain and post online by October 30th of each year a seniority list including names of all Employees and their respective number of years of employment with the Employer. A seniority list shall be posted online on or before October 30th.

ARTICLE XI.
ADDITION AND/OR RETIREMENT OF COACHING, SPONSORSHIP, AND/OR
EXTRA-DUTY PAY POSITIONS

A. Addition of Positions: Prior to the issuance of contracts for the coming year, the Employer shall review all uncompensated athletics coaching roles, activities sponsorships, and/or extra duties of certified staff to determine if *Coaching, Sponsorship, and/or Extra-Duty Pay* position(s) for those role(s) should be created for the coming year.

1. In making the determination of whether to add a *Coaching, Sponsorship, and/or Extra-Duty Pay* position, the Employer shall consider the factors outlined in Section C below.
2. The Employer shall inform the Association of any *Coaching, Sponsorship, and/or Extra-Duty Pay* position(s) it intends to create prior to the issuance of contracts for the coming year. The Employer shall provide the Association with rationale and broad parameters for any new position(s) and shall provide the Association with an opportunity to provide feedback related to the same. Association approval shall not be required for position creation and/or establishment of position responsibilities.
3. The Employer and Association shall mutually determine the compensation for any newly-created *Coaching, Sponsorship, and/or Extra-Duty Pay* position either through the negotiations process or through the drafting of a Memorandum of Understanding, whichever is appropriate given the timing of the position creation.

B. Retirement of Positions: Prior to the issuance of contracts for the coming year, the Employer shall annually review all *Coaching, Sponsorship, and/or Extra-Duty Pay* positions to determine if it is appropriate to maintain those positions for the coming year.

1. In making the determination of whether to continue or retire a position, the Employer shall consider the factors outlined in Section C below.
2. The Employer shall inform the Association of any position(s) it intends to retire prior to the issuance of contracts for the coming year. Association approval shall not be required for position retirement.

C. Factors to Inform Addition and/or Retirement of *Coaching, Sponsorship, and/or Extra-Duty Pay* Positions

The Employer shall consider the following factors when determining whether to add and/or retire a *Coaching, Sponsorship, and/or Extra-Duty Pay* position(s):

- Inclusion: Does the position help ensure the district represents a variety of aspects of the educational experience and provides a potential connection and/or enrichment opportunity for students from a variety of lived realities?

- **Comprehensiveness:** Does the position help ensure the district compensates Employees for sponsorship of activities / athletics that are outside the typical programming of the instructional day?

ARTICLE XII GRIEVANCE PROCEDURE

A. PURPOSE

This procedure's purpose is to secure equitable solutions to violation(s), misrepresentation(s), and/or misapplication(s) of this Agreement at the lowest possible level. Both parties agree that these proceedings will be kept confidential as may be appropriate to the Level of the procedure.

B. DEFINITIONS

1. A "Grievance" is a claim by an employee, a group of employees, and/or the Association that there has been a violation, misrepresentation, and/or misapplication of one or more provision(s) of this Agreement. Matters outside the Agreement, including but not limited to matters pertaining to teacher evaluation, shall not be construed as falling within this grievance procedure except as may be provided in handbook language about evaluation.
2. An "Aggrieved Person" is the Employee(s) and/or the Association making the Grievance.
3. The term "Day," when used in this Article, shall be school day, except that it shall mean weekdays when schools are in summer recess.

C. PROCESS

1. LEVEL ONE – INFORMAL

An Employee with a Grievance shall first discuss the Grievance with their immediate supervisor, either independently or with the Association's designated representative. The objective of this meeting shall be resolving this matter informally.

The burden for requesting the meeting with the immediate supervisor rests with the Employee who must make the request within five (5) Days of the date on which the Employee should reasonably have been aware of the alleged violation, misinterpretation, and/or misapplication of the Agreement giving rise to the Grievance. To ensure clarity, the Employee must expressly inform the immediate supervisor that they are invoking the Level One Grievance process.

The supervisor must respond to the request for a meeting within five (5) Days of the request, and the meeting must take place within five (5) Days of the supervisor's response.

If the Aggrieved Person and/or the Association is not satisfied with the disposition of the Grievance, the Grievant may proceed to LEVEL TWO.

The Association may proceed directly to LEVEL TWO if the Grievance alleges violation, misinterpretation, and/or misapplication of the Agreement for one or more entire job classification(s) of Employees where LEVEL ONE resolution would not be practicable.

2. LEVEL TWO – FORMAL

If the Aggrieved Person still has a Grievance following the informal discussion with the immediate supervisor at LEVEL ONE, the Aggrieved Person may invoke the formal grievance procedure through the Association on the form set forth in this Agreement. The grievance form shall be available from the Association representative in each building.

The burden for filing a LEVEL TWO Grievance rests with the Employee and/or the Association. The Employee must make the request within five (5) Days of the date on which they met with the supervisor as part of the LEVEL ONE process. If the LEVEL ONE step is skipped for a permissible reason, the LEVEL TWO Grievance must be filed within ten (10) Days of the date on which the Employee reasonably should have been aware of the alleged violation,

The Aggrieved Person and/or the Association shall deliver a copy of the completed grievance form to the Executive Director of Elementary (for Grievances related to school(s) / programs that serve students in grades PK-5) or the Executive Director of Secondary (for Grievances related to school(s) / programs that serve students in grades 6-12, as well as Summit and Beyond). . If the Grievance alleges violation, misinterpretation, and/or misapplication of the Agreement for Employees that fall in both the elementary (PK-5) and secondary (6-12+) categories, the Association may file the LEVEL TWO Grievance with the superintendent/designee.

The Executive Director of Elementary, the Executive Director of Secondary, or superintendent/designee, as outlined in the immediately preceding paragraph, shall issue a written disposition of the Grievance within ten (10) Days of the receipt of the formal Grievance and shall furnish a copy to the Grievant and Association's designated grievance representative.

If the Aggrieved Person and/or the Association is not satisfied with the disposition of the Grievance, the Aggrieved Person may proceed to LEVEL THREE.

3. LEVEL THREE – SUPERINTENDENT/DESIGNEE

In the event the Aggrieved Person and/or the Association is not satisfied with the disposition of a Grievance at LEVEL TWO, the Aggrieved Person and/or the Association may make a written request of the superintendent/designee to review the LEVEL TWO decision.

The burden for filing a LEVEL THREE Grievance rests with the Employee and/or the Association. The Employee and/or Association must make a written request for reconsideration to the superintendent/designee within five (5) Days of the date on which they received the written LEVEL TWO Grievance disposition. This request must include the Grievance Form, a copy of the LEVEL TWO disposition, and an explanation why the LEVEL TWO disposition is found unsatisfactory.

Within ten (10) Days after such written Grievance is filed, the Aggrieved Person, either independently or with the Association's designated representative, shall meet with the superintendent/designee. If the LEVEL TWO Grievance is filed with the superintendent/designee as outlined in this Agreement, the same individual shall not serve as the decision maker for the LEVEL THREE Grievance.

The superintendent/designee shall issue a written disposition on the LEVEL THREE Grievance within five (5) Days of the LEVEL THREE meeting. The disposition shall contain an explanation of the disposition. A copy shall be given to the Grievant and the Association grievance representative.

Either party may submit additional rationale for their position should the Grievance go to LEVEL FOUR.

If the Aggrieved Person and/or the Association is not satisfied with the disposition of the Grievance, the Aggrieved Person may proceed to LEVEL FOUR.

4. LEVEL FOUR – BINDING ARBITRATION

- A. The Aggrieved Person and the Association shall meet within five (5) Days of receipt of the LEVEL THREE disposition or within five (5) Days after the prescribed time limit for the superintendent's/designee's written LEVEL THREE decision to discuss the merits of submitting the Grievance to arbitration. If the Association determines that the Grievance is meritorious, it may submit the grievance to arbitration within the said five (5) Days.
- B. The arbitrator may be selected by mutual agreement of the parties. If agreement on the arbitrator is not reached within ten (10) Days after the call for arbitration, either party may request a list of seven (7) arbitrators from the American Arbitration Association or the PERB. The parties shall determine by lot which party shall have the right to remove the first name from the list. After alternate striking, the person whose name remains shall be the arbitrator.
- C. The arbitrator so selected shall confer with the representatives of the Employer and the Association, shall hold hearings promptly, and shall issue their decision not later than fifteen (15) days from the date of the close of the hearings, or, if oral hearings

have been waived, from the date the final statements and proofs on the issues are submitted to the arbitrator. The arbitrator shall be without power or authority to make any decision that requires the commission of an act that violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the Employer and the Association and shall be final and binding on the parties.

- D. Expenses for the arbitrator's services shall be borne equally by the Employer and the Association; any other expenses incurred shall be paid by the party incurring same.

D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Employee and Association – Any Aggrieved Person may, at any or all stages of the grievance procedure, represent themselves and/or be represented by an individual selected or approved by the Association. When an Employee is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest and shall have the right to grieve any adjustment of the Employee's complaint if such adjustment is inconsistent or contrary to the provisions of this Agreement.
2. Reprisals – No reprisal of any kind shall be taken by the Employer or by any member of the administration against any party in interest, any representative of a party in interest, any member of the Association, and/or any other participant in the grievance procedure by reason of such participation.
3. Release Time – When it is necessary to attend grievance meetings scheduled by administrators and/or the superintendent/designee during the workday, participants shall be released from their assignments without loss of pay. Any named Grievant(s) and one Association representative shall be released to attend grievance hearings scheduled during the workday. The parties agree that Grievance matters, including Grievance hearings, shall be scheduled outside the workday whenever possible.

E. MISCELLANEOUS

1. Separate Grievance File – All documents, communications, and records 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.
2. Nothing herein contained shall be construed to prevent any individual Employee from presenting a written Grievance and having the Grievance adjusted without the intervention of the Association if the adjustment is consistent with the terms of this Agreement. If such adjustment would affect the interpretation of the Agreement, the superintendent/designee will inform the Association and meet and discuss the matter with the Association's representative prior to such adjustment. No such individual Employee may, however, be represented by an officer, agent, or member of another teacher organization.

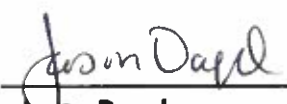
3. The Association shall appoint one designated Grievance representative per building. The Association shall provide the superintendent with a list of the Grievance representatives.
4. If the Aggrieved Person fails to act on any Grievance within the prescribed time limits, the person bars themselves from further appeal. Likewise, an administrator's failure to give a written decision within the prescribed time limits shall permit the grievant to proceed to the next level.
5. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties of interest, and their designated or selected representatives, heretofore referred in this Article.

**ARTICLE XIII
SIGNATURE CLAUSE**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents attested to by their respective chief negotiators, and their signatures placed hereon all on the 30th day of May, 2023.

ANKENY EDUCATION ASSOCIATION

By: 
Jason Dagel
President

By: 
Jason Dagel
Chief Negotiator

**BOARD OF EDUCATION,
ANKENY COMMUNITY SCHOOL DISTRICT**

By: 
Ryan Weldon
President

By: 
Melissa Schilling
Chief Negotiator

APPENDIX A GRIEVANCE REPORT

LEVEL II

To file a LEVEL II Grievance, complete the "LEVEL II" section of this form in its entirety. Be sure to review the section of the *Master Contract: 2023-2028* related to Level II Grievances to understand the process for this type of Grievance.

Grievance # (to be provided by Association) _____

Name(s), Title(s), and Building(s)/Program(s) of Aggrieved Person(s):

Date of Alleged Violation, Misapplication, and/or Misinterpretation of the Contract:

Section(s) of the Contract Alleged to have been Violated, Misapplied, and/or Misinterpreted:

Please provide a brief description of the violation, misapplication, and/or misinterpretation of the Contract that you believe has occurred.

Please briefly describe the relief and/or solution you are seeking.

Date on Which You Held a LEVEL ONE Meeting with Your Immediate Supervisor (*if you believe this concern can immediately be raised to LEVEL TWO, please write N/A*):

Please briefly describe why the LEVEL I resolution was not acceptable to you and/or why you believe it is appropriate to elevate this concern to LEVEL II. *Please attach any documentation from your LEVEL I meeting to this form at the time you submit it.*

CERTIFICATION: *By signing the below, I certify that I have read and understood the LEVEL II Grievance Procedure outlined in the Master Contract: 2023-2028 and that, based on that language, I believe it is appropriate for my concern to be elevated to LEVEL II. I further certify that, if appropriate under the terms of the Master Contract, I have engaged in a LEVEL I meeting with my immediate supervisor, that I explicitly informed my supervisor that the meeting was a LEVEL I meeting, and that I have attached any and all relevant documentation from that meeting to this form.*

Signature

Date

LEVEL III

To file a LEVEL III Grievance, complete the "LEVEL III" section of this form in its entirety. Be sure to review the section of the *Master Contract: 2023-2028* related to Level III Grievances to understand the process for this type of Grievance.

Grievance # (to be provided by Association) _____

Name(s), Title(s), and Building(s)/Program(s) of Aggrieved Person(s):

Date of Alleged Violation, Misapplication, and/or Misinterpretation of the Contract:

Section(s) of the Contract Alleged to have been Violated, Misapplied, and/or Misinterpreted:

Please provide a brief description of the violation, misapplication, and/or misinterpretation of the Contract that you believe has occurred.

Please briefly describe the relief and/or solution you are seeking.

Date on Which You Received the Written Disposition of your LEVEL TWO Grievance (if you believe this concern can immediately be raised to LEVEL III, please write N/A):

Please briefly describe why the LEVEL II disposition was not acceptable to you and/or why you believe it is appropriate to elevate this concern to LEVEL III. Please attach any documentation from your LEVEL I meeting, LEVEL II Grievance, and LEVEL II disposition to this form at the time you submit it.

CERTIFICATION: By signing the below, I certify that I have read and understood the LEVEL III Grievance Procedure outlined in the Master Contract: 2023-2028 and that, based on that language, I believe it is appropriate for my concern to be elevated to LEVEL III. I further certify that, if appropriate under the terms of the Master Contract, I have engaged in a LEVEL I meeting with my immediate supervisor, that I explicitly informed my supervisor that the meeting was a LEVEL I meeting, and that I have attached any and all relevant documentation from that meeting to this form, as well as from a LEVEL II Grievance.

Signature

Date

LEVEL IV

To file a LEVEL IV Grievance, complete the "LEVEL IV" section of this form in its entirety. Be sure to review the section of the *Master Contract: 2023-2028* related to Level IV Grievances to understand the process for this type of Grievance.

Grievance # (to be provided by Association) _____

Name(s), Title(s), and Building(s)/Program(s) of Aggrieved Person(s):

Date of Alleged Violation, Misapplication, and/or Misinterpretation of the Contract:

Section(s) of the Contract Alleged to have been Violated, Misapplied, and/or Misinterpreted:

Please provide a brief description of the violation, misapplication, and/or misinterpretation of the Contract that you believe has occurred.

Please briefly describe the relief and/or solution you are seeking.

Date on Which You Received the Written Disposition of your LEVEL THREE Grievance:

Please briefly describe why the LEVEL III disposition was not acceptable to you and/or why you believe it is appropriate to elevate this concern to LEVEL III. Please attach any documentation from your LEVEL I meeting, LEVEL II & III Grievance(s), and LEVEL II & III disposition(s) to this form at the time you submit it.

CERTIFICATION: By signing the below, I certify that I have read and understood the LEVEL IV Grievance Procedure outlined in the Master Contract: 2023-2028 and that, based on that language, I believe it is appropriate for my concern to be elevated to LEVEL VI. I further certify that, if appropriate under the terms of the Master Contract, I have engaged in a LEVEL I meeting with my immediate supervisor, that I explicitly informed my supervisor that the meeting was a LEVEL I meeting, and that I have attached any and all relevant documentation from that meeting to this form, as well as from LEVEL II & LEVEL III Grievance(s).

Signature of Aggrieved Person

Date

Signature of Association President

Date

Date Submitted to Arbitration

Date Received by Arbitrator

SALARY SCHEDULE 2023-2024 Bargaining Unit Master Pay Schedule

Base Generator = \$ 33,330

Step	Nurse	Nurse Index	Classification I	Classification I Index	Classification II	Classification II Index	Classification III	Classification III Index	Classification IV	Classification IV Index	Classification V	Classification V Index
A	\$ 40,342	1.21	\$ 52,640	1.31	\$ 56,307	1.42	\$ 58,973	1.50	\$ 60,306	1.54	\$ 61,973	1.59
B	\$ 41,262	1.24	\$ 53,640	1.34	\$ 57,307	1.45	\$ 59,973	1.53	\$ 61,306	1.57	\$ 62,973	1.62
C	\$ 42,182	1.27	\$ 54,640	1.37	\$ 58,640	1.49	\$ 62,306	1.60	\$ 63,973	1.65	\$ 65,639	1.70
D	\$ 43,102	1.30	\$ 55,640	1.40	\$ 59,973	1.53	\$ 64,306	1.66	\$ 65,972	1.71	\$ 67,972	1.77
E	\$ 44,022	1.33	\$ 56,640	1.43	\$ 60,973	1.56	\$ 66,306	1.72	\$ 68,305	1.78	\$ 69,972	1.83
F	\$ 44,941	1.36	\$ 57,640	1.46	\$ 61,973	1.59	\$ 67,639	1.76	\$ 69,972	1.83	\$ 71,972	1.89
G	\$ 45,861	1.39	\$ 58,640	1.49	\$ 62,973	1.62	\$ 68,972	1.80	\$ 71,305	1.87	\$ 73,638	1.94
H	\$ 46,781	1.42	\$ 59,640	1.52	\$ 63,973	1.65	\$ 69,972	1.83	\$ 72,305	1.90	\$ 74,971	1.98
I	\$ 47,701	1.45	\$ 60,640	1.55	\$ 64,972	1.68	\$ 70,639	1.85	\$ 73,305	1.93	\$ 75,971	2.01
J	\$ 48,621	1.48	\$ 61,639	1.58	\$ 65,972	1.71	\$ 71,638	1.88	\$ 74,306	1.96	\$ 76,971	2.04
K	\$ 49,541	1.51	\$ 62,639	1.61	\$ 66,972	1.74	\$ 72,638	1.91	\$ 75,305	1.98	\$ 77,971	2.07
L	\$ 50,461	1.54	\$ 63,639	1.64	\$ 67,972	1.77	\$ 73,638	1.94	\$ 76,305	2.02	\$ 78,971	2.10
M	\$ 51,381	1.57	\$ 64,639	1.67	\$ 68,972	1.80	\$ 74,638	1.97	\$ 77,305	2.05	\$ 79,971	2.13
N	\$ 52,301	1.60	\$ 65,639	1.70	\$ 69,972	1.83	\$ 75,638	2.00	\$ 78,304	2.08	\$ 80,971	2.16
O	\$ 53,221	1.63	\$ 66,639	1.73	\$ 70,972	1.86	\$ 76,638	2.03	\$ 79,304	2.11	\$ 81,971	2.19
P	\$ 54,141	1.66	\$ 67,639	1.76	\$ 71,972	1.89	\$ 77,638	2.06	\$ 80,304	2.14	\$ 82,971	2.22
Q	\$ 55,060	1.69	\$ 68,639	1.79	\$ 72,972	1.92	\$ 78,638	2.09	\$ 81,304	2.17	\$ 83,971	2.25
R	\$ 55,980	1.72	\$ 69,639	1.82	\$ 73,972	1.95	\$ 79,638	2.12	\$ 82,304	2.20	\$ 84,970	2.28
S	\$ 56,900	1.75	\$ 70,639	1.85	\$ 74,971	1.98	\$ 80,638	2.15	\$ 83,304	2.23	\$ 85,970	2.31
T	\$ 57,820	1.78	\$ 71,638	1.88	\$ 75,971	2.01	\$ 81,637	2.18	\$ 84,304	2.26	\$ 86,970	2.34
U	\$ 58,740	1.81	\$ 72,638	1.91	\$ 76,971	2.04	\$ 82,637	2.21	\$ 85,304	2.29	\$ 87,970	2.37
V	\$ 59,660	1.84	\$ 73,638	1.94	\$ 77,971	2.07	\$ 83,637	2.24	\$ 86,304	2.32	\$ 88,970	2.40
W	\$ 60,580	1.87	\$ 74,638	1.97	\$ 78,971	2.10	\$ 84,637	2.27	\$ 87,304	2.35	\$ 89,970	2.43
X	\$ 61,500	1.90	\$ 75,638	2.00	\$ 79,971	2.13	\$ 85,637	2.30	\$ 88,303	2.38	\$ 90,970	2.46
Y	\$ 62,420	1.93	\$ 76,638	2.03	\$ 80,971	2.16	\$ 86,637	2.33	\$ 89,303	2.41	\$ 91,970	2.49
Z	\$ 62,420	1.93	\$ 76,638	2.03	\$ 81,971	2.19	\$ 87,637	2.36	\$ 90,303	2.44	\$ 92,970	2.52
AA	\$ 62,420	1.93	\$ 76,638	2.03	\$ 82,971	2.22	\$ 88,637	2.39	\$ 91,303	2.47	\$ 93,970	2.55
BB	\$ 62,420	1.93	\$ 76,638	2.03	\$ 83,971	2.25	\$ 89,637	2.42	\$ 92,303	2.50	\$ 94,969	2.58
CC	\$ 62,420	1.93	\$ 76,638	2.03	\$ 84,970	2.28	\$ 90,637	2.45	\$ 93,303	2.53	\$ 95,969	2.61
DD	\$ 62,420	1.93	\$ 76,638	2.03	\$ 85,970	2.31	\$ 91,638	2.48	\$ 94,303	2.56	\$ 96,969	2.64
EE	\$ 62,420	1.93	\$ 76,638	2.03	\$ 85,970	2.31	\$ 92,636	2.51	\$ 95,303	2.59	\$ 97,969	2.67
FF	\$ 62,420	1.93	\$ 76,638	2.03	\$ 85,970	2.31	\$ 93,636	2.54	\$ 96,303	2.62	\$ 98,969	2.70

(1) The generator base for RN lane is 92% of BA lane generator base.

(2) In addition to the generator base multiplied by the individual cell index percent, the following amounts have been added to each cell: \$5,739 (TSS), \$2,626 (Insurance Flex), and \$613 (flat dollar from 2017-18 contract settlement).

(3) Only qualified nurses will receive TSS funds.

For the 2023-2024 school year:

- Provide all 2022-2023 Employees who return to the Employer for the 2023-2024 school year to work in positions covered by this Agreement and who remain in these positions on the first day of December 2023 with a one-time \$250 payment paid as part of their December 2023 paycheck which payment shall not be construed as a precedent for future negotiations;

AND

- Provide all 2022-2023 Employees who return to the Employer for the 2023-2024 school year to work in positions covered by this Agreement who remain in these positions on the last required teacher work day of the 2023-2024 school year with a one-time \$250 payment paid as part of their final 2023-2024 paycheck which payment shall not be construed as a precedent for future negotiations.

SALARY SCHEDULE
2023-2024
COACHING, SPONSORSHIP, AND/OR EXTRA-DUTY PAY
COACHING, SPONSORSHIP, AND/OR EXTRA-DUTY PAY GENERATOR \$34,285

<u>ATHLETICS</u>	<u>% of Base</u>
Baseball	
Head Varsity Coach	25
Assistant Varsity Coach	14
10 th Head Coach	14
10 th Assistant Coach	12
9 th Head Coach	12
9 th Assistant Coach	10
Basketball (Boys)	
Head Varsity Coach	25
Assistant Varsity Coach	14
10 th Assistant Coach	12
9 th Head Coach – Boys	12
9 th Assistant Coach – Boys	10
8 th Head Coach	10
8 th Assistant Coach	8
Basketball (Girls)	
Head Varsity Coach	25
Assistant Varsity Coach	14
JV 1 Head Coach	14
JV 1 Assistant Coach	12
JV 2 Head Coach	12
JV 2 Assistant Coach	10
8 th Head Coach	10
8 th Assistant Coach	8
Bowling (Single Stipend for both Boys & Girls Bowling)	
Head Varsity Coach	14
Assistant Bowling Coach	9

ATHLETICS**% of Base****Cheerleading and Dance**

High School Dance Team Coach	10
Assistant Dance Team Coach	6
Chaperone Coach	3
Fall Head Cheerleading Coach	13
Winter Head Cheerleading Coach	13
Assistant Cheerleading (Fall or Winter) Coach	11
9 th Grade Cheerleading Coach	7

Cross Country

Head Varsity Coach	18
Assistant Varsity Coach	11
8 th Head Coach	10
8 th Assistant Coach	8

Football

Head Varsity Coach	25
Assistant Varsity Coach	14
10 th Head Coach	14
10 th Assistant Coach	12
9 th Head Coach	12
9 th Assistant Coach	10
8 th Head Coach	10
8 th Assistant Coach	8

Golf

Head Varsity Coach	18
Assistant Varsity Coach	11
9 th Head Coach	10

Soccer

Head Varsity Coach	22
Assistant Varsity Coach	12
Head JV 1 Coach	12
Head JV 2 Coach	11

ATHLETICS**% of Base**

Softball	
Head Varsity Coach	25
Assistant Varsity Coach	14
Junior Varsity Head Coach Coach	14
Junior Varsity Assistant Coach Coach	12
9 th Head Coach	12
9 th Assistant Coach	10
8 th Head Coach	10
8 th Assistant Coach	8

Swimming

Head Varsity Coach	22
Assistant Varsity Coach	12
8 th Head Coach	10
Diving Coach	10

Tennis

Head Varsity Coach	18
Assistant Varsity Coach	11

Track and Field

Head Varsity Coach	23
Assistant Varsity Coach	12
JV Coach	12
8 th Head Coach	10
8 th Assistant Coach	8

Volleyball

Head Varsity Coach	22
Assistant Varsity Coach	12
10 th Coach	12
9 th Coach	11
9 th Assistant Coach	10
8 th Coach	10
8 th Assistant Coach	8

Wrestling (Boys)

Head Varsity Coach	25
Assistant Varsity Coach	14
Head JV Coach	14
Assistant JV Coach	12
8 th Head Coach	10
8 th Assistant Coach	8

ATHLETICS**% of Base****Wrestling (Girls)**

Head Varsity Coach	25
Assistant Varsity Coach	14
8 th Head Coach	10
8 th Assistant Coach	8

Strength and Conditioning*

High School (spring, summer, fall, winter)	14 (each season)
Middle School (spring, fall, winter)	14 (each season)

*Coaching a sport during the season makes one ineligible for this position.

Camps and Clinics

Summer Camp/Clinic Staffing Structure	Percentage of Net Revenue* Generated by the Summer Camp / Clinic at Which the Employee(s) are Working		
	Camp/Clinic Lead Organizer	Summer Camp/Clinic Assistant (Certified Coach)	Summer Camp/Clinic Helper (Non-Certified Coach)
Lead Organizer <u>Only</u>	100%	0%	0%
Lead Organizer + At Least One (1) Summer Camp/Clinic Helper <u>No</u> Summer Camp/Clinic Assistant(s)	85%	0%	15% <i>Equally distributed amongst all in this category for the Summer camp/clinic</i>
Lead Organizer + At Least One (1) Summer Camp/Clinic Assistant <u>No</u> Summer Camp/Clinic Helper(s)	55%	45% <i>Equally distributed amongst all in this category for the Summer camp/clinic</i>	0%
Lead Organizer + At Least One (1) Summer Camp/Clinic Assistant At Least One (1) Summer Camp/Clinic Helper	55%	30% <i>Equally distributed amongst all in this category for the Summer camp/clinic</i>	15% <i>Equally distributed amongst all in this category for the Summer camp/clinic</i>

* Net revenue is defined as the revenue earned by the relevant Summer Camp/Clinic after deducting the cost of the following for the relevant camp/clinic: camp/clinic merchandise and/or materials; camp/clinic food and/or beverages; camp/clinic awards; camp/clinic equipment purchases; and/or camp/clinic indirect costs (e.g., centralized staff support).

The Employer and Association will discuss any necessary revisions to this table as part of a wage discussion in negotiations for the 2024-2025 school year. Information gleaned during the Summer 2023 camp/clinic season will be taken into consideration when making decisions in that discussion.

Subject to the parameters established by law and Board Policy, the Employer shall have discretion to increase the number of individuals filling Coaching, Sponsorship, and/or Extra-Duty Pay positions in order to ensure student safety.

POSITIONS LINKED TO TEACHING CONTRACTS**% of Base****Music – Instrumental**

High School Instrumental Music <i>(duties to include lead marching band, concert band, commencement, jazz band, solo and ensemble contest, parent coordination, and contests)</i>	31
High School Assistant <i>(duties to include marching band assistant, lead jazz band, pep band, concert band, commencement, solo and ensemble, and contests)</i>	25
Junior Varsity Jazz Band <i>(duties to include work outside of contract hours)</i>	7
Marching Assistant <i>(duties to include work outside of contract hours)</i>	5
Color Guard <i>(duties to include work outside of contract hours)</i>	10
Percussion Coordinator <i>(duties to include work outside of contract hours)</i>	10
Solo and Ensemble Assistant <i>(duties to include work outside of contract hours)</i>	2.5
9 th grade Instrumental Music <i>(duties to include marching band assistant, 8th and 9th concerts, and 8th jazz band)</i>	17
8 th Grade Instrumental Music <i>(duties to include marching band assistant, concerts, 8th and 9th contests, and jazz band)</i>	17
7 th Grade Instrumental Music <i>(duties to include marching band assistant, early bird band, and jazz band)</i>	12
6 th Grade Instrumental Music <i>(duties to include marching band assistant, early bird band, and jazz band)</i>	12
5 th Grade Instrumental Music <i>(duties to include work outside of contract hours)</i>	3.5 per band

Music - Vocal

High School Vocal Music <i>(duties to include varsity show choir, commencement, choir, musical, solo and ensemble contest, and concert choir)</i>	31
High School Vocal Music Assistant <i>(duties to include commencement, JV show choir, JV Prep show choir, solo and ensemble contest, and concert choir)</i>	25
9 th Grade Vocal Music <i>(duties to include 9th grade show choir)</i>	12
8 th Grade Vocal Music <i>(duties to include 8th grade show choir)</i>	12
7 th Grade Vocal Music <i>(duties to include 7th grade show choir)</i>	12
6 th Grade Vocal Music <i>(duties to include 6th grade show choir)</i>	12
6 th Grade Vocal Music <i>(duties do not include show choir)</i>	6

Language Arts

High School Drama Advisor <i>(duties to include one full stage play and a musical)</i>	18
High School Drama Assistant <i>(duties to include one full stage play and a musical)</i>	10
High School Yearbook Advisor <i>(duties to include work outside of contract hours)</i>	14
Middle School Yearbook Advisor <i>(duties to include work outside of contract hours)</i>	7
Newspaper Advisor <i>(duties to include work outside of contract hours)</i>	10

Language Arts or Music

9 th Grade Drama <i>(duties to include work outside of contract hours)</i>	5
8 th Grade Drama <i>(duties to include work outside of contract hours)</i>	5
7 th Grade Drama <i>(duties to include work outside of contract hours)</i>	2.5
6 th Grade Drama <i>(duties to include work outside of contract hours)</i>	2.5

Language Arts or Social Studies

High School Debate Head Coach <i>(duties to include work outside of contract hours)</i>	16
High School Debate Assistant Coach <i>(duties to include work outside of contract hours)</i>	9
9 th Grade Debate <i>(duties to include work outside of contract hours)</i>	9
High School Individual Events Speech Coach <i>(duties to include work outside of contract hours)</i>	14
Assistant LG and IE Events Speech Coach <i>(duties to include work outside of contract hours)</i>	9
9 th Grade Individual Events Speech Coach <i>(duties to include work outside of contract hours)</i>	9
High School Large Group Events Speech Coach <i>(duties to include work outside of contract hours)</i>	14
9 th Grade Large Group Events Speech Coach <i>(duties to include work outside of contract hours)</i>	9

Career and Technical Education

Career and Technical Service Organization Sponsor <i>(duties to include work outside of contract hours)</i>	3.5
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Science, Math, Industrial Technology

HS Robotics Club <i>(duties to include work outside of contract hours)</i>	10
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* For music and co-curricular positions, these assignments generally will correspond to teaching positions. If the teaching position will include the assignment, it will be designated on the posting.

OTHER SUPPLEMENTAL ITEMS**% of Base/Rate**

Building Equity Advocate	1.5
Wellness Champion	1.5
Circle of Friends Sponsor <i>(duties to include work outside of contract hours)</i>	10
Special Olympics Sponsor <i>(duties to include work outside of contract hours)</i>	14
Mock Trial Sponsor <i>(duties to include work outside of contract hours)</i>	5
Model United Nations Sponsor <i>(duties to include work outside of contract hours)</i>	10
Quiz Bowl Sponsor <i>(duties to include work outside of contract hours)</i>	10
French Exchange Program Sponsor (Travelling Sponsor)	\$2000
Copan, Mexico Exchange Program Sponsor (Travelling Sponsor)	\$2000
French Exchange Program Sponsor (District-Based Hosting Sponsor)	\$1000
Copan, Mexico Exchange Program Sponsor (District-Based Hosting Sponsor)	\$1000
Elementary Vocal Music <i>(if evening concerts required)</i>	\$200/year
High School Prom Chairperson <i>(duties to include work outside of contract hours)</i>	5
High School Assistant Prom Chairperson <i>(duties to include work outside of contract hours)</i>	1.5
High School National Honor Society <i>(duties to include work outside of contract hours which may include a dance)</i>	6
High School Student Council <i>(duties to include work outside of contract hours which may include a dance)</i>	7
Middle School Student Council <i>(duties to include work outside of contract hours)</i> <i>(stipend may be divided between sponsors)</i>	5
Student Union Sponsor <i>(duties to include work outside of contract hours)</i>	5
High School Trapshooting	5

Game/Event Supervisor <i>(For sports, an event is usually defined as a game)</i>	\$15 per event
Instructional Leadership Team Member <i>(duties to include work outside of contract hours)</i>	\$2500
Curriculum Advisory Team Member	\$40/hour
Curriculum Leadership Team Member	\$35/hour
Summer School Teaching	\$45 per hour
Approved Teacher Quality (TQ) Activity	\$40 per hour
Attendance at Teacher Quality Academy	\$1000/3 full days of participation
Instruction of an approved cadre or instructional session	\$40/hour
Participation in an approved cadre or instructional session	\$35/hour
Extended Contract (Teacher, Counselor) *	\$300/8-hour day
Extended Contract (Nurse)	\$250/8- hour day
Before & After School Program Teacher	\$25 / hour
Before & After School Program Assistant	\$20 / hour

EXPECTATIONS FOR COACHING, SPONSORSHIP, AND EXTRA-DUTY PAY POSITIONS

The Employer shall set expectations for each Coaching, Sponsorship, and/or Extra-Duty Pay position and share these annually with individuals filling these positions at or around the time when contracts for said positions are issued.

COVERAGE IN LIEU OF SUBSTITUTE

Provide Class Coverage in Lieu of a Substitute Teacher \$20/hour
(subject to verification and the conditions as outlined below)

- a. Coverage shall only be considered verified and available for compensation upon authorization by the relevant building principal/ program administrator and Human Resources.
- b. A process for seeking this authorization will be communicated to certified staff members by Human Resources.
- c. For purposes of this provision, verified coverage time shall be measured in the following units:
 - Elementary: clock hours (60 minutes of verified coverage= 1 hour of verified coverage)
 - Secondary: class periods (1 class period of verified coverage = 1 class period of verified coverage)

- d. Compensation earned pursuant to this provision shall only be available for coverage provided for classes for which a certified staff member is required to lead instruction (e.g., compensation shall not be earned for coverage provided for homeroom or seminar). Additionally, compensation earned pursuant to this provision shall not be available for co-teachers who provide single coverage (teaching without their co-teacher due to that teacher's absence) for a class that they normally co-teach.
- e. Compensation earned pursuant to this provision shall not be available for coverage provided to cover the absence of a certified staff member when said absence is taken pursuant to a provision of the current Master Contract between the AEA and District that allows leave if the certified staff member can secure coverage.
- f. Pay earned via this provision shall be pro-rated based upon minutes covered and shall be paid monthly upon verification of coverage.
- g. Each building principal shall establish a rotation schedule for certified staff members who will provide classroom coverage in lieu of substitute teachers when the assigned teacher is unavailable. Every individual assigned to the building who is on a contract that makes them appropriately certified to provide coverage shall be included in the schedule. No certified staff member shall be asked or allowed to provide classroom coverage in lieu of a substitute teacher for more than eight total class periods (at the secondary level) or eight total clock hours (at the elementary level) in a school week.
- h. No certified staff member shall be asked to provide coverage for two classes at once ("doubling up") as a means of providing coverage in lieu of a substitute when the assigned teacher is unavailable to work.
- i. The administration from each of the District's attendance centers and/ or programs (e.g., Summit, Beyond) shall maintain meticulous records to support implementation of the Coverage in Lieu of Substitute process. For each certified staff member providing coverage, building/program documentation shall, at a minimum, include: (1) the date(s) the certified staff member provided coverage; (2) the time(s) the certified staff member provided coverage; and (3) the number of minutes the certified staff member provided coverage.
- j. The District shall establish a process whereby each certified staff member providing coverage shall verify the accuracy of their accrued compensation.