

Professional Employees
Collective Bargaining Agreement
For School Years 2022-2027

*Option to open to negotiate base wage annually



Between The

South Winneshiek Community School District
Calmar, Iowa

And The

South Winneshiek Education Association
BU-0552
Calmar, Iowa

TABLE OF CONTENTS

Table of Contents

ARTICLE I: RECOGNITION	3
ARTICLE II: PROCEDURE FOR NEGOTIATIONS	3
ARTICLE III: IMPASSE PROCEDURES	4
ARTICLE IV: GRIEVANCE PROCEDURE	4
ARTICLE V: ASSOCIATION RIGHTS	7
ARTICLE VI: OTHER PAYROLL DEDUCTIONS	8
ARTICLE VII: WAGES AND SALARIES	8
ARTICLE VIII: WAGES FOR SUPPLEMENTAL DUTIES	10
ARTICLE IX: SICK LEAVE	11
ARTICLE X: TEMPORARY LEAVES OF ABSENCE	11
ARTICLE XI: EXTENDED PERSONAL LEAVE	14
ARTICLE XII: EMPLOYEE HOURS	15
ARTICLE XIII: WORKYEAR, VACATIONS, AND HOLIDAYS	16
ARTICLE XIV: HEALTH PROVISIONS	16
ARTICLE XV: SENIORITY	17
ARTICLE XVI: COMPLIANCE CLAUSE	17
ARTICLE XVII: SIGNATURE CLAUSE	18
SCHEDULE I 2025-2026	19
SCHEDULE II 2025-2026	20
SCHEDULE III	21

ARTICLE I: RECOGNITION

A. Unit

The Board hereby recognizes the South Winneshiek Education Association, an affiliate of the Iowa State Education Association and the National Education Association as the certified, exclusive and sole bargaining representative for all personnel as set forth in the PERB certification (Case # 150).

The unit described above is as follows: certified personnel, full and part-time; nurses; librarians; guidance counselors and success coordinators (when success coordinator position is filled by a certified teacher) only.

B. Definitions:

1. The term “Board” as used in this Agreement, shall mean the Board of the South Winneshiek School District or its duly authorized representatives or agents.
2. The term “employee” as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term “Association” as used in this Agreement, shall mean the South Winneshiek Education Association or its duly authorized representatives or agenda.
4. The term “day” as used in this Agreement, as a measure of leave benefits provided in this document, shall mean “that portion of a normal school day which employees work in the course of fulfilling the requirements of their individual contracts”. (Examples: For an individual employed at 82% of full time, working all day, four of five days and all in-service days, a day is a complete normal school day. For an individual employed at 75% of full time, working three-fourths of each day, a day is three-fourths of a normal school day). This definition may be modified upward for the purposes of extended contracts if the modification is expressly stated on the individual contract. (Example: The previously described 75% employee could have an extended contract for 10 “full days” with compensation adjusted accordingly.) All other references to the term “day” shall mean “calendar days”, “school days”, or “work days” as specified in each case.
5. The term “licensed” or “certified”, or variations of those terms, as used in this agreement shall mean the same as the current official term used by the Iowa Department of Education for required authority to teach in the State of Iowa.

ARTICLE II: PROCEDURE FOR NEGOTIATIONS

A. Mutual Commitment to Good Faith Negotiations

Good faith negotiations require a free and open exchange of views by the parties involved in the negotiations; therefore, both parties agree to meet at reasonable times and

places to negotiate in good faith effort to reach an agreement in accordance with Chapter Twenty of the Iowa Code. During the course of negotiations, the parties may make proposals and counter-proposals. Articles tentatively agreed to shall be so noted with a "T.A.", initialed by each party, dated, and shall be set aside subject to ratification of the Agreement. Said Tentative Agreement shall be subject to review and reneging by the parties.

B. Requests for Meetings

The Board and the Association shall meet for the purpose of negotiating and seeking agreement. Written or oral requests from the Association for negotiation meetings shall be made to the President of the Board or to the board's designated representative. Written or oral requests from the Board shall be made to the President of the Association or the employee's designated representative.

Negotiation meetings shall be night sessions unless other times shall be mutually agreed upon by the parties. When negotiations are conducted during the regular school hours, release time shall be provided for the Association's negotiating committee.

C. Negotiation Teams

Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party.

D. Access to Information

Any information available to any taxpayer is also available to the Association.

ARTICLE III: IMPASSE PROCEDURES

The parties to this contract agree to employ the impasse procedures as outlined in Chapter 20 of the Iowa Code.

ARTICLE IV: GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

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

2. Aggrieved Person

An "aggrieved person" is the person or persons or the employee's representative making the complaint.

B. Purpose

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

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing. Grievances must be filed at the formal level within ten (10) working days of the event giving rise to the grievance.

2. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) calendar days thereafter.

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

An employee with a grievance shall first discuss it orally with the employee's principal or immediate supervisor, either directly or through a designated representative with the objective of resolving the matter informally.

4. Level Two - Principal (Formal)

If, as a result of the informal discussion with the principal or immediate supervisor at Level One, a grievance still exists, the aggrieved person may invoke the formal grievance through use of the attached form. Said form shall be available in the superintendent's office and shall be signed by the grievant and/or the employee's representative. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor. The appropriate principal or immediate supervisor shall indicate the disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved party.

If the aggrieved person is not satisfied with the disposition of the grievance, or no disposition has been made within ten (10) working days, the grievance may be appealed to Level Three.

5. Level Three – Superintendent

The superintendent or the superintendent's designee shall meet with aggrieved person within ten (10) school days of the receipt of the grievance. Within fifteen (15) school days of receipt of the grievance, the superintendent or the superintendent's designee shall indicate the disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved party.

If the aggrieved person is not satisfied with the disposition of the grievance by the superintendent or the superintendent's designee, or if no disposition has been made within fifteen (15) school days of receipt of said grievance, the aggrieved person may proceed to Level Four.

6. Level Four – Arbitration

- a. If the aggrieved person is not satisfied with the disposition of the grievance by the superintendent, or if no disposition has been made within the time limits, the aggrieved person may submit the grievance to binding arbitration by giving written notice to the superintendent within five (5) school days from the date of the level three response.
- b. Within ten (10) school days after written notice to the superintendent of submission to arbitration, the superintendent and the aggrieved person shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of five arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove the second name. The respective parties shall have one (1) school day each to remove the next two names. The party having the right to remove the first name shall have the right to remove the third name and the party having the right to remove the second name shall have the right to remove the fourth name; the person whose name remains shall be the arbitrator.
- c. The arbitrator so selected shall confer with the superintendent and the aggrieved person or the employee's representative, shall hold hearings promptly, and shall issue a decision not later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proof on the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the bargaining agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to the arbitrator in writing by the school district and the association. The arbitrator's decision must be based solely and only upon the arbitrator's interpretation of the meaning or application of the express, relevant language of the agreement. The decision of the arbitrator shall be submitted to the superintendent and the aggrieved person, and shall be final and binding on both parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of the hearing room shall be borne equally by the South Winneshiek Community School District and the Association.

D. Rights of Employees to Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by the employee, or at the employee's option by a representative.

2. Reprisals

No reprisal of any kind shall be taken by the Board or any member of the administration against any party. No reprisals of any kind shall be taken by any employee against any party.

3. Released Time

When it is necessary for an aggrieved person or a representative to meet with a principal, superintendent or arbitrator to make a formal presentation of a grievance during the work day, said aggrieved person and representative shall be released without loss of compensation beginning with Level 4 arbitration. The above shall be allowed to a maximum of three (3) people.

E. Miscellaneous

1. Written Decisions

Decisions rendered at Levels One, Two, and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all aggrieved parties and to the Association. Decisions rendered at Level Four shall be in accordance with the procedures set forth in the section on arbitration.

2. Separate Grievance File

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

3. Meetings and Hearings

Unless both parties mutually agree to a public hearing during the arbitration, all meetings and hearings under this procedure shall be conducted in private.

ARTICLE V: ASSOCIATION RIGHTS

A. Use of Facilities

The employees shall have, upon request, the use of the school buildings and facilities at all reasonable hours for school-related business, subject to the approval of the superintendent. Meetings may commence after student dismissal at times agreed upon by the superintendent and employees. The principals of the buildings shall be notified of the time and the place of such meetings.

B. Communications

The employees shall have the right to post notices of their activities on matters of their concern on employee bulletin boards. The employees may use the school mail boxes for

communications and may use school e-mail for the conduct of association business, not to include activities forbidden by statute (Lobbying etc.).

C. Access to Members

Any employee or the employee's representative may be permitted to transact official employee business on school property (outside representatives must check in with building principal or designee) provided that it does not interfere with or interrupt normal school operations such as when the employees are in class or involved in assigned duties.

ARTICLE VI: OTHER PAYROLL DEDUCTIONS

Upon appropriate authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, insurance, or any other plans jointly approved by the Board and the Association. Enrollment into the 403.B plan may be done on a quarterly basis, and the annual fee will be paid by each enrollee once per year. The initial annual fee is thirty dollars (\$30.00) and will be assessed beginning January, 2010. If the annual fee charged by the provider to the District for the 403.B plan increases beyond previously collected amounts, the annual fee assessed to enrollees beginning with the following January shall be increased by an amount equal to the increase in the District's cost beyond previously collected amounts divided by the number of enrollees at the time of the following January enrollment.

ARTICLE VII: WAGES AND SALARIES

A. Schedule

The salary will be set according to the attached schedules of the existing contract.

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on the employee's proper step of the salary schedule as of the effective date of this Agreement and in accordance with Paragraph 2 below.

2. Credit for Experience

Credit up to and including step eleven (11) of any salary level on the employee salary schedule shall be given for previous outside teaching, counseling or nursing experience in a duly accredited school setting upon initial employment. A duly accredited school setting includes a school district, community college, college or university.

C. Advancement on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for their

educational classification is reached. A year of service is a year in which the employee is hired for at least one semester.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to a corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, the employee shall furnish an official college transcript of additional educational credit with the superintendent no later than thirty (30) calendar days after the beginning of the first semester. The qualifying courses must have prior approval of the superintendent.

3. Career Increment

Career increments in an amount of \$600.00 shall be made the third year an employee is at the top of educational lane BA-15 or higher of the salary schedule and has not received an incremental step during that 3 year period. The career increment shall be retained annually once received. Each employee shall receive a maximum of four (4) career increments. In the event the employee changes educational lanes, the three-year waiting period will start over. Reference the Salary Schedule for a visual example.

4. National Board Certification

Employees who complete National Board Certification, and are not seeking graduate credit, will be awarded a one-time \$2,500 stipend. A stipend shall have taxes withheld. The employee will have the option to have the stipend paid out in one lump sum during the next regular pay period or to have the stipend paid out evenly over twelve installments.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the twentieth (20) of each month. Employees shall receive their checks at their regular building and on a regular school day, or by direct deposit, unless otherwise designated by the employee with the approval of the superintendent. Staff members hired after the 2010-2011 school year shall be required to utilize direct deposit.

2. Exceptions

- a. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day unless unforeseen circumstances deem otherwise.
- b. New employees may request their first paycheck to be split into two equal payments. Their first payment shall be made on September 1. If September 1 falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day unless unforeseen circumstances deem otherwise. The second one as the contract stipulates.

3. Summer Checks

Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee not later than the nineteenth (19) of each month. The school district assumes no responsibility for delays due to the U.S. Postal Service.

E. Extended Contract Rate

The salary schedule is based upon the regular school calendar. Any employee whose assignment exceeds the regular employee work year will be additionally compensated as follows: for each month of extended service, the employee shall be paid 1/9 of the employee's nine-month salary as determined by the employee's placement on the salary schedule, less the flat dollar amount. For extended service lasting less than one (1) month, the employee shall be paid 1/191 of his/her current salary as determined by the employee's placement on the salary schedule, less the flat dollar amount for each day's service other than any special grants or programs that may be negotiated between the employer and employee.

ARTICLE VIII: WAGES FOR SUPPLEMENTAL DUTIES

A. Extra-Curricular Activities

1. All employees shall be employed on the basis of their professional qualifications and certification in accordance with the standards as prescribed by the laws of the State of Iowa and regulations of the Department of Education. Assignments shall be made by the administration. Any employee may be relieved of an extra-curricular assignment through evaluation, for financial viability, or if the employee and the administration mutually agree and a replacement can be found. All coaches will be evaluated on an annual basis. This procedure must take place prior to contract issuance.
2. The Board and the Association agree that the extra-curricular activities listed in Schedule II, Supplemental Pay, are official school activities covered by school insurance.

B. Rate of Pay

Employee participation in extra-curricular activities shall be compensated according to the rate of pay in Schedule II, Supplemental Pay, which is attached hereto and made a part hereof. Percentages in Schedule II are percentages of a generator base equal to \$36,555 for the year 2025-2026.

C. Shared Position

If a head coach (director) and an assistant in any sport (activity) desire to share the duties and responsibilities of their respective positions, the Board may issue contracts for "co-head" coaches (directors). The compensations for each of these "co-head" positions shall be the sum of the appropriate head and assistant salaries as shown on Schedule 2, Supplemental Pay, divided by two. Said "co-head" positions shall continue so long as all parties are in agreement that it satisfies the best interests of the program involved. If either

“co-head” coach (director) or the Board terminates the arrangement, the assignments shall revert to what existed before issuance of the “co-head” contracts. If one of the “co-head” coaches (directors) leaves the district or the sport (activity), the remaining coach (director) shall assume the head position. Credit for experience during the duration of the “co-head” position shall be retained after its termination.

ARTICLE IX: SICK LEAVE

A. Accumulative Benefits – SICK LEAVE

Certified personnel shall be granted leave of absence for personal illness or injury or family illness or injury with full pay in the following amounts: Sick leave may be used for the employee, the employee’s spouse, child, step-child, parent, brother, or sister. A comment must be placed in the time and attendance portal when requesting sick leave indicating the leave is for “self” or “family”.

1. The first year of employment.....	15 days
2. The second year of employment.....	16 days
3. The third year of employment.....	17 days
4. The fourth year of employment.....	18 days
5. The fifth year of employment.....	19 days
6. The sixth and subsequent years.....	20 days

The above amounts shall apply only to consecutive years of employment in this district except for leaves of absence which are granted elsewhere in this Agreement; accumulated past sick leave and credited current sick leave shall not be more than a total of 130 days.

B. Notice of Accumulation

Balances are available to each employee to review through the use of an electronic system.

ARTICLE X: TEMPORARY LEAVES OF ABSENCE

A. Paid Leave

1. Professional

If an employee wishes to attend a professional conference, workshop, visit another school, or wishes to be absent for any other professional reason the employee must submit a written request to the building principal. If approved by the principal it must be submitted to the superintendent for final approval at least one week prior to the first day of anticipated absence. On approval, substitute costs will be paid by the district. If funds are available an attempt will be made to reimburse appropriate expenses such as travel, meals, lodging and registration fees. To be approved, the conference etc. must be in the employee’s contracted area and must have been agreed upon in the final budget for the school year in which attendance is requested.

Employees working toward National Board Certification shall be granted 3 total days of professional leave to complete requirements.

2. Jury and Legal

Any employee called for jury duty during school hours or who is required to make an appearance in any judicial proceeding, or who shall be asked to testify in any arbitration matter shall be provided such time. There will be no paid leave time for any absence involving a legal proceeding between the school district and association. Any fees or remuneration the employee receives during these writ of subpoena appearances shall be turned over to the South Winneshiek Community School District. Any employee required to appear in court or subpoenaed as a representative of the district, during a non-contracted day, shall be compensated for their day at their per diem rate. In the event the employee is required to appear in court or before a body as a party to any private legal action which is not job related, the provisions of this article shall not apply.

3. Personal Leave

Two days of personal leave will be granted yearly upon the request of the employee, provided at least five (5) school days' notice is given to the building principal. The five (5) school days' notice shall be waived in case of an emergency. No more than four (4) employees per district shall be granted personal leave at one time. Upon request an exception may be granted to this provision (no more than 4 employees) at the discretion of the Superintendent of Schools. A personal leave day shall be granted for the day preceding or the day following holidays or vacations only if a suitable substitute has been scheduled. A personal leave day shall not be granted for in-service days prior to student contact days and the first and last student contact days of the school year, except in the case of an emergency, or for some other reason deemed, at the Superintendent's discretion, to be warranted. The discretionary denial by the Superintendent of a personal leave day for "some other reason" on in-service days prior to student contact days and on the first and last student contact days of the school year shall not be subject to the grievance procedure.

A staff member will receive an extra personal day the next contract if absent 5 or fewer days with personal sick time during the current contract year. Days used for bereavement, professional, and personal leave DO NOT count towards the 5 days absent.

Unused personal leave days shall be placed in the Banked Personal to be used at a later date. Beginning with the 2020-2021 contract, there will be a cap of 10 days (80 hours) that may be accumulated in the Banked Personal. Any balance that is above the 10 days prior to 2020-2021 will be grandfathered in to be used by the employee. Any unused personal days that would cause the Banked Personal to accumulate over 10 days beginning with the 2020-2021 school year will be lost. Banked Personal may be used as any of the following: 1) Personal day (no more than 5 personal days may be used in any one school year) (Personal + Banked Personal) 2) Bereavement (no more than 5 additional days may be used in any one school year)(Bereavement

+ Banked Personal). At a maximum an employee may use up to 3 consecutive school days as personal leave. Extenuating circumstances shall permit the superintendent of schools to allow a staff member to use in excess of the above-mentioned days. At least five (5) school days' notice is to be given to the building principal for the use of Banked Personal. The five (5) school days' notice shall be waived in the case of an emergency or the need to use banked personal leave to extend a sick leave once the sick leave bank has been exhausted.

4. Bereavement and Family Illness

- a. Up to five days of leave shall be granted per occurrence in the event of death of an employee's spouse, child, step-child, parent, father-in-law, mother-in-law, brother, sister, grandchild or grandparent.
- b. Up to two days of leave shall be granted in the event of death of a friend or a relative not listed above for attendance at the funeral.
- c. Up to five (5) additional days shall be available to be taken from the employee's Banked Personal leave days, for illness or death of the employee's spouse, child, step-child, parent, father-in-law, mother-in-law, brother, sister, grandchild, and grandparent or to extend the bereavement leave granted in section A4. paragraph b. of this article.

5. Association Leave

- a. At the beginning of each school year the Board will credit to the Association two (2) paid days for the purpose of transacting Association business by its' officers and/or representatives. The Association will reimburse the school district for the cost of substitute employees during the above days. In addition, the Association representatives will be allowed up to two (2) additional days to work on mutually related activities at the discretion of the Superintendent at the cost of the district.

6. Paternity Leave

- a. Beginning with the date of birth of a child or adoption, a father may use up to ten (10) days from the sick leave bank as paternity leave. These days can be used anytime during the first fourteen (14) weeks after the delivery date or adoption date.

B. Unpaid Leave

Absence without pay may be authorized upon written request by the employee to the superintendent. For such absences, deductions from the employee's salary shall be made in accordance with the school district's pay deduction regulations. The employee shall make application for authorization at least ten (10) calendar days in advance of the occurrence, or if advance application is not possible, then a verbal notification to a supervisor shall be given, and a written application shall be made not later than ten (10) calendar days after absences other than that for personal illness. The purpose of the absence shall be a factor in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the superintendent. The employee shall make application to the superintendent immediately for excuse for such absence, and deductions in salary shall be made unless such deductions be specifically waived by the superintendent, and if necessary, approved by the Board.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

C. Unpaid Family and Medical Leave

1. The provisions of the Unpaid Family and Medical Leave Act are hereby incorporated into this agreement by this reference with agreement to remedy only through the grievance process unless the law prohibits the grievance-only process. This inclusion shall in no way reduce or adversely impact any other provisions of this agreement.
2. One exception to the Unpaid Family and Medical Leave Act shall be that any employee who has worked for the District for less than 1250 hours during the last twelve (12) month period shall have his/her leave prorated to the extent of the number of hours worked during the last twelve (12) month period.

ARTICLE XI: EXTENDED PERSONAL LEAVE

A. Conditions

A one or two year(s) leave of absence may be granted for personal or educational reasons upon recommendation of the superintendent and approval by the Board for employees who have been employed four (4) or more years in the South Winneshiek School System. A written application shall be made on or before February 15. An employee may request postponement of action until May 1. The duration of leaves granted under the policy shall be for the following school year(s), commencing in the fall of the year in which the application was filed.

B. Return Provisions

A written request for reinstatement shall be made to the superintendent by February 15 of the calendar year in which return is anticipated. Upon return from such a leave, an attempt will be made to assign the employee to the employee's former position or said employee shall be assigned a similar position mutually agreed upon. Any accumulated sick leave and designated unused personal leave not used will remain in force upon return to duty. However sick leave and unused personal leave will not accumulate during the extended leave time.

ARTICLE XII: EMPLOYEE HOURS

A. Arrival/Dismissal

Employees shall arrive at school by 7:45 a.m. Dismissal time shall be 3:45 p.m. Staff and in-service meetings can supersede employees' normal leave hours as long as the staff is notified at least twenty-four hours in advance (except in the case of an emergency). Staff and in-service meetings shall commence no earlier than 7:45 a.m. On Fridays, work days preceding holidays or vacations, or for early dismissal (except in the case of heat-related early dismissals), the employee's day shall end upon the departure of the last bus. In the event of heat related early dismissal, employees will work regular school hours but will not be expected to stay more than two heat-related early dismissals per week.

In the event that the district would like to offer an early bird class that will start before regular contract hours, the employee and administration shall mutually agree upon a flexible schedule and notify the Association. If an employee agrees to a flexible schedule, the agreement shall be in writing.

When the need arises, employees shall be allowed to implement "flex" time at the beginning or end of the day with approval from the building principal. This flex time shall not exceed 15 minutes in length.

B. Additional Activities

1. In addition to the basic school day, the employee shall be required to reasonably participate in school activities beyond the basic employee's day as is required by the Board of Education or its designated representatives. The normal duties for employees include a proportional share of extra-curricular and supervisory activities as determined by the principal, superintendent, or Board of Education.
2. The administration may ask for volunteers for ticket takers at school sponsored events. When employees are assigned or volunteer to work extra-curricular activities beyond the school day, employees will receive \$25.00 per event up to 3 hours or \$35.00 per event for time beyond 3 hours.
3. For contracted teaching assignments extending beyond seven (7) periods per day at the high school and/or the middle school, that employee involved shall be compensated at the proper proportion of the per diem rate. Per diem rate shall be (salary schedule placement minus flat dollar amount.) Multiplied by 1/191.
4. An amount of thirty (30) dollars per class period shall be paid the employee for assuming another employee's class or study hall in the event a substitute is not available. The above work would be done during the employee's preparation time.
5. In the event an employee is temporarily assigned from one area of responsibility to another, such assignment shall be documented by the principal in writing to the employee. The employee shall be relieved of

any responsibility for the former area of assignment during the temporary assignment.

C. Duty-free Lunch Time

The principal of each building will provide at least a twenty (20) minute daily, duty-free, uninterrupted lunch time.

D. Preparation Time

The principal of each individual building will provide at least one period daily between the hours of 8:00 a.m. and 3:15 p.m. for preparation time for each employee within the student day. Staff and in-service meetings may supersede designated preparation time. In grades 6-12 the principal will provide one period daily. In grades PK-5, the principal will provide at least 30 consecutive minutes. Such time shall be in addition to the employee's duty-free lunch. Travel time shall not be considered part of preparation time.

ARTICLE XIII: WORKYEAR, VACATIONS, AND HOLIDAYS

A. Contract Year

The in-school work year for employees contracted for each school year shall not exceed one hundred ninety-one (191) work days.

B. Holidays

The regular and extended contract of employees shall include seven holidays. Such holidays shall include Labor Day, Thanksgiving, Christmas, New Year's Day, Presidents' Day, Good Friday, and Memorial Day. Presidents' Day may be designated as a make-up day.

ARTICLE XIV: HEALTH PROVISIONS

A. New Employees

Physical examinations shall be required of all certified personnel upon their initial appointment. Forms for examinations shall be provided by the school district and the school district shall provide up to \$100.00 to the employee toward that portion of the examination, test, and/or X-ray costs, which are not covered by insurance.

B. Examination Forms

An examination form shall be recommended by the Superintendent of Schools and approved by the Board of Education.

ARTICLE XV: SENIORITY

A. Seniority

1. An employee's seniority shall apply in all area(s) of certification.
2. Seniority shall be defined as the number of years of continuous service in the district from the date the employee signed his/her first individual contract. Approved unpaid leaves of absence shall not constitute a break in an employee's continuous years of service. Also, approved unpaid leaves of absence will not count toward seniority. If two or more employees have the same seniority date, the relative order of seniority shall be determined by drawing lots. When two or more employees share the same position, the seniority of the position shall be that of the least senior employee in that position for purposes of this Article. No later than September 30 of each school year, the Board will post in all school buildings and deliver to the Association a list showing the seniority of each employee employed by the Board, each employee's areas of certification and endorsement, the contract signature date of the employee's first contract and the dates and duration of any approved unpaid leaves.

ARTICLE XVI: COMPLIANCE CLAUSE

A. Compliance Between Individual Contracts and Comprehensive Agreement

Compliance between individual contracts and the Comprehensive Agreement shall be as provided by law.

B. Separability

If any part of this Agreement is deemed illegal, then that part is null and void.

C. Printing Agreement

Copies of this Agreement shall be printed at the expense of The Board. The Agreement shall be presented to all employees now employed or hereafter employed. Additional copies shall be available in the superintendent's office.

D. Duration Period

This Agreement shall be effective as of July 1, 2023, and shall continue in effect through June 30, 2027. During the term of this agreement, all articles shall remain current contract, except for the following:

- The parties agree Article III Salaries shall be open to negotiate base wages for the 2023-2024 Master Contract and all following contract years.
 - 2023-2024 Base Wage\$35,600; 2024-2025 Base Wage \$36,300; 2025-2026 Base Wage \$36,555
- State mandates.
- Mutually agreed upon contract language.

ARTICLE XVII: SIGNATURE CLAUSE

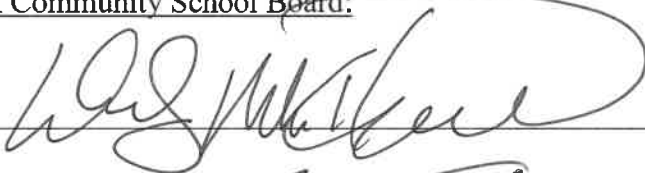
In witness, whereof, the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signature placed thereon, all on the 13th day of May, 2025.

South Winneshiek Education Association:

By Its President:  _____

By Its Chief Negotiator:  _____

South Winneshiek Community School Board:

By Its President:  _____

By Its Chief Negotiator:  _____

SCHEDULE I 2025-2026

SCHEDULE I									
South Winneshiek Community School District				Insurance Annual Cost			\$9,276		
Salary Schedule	2025-2026 Index								
INDEX FOR BASE GENERATOR WAGES				Base Generator Wages			\$36,555		
Yrs. Exp.	STEP	3 Years	BA	BA+15	BA+30	MA	MA+15	MA + 30	
0	1	0.92	1.00	1.04	1.08	1.12	1.16	1.20	
1	2	0.95	1.04	1.08	1.12	1.16	1.20	1.24	
2	3	0.98	1.08	1.12	1.16	1.20	1.24	1.28	
3	4	1.01	1.12	1.16	1.20	1.24	1.28	1.32	
4	5	1.04	1.16	1.20	1.24	1.28	1.32	1.36	
5	6	1.07	1.20	1.24	1.28	1.32	1.36	1.40	
6	7	1.10	1.24	1.28	1.32	1.36	1.40	1.44	
7	8	1.13	1.28	1.32	1.36	1.40	1.44	1.48	
8	9	1.16	1.32	1.36	1.40	1.44	1.48	1.52	
9	10	1.19	1.36	1.40	1.44	1.48	1.52	1.56	
10	11		1.40	1.44	1.48	1.52	1.56	1.60	
11	12		1.44	1.48	1.52	1.56	1.60	1.64	
12	13		1.48	1.52	1.56	1.60	1.64	1.68	
13	14				1.60	1.64	1.68	1.72	
14	15					1.68	1.72	1.76	
15	16						1.76	1.80	
16	17							1.84	
INDEX FOR BASE GENERATOR TSS				Base Generator tss			\$7,400		
Yrs. Exp.	STEP	3 Years	BA	BA+15	BA+30	MA	MA+15	MA + 30	
0	1	0.00	1.8514	1.7150	1.6500	1.5850	1.5200	1.4550	
1	2	0.00	1.7150	1.6500	1.5850	1.5200	1.4550	1.3900	
2	3	0.00	1.6500	1.5850	1.5200	1.4550	1.3900	1.3250	
3	4	0.00	1.5850	1.5200	1.4550	1.3900	1.3250	1.2600	
4	5	0.00	1.5200	1.4550	1.3900	1.3250	1.2600	1.1950	
5	6	0.00	1.4550	1.3900	1.3250	1.2600	1.1950	1.1300	
6	7	0.00	1.3900	1.3250	1.2600	1.1950	1.1300	1.0650	
7	8	0.00	1.3250	1.2600	1.1950	1.1300	1.0650	1.0000	
8	9	0.00	1.2600	1.1950	1.1300	1.0650	1.0000	1.7000	
9	10	0.00	1.1950	1.1300	1.0650	1.0000	1.7000	1.7000	
10	11	0.00	1.1300	1.0650	1.0000	1.7000	1.7000	1.7000	
11	12		1.0650	1.0000	1.7000	1.7000	1.7000	1.7000	
12	13		1.1185	1.7000	1.7000	1.7000	1.7000	1.7000	
13	14				1.7000	1.7000	1.7000	1.7000	
14	15					1.7000	1.7000	1.7000	
15	16						1.7000	1.7000	
16	17							1.7000	
2025-2026 Regular Salary Schedule				Career Increment Levels Begin With BA+1					
Yrs. Exp.	STEP	3 Years	BA		BA+15	BA+30	MA	MA+15	MA + 30
0	1	33,631	50,255		50,708	51,689	52,671	53,652	54,633
1	2	34,727	50,708		51,689	52,671	53,652	54,633	55,614
2	3	35,824	51,689		52,671	53,652	54,633	55,614	56,595
3	4	36,921	52,671		53,652	54,633	55,614	56,595	57,577
4	5	38,017	53,652		54,633	55,614	56,595	57,577	58,558
5	6	39,114	54,633		55,614	56,595	57,577	58,558	59,539
6	7	40,211	55,614		56,595	57,577	58,558	59,539	60,520
7	8	41,307	56,595		57,577	58,558	59,539	60,520	61,501
8	9	42,404	57,577		58,558	59,539	60,520	61,501	62,482
9	10	43,500	58,558		59,539	60,520	61,501	62,482	63,463
10	11		59,539		60,520	61,501	62,482	63,463	64,444
11	12		60,520		61,501	62,482	63,463	64,444	65,425
12	13		62,378		63,463	64,444	65,425	66,406	67,387
13	14		-		-	71,068	72,530	73,992	75,455
14	15		-		-	-	73,992	75,455	76,917
15	16		-		600	-	-	76,917	78,379
16	17		-		600				79,841
					I-3	600			
				II-1	1,200				
				II-2	1,200				
				II-3	1,200				
				III-1	1,800				
				III-2	1,800				
				III-3	1,800				
				IV-1	2,400				
				IV-2	2,400				
				IV-3	2,400				

SCHEDULE II 2025-2026

Wages for Supplemental Duties

SCHEDULE II			
South Winneshiek 2025-2026 INDEX			
The allowance is based upon the generator base of \$36,555.			
IGHSAU and IAHSAA Sanctioned sports currently offered include: Baseball, Basketball, Cross Country, Football, Golf, Softball, Track, Volleyball, Wrestling.			
	Position	Percentage	\$36,555.00
Advisors	FFA Advisor 1st Semester	7.00%	\$ 2,558.85
	FFA Advisor 2nd Semester	7.00%	\$ 2,558.85
	FFA Advisor Summer	7.00%	\$ 2,558.85
	National Honor Society Advisor	2.50%	\$ 913.88
	*Peer Helper Advisor	2.50%	\$ 913.88
	Prom Advisor	2.00%	\$ 731.10
	Student Council Advisor-High School	3.50%	\$ 1,279.43
	Student Council Advisor - Middle School	2.50%	\$ 913.88
	Yearbook Advisor	8.50%	\$ 3,107.18
Activities Coordinator	Activities Coordinator	20.00%	\$ 7,311.00
Coaches	Varsity Head Coach	13.00%	\$ 4,752.15
	Asst. Varsity Coach	8.50%	\$ 3,107.18
	Middle School Head Coach	6.50%	\$ 2,376.08
	Asst. Middle School Coach	6.00%	\$ 2,193.30
Drama	Dramatics Director (per major production)	11.00%	\$ 4,021.05
	Drama Technical Director	4.50%	\$ 1,644.98
	Middle School Drama Director	6.50%	\$ 2,376.08
	*Middle School-Asst. Drama Director	6.00%	\$ 2,193.30
	Musical-Drama Director	11.00%	\$ 4,021.05
	*Musical-Asst. Drama Director	6.50%	\$ 2,376.08
	Musical- Instrumental Director	2.00%	\$ 731.10
	Musical- Technical Director	4.50%	\$ 1,644.98
	*Musical-Vocal Director	2.00%	\$ 731.10
Miscellaneous	*High School Flag Corps	2.50%	\$ 913.88
	Varsity Cheerleading	8.50%	\$ 3,107.18
Music-Band	High School Band	13.00%	\$ 4,752.15
	Middle School Band	6.50%	\$ 2,376.08
Music-Choir	High School Vocal Music	13.00%	\$ 4,752.15
	Asst. High School Vocal Music	8.50%	\$ 3,107.18
	Middle School Vocal Music	6.50%	\$ 2,376.08
	Elementary General Music	3.50%	\$ 1,279.43
Speech	*Asst. Speech Coach, Large Group	4.00%	\$ 1,462.20
	*Debate Team	8.50%	\$ 3,107.18
	Speech Coach, Individual Events	9.00%	\$ 3,289.95
	Speech Coach, Large Group	8.00%	\$ 2,924.40
	Speech Coach, One-Act Plays	4.00%	\$ 1,462.20
Tickets	Ticket Sellers-Fall Sports	3.50%	\$ 1,279.43
	Ticket Sellers- Winter Sports	3.50%	\$ 1,279.43

* Review position annually

SCHEDULE III

South Winneshiek Community School GRIEVANCE REPORTS

_____ Building

Name of Aggrieved Person

LEVEL II

A. Date Violation Occurred _____

B. Section (s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature of Aggrieved Person

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

Signature of Representative

Date

Signature of Aggrieved Person

Date

LEVEL III

Signature of Aggrieved Person
Indicating move to Level III

Date Received by Superintendent

A. Disposition by Superintendent or Designee _____

Signature of Representative

Date

Signature of Superintendent or Designee

Date

LEVEL IV

Signature of Aggrieved Person
Indicating move to Level IV

Signature of Representative

Date Submitted to Arbitration

Date Received by Arbitrator

A. Disposition and Award of Arbitrator _____

Signature of Arbitrator

Date of Decision