

MASTER CONTRACT
between the
HUBBARD-RADCLIFFE
COMMUNITY SCHOOL DISTRICT
and the
HUBBARD-RADCLIFFE
EDUCATION ASSOCIATION
2024-2026

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2. Aggrieved Person - An aggrieved person is the person or persons, or the Association making the complaint.
3. Party in Interest - A party in interest is the person or persons making the complaint and any person, or his/her representative, who might be required to take action, or against whom action might be taken, in order to resolve the complaint.

B. REPRESENTATION

1. A grievant may be represented at all pre-arbitration stages of the grievance procedure by said grievant, or at the grievant option, by an Association representative.
2. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.
3. In addition to the principal, immediate supervisor and superintendent involved at levels 2 and 3, & 4 by any person of the Board's choosing.

C. TIME LINES

1. The failure of an Employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. Any administrator's failure to give a decision within the time limits shall permit the Employee to proceed to the next step. The time limits may be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, the party in interest, or the school district, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of 30 days thereafter.

D. LEVEL ONE (INFORMAL)

An Employee with a grievance shall first discuss it with the principal or immediate supervisor with the object of resolving the matter informally.

E. LEVEL TWO (FORMAL)

1. If as a result of the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure not later than twenty (20) school days from the event giving rise to the grievance on the form set forth in Schedule C.
2. The grievance form shall be available from the Association representative and said form shall be signed by the Employee. The grievance form shall be delivered to the appropriate principal or immediate supervisor. A copy of the grievance will be provided to the Association by the administration.
3. The appropriate principal or immediate supervisor shall indicate a disposition of the grievance in writing within ten (10) school days of the presentation of the

the Association shall have the right to be present at Level Two and beyond. The Association shall receive all decisions required in the grievance procedure at times when such decisions are required to be furnished to the grievant.

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. The Association shall have access to the grievance file. 5. If a grievance affects a group or class of the Employees because of the existence of similar facts and issues, the Association may submit, with the approval of the superintendent and the Association, such grievance in writing to the superintendent or his designee directly and the processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all steps of the grievance procedure.

ARTICLE III SICK LEAVE

3/05

A. ACCUMULATIVE BENEFIT

1. Each employee shall be granted a leave of absence with full pay for the Employee's personal illness in the following amounts:
 - a. 10 days - first year of Employment
 - b. 11 days - second year of Employment
 - c. 12 days - third year of Employment
 - d. 13 days - fourth year of Employment
 - e. 14 days - fifth year of Employment
 - f. 15 days - sixth and subsequent years of Employment
2. Part-time Employees shall be entitled to benefits on a pro rata basis in accordance with their employment.
3. Unused sick leave may be accumulated from year to year with a maximum accumulation of one hundred fifteen (115) days, including those days added for the current year.
4. Accumulated sick days amounts shall apply to consecutive years of employment in both the Hubbard and/or Radcliffe districts.

B. USE OF SICK LEAVE DAYS

1. Sick leave days may be used either in full or one-half (1/2) day units or one hour units* [60 minutes] for physical or mental personal illness, bodily injury, or other medically related disability:
 - a. which requires the employee's confinement
 - b. which renders the employee unable to perform assigned duties
 - c. when performance of assigned duties would jeopardize the employee's health recovery.

*A teacher desiring one hour units [60 minutes] must make arrangements to cover their teaching responsibilities. [ie. Teaching coverage must be done by certified staff. Non-teaching responsibilities may be done by noncertified staff.] *Coverage must have administrative approval.

superintendent in his/her sole discretion. No more than two (2) Certified Teachers per building shall be on personal leave on the same day. Additional leave may be allowed if suitable substitute coverage can be found.

Employees planning to use a personal day or days shall apply to their principal at least two (2) days in advance, except in cases of emergency. All personal days must be used before an employee will be allowed to take unpaid leave days.

2. JURY DUTY AND COURT SUBPEONAS

- a. An Employee who is called for jury service shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. Amount paid to the Employee for jury duty (not for mileage or meals) would be assigned to the school. The Jury duty earnings check could be endorsed and presented to the school if it did not include reimbursements for other expenses such as mileage and meals. A personal check could also be used to repay the school if pay for jury duty was awarded.
- b. The Employee must give the principal or the principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. Any Employee not required to perform jury duty all day shall return to work.
- c. An employee who is subpoenaed to appear in court for reasons that are job related shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. An employee who is subpoenaed to appear in court for nonjob related reasons shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave as long as the legal matter was not one initiated by the employee or employee's family. The employee must give the principal or principal's designated representative five (5) days' prior written notice of the summons to appear and must furnish satisfactory evidence they did appear to testify in court on the day(s) for which payment is claimed.

3. PROFESSIONAL LEAVE - Shall be allowed for attendance at educational meetings with full pay if such absence is approved by the Employee's principal. If any Employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence on a form as provided by the Employer should be filed by the Employee at least ten (10) days prior to the first day of anticipated absence. Professional days shall be used for the purpose of:

- a. Visitation to view other instructional techniques of programs.
- b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

4. BEREAVEMENT LEAVE - Each Employee shall be entitled to five (5) days of bereavement leave per occurrence with full pay in the event of a death in the Employee's immediate family. The immediate family is defined as the husband, wife, child/step-child or children/step-children, mother, father, brother, sister or

approved, the compensation will be limited to the Employee's per diem rate for one hour [1] per school calendar week. The certified staff member will meet with the Administration and a representative from The Association to determine an appropriate time frame for this assistance.

B. EDUCATIONAL TRAINING

Leave of up to one year may be granted, upon application, for the purpose of engaging in study at an accredited college or university, such study to relate to the Employee's professional responsibilities at the Hubbard-Radcliffe School District. Upon return from such leave, the Employee shall be placed at the step where they were last employed. However, educational lane changes would be granted.

C. OTHER LEAVES

The Board may grant extended leaves upon the filing of a written request for such leave by an Employee. A denial by the administrator would allow the Employee to request a board review within a timely manner.

ARTICLE VI. HEALTH AND SAFETY

A. SAFETY PROCEDURES

The Employer shall provide and maintain a safe place of employment. All Employees shall endeavor, in the course of performing the professional duties associated with their employment, to be alert to unsafe practices, conditions or equipment and to report same to their immediate supervisor.

B. USE OF FORCE

An Employee may, while acting within the scope of the Employee's employment when acting pursuant to existing Board policy, use and apply such amount of force as is lawful and necessary to quell any disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

ARTICLE VII. PROFESSIONAL DEVELOPMENT 04/07

- A. STAFF DEVELOPMENT COMMITTEE**—A Staff Development Committee with Employee representation shall be established and maintained for the purpose of making recommendations to the Board on the structure and content of the District's in-service training program. In-service shall include, but not be limited to, professional/staff development, workshops, and training/orientation sessions/programs. The Committee shall consist of the superintendent, other administrators, and an equal number of faculty members appointed by the Association. Appointments shall be on an annual basis and renewable. The membership of the Committee should reflect a

4. The work week shall include the days of Monday through Friday and exclude the days of Saturday and Sunday.
5. Employees may leave the building during their duty-free lunch period upon notifying the school office personnel of their destination. Employees may leave, or not be in the building, during contract hours with the advance permission of their building principal. The granting or denial of permission to leave or not be in the building by the building principal, excluding the duty-free lunch period, shall not be grievable under the grievance Article of this agreement."
6. Each middle school classroom teacher shall have at least one preparation period during the pupil day which shall be one instructional period during the day. Each elementary classroom and special needs teacher shall have as much preparation time as scheduling will allow.
7. Teachers will be given a half day for doing grades or preparation for the upcoming semester on the day following the end of the semester.

B. HOLIDAYS

1. No Employee shall be required to perform duties on any of the following six (6) unpaid holidays.
 - a. Labor Day
 - b. Thanksgiving Day
 - c. Christmas Day
 - d. New Year's Day
 - e. Good Friday
 - f. Memorial Day
2. Any Employee that requests the privilege of conducting an activity, practice, or the right to supervise students on any of the above holidays may do so without this Article being grievable.

C. EARLY DEPARTURE

1. Employees may leave the building following student departure on those days when they will be returning for extra duty events.
2. School shall be dismissed after a minimum of five and one-half (5 1/2) hours of instructional time, exclusive of the lunch period, on the school day preceding the following:
 - a. Thanksgiving
 - b. Christmas
 - c. Good Friday

Employees may leave after the departure of the route/shuttle buses.

3. School shall be dismissed early in compliance with state guidelines on the following days:
 - a. Last day of school

advancement, the additional hours will not count toward the next lane advancement.

3. In order for course work to count toward advancement on the salary schedule, the course must be approved by the administration. Conflicts that might arise from this would be subject to review committee as listed below.
4. An Educational Advancement Review Committee consisting of (2) administrators, (3) educators, and (2) board members will review written requests for hours that Employees want to take toward advancement on the salary schedule. Requests must be approved before beginning the course of study in question.
5. Movement to a higher educational lane will be made once annually at the September payroll. In order to advance to a higher educational lane, an official transcript of the college semester hours and/or degree completed showing acceptable hours earned must be submitted to the Board secretary in the School District's business office no later than September 10. If an official transcript for a teacher is unavailable by September 10, the teacher's copies of the grade reports and/or a letter from his or her college's or university's registrar stating that credit has been awarded will be accepted as temporary proof. However, an official transcript must be received by October 10 or the movement to a higher educational lane will be terminated.

D. METHOD OF PAYMENT

1. Each Employee shall be paid in twelve (12) equal installments on the 20th of each month.
2. In anticipation of starting IPERS retirement, a certified staff member may request his/her salary to be paid in ten monthly installments on the 20th of each (September through June) month. A letter of resignation must accompany the request to be effective June 30th of the current school year. The resignation letter must be submitted to the board secretary by September 1st.
2. A beginning teacher may request up to 5 days of his/her teacher salary to be paid by September 1st. (For the first year of employment only).
3. When the 20th of the month falls on a weekend, employees' direct deposits will be made to financial institutions on the nearest weekday prior to the 20th.
4. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee on the End-of-year reporting forms.
5. Employee compensation payments based upon designated money received and to be received from the state of Iowa will be paid in twelve equal installments.
6. Mentoring payments, from funds received and to be received from the state of Iowa will be paid in two equal installments in December and May of the current year as long as the program continues to be funded by the state of Iowa.
7. Employees attending training sessions required by the district beyond the contract day will be compensated for the training time according to Schedule B.
8. Employees traveling to attend training sessions required by the district beyond the contract day will be compensated for the travel time according to Schedule B.

E. CONTRACT YEAR

1. The Board and the Association agree that the extra-curricular activities listed in Schedule B are official school-sponsored activities. Such extracurricular activities shall be compensated according to a unit structure for positions.
2. Seven (7) units for Athletic coaches, band, vocal, FFA Advisor, play director, and musical director.
3. Four (4) units for Cheerleading.
4. \$320 per base unit for the 2024-25 school year and \$330 per base unit for the 2025-26 school year. In future years, we would increase the base unit by a negotiated percentage. Right now, the settlement amount would be 3% with PERB which is ten dollars between 2024-25 and 2025-26.
5. For an Experience Bonus would give \$100/verified year of paid coaching/sponsorship experience up to 12 years and give \$25/per year of paid coaching experience in the district with no cap on years. These experience bonuses do not change every year, just the base unit for negotiation purposes.

B. EXPENSES OF TRAVELING EMPLOYEES

1. When Employees receive administration approval to attend school related activities and/or workshops, the Employee shall first make request to the administration for transportation to be provided at the District's expense. If such transportation is unavailable, the Employee shall be reimbursed for mileage at the rate of thirty-five [\$0.35] cents per mile
2. Employees traveling between the sites of Hubbard and Radcliffe for the purpose of teaching classes within the contract day shall be reimbursed for mileage at the rate of thirty-five cents [\$0.35] per mile. Employees will turn in a monthly accounting of mileage by a date to be determined by the Board Secretary.
3. Meals and lodging will be paid on an actual cost basis where approved by the superintendent. Receipts for all expenses should be attached to the vouchers which shall be filed with the Board secretary on or before the first day of each month.

C. ADMISSION TO SCHOOL EVENTS

All Bargaining Unit Employees will receive one (1) Non-transferable pass to all school sponsored activities. Employees may earn a second (2nd) pass by working one program or activity not included in the contract or held outside of the contract day. Each additional program or activity worked (2 or more) will be compensated as stated on schedule B.

D. SUPERVISION OF STUDENT TEACHERS

Any Employee that shall supervise the activities of a college or university placed student shall receive any funds received by the district for the placement of such student teacher.

Years 1-11: \$750/ year of paid verifiable teaching experience.

Years 12+: # of years of Experience - (minus) 12 X 750

Years In District Bonus (Accumulated experience in the Eldora-New Providence and Hubbard-Radcliffe Community School District):

Years 1-11: \$250/ year of experience in the district.

Years 12+: # of years of Experience - (minus) 12 X 250

Educational Attainment Bonus:

BA +12 = \$1,000

BA +24= \$2,000

MA= \$3,000

MA+12 = \$4,000

MA+24 = \$5,000

Dr./ Specialist= \$6,000

Schedule B: Supplemental Pay Schedule

Supplemental Pay Schedule Proposal

- Keep Existing Unit Structure for Positions
- \$320 per base unit for the 2024-25 School Year and \$330 per base unit for 2025-26 In future years would increase the base unit by a negotiated percentage. Right now, the settlement amount would be 3% with PERB which is ten dollars between 2024-25 and 2025-26.
- For an Experience Bonus would give \$100/ verified year of paid coaching/ sponsorship experience up to 12 years, and also give \$25/ year of paid coaching experience in the district with no cap on years. These experience Bonuses do not change every year, just the base unit for negotiation purposes.

<u>ACTIVITY</u>	<u>UNITS</u>	<u>ACTIVITY</u>
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<u>UNITS</u>		
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SCHEDULE A

Assistant	5.5	Head	5.5
Wrestling		Assistant	4.0
Head	6.0	Softball/Baseball	5.5

ACTIVITY	UNITS	ACTIVITY	UNITS
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SCHEDULE C

Debs	3.0	Speech	10.0
Vocal Music	10.0	Drama	3.5
Ass't. Vocal Music	2.5	Concessions	3.0
Inst. Music	14.0	Newspaper	2.5
Mid. Sch. Inst.	1.3	Cheerleading	2.5
Mid. Sch. Vocal	1.0	Performance Team	3.0
Ass't. Act Dir.	9.0	Student Council	3.0
Elem. Inst. Music	0.5	MS Newspaper	0.5
Annual	7.5	Mid Sch Cheerleading	1.6
Elem. Vocal Music	0.5	Weight Rm. Supv.	3.0
Musical	3.5	MS Annual	1.0
Auditorium Supervisor	0.5	Technology Assistant	10.0
Academic Decathlon	3.0		

Steps for Schedules A and B are determined by the number of years experience for that activity.

ACTIVITY	UNITS	ACTIVITY	UNITS
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SCHEDULE D

Timer and			
Scorekeeper	0.1	Ticket Seller	0.1

SCHEDULE C

Date Filed

Hubbard-Radcliffe Community School District

Building

LEVEL II

A. Date Violation Occurred _____

B. Date of Level I Conference _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date _____

DURATION

THIS AGREEMENT SHALL BECOME EFFECTIVE on August 1, 2024 and shall continue in full force and effect without change until midnight, August 1, 2026.

SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by the respective chief negotiators, and their signatures placed thereon, all on the 10th day of April, 2024.

**HUBBARD-RADCLIFFE
EDUCATION ASSOCIATION**



President

Chief Negotiator



Member

**HUBBARD-RADCLIFFE
SCHOOL DISTRICT**



President



Chief Negotiator

Member