

MASTER CONTRACT AGREEMENT

between

**HAMPTON-DUMONT
EDUCATION ASSOCIATION**

and the

**HAMPTON-DUMONT
COMMUNITY SCHOOL DISTRICT**

for the

2026-2027, 2027-2028 & 2028-2029

School Years

Nondiscrimination Policy Statement:

It is the policy of the Hampton-Dumont Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental or marital status (for programs). If you have a question or complaint related to this policy, or for information about the district's grievance procedures, please contact: Civil Rights Coordinator: Jen Koenen, Director of Academic Services, H-D CSD 601 12th Ave NE, Hampton, IA 50441, 641-456-2175, jkoenen@hdcsd.org

TABLE OF CONTENTS

	Preamble
Article I:	Recognition
Article II:	Scope and Time Period of Agreement
Article III:	General Rights of Employees and The Hampton-Dumont Education Association
Article IV:	School Day
Article V:	Wages
Article VI:	Professional Improvement
Article VII:	Leaves of Absence
Article VIII:	Personnel File Review
Article IX:	Grievance Procedure

PREAMBLE

The Board of Directors of the Hampton-Dumont Community School District and the Hampton-Dumont Education Association (HDEA) realize and strongly believe that providing a quality education for the students of the Hampton-Dumont Community School District is their mutual desire and one factor quality education depends upon is the quality and mental well-being of the teaching staff. It shall be the mutual goal of the Board and the HDEA to improve conditions for the benefit of the teachers as required under the express articles of this contract.

The Board and the Hampton-Dumont Education Association (HDEA) agree as follows:

Article I. RECOGNITION

Section I.01 The Board recognizes the Hampton-Dumont Education Association (HDEA), an affiliate of the Iowa State Education Association and the National Education Association, as the certified exclusive and sole representative of all full-time and regular part-time contracted certificated personnel employed or to be employed by the Board, but excluding the Superintendent of School, building Principals, and other employees excluded by Section 4 of the Public Employment Relations Act of 1975 (Senate File 531).

Article II. SCOPE AND TIME PERIOD OF AGREEMENT

Section II.01 The parties mutually agree that the terms and conditions set forth in the Agreement represents the full and complete understanding between the parties.

Section II.02 This contract shall become effective the 1st day of July 2026 and shall continue in force and effect until the 30th day of June 2029. During the term of this agreement wages will be reopened for negotiations, 2027-2028, and 2028-2029, and either party may open any other articles it wished for negotiation in each subsequent year.

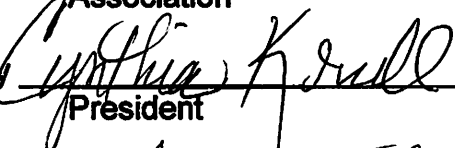
Section II.03 Whenever any notice is required to be given either of the parties to this Agreement, either party shall do so in writing to the following individuals:

If to the HDEA, to Hampton-Dumont Education Association, President, 601 12th Ave. NE, Hampton, Iowa 50441-1169.

If to the Board, Superintendent of Schools, Hampton-Dumont Community Schools, 601 12th Ave. NE, Hampton, Iowa 50441-1169.

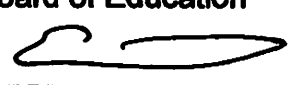
In Witness thereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on this 27th day of April, 2026.

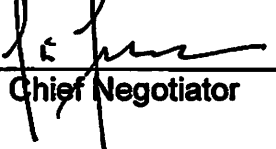
Hampton-Dumont Education Association

By 
President

By 
Chief Negotiator

Hampton-Dumont Community Schools
Board of Education

By 
President

By 
Chief Negotiator

Article III. GENERAL RIGHTS OF EMPLOYEES AND THE HAMPTON-DUMONT EDUCATION ASSOCIATION

Section III.01 All mandatory subjects of bargaining, as defined by Section 20.0 of the Code of Iowa (1981), not covered by the terms of the Agreement shall be maintained at no less than the standards in effect at the time this Agreement is signed unless negotiated with the Hampton-Dumont Education Association.

Article IV. SCHOOL DAY

Section IV.01 Hours of Work

- (a)** Teachers are expected to be available to assist students 30 minutes before and 30 minutes after school. It is also a time for planning and preparation. This time allotted to teachers should reflect quality time devoted to those activities. Meetings may be called before or after school that may be incident to the teaching duties of the employees. Any teacher who needs to leave soon after the students have left or needs to arrive in the morning shortly before the students do, should consult with the building principal.
- (b)** There shall be a duty-free lunch period of 20 minutes during the workday. A temporary adjustment may be necessary in an emergency situation caused by unforeseen circumstances.
- (c)** On Fridays and when school is dismissed early preceding holidays, teachers may leave after the buses have left the grounds.
- (d)** On days of inclement weather resulting in a late start of the school day, teachers need not report until 30 minutes prior to the beginning of the school day.
- (e)** On days when students are dismissed early due to inclement weather, or other emergency situations, teachers shall be allowed to leave 15 minutes after student dismissal.
- (f)** At the beginning of the school year, new staff will be required to report one (1) days earlier than returning staff. The purpose of this will be to become familiar with district practices and direction. This will be part of their contract and will be compensated at employee's per diem rate.

Section IV.02 Days of Work

- (a)** Teachers are contracted to work 190 days and 2 professional development days. These 192 days include five paid holidays.

Article V. WAGES

Section V.01 Schedule

- (a) The district shall combine payments to teachers under sections 257.10 with regular wages to create a combined salary. This combined salary comprises a Base Salary, Teacher Salary Supplement, and Educational Advancement.**
- (b) The teacher contract issued under section 279.13 must include the combined salary.**
- (c) A combined salary shall be used for regular wages and for distribution of payments under sections 257.10.**
- (d) The combined salary cannot differentiate regular salaries and the distribution of payments under sections 257.10.**
- (e) Due to the above language regarding teacher salary supplement allocations the Board agrees to provide a salary with a beginning figure of \$50,000.00 for the 2026-2027 school year.**
- (f) A reduction in the teacher salary supplement per pupil amount shall also be subject to the scope of negotiations specified in section 20.9.**

Section V.02 Placement of Salary

- (a) Adjustment to Salary - Each employee shall be assigned his/her salary as of the effective date of this Agreement.**
- (b) Credit for Experience - Credit may be given for previous outside teaching experience in a duly accredited school upon initial employment. Consideration will be given for additional experience, if warranted.**
- (c) Employees new to the District will receive a salary comparable to employees in the same education pool and similar years of teaching experience unless there is an identified need from the District**
- (d) Anything else notwithstanding, the District shall have the right to deviate from and pay differently as specified in V.02.c as the District may deem necessary to hire or when otherwise deemed to be in the District's best interest.**

Section V.03 Advanced Educational Placement

- (a) Teachers who qualify for advanced educational placement by obtaining additional training must present proof of such qualifications to the Superintendent no later than September 1 of the current school year in order to be paid accordingly. Teachers will complete an intent to advance lanes survey by February 1 prior to the September 1 deadline.**
- (b) In order to qualify for BA+10, BA+20, BA+30 or BA+40, hours must be accumulated after receiving the BA degree.**

- (c) In order to qualify for MA+12 or MA+24 or MA+36, hours must be accumulated after receiving the MA degree.
- (d) In order to qualify for advanced placement, the teacher must take graduate courses in the field he/she is teaching, administration, counseling, effective teaching or other fields deemed beneficial to the district if approved by the superintendent.

Section V.04 Extra-Duty Pay

- (a) The employer will provide various duties for extra-curricular activities. Duties will be compensated according to the Extra Duty Pay Schedule (Schedule E). If only half a game is played, only half of the compensation will be provided to the duty worker.

Certified staff will be required to work two (2) events and be given the opportunity to choose the two (2) events. For working two (2) events, the certified staff member and individual of choice will be provided an activity pass. If the choice is not made on which event to work, the certified staff will be assigned. The opportunity for the two (2) events may include Middle School and High School events. Workers will be compensated after working two (2) events.

- (b) Compensation for High School Weightroom Supervision will only be provided to employees if they are not in the current sport season in which they are coaching.
- (c) Any employee required by administration to cover a class or duty during their normally scheduled preparation/planning time will be compensated accordingly:

1) Regular Teacher: Teacher gives up prep period to cover a class.

- a) Paid for prep period time
 - i) Compensation for this time will be \$30 per day. The stipend will only occur once per day

2) Other Situations:

- a) If a teacher who is not assigned to a specific classroom forgoes their flexible prep time, they will be compensated at a rate of \$30 per day. This stipend will only occur once per day.
- b) If a teacher is requested by the building administrator to develop lesson plans for another teacher on long-term leave, the teacher will be compensated at a rate of \$45 per day. This stipend will occur once per day.

Employees will not be required to cover a class or duty at the same time as their normally scheduled class. However, a temporary adjustment may be necessary in an emergency situation caused by unforeseen circumstances.

Section V.05 Pay Period

- (a) Each teacher shall be paid in twelve (12) equal installments on the 20th day of each month. First year teachers may request 50% of the September salary after the completion of the second week of classes.

- (b) When a pay date falls on a bank holiday or weekend, teachers shall receive their paycheck on the last previous working day.
- (c) New employees will not receive their first paycheck until the central office is in receipt of all official transcripts and the proper teaching certifications. New employees will be required to receive their paycheck by direct deposit.

Section V.06 Extra-Curricular Pay

- (a) **Approved Activities** - The Board and Association agree that the extra-curricular activities listed in Schedule D are official school-sponsored activities covered by school insurance and workman's compensation.
- (b) **Rates of Pay** - Teacher participation in approved activities shall be compensated according to the rate of pay and years of experience in Schedule D, which is in the Appendix and made a part of this Agreement. New Coaches will be given credit for previous coaching experience (at any level) only in the sport they are hired to coach, not other sports.

Article VI. PROFESSIONAL IMPROVEMENT

Section VI.01 In-Service Education

- (a) The Hampton-Dumont Education Association shall have the right to have four (4) members on the Coordination Team. The HDEA Executive Board must approve persons so designated. The Coordination Team shall be responsible for making recommendations to the Superintendent for all in-service programs. The Superintendent shall have the final authority on all in-service programs.

Article VII. LEAVES OF ABSENCE

Section VII.01 Medical Leave

Personnel employed shall be granted leave of absence for medical appointments, personal illness, or injury with full pay. Medical leave shall begin on the first paid school day of the school year. Rate of sick leave and unused portions of sick leave shall be cumulative as follows:

Employment	Allowed Each Year	Maximum Cumulative
192.0-202.0 days	15 days	105 + 15 = 120

(a) Maternity Leave

- (i) The Association and the Board agree that disabilities caused by or contributed to by pregnancy shall be considered the same as personal illness or injury under any temporary disability insurance or medical leave plan available in connection with employment in the School District. Therefore, it is agreed that an employee who is temporarily disabled for pregnancy-related reasons shall be considered to be on medical leave and such leave may be charged to the employee's accumulated earned medical leave. The standard leave will be six weeks from the date of birth of the child. A doctor's excuse will be required for additional days. Additional days without pay may be taken under the Family Medical and Emergency Leave Act.**

(b) Illness of an Immediate Family Member

- (i) An employee may use a maximum of fifteen (15) days each year for the hospitalization of, or for the purpose of caring for a sick or injured member of the employee's immediate family. These days will be deducted from the employee's allotted medical leave days. Immediate family will be defined as spouse, child(ren), step-children, or parent(s) of the employee.**
- (ii) Five days of medical leave may be used for paternity leave starting the date the spouse enters the hospital for delivery. These days shall be consecutive working days during the employee's contract period.**

Section VII.02 Paid Leave

(a) Funeral

- (i) Up to five (5) days of leave with full payment shall be granted at any one time in the event of death of an employee's husband, wife, son, daughter, mother, father, brother, sister, or primary caretaker.**
- (ii) Up to three (3) days of leave with full pay shall be granted in the event of death of an employee's grandchild, grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law and father-in-law.**
- (iii) Up to one (1) day per school year of leave with full pay shall be granted in the event of the death of a relative not covered above or of a friend.**
- (iv) In addition, in the event of death of an employee or student of the Hampton-Dumont Community School District, released time shall be granted by the building principal to an appropriate number of employees to attend the funeral. The administration may grant additional funeral leave with pay to employees who have exhausted their funeral leave under this provision, and denial of additional funeral leave shall not be subject to the grievance procedure.**

(b) Personal Leave

- (i) Commencing with the beginning of the school year, each employee covered by the terms of this Agreement shall be allowed two (2) working days per year to be used as personal leave of absence. The employee may be allowed to accumulate up to no more than five (5) personal leave days. Personal leave may be prorated if an employee is hired during the school year. Unused personal days over one day shall be compensated at the substitute rate of pay.**
- (ii) The employee shall notify the principal at least five (5) days in advance unless in the case of an emergency. No more than five (5) employees may use personal leave on any given day unless sufficient substitutes are available or at the discretion of the building principal. Personal leave may not be used during the first five (5) days of school or the last five (5) days of the school year unless in the case of extenuating circumstances. The right of privacy of each request shall be upheld and maintained.**
- (iii) An employee may donate one (1) personal day to a staff member in an emergency situation at the discretion of the Superintendent.**

(c) Professional Leave

- (i) All employees covered under this contract shall have the opportunity to apply for professional leave of absence. Attendance at educational and professional meetings will be permitted with full pay if recommended by the principal and approved by the Superintendent. A written request for said leave must be submitted at least five (5) days prior to the anticipated absence.**

(d) Good Cause

- (i) The superintendent may grant other temporary leaves of absence with pay for extenuating circumstances only if all other pertinent leaves, including personal leave has been used. There will be a one (1) day dock period before any good cause leave would take effect. Good Cause is defined as a life threatening situation involving the employees spouse or children. The decision shall be solely and exclusively the superintendent's.**

Section VII.03 Leaves Without Pay

- (a) Without pay leaves relating to Medical Leave and Illness of an Immediate Family Member will be granted and Personal Leave does not have to be used prior.**
- (b) Leaves of absence without pay may be granted by the superintendent for good reason. The superintendent will solely make this decision. Requests for unpaid leave will be considered by the superintendent for any absence beyond contractually provided personal leave amounts or other leave which can be planned. Requests for absences without pay should be in writing with at least two (2) day notice to the superintendent. Grievance Procedures outlined in Article IX will be followed.**

Article VIII. PERSONNEL FILE REVIEW

- (a) Each employee shall have the right at any time to review the contents of his or her personnel file except for any closed letters or recommendations received from the employee's accrediting institutions. The representative of the Association, at the employee's request, may accompany the employee in such review.
- (b) The Board or its administrative representative, including building principals, shall not establish any separate personnel files, which is not available for the employee's inspection.
- (c) Any complaints directed toward an employee which are placed in his/her personnel file are to be promptly called to the teacher's attention in writing within fifteen (15) working days.
- (d) The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become a part of said file.
- (e) The employee shall have the right to reproduce any of the contents of his/her file.

Article IX. GRIEVANCE PROCEDURE

Section IX.01 A grievance shall be a claim by an employee of the Association that there has been an alleged violation, misinterpretation, or misapplication of any provisions of this Agreement or established practices concerning mandatory subjects of bargaining under Section 9, Iowa Public Employment Relations Act.

- (a) All grievances must be presented within twenty (20) working days of the date of occurrence of the event, which caused the grievance. The failure of an employee or the HDEA to act on any grievance within the prescribed time limits will act as a bar to any further appeal. Time limits may be extended by mutual agreement.
- (b) An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. 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.
- (c) If a grievance is filed so late in the school year that there is not time for it to be processed by the end of that school year, and if irreparable harm to one of the parties should result if the grievance should be left unresolved until the beginning of the following school year, the time limits set forth in this Agreement shall be reduced so that the grievance procedure may be completed prior to the end of the school year or within a maximum of thirty (30) days thereafter.
- (d) HDEA grievances shall commence at the Third Step of these procedures.

Section IX.02 First Step:

- (a) An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal. By request of the grievant an HDEA representative may participate in this discussion. Any formal adjustment of a complaint between an employee and his/her principal shall not be inconsistent with any provisions of this Agreement.**

Section IX.03 Second Step:

- (a) If a grievance is not resolved informally, the aggrieved employee shall file the grievance in writing with the building principal within twenty (20) working days after the informal conference with the building principal. The written grievance shall state the nature of the grievance, shall specify the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied; and shall state the remedy requested and failure to comply with this section shall result in dismissal of the grievance.**
- (b) Within ten (10) working days after the grievance has been filed with the principal, the aggrieved employee, the representative of the aggrieved, if desired, and the principal shall meet to discuss and attempt to resolve the alleged grievance. The principal shall communicate in writing his decision to the aggrieved employee, the representative of the aggrieved, and the Superintendent within ten (10) working days following the meeting.**

Section IX.04 Third Step:

- (a) If the grievance has not been satisfactorily resolved at the second step, the aggrieved may file an appeal to the principal's answer to the Superintendent within ten (10) days of the same written decision. Within ten (10) working days after the written grievance is filed the aggrieved, the representative of the aggrieved, if desired, and the Superintendent shall meet in an attempt to resolve the grievance. The Superintendent shall file an answer within ten (10) working days of the second step grievance meeting and communicate it in writing to the employee, the principal and the representative of the employee. HDEA grievances shall be initially filed by the HDEA in this step. Any disciplinary action grievance shall be filed in writing at the third step within ten (10) working days from the date that formal disciplinary action was taken.**

Section IX.05 Fourth Step:

- (a) If the grievance is not resolved satisfactorily at the third step, the aggrieved may file an appeal to the Board. HDEA may submit, in writing, a request on behalf of the HDEA and the grieving teacher to the Board Secretary within thirty (30) days from receipt of the third step answer. A hearing will be scheduled with the Board at the next or subsequent regular board meeting. During this hearing, the Superintendent and the teacher/HDEA will have an opportunity to present responses and answer questions. The final decision of the Board will be binding on the parties.**

Section IX.06 All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.

Section IX.07 The number of days indicated at each level for processing the grievance shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may be extended by mutual agreement.

Section IX.08 A formal grievance form as set forth in Schedule A shall be available from each Association building representative. This form shall be signed by the grievant and the Association representative.

Section IX.09 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.