

Muscatine Community School District

&

Muscatine Education Association



Comprehensive Agreement

for

2023-2027

TABLE OF CONTENTS

Article I: Recognition	1
A. Definitions	
Article II: Grievance Procedure	2
A. Definitions	
B. Purpose	
C. Procedure	
D. Right of Employees to Representation	
E. Miscellaneous	
Article III: Employee Rights	6
A. Rights and Protection in Representation	
B. Statutory Savings Clause	
C. Association Identification	
D. Intellectual Property Rights	
Article IV: Job Classification	7
A. Classroom Teacher	
B. School Nurses	
C. Counselors	
D. Teacher Librarians	
Article V: Supplemental Pay	8
A. Extracurricular Activities	
B. Expenses of Traveling Employees	
Article VI: Employee Hours	9
A. Workday	
B. Meetings	
Article VII: Employee Work Year	10
A. In-School Work Year	
B. Holidays	
Article VIII: Sick Leave	11
A. Definition of Sick Leave	

B.	Accumulative Benefits	
C.	Notification by Employee	
D.	Notification of Accumulation	
E.	Extended Leave	
F.	Fringe Benefits	
Article IX:	Temporary Leaves of Absence	13
A.	Paid Leave	
B.	Unpaid Leave	
C.	In Addition to Sick Leave	
D.	Family Medical Leave	
E.	Catastrophic Leave Donation	
Article X:	Extended Leaves of Absence	16
A.	Parental	
B.	Military	
C.	Family Illness	
D.	Educational Improvement	
E.	Outside Teaching	
F.	Association	
G.	Return	
Article XI:	Health and Safety	18
A.	Protection of Employees	
B.	Bomb Threats	
C.	Safety Glasses	
Article XII:	Seniority	19
A.	Definition	
B.	Loss of Seniority	
Article XIII:	Professional Development and Educational Improvement	20
A.	Continuing College/University Education	
B.	Teacher Graduate Course Pre-Approval & Application to Advance on the Salary Schedule	
Article XIV:	Wages and Salaries	22
A.	Schedule	
B.	Placement on Salary Schedule	
C.	Advancement on Salary Schedule	

- D. Method of Payment
- E. Extended Contract Rate
- F. Other Rates
- G. Extra Duty Assignments

Article XV: Compliance Clauses and Duration 25

- A. Compliance Between Individual Contracts and Comprehensive Agreement
- B. Separability
- C. Distribution to Employees
- D. Notices
- E. Duration
- F. Complete Agreement
- G. Signature Clause
- H. Allocation Procedures

Schedules 27

- Schedule A: Grievance Report
- Schedule B: Physical Examination Form
- Schedule C: Supplemental Pay
- Schedule D: Salary Schedule
- Schedule E: Nurse's Salary Schedule

Memorandums of Understanding 35

- Teacher Salary Supplemental Agreement
- Memorandum of Understanding – Association Assignment

ARTICLE I: RECOGNITION

A. Definitions

1. The term "Board," as used in this agreement, shall mean the Board of Directors of the Muscatine Community School District in the County of Muscatine, State of Iowa, or its duly authorized representatives.
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 Muscatine Education Association or its duly authorized representatives or agents.

ARTICLE II: GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance:** A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of this Agreement.
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, including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the complaint.
4. **Joint Grievance:** A joint grievance is a grievance in which the Association joins with an employee or group of employees in making a grievance.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable, expeditious, and informal resolution of the grievance if at all possible. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure, consistent with the provisions of Chapter 21 of the Code of Iowa (1985).

Terminations of teachers due to personal fault pursuant to section 279.27 of the Code of Iowa are not subject to the grievance-arbitration procedure. Terminations of teachers pursuant to section 279.13 of the Code of Iowa are subject to one review mechanism, either grievance-arbitration procedure or statutory review, at the employee's option.

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.

Level one shall take place within twenty (20) school days from the date of occurrence of the event giving rise to the grievance or from the time when such event might reasonably have been ascertained to have occurred or from the time when such event becomes known to the aggrieved person. These time limits shall not start until September first for any summer occurrences that give rise to a grievance.

2. **Year-End Grievance:** 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, 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 30 days thereafter.

3. Joint Grievance: The Association may declare the grievance to be a joint grievance at either level one or level two, but not after level two has been completed. The Association is not required to hold separate informal and/or formal hearings under joint grievance at any level.
4. Level One - Principal or Immediate Supervisor (Informal): An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, either by himself/herself or in the company of the teacher selected by him/her or with the Association's designated representative.
5. Level Two - Principal (Formal):
 - a. 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 procedure through the Association on the form set forth in Schedule A, within ten (10) school days from the informal discussion held at level one. The grievance form shall be available from the Association representative in each building and said form shall be signed by the grievant and a representative of the Association. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or his/her designee.
 - b. The appropriate principal or immediate supervisor shall indicate his/her 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 Association.
 - c. If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school days period, the grievance shall be transmitted to level three.
6. Level Three - Superintendent: The Superintendent or his/her designee shall meet with the aggrieved person within ten (10) school days of receipt of the grievance. Within ten (10) school days of this meeting, the Superintendent or his/her designee shall indicate disposition of the grievance in writing and shall furnish a copy thereof to the Association.

If the aggrieved person is not satisfied with the disposition of the grievance by the Superintendent or designee, or if no disposition is made within ten (10) school days of the meeting between the aggrieved person and the Superintendent or designee, the aggrieved person may transmit the grievance to the Board by filing a written copy thereof with the secretary or other designee of the Board. The aggrieved person may bypass the Board and proceed directly to level five -- arbitration.
7. Level Four - Board: The Board, no later than its next regular meeting, shall review the grievance and shall have the option to hear the grievance or transmit the grievance directly to level five -- arbitration. If the Board determines that it shall hear the grievance then the Board shall, no later than its next regular meeting or ten (10) school days thereafter, meet with the aggrieved person to hear the grievance. Disposition of the grievance shall be made in writing by the Board no later than seven (7) school days after said meeting and a copy of such disposition shall be furnished to the Association.

8. Level Five - Arbitration:

- a. If the aggrieved person is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within five (5) school days of disposition of the grievance to discuss the merits of submitting the grievance to arbitration.
- b. If the aggrieved person or Association determines that the grievance is meritorious it may submit the grievance to arbitration within five (5) school days.
- c. Within ten (10) school days after written notice to the Board of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said 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 Federal Mediation and Conciliation Service by either party. The list shall consist of three 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 one of the two remaining names. The person whose name remains shall be the arbitrator.
- d. The arbitrator so selected shall confer with representatives of the Board and the Association and 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 proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- e. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the aggrieved person. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Employees to Representation

1. Employee and Association: Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option, by a representative 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 in interest and to state its views.
2. Reprisals: No reprisals of any kind shall be taken by the Board or by any member of the

administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason for such participation.

3. Released Time: When it is necessary for an aggrieved person or an Association representative to attend a formal or informal grievance hearing during the work day, said aggrieved person and representative shall be released without loss of compensation.
4. Individual Grievance: If the Association is satisfied with the disposition of a grievance at any level below level five, it may decline to continue as a party to the grievance and if the employee or group of employees continues the grievance they shall assume all financial obligations in place of the Association as heretofore indicated.

E. Miscellaneous

1. Group Grievance: If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at level three. The Association may process such a grievance through all levels of the grievance procedure.
2. Written Decisions: Decisions rendered at level one which are unsatisfactory to the aggrieved person and all decisions rendered levels two through five of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at level five shall be in accordance with the procedures set forth in the section on arbitration.
3. 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.
4. Meetings and Hearings: All meetings and hearings under this procedure shall be conducted in private to the extent permitted by Chapter 21 of the Code of Iowa (1985) and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this article.
5. Precedents: Any decision at levels one or two shall not be precedent setting pertaining to any future grievances.
6. Multiple Building Grievances: Any grievance which involves more than one building may be commenced in writing at level three.

ARTICLE III: EMPLOYEE RIGHTS

A. Rights and Protection in Representation

The Board, pursuant to Chapter 731 of the Code of Iowa and the Public Employment Relations Act of 1974, hereby agrees that every employee of the Board shall have the right to freely choose to organize, join, and support the Association for the purpose of engaging in the negotiations and other concerted activities for mutual aid and protection. The Board further agrees that it shall not directly or indirectly discourage, encourage, deprive, or coerce any employee in the enjoyment of any right conferred by this Agreement, that it shall not discriminate against any employee with respect to hours, wages, or terms and conditions of employment with respect to hours, wages, or terms and conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint, or proceedings under this Agreement or law or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as (s)he may have under Iowa School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere, except as modified in Article III (B).

C. Association Identification

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

D. Intellectual Property Rights

An employee who develops or produces a marketable concept, process and/or document shall have intellectual property rights to said product. Incidental use of district electricity, photo-copiers, computers or office furniture in the creation of said product shall not detract from the creator's rights or ownership.

ARTICLE IV: JOB CLASSIFICATION

A. Classroom Teacher

A classroom teacher in the Muscatine Community School District is an individual holding a professional certificate issued by the Iowa State Department of Education for the grade level or subject matter area that the employee is teaching.

B. School Nurses

School nurses are individuals employed by the Muscatine Community School District currently licensed by the State of Iowa pursuant to the provisions of House File 1503 as adopted by the 66th General Assembly of the State of Iowa, 1976 Regular Session.

C. Counselors

A counselor is an individual employed by the Muscatine Community School District holding a professional certificate issued by the Iowa State Department of Education for the appropriate grade level.

D. Teacher Librarians

Teacher Librarians are individuals employed by the Muscatine Community School District who are certified teacher librarians by the Iowa State Department of Education.

ARTICLE V: SUPPLEMENTAL PAY

A. Extra-Curricular Activities

1. Approved Activities: The Board and the Association agree that the extra-curricular activities listed in Schedule C are official school sponsored activities covered by liability and workers' compensation insurance.
2. Rates of Pay: Employee participation in extracurricular activities shall be mutually agreed upon and shall be compensated according to the rate of pay or other stipulations in Schedule C.
3. Employment Agreements: Employment participation in Schedule C activities shall be mutually agreeable, and may be mutually severed at any time. Unilateral severance, for any or no reason, by either the employee or the Board, must be filed no later than April 30.
4. Persons employed under Schedule C contracts are subject to all school Board policies, procedures and regulations. Persons who do not hold teaching contracts but do hold Schedule C contracts are subject to disciplinary actions up to and including suspension or discharge for violation of school district policies and procedures.

B. Expenses of Traveling Employees

1. No employee shall be assigned a traveling position as a means of reprimand.

ARTICLE VI: EMPLOYEE HOURS

A. Workday

1. Length of the Day: The total in-school workday for covered employees shall consist of not more than eight (8) hours, which shall include a duty free lunch period of at least thirty (30) consecutive minutes.
2. Arrival and Dismissal Times: All employees covered by the agreement will have core hours of 7:45 a.m. until 3:45 p.m. Monday through Friday including elementary staff. Full time employees shall not be required to report for duty prior to 7:45 a.m. with the exception of those assigned early bird classes and those with supplemental assignments. On days preceding holidays, the employee's day regardless of level shall end fifteen (15) minutes after the end of the student day.

If necessary for staff to stay beyond 3:45 p.m. Monday through Thursday for staff meetings or District professional development, Principals will work with staff to flex their time on Friday and/or pay employees for the additional time at the curriculum rate of pay in Article XIV (E)(6). beyond 3:45 p.m. if unable to flex time.

Some exceptions may be made by mutual agreement of the employee and the Principal depending on building needs.

Inservice Fridays will be from 7:45 a.m. to 3:45 p.m.

3. Part- or Half-Time Employees: The hours of half time employees are to be in proper proportion compared to the full time employees.
4. All teachers shall receive a daily preparation period that will be the equivalent of a student class period. In cases where substitutes are not available, employees may be used as substitutes during their preparation time. In the absence of any volunteers, an employee may be assigned to serve as a substitute. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among the employees in said school. Volunteers and assigned employees who substitute for persons involved in pre-scheduled school events shall be paid on a district per diem basis per class covered.

ARTICLE VII: EMPLOYEE WORK YEAR

A. In-School Work Year

1. Regular Contract: The in-school work year for employees, other than new personnel who may be required to attend an additional three (3) days of orientation, shall not exceed one hundred ninety (190) days and a maximum of one evening orientation session not to exceed two (2) hours for parents or students as determined by the Superintendent.
2. Extended Contract: The in-school work year of employees contracted on a twelve month basis shall not exceed two hundred thirty-four (234) days.
3. Definition of In-School Work Year: The in-school work year shall include at least 1,080 hours when pupils are in attendance, days designated as in-service, conference, record, orientation, or any other days on which employee attendance is required and the six paid holidays, for a total of 190 days.
4. Nonattendance: Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.
5. Resignations: Employees' written resignations, shall be accepted by the Board if compelling reasons are shown therefore and if a suitable replacement is found, both in the exclusive and final judgment of the Board, and in accordance with Board Policy and Iowa Code.

B. Holidays

The regular and extended contract of employees shall include six (6) paid holidays. Such holidays shall include Labor Day, Thanksgiving, Christmas, New Year's Day, President's Day, and Memorial Day. July Fourth shall be a holiday for employees under an extended contract who work the day before and after July Fourth. No employee shall be required to perform duties on any of the above holidays.

ARTICLE VIII: SICK LEAVE

Article VIII - Sick Leave

- A. Sick leave shall be defined as the absence of an employee from their regularly assigned duties as a result of the employee's and/or the employee's immediate household members' illness, injury, or disability, and/or the serious illness, injury, or disability of the employee's mother, father, mother-in-law, or father-in law. District reserves the right to request a doctor's note for sick leave use three (3) days in duration or longer and/or if misuse is suspected.

The term household, as used in this Article, shall mean all persons of whatever ages, whether or not related, who habitually reside together in the same household as a group.

B. Accumulative Benefits

All employees shall be entitled to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day, with the following exception. Employees hired into the district after July 1, 1981, will accumulate sick leave on the following schedule:

10 days the first year
11 days the second year
12 days the third year
13 days the fourth year
14 days the fifth year
15 days the sixth and subsequent years

In addition, new hires to MCSD who leave an Iowa District in good-standing with at least 90 sick days on the books will be credited with 20 days of sick leave upon hire as a one-time only allotment in lieu of the 10 days allowed of all other new hires. All subsequent years would be in accordance with the schedule outlined above and Iowa Code.

Example: Experience Iowa teacher hired at MCSD leaving his/her former Iowa district in good standing with 100 sick days on the books would receive 20 sick leave days his/her first year. Year two he/she will receive 11 sick days, up to a maximum of 15 days in year six.

Unused sick leave days shall be accumulated from year to year with a 135 day limit. While no more than 135 days can be accumulated, an employee using the entire allotment because of an extended illness during any one year shall be credited with the sick leave days remaining in the current year to which (s) he would otherwise be entitled. It is understood that an employee that has accumulated 135 days and has reported for work for the new school year, is entitled to use 150 total days that school year if there is an extended illness. An employee whose contract extends beyond the work year as provided in this agreement shall be entitled to one-half (1/2) day additional sick leave for each additional seven (7) days beyond the work year, provided that this shall not apply to extracurricular activities covered by supplemental pay.

C. Notification by Employee

An employee shall report the intention to be absent from duty to the Superintendent or designee by 7:00 A.M. on the day of the absence, provided that if possible, notification should be given on the previous day or earlier. If an employee expects to return to an assignment, the employee should notify the Superintendent or designee of such intention by 3:00 P.M. on the previous day in order to release the substitute.

D. Notification of Accumulation

Information of accumulated sick leave days will be available to employees via the Employee Portal.

E. Extended Leave

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of the illness or disability, until the end of the school year.

F. Fringe Benefits

The Board agrees to continue all fringe benefits provided by this agreement for the duration of any paid leave.

G. Employee Sick Leave Exchange

Any employee under this contract who uses a total of two days or fewer sick leave for any approved purpose (personal sick leave, dependent ill, etc...) during an entire school year, shall have the option to trade in seven of their accumulated sick days for one personal day the following school year.

Qualifying employees who wish to make this exchange must fill out the appropriate district form and turn it into the Human Resources Department for approval no later than September 30th of the school year that they wish to use the day. An employee currently carrying three personal days for the school year may utilize this process to carry a fourth personal day, however no more than one personal day may be carried over into the following school year for a total of three days, per Article X (A)(1).

H. Usage Increments

Sick leave may be used in ¼ day increments.

ARTICLE IX: TEMPORARY LEAVES OF ABSENCE

A. Paid Leave

1. PTO

- Three (3) PTO days, can accumulate up to 6 days
 - Two (2)-day minimum notice required for requests for PTO usage
 - A maximum of 5% usage per building on any given day; approval/denial at Principal's discretion based on building/student needs
 - Only black-out dates would be the first and last week of school for students, and day immediately before/after winter and/or spring break
- If maxed out on sick leave under Article VIII (B), the new accrual of sick leave each year can be exchanged for two (2) additional PTO days to be used in that FY only; these two days would not carry over if unused. For purposes of this section, "maxed out" means ending the contract year with at minimum 132 sick leave days on the books.
- PTO leave may be taken in ¼ day increments

2. Jury and Legal: Any employee called for jury duty during school hours or who is subpoenaed to appear before any district court shall be provided such time. For legal leave not arising out of the course of employment or work-related duties (i.e. leave needed due to a personal matter or unrelated to district business) the employee will need to use his/her own appropriate paid leave time off or request such time as unpaid.

Any fees or remuneration the employee receives during such leave shall be turned over to the Board.

3. Bereavement: Up to ten (10) paid days leave at any one time for the death of the employee's legal spouse, or child/step-child; five (5) paid days leave at any one time for the death of the employee's parent/step-parent, brother/step-brother, sister/step-sister, mother-in-law, father-in-law, grandchild, grandparent, son-in-law, or daughter-in-law; or any other member of the employee's immediate household; and up to three (3) days brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and/or grandparent-in-law provided the employee attends and/or makes arrangements for such funerals. This leave does not need to be taken consecutively.

Bereavement leave for the death of a friend(s) is not to exceed more than one full day or two (2) half days per year. In the event of the death of an employee or student in the Muscatine School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employees sufficient time to attend the funeral.

The term household, as used in this Article, shall mean all persons of whatever ages, whether or not related, who habitually reside together in the same household as a group.

4. Selective Service Physical: Employees called for selective service physical examinations shall be excused without loss of pay for such purposes.

5. Association Leave: The Association shall have twenty-five (25) days Association leave to conduct Association business by its officers and/or Association-authorized members. Of these twenty-five (25) days, thirteen (13) days shall be at no deduction and the remaining twelve (12) days shall be at substitute pay deduction.
7. Other Temporary Leaves: Other temporary leaves of absence with pay may be granted in writing by the Superintendent or designee for good reason.
8. Paid leave may be used in ¼ day increments.

B. Unpaid Leave

Other temporary leaves of absence without pay may be granted in writing by the Superintendent or his/her designee for good reason.

C. In Addition to Sick Leave

Leaves taken pursuant to Section A above may not be deducted from sick leave to which the employee is entitled.

D. Family Medical Leave

Employees covered under this contract shall be covered under the Family Medical Leave Act (FMLA). This act provides for certain guaranteed leaves and benefits during and after said leaves. Leaves granted for similar purposes under other provisions of the contract shall run concurrently with, but not be in addition to, those provided by FMLA. Employees may inquire about FMLA at the district office of Human Resources.

E. Catastrophic Leave Donation

Catastrophic Leave Donation – Employees personally experiencing a documented catastrophic medical condition who have either exhausted or are forecasted to exhaust all paid leave may ask the District to send out a request for sick leave donation to the teacher bargaining unit group. The employee request should be made to the Director of Human Resource Services. Active employees will be allowed to donate one (1) sick leave day per fiscal year to another District bargaining unit employee(s) who has made such a request. The District will accept donations up to 30 days for each catastrophic occurrence. In the event that the catastrophic illness is not resolved in 30 work days, the employee may submit a request for an additional donation, up to a total of an additional 30 work days. Once made, a sick leave donation is irrevocable.

Catastrophic medical conditions include but are not limited to the following: A morbid condition that may be life-threatening and may leave significant residual disability, e.g. AIDS, major burns, trauma with residual paralysis, coma, terminal cancer, or other similar conditions. In the event that the condition and/or illness of the employee is not clearly identified by the District as catastrophic at the time that the request is submitted by the employee, the District reserves the right to consult with its' medical director regarding the condition and/or illness.

Any employee capped at 135 days who elects to donate one (1) sick leave day to a catastrophic request, will still be eligible to exchange the remaining 14 days of the new accrual for two (2) additional PTO days to be used for that FY only.

ARTICLE X: EXTENDED LEAVES OF ABSENCE

A. Parental

All employees shall be eligible for parental leave, not to exceed the duration of the school year in which it is taken, without pay except where sick leave is applicable subject to the following conditions:

1. Notification: The employee shall notify the Board in writing as soon as the employee foresees any necessity to alter employment commitments as a result of parental leave and indicating the anticipated length of such leave. If differences of opinion exist regarding ability to continue duties, such shall be resolved by a written statement from the employee's attending physician. The Board shall be entitled to extend said leave to the beginning of the following school year.
2. Return Rights: The employee shall return to previously assigned full time duties upon submission of a statement from the attending physician certifying physical and mental fitness to resume such duties. Upon returning to employment, the employee shall assume all previous rights and privileges.
3. Benefits: All benefits, including insurances, shall be paid by the employee beginning with the effective date of leave for so long as the leave is extended.
4. Pay: An employee when on parental leave shall receive credit for improvement on the salary schedule, but not annual increments while on leave unless the employee serves at least one-half (1/2) of the school year, this period need not be continuous.
5. Sick Leave Use: Sick leave may be used by an employee only in the amount of accumulated sick leave and not to extend beyond such time that a physician designated by the Board, if the Board desires a second opinion, certifies the employee to be physically or mentally disabled. The extended leave of absence shall become effective when all sick leave is exhausted or at the option of the employee.
6. Extension Without Pay: Extended leave without pay until the end of the school year may be granted upon the request of the employee.
7. Adoption: In cases of adoption of a child, these policies shall apply where appropriate.

B. Military

Leave of absence and pay for such leave shall be granted for any period of active state or federal military service as provided in the Code of Iowa.

On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make an application for reinstatement to the Superintendent or designated representative and return to employment within 90 days after termination of such military service.

C. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

D. Educational Improvement

A leave of absence without pay of up to one (1) contract year may be granted to any employee, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities.

E. Outside Teaching

A leave of absence without pay may be granted for up to two (2) contract years for an employee who joins VISTA, or the National Teacher Corps, or who serves as a teacher in any domestic or overseas program or institution. Upon return from such leave, the employee shall be placed at the same position on the salary schedule and maintain the same fringe benefits as (s)he would have accrued had (s)he taught in the system during such period.

F. Association

Full time officers of the Association or its affiliate Iowa State Education Association and National Education Association, who are employed by the Board, shall be granted, upon request, an unpaid leave of absence, said leave not to exceed two (2) contract years. The Board shall allow such employees to remain part of the retirement system and to make regular contributions.

G. Return

Unless otherwise provided upon return from an extended leave of absence as provided in this Article, the employee shall receive credit for improvement on salary schedule, but not the annual increment.

ARTICLE XIII: HEALTH AND SAFETY

A. Protection of Employees

1. Use of Reasonable Force

An employee may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to self and 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/or for the protection of persons and/or property.

2. Assault on an Employee

- a. **Reporting Assaults:** Employees shall, within 24 hours, report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such notification shall be forwarded to the Association by the employee's principal/supervisor within 48 hours of the assault.
- b. **Leave:** When absence arises out of or from a reported physical assault, as described in paragraph a, on an employee while in the scope of his/her employment, the employee shall be entitled to up to three days of paid leave and shall not forfeit any sick leave, personal leave or other such leave.

B. Bomb Threats

In all cases, where a school official is notified of a bomb threat, no employees shall be required to search for a bomb.

The employee will be informed of the nature of the threat before being asked to identify objects/items within their classroom or area.

C. Safety Glasses

Employees who due to their teaching assignment require prescription OSHA approved safety glasses shall provide such documentation by an optometrist. These employees may be reimbursed up to 50% of the cost for such lenses and frames up to a maximum of \$150 each time there is a need for a new prescription or replacement. Normally these employees would be teachers of Voc-Tech, Voc-Ag and science at the middle and high school levels.

ARTICLE XII: SENIORITY

A. Definition

"Seniority" as used in this agreement shall mean an employee's continuous length of service with the Muscatine Community School District from the latest date of employment. The seniority status of employees with the same date of employment shall be determined by the dates their contracts were signed by the employees. Non-teaching coaches will not accrue seniority and are not part of this bargaining unit. Periods of approved leaves of absence not to exceed two (2) years shall be included in computing an employee's length of service.

B. Loss of Seniority

The seniority of an employee shall terminate if the employee resigns, is terminated, is laid off.

ARTICLE XIII: PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Continuing College/University Education

Any employee who desires course or seminar work from an accredited college or university to apply toward an educational lane change on the salary schedule must file written notification with the Superintendent or designee for approval.

B. Teacher Graduate Course Pre-Approval & Application To Advance On The Salary Schedule

Pre-Approval of Graduate Courses

If you plan to take a graduate course and use the credits towards salary advancement, then you must fill out the [Graduate Course Pre-Approval](#) form, and submit the form PRIOR to the start of the class. A course approval form is required for each class you take. No courses listed as “TBD” will be approved; you must include the course number, title, and accredited school name for consideration.

GRADUATE CREDIT PRE-APPROVAL PROCESS

Each request for graduate coursework approval for salary schedule lane changes is considered separately and must be submitted for pre-approval to Human Resources. Some general guidelines follow for determining whether requests will receive approval. *These guidelines are effective February 1, 2022*, for courses taken this date and after. All courses prior to this date are subject to the old process requirements.

At times a course may be offered by the District to a large number of teachers. When this occurs the course may be submitted by the instructor and/or applicable Director for group approval. If a course is approved in this manner, individual requests will not be required by each teacher completing the course.

Unless otherwise approved no credit will be granted for courses taken during contract time.

- All credits must be graduate hours and taken from a regionally accredited institution.
- Relicensure credit is not eligible for movement on the schedule.
- Approval from HR must be obtained prior to the start of the course. Failure to get pre-approval will result in the course/credits not being eligible for movement on the salary schedule until the entire degree is conferred.
- With few exceptions, all credit must be in the grade/content area in which the teacher is teaching, part of an approved degree or licensing program, or to add an endorsement. Graduate courses for driver's education/Behind the Wheel, or any other content area the District does not employ licensed professionals for will not be eligible for movement on the salary schedule, and will not be approved.
- PDI (Professional Development Inc.) courses may be approved with no limit provided all courses/credits are taken at the graduate level.
- Credit will not be granted for correspondence courses.
- Credit will not be granted for independent study unless it is part of an approved degree program.

- Teachers may be asked to submit official course descriptions from the university to receive approval.
- Written requests to pursue a graduate degree program must be submitted to HR for prior approval. Individual Staff Development Approval Request forms must be filed prior to each course taken for the program unless the entire program is pre-approved by submitting the course plan of study from the university.
- Up to fifteen (15) hours over the lifetime of the teacher's career with MCSD may be professional development hours (aka "Muskie Credits") when such classes/training hours are offered through the District and are pre-approved for group approval.
- Clock/credit hour activities must be supportive of District or building goals and of the instructional and curricular models.
- As a part of site-based decision-making, building staff may be able to determine activities for which clock hours may be granted. After the staff determines activities that support building goals, a proposal must be submitted for approval to HR. Upon approval, any building staff member taking the activity would receive clock hour credit.
- All pre-approvals must be made in one of the two following methods:
 - Each individual graduate course submitted including the course number, course title, course description, credit hours, and start/end dates; *or*
 - An entire program of study as prepared by the university and including each individual graduate course, course number, the course title, course description, credit hours, and start/end dates of the program.
- When semester credit hours are not utilized by the university a conversion formula to convert to semester hours will be used by the District. Example) 3 quarter credits equal 2-semester credits.
- If a course number, title, description, and/or start/end dates change after submission for pre-approval to HR the teacher is responsible for notifying HR in writing with documentation from the university of the change(s).

Advancing on the Salary Schedule

When you believe you will have the required amount of credits needed to move to a new salary lane, you will need to complete the [Advancement on the Salary Schedule](#) form. The strict deadline for filing this form is February 28th of the year prior to the anticipated move. This lets the district know that you are intending to move to a higher salary and allows the district to budget for this higher salary amount for the next school year. Office transcripts showing completion of the credits or degree must be provided to the district office designee by September 1. If official transcripts are unavailable by September 1 due to completion of summer classes, then unofficial transcripts will suffice; however, an official transcript must be received by October 1 or the salary advancement may be revoked.

ARTICLE XIV: WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule C or D, which is attached hereto and made a part thereof.

B. Placement on Salary Schedule

1. Credit for Experience: Credit on the employee salary schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment. Credit for military experience or alternative civilian service required by the Selective Service System and credit for Peace Corps, VISTA, or National Teachers Corp work and appropriate business or industrial experience may be given upon initial employment.
2. Returning to the District: Any employee with previous teaching experience in the Muscatine School District may, upon returning to the system, receive credit on the salary schedule for all outside teaching experience, military experience, or alternative civilian service required by the Selective Service System, Peace Corps, VISTA, or National Teacher Training Corps work and appropriate business or industrial experience up to the maximum set forth in Schedule D.
3. Part Time Employees: Employees who work less than full time shall be placed on the salary schedule as in (B)(1) above. They shall receive a salary in proportion to their assigned workday.

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 for the purpose of advancement on the salary schedule consists of employment in the Muscatine District for ninety (90) teaching days or more in one school year.
2. Educational Lanes: Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file suitable evidence of additional educational graduate credit with the Superintendent at the beginning of each school year. Additional educational graduate credit means hours completed after the degree is conferred.
3. Notification: The employee must notify the district by February 28th of their intention to request a lane change(s) in the next fiscal year and provide transcripts to justify such lane change(s) by October 10th. Office transcripts showing completion of the credits or degree must be provided to the district office designee by September 1. If official transcripts are unavailable by September 1 due to completion of summer classes, then unofficial transcripts will suffice; however, an official transcript must be received by October 1 or the salary advancement may be revoked.

Certificates of Completion of courses taken on an audit basis as per Article XIII (A), must be provided to justify lane changes by October 10th.

D. Method of Payment

1. Pay Periods: Each employee shall be paid in either ten (10) or twelve (12) equal installments. Payments shall be made on the 15th of each month. Employees electing ten payments would not receive checks in July or August.
2. Exception: When a pay date falls on or during a school holiday or weekend, employees shall receive their paychecks on the last previous working day.
3. Only employees hired prior to July 1, 2011 may receive payment via a payroll check. Nine (9) month employees will have their payroll checks delivered to the employee's place of employment during the school year or they may choose to receive it at the Administrative Office. Nine (9) month employees desiring to receive their checks during June, July and August by mail will have their envelope deposited into the US Mail the night prior to the scheduled pay date or they may choose to receive it at the Administrative Office. Twelve (12) month employees will have their check delivered to the employee's building. The business office cannot be responsible for any delays in the delivery by mail if the employee's check is not received the following day.
4. Employees hired prior to July 1st, 2011 may elect to have their paychecks submitted by electronic fund transfer. All employees hired on or after July 1, 2011 shall be paid via electronic fund transfer. Electronic fund transfer will be to a single bank account at a single bank of their choice. This practice shall be without charge to the employee so long as the cost per transaction does not exceed the cost of a first class postage stamp. Those who choose electronic fund transfer will receive an electronic notification, currently via the employee's online portal page (currently called the Employee Portal).

E. Extended Contract Rate

Any employee whose assignment exceeds the regular school year (Article VIII (A)(1)), and whose extra employment immediately precedes or immediately follows the regular school year, will be compensated at their per diem rate, unless provided for in Schedule C.

F. Other Rates

1. Teachers will receive a form in advance to sign that states the rate of pay for an activity.
2. Teachers teaching summer school will be paid at the rate of \$30.00 per hour.
3. Tasks outside the contract day or contract year are not assignable except as in Section G below.
4. Curriculum rate will be paid at the rate of \$24.00 per hour.

G. Extra Duty Assignments

Any employee who volunteers or is required to work an extra duty assignment will be compensated at the rate of BA generator divided by 190 divided by 8 times 65%, which equals the rate per hour. Such extra duty shall be paid for activities such as ticket-taking, scorekeeping, timing, crowd-control, supervising, linesmen, and bus chaperoning. Attendance at school programs will constitute an extra duty if the employee is a required supervisor of students. Each employee may be required to perform extra duty once per year. Employees being required to perform extra duty shall be given at least three (3) days' notice and will not be required to perform extra duties during Thanksgiving, Christmas, or spring breaks.

ARTICLE XV: COMPLIANCE CLAUSES AND DURATION

A. Compliance Between Individual Contracts and Comprehensive Agreement

Any individual contract between the Board and an individual employee, whenever executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. Each individual employee contract shall incorporate by written reference the terms and provisions of this Agreement.

B. Separability

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

C. Distribution to Employees

At the conclusion of negotiations, when both sides have ratified the agreement, administration shall be responsible for preparing an updated agreement within 10 working days. The employee unit shall have 10 working days from receipt of the administrative draft to review, edit and correct the administrative effort. The district shall have 10 working days from receipt of the employee's corrections to make such actual corrections and provide for a final edit opportunity for both parties prior to running copies. A copy of the agreement shall be posted on the MCSD website. A hard copy of the agreement will be provided by the district to each attendance center, and to employees upon employee request. Only language that has been modified in negotiations is subject to review. All other language to remain as-is.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by electronic communications or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to Board at 2900 Mulberry Avenue, Muscatine, Iowa, 52761.
2. If by Board, to Association President.

E. Duration

This Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2027. A wage reopener will occur for 2026-2027.

F. Complete Agreement

This Agreement constitutes the entire agreement between the parties hereto and any modifications of this Agreement shall be in writing and duly executed by both parties hereto. Such modifications may be made at any time by mutual agreement. In the absence of such agreement, neither party hereto shall have any duty or obligation to bargain with respect to any changes, modifications, or additions to the agreement during its life.

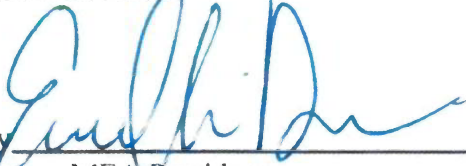
G. Signature Clause

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 thereon, all on the day of May 8, 2025.

H. Allocation Procedures

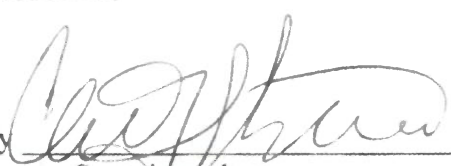
Should the State Legislature authorize additional monies that can be used for increasing teacher compensation, the parties agree to open this Agreement for purposes of determining the allocation procedures at this district.

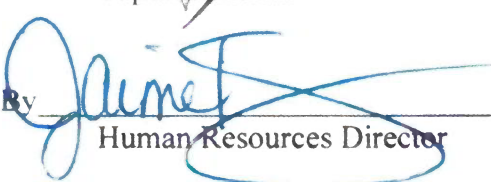
MUSCATINE EDUCATION
ASSOCIATION

By _____
MEA President

By _____
ISEA Director

MUSCATINE COMMUNITY
SCHOOLS

By _____
Superintendent

By _____
Human Resources Director

**SCHEDULE A
Grievance Report**

Date Filed _____

Muscatine School District

Distribution of Form:

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

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

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal/or Immediate
Supervisor

Date

LEVEL III

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or _____

Signature of Superintendent/Designee Date

LEVEL IV (Optional)

A. _____
Signature of Aggrieved Person Date Received by Board

B. _____
Signature of Association President

C. Disposition by Board _____

Signature of Board President Date

LEVEL V

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of _____

Signature of Arbitrator Date

SCHEDULE B
Physical Examination Form

I have completed a physical examination, including a check for tuberculosis, of _____ on the _____ day of _____, 20____ as required for the Muscatine Community School District.

Physician's Signature

Date

The physician will be asked to perform the Mantoux Test (tuberculosis) at their facilities if required by the District.

Mantoux: Date _____

 Date checked _____

 Results _____

SCHEDULE C

Supplemental Pay for Extra-Curricular Activities

Each point on the schedule is worth \$296.

The board shall have the right to fill positions listed in Schedule C of this agreement. The mere fact that a position is listed shall not require the Board to fill such a position. MEA and district administration will review positions as well as the requests for changes and additions annually through the negotiations process. The form to request additional positions and/or modifications to existing positions will be open from September 1 through February 1 of each year. Requests are not guaranteed to be granted. MEA will review all requests and will make recommendations to administration yearly through the negotiation process.

POSITION. C1: Athletics	Flat Dollar Amount of Position	# OF POSITIONS
JH Football Head	\$2,960	2
JH Football Assistant	\$2,368	6
JH Basketball Head	\$2,960	6
JH Basketball Assistant	\$2,368	10
JH Wrestling Head	\$2,960	2
JH Wrestling Assistant	\$2,368	3
JH Track Head	\$2,960	2
JH Track Assistant	\$2,368	6
JH Cross Country	\$2,368	2
JH Volleyball Head	\$2,960	4
JH Volleyball Assistant	\$2,368	4
JH Swimming	\$2,368	2
HS Football Head	\$7,104	1
HS Football Assistant	\$3,552	10
HS Basketball Head	\$7,104	2
HS Basketball Assistant	\$3,552	8
HS Wrestling Head	\$7,104	1
HS Wrestling Assistant	\$3,552	4
HS Track Head	\$5,920	2
HS Track Assistant	\$3,552	5
HS Baseball Head	\$5,920	1
HS Baseball Assistant	\$3,552	3
HS Softball Head	\$5,920	1
HS Softball Assistant	\$3,552	3
HS Soccer Head	\$5,920	2
HS Soccer Assistant	\$3,552	5

HS Swimming Head	\$5,328	2
HS Swimming Assistant	\$3,552	2
HS Volleyball Head	\$7,104	1
HS Volleyball Assistant	\$3,552	4
HS Tennis Head	\$3,848	2
HS Tennis Assistant	\$2,368	2
HS Golf Head	\$3,848	2
HS Golf Assistant	\$2,368	2
HS Cross Country Head	\$5,328	2
HS Cross Country Assistant	\$3,552	2
HS Strength & Conditioning	\$3,552	3
HS Bowling	\$3,848	2

POSITION C2: Fine Arts	Flat Dollar Amount (Per Position)	# OF POSITIONS
Elementary Band/Instrumental	\$2,960	2
Elementary Vocal Music	\$592	5
Elementary Orchestra	\$2,960	2
JH Stage & Drama	\$2,960	2
JH Band/Instrumental	\$2,960	2
JH Vocal Music	\$2,960	1
JH Auditorium Manager	\$3,552	1
HS Stage & Drama Head	\$7,104	1
HS Stage & Drama Musical Choral Director	\$2,368	2
HS Stage & Drama Assistant	\$2,664	1
HS Stage & Drama Pit Director	\$2,368	1
HS Instrumental Music Head	\$6,512	1
HS Instrumental Music Assistant	\$3,552	1
HS Marching Band	\$2,960	1
HS Drumline Instructor	\$2,072	1
HS Color Guard	\$2,072	1
HS Orchestra	\$2,960	2
HS Vocal Music Head	\$6,512	1
HS Vocal Music Assistant	\$3,552	1
HS Show Choir	\$3,552	2
HS Auditorium Manager	\$3,552	1

POSITION. C3: Activities and Clubs	Flat Dollar Amount	# OF POSITIONS
JH Athletic Coordinator	\$2,960	1
JH Builders' Club Advisor	\$1,480	2
JH Cheer Sponsor	\$2,368	2
JH Intramural Coordinator	\$1,480	1
JH Poms	\$1,480	2
JH Student Council Advisor	\$2,960	1
HS Cheer Head Sponsor	\$3,848	1
HS Cheer Assistant Sponsor	\$2,960	1
HS eSports Advisor	\$3,552	1
HS Poms Head	\$3,848	1
HS Poms Assistant	\$2,960	1
HS Newspaper Advisor	\$3,848	1
HS Yearbook Advisor	\$3,848	1
HS Model UN Advisor	\$5,328	2
HS Robotics Advisor	\$5,328	1
HS Student Council Co-Advisors	\$5,920	2
HS Key Club Advisor	\$1,480	2
7-12 STEM / STEAM Club Advisor	\$2,960	1

POSITION. C4: Academics	Flat Dollar Amount of Position	# OF POSITIONS
JH Yearbook Advisor	\$888	1
JH Department Chair	\$2,072	7
JH FFA Advisor	\$2,960	2
HS Department Chair	\$2,960	12
HS Speech & Debate Head	\$5,920	1
HS Speech & Debate Assistant	\$3,552	1
HS FFA Advisor	\$5,328	3
HS AP Coordinator	\$2,960	1
HS At-Risk Coordinator	\$2,072	1
HS National Honor Society Coordinator	\$2,072	1
HS CTSO Advisor	\$3,552	3

Schedule "D"							
2025-2026 Salary Schedule							
Muscatine Community School District							
Muscatine, Iowa							
STEP	Lane1 RN	Lane2 BA/CTE	Lane3 BA+15	Lane4 BA+30	Lane6 MA	Lane7 MA+15	Lane8 MA+30
A	\$32,451	\$50,000	\$50,394	\$52,181	\$55,756	\$57,544	\$59,331
B	\$35,960	\$50,037	\$51,824	\$53,611	\$57,186	\$58,973	\$60,761
C	\$37,390	\$51,467	\$53,254	\$55,041	\$58,616	\$60,403	\$62,191
D	\$38,462	\$52,896	\$54,684	\$56,471	\$60,046	\$61,833	\$63,621
E	\$39,534	\$54,326	\$56,114	\$57,901	\$61,476	\$63,263	\$65,050
F	\$40,964	\$55,756	\$57,544	\$59,331	\$62,906	\$64,693	\$66,480
G	\$42,037	\$57,186	\$58,973	\$60,761	\$64,335	\$66,123	\$67,910
H	\$43,467	\$58,616	\$60,403	\$62,191	\$65,765	\$67,553	\$69,340
I	\$44,539	\$60,046	\$61,833	\$63,621	\$67,195	\$68,983	\$70,770
J	\$45,611	\$61,476	\$63,263	\$65,050	\$68,625	\$70,412	\$72,200
K	\$47,041	\$62,906	\$64,693	\$66,480	\$70,055	\$71,842	\$73,630
L	\$48,114	\$64,335	\$66,123	\$67,910	\$71,485	\$73,272	\$75,060
M	\$49,544	\$65,765	\$67,553	\$69,340	\$72,915	\$74,702	\$76,489
N	\$49,874	\$66,095	\$67,883	\$69,670	\$74,345	\$76,132	\$77,919
O	\$50,204	\$66,425	\$68,213	\$70,000	\$75,774	\$77,562	\$79,349
P	\$50,534	\$66,755	\$68,543	\$70,330	\$76,104	\$78,992	\$80,779
Q			\$68,873	\$70,660	\$76,434	\$82,209	\$83,996
R			\$69,203	\$70,990	\$76,764	\$82,539	\$85,426
S			\$69,533	\$71,320	\$77,094	\$82,869	\$85,756
T				\$71,650	\$77,424	\$83,199	\$86,086
U				\$71,980	\$77,754	\$83,529	\$86,416
V				\$72,310	\$78,084	\$83,859	\$86,746
W					\$78,414	\$84,189	\$87,076
X					\$78,744	\$84,519	\$87,406
Y					\$79,074	\$84,849	\$87,736
Z					\$79,404	\$85,179	\$88,066
AA					\$79,734	\$85,509	\$88,396
BB					\$80,064	\$85,839	\$88,726
CC					\$80,394	\$86,169	\$89,056
DD					\$80,724	\$86,499	\$89,386

Schedule E

- A. The dollar amount for an R.N. is reserved for R.N.s who do not hold a BSN degree.
- B. Nurses who have obtained a BSN, shall be placed on a teacher's B.A. salary schedule in accordance to the number of years of experience. (See Article XIV (B))
- C. Nurses who have obtained a BSN are eligible for lane changes.

Teacher Salary Supplement Agreement (Updated 05/08/2023)

This Teacher Salary Supplement ("TSS") agreement is a good faith effort from both parties to apply the prospective changes articulated in SF 2376 to state law governing TSS. This language supersedes and replaces the section titled, "Distribution of Phase II HF499 Teacher Salary Increases" from the 2009-2011 Comprehensive Agreement. The Association and the District pledge to follow all laws related to TSS and its distribution. Both groups recognize that changes to the law or how it is applied may necessitate further negotiations.

The Salary Schedule includes a total salary which is supported by three separate sources of funding. The primary source of salary funds is the School District's general fund which is supported by state aid payments under the state foundation formula. General fund resources support all school programs and activities, including teachers' salaries. The other sources of funds for teachers' salaries are state programs known as Phase II and Teacher Quality. These two sources of state funds are combined and are now known as the Teacher Salary Supplement ("TSS"), TSS may only be used to support teachers' salaries.

The negotiation of this contract was based on the understanding that the District would receive state foundation aid payments and TSS funds for the 2010-2011 school year. TSS funds shall be distributed to all teachers in the schedule based on a method negotiated with the Association and explained in paragraph four. The Association and District recognize that TSS funding from year to year is based upon factors outside of the Association's and District's control, namely allowable growth and budget enrollment. Therefore this allocation may fluctuate up or down from year to year based on these factors.

The distribution method for TSS funds is as follows: after normal fringe benefits are removed (FICA, IPERS) from the total amount of TSS funds, TSS funds will be distributed equally amongst all teachers who are eligible for TSS. The results will be reflected in the Schedule C pay matrix as well as each teacher's individual contract.

The Association and District recognize that the amount of TSS funds available for each qualified staff member will be dependent upon the total amount of staffing at the beginning of each school year. As such, the salary amount for teacher contracts may fluctuate accordingly. The final amount for each individual will be established no later than September 15th and will be based on the number of eligible FTEs known at that time. Notification of this amount will be sent to each qualified staff member via the Employee Portal. Any fluctuations in staffing after September 15th will not result in further adjustments during that fiscal year. 2% of TSS funds will be held back each year in a fund to account for increases in staffing that necessitate the district paying additional TSS funds due to staffing increases during the school year. Any TSS monies left over in that fund at the end of the school year will be paid to teachers in the June paycheck of that fiscal year per the method outlined in paragraph four. Mid-year increases in eligible staffing that exceed the amount in the TSS fund and result in deficit spending for TSS will be accounted for in the following fiscal year's TSS allotment.

Both the District and Association realize that current legislation is in place that appears to exempt TSS from future state across the board cuts. However the status and interpretation of this law has still not been finalized as of the date of this agreement. In the unlikely event of a mid-year fluctuation in state funding, the percent increase or decrease in funding shall be distributed or removed from the total amount of monies and re-calculated as soon as practicable

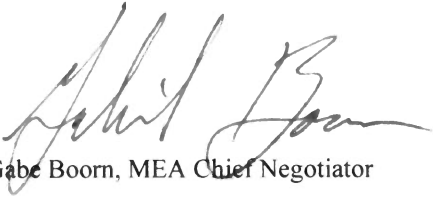
according to the same distribution method outlined in paragraph four, the District will apportion this adjustment among the remaining payroll periods.

A handwritten signature in black ink, appearing to read "Kathy Adams".

Kathy Adams, MEA President

A handwritten signature in blue ink, appearing to read "William J. Decker".

William Decker, Superintendent

A handwritten signature in black ink, appearing to read "Gabe Boorn".

Gabe Boorn, MEA Chief Negotiator

A handwritten signature in black ink, appearing to read "Wes Fowler".

Wes Fowler, HRD

**Muscatine Community School District
&
Muscatine Education Association**

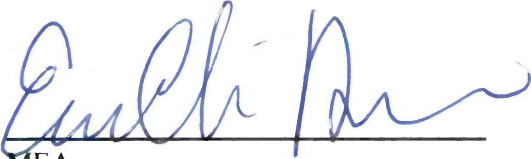
Memorandum of Understanding: Association Assignments

This section shall sunset on June 30, 2027, unless renewed.

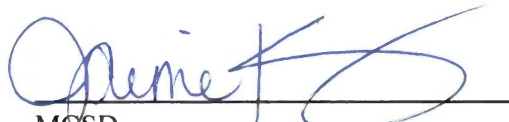
The following rules will apply for the following Association members:

1. The Association's President
2. The Association's Teacher Rights' Chair(s)
3. The Association's Chief Negotiator

Each of the above listed Association Positions will be granted 12 days per academic year in which to conduct Association business. These days may be taken in hourly increments as the need arises. Teachers who qualify for this leave agree to coordinate in advance their absences with their building principal.



MEA



MCSD

05-08-2025
Date

05-08-2025
Date