

MASTER AGREEMENT

Between

MANSON NORTHWEST WEBSTER
COMMUNITY SCHOOL DISTRICT

and

MANSON NORTHWEST WEBSTER
EDUCATION ASSOCIATION

2026-27, 2027-28, 2028-29, 2029-30, 2030-31
SCHOOL YEARS



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ARTICLE I
Preamble

We, the Manson Northwest Webster Community School District, believe our goal is to foster a community of caring, cooperative and involved citizens. To serve this community, we will establish a safe, disciplined environment, providing a positive place to learn.

We believe in creating an environment that will nurture acceptance and respect of others and self. Each individual in the school community will have the opportunity to grow in self-esteem and self-confidence. The opportunity will be provided to develop a strong character which will ensure each student to make moral, professional and intellectual decisions.

We believe the educational process must provide opportunities which encourage its citizens to become life-long learners. These citizens will demonstrate and communicate knowledge which leads to insightful problem solving.

We believe that education must be progressive and flexible in order to meet our changing needs. Adherence to these beliefs will provide direction for the people of our District, allowing them a vision for the future.

ARTICLE II
Recognition

Unit

The Board of Directors of the Manson Northwest Webster District hereinafter referred to as the Board, hereby recognizes the Manson Northwest Webster Education Association, an affiliate of the Iowa State Education Association and the National Education Association, as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (Case No. 4977).

Specifically included are:

1. Classroom teacher
2. Teacher teaching under Federal Program Grant Block; Chapter 1
3. Special Education Teacher, T.A.G.
4. Librarian
5. Guidance Counselor, and
6. Nurse

Specifically excluded are:

1. Superintendent
2. Principal
3. All support staff employees, and
4. All those excluded in Section 4 of the Act
5. Technology Coordinator
6. Assessment Specialist

ARTICLE III **Grievance Procedure**

Section 1: A grievance is a claim by an employee, him/her, or a group of employees, signed by all, or the Association, signed by Association designated officer, that there has been a violation of a specific provision of this contract; however, a group grievance must be signed by all persons grieving or Association President. A grievant may be represented at all formal stages of a grievance procedure by him/herself, or his/her option, by an Association representative selected by the Association.

Section 2: The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement. This mutual agreement shall be in writing.

Section 3:

- (a) First Step – An attempt shall be made to resolve any grievance in informal, verbal discussion between the employee and his/her immediate supervisor. The resolution of grievances at this step shall not be precedent setting.
- (b) Second Step – If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the immediate supervisor. In the case of a group grievance, the group will pick a spokesperson who will meet with the supervisor to discuss the grievance. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses violated, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date the Association receives knowledge of the event giving rise to the grievance. The immediate supervisor shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) school days after receipt of the grievance.
- (c) Third Step – In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within ten (10) school days of the immediate supervisor's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and the Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and his/her immediate supervisor.
- (d) Fourth Step – If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth and final step of the District's Board of Education. The board's decision shall be final, but not before both sides have had the opportunity to make a brief presentation to the board.

ARTICLE IV Leaves of Absence

Sick Leave

All employees shall be allowed medically related disability leave for consecutive years of employment as follows:

- 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

Unused sick leave shall accumulate to a maximum of ninety (90) days for teachers hired during and after the 2019-20 school year (those employed prior can accumulate one hundred fifty (150) days).

A statement by a physician shall be required evidence of illness in all cases where the absence is of five (5) days or more duration; and in such other cases where the District may require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

Accumulated sick leave may be used for the care of others.

Upon request, an employee shall be given a copy of a written accounting of sick leave days.

Illness/Injury Bank (also referred to as “BANK” or “THE BANK”)

- A. Illness or Injury – the definition of “illness” for the purposes of this policy shall be: A prolonged and debilitating and/or terminal disease, illness or injury requiring medical attention or hospitalization or extended home-bound care by a licensed health care professional resulting in frequent or continuous and unavoidable absence from work as certified by a licensed health care professional.
- B. Establishment – an illness/injury Bank will be established for use by those employees who choose to participate. THE BANK will be used in the event of an illness or injury as defined in section A. Use of the BANK will commence on the first day after the exhaustion of the employee’s personal sick leave days and will continue until the employee is no longer under the care of a licensed health care professional for the condition or until the exhaustion of the employee’s BANK days allowed as outlined in section D. THE BANK year will be the contract year. There will be no carryover of days in the BANK from one year to the next. Contributed sick leave days will not be returned to the contributing employee from the BANK at the end of the year.
- C. Eligibility – In order to be eligible to participate in the benefits of the BANK, employees must:
 - 1. contribute maximum of 1 day in years 1-5 of employment and from 3 to 6 days of sick leave to the BANK in years 6 and beyond (see attachment E).
 - 2. enroll in the BANK no later than September 15 of the current school year or within 10 days of the BANK’s initial inception.

D. Contribution and Usage of BANK Days

1. contribute maximum of 1 day in years 1-5 of employment and from 3 to 6 days of sick leave to the BANK in years 6 and beyond (see attachment E).
2. Accumulated personal sick leave for a contributing employee will be reduced by the number of sick leave days that employee contributes to the BANK.
3. BANK benefits for contributing employees will be ten (10) BANK days received for each personal sick day contributed to the BANK. BANK days can only be applied to illness or injury.
4. Eligible and participating employees who have exhausted their personal sick leave due to an illness or injury may apply for BANK benefits using the request form. (See attachment F)
5. The maximum number of days an employee could draw for illness/injury in one year is 60 days.

Personal Leave

Each employee will be allowed three (3) days without loss of pay each year for personal leave. This leave shall be used at the discretion of the employee provided that the employee's immediate supervisor is given five (5) days' notice. In case of multiple requests, the supervisor will grant personal leave on a first-come-first-serve basis to the point until the supervisor determines substitute coverage can no longer be provided. In case of an emergency, the Superintendent may waive any or all of the above preconditions.

The District will be responsible for reimbursing all remaining personal days at the current rate of substitute pay should the employee not use them.

Bereavement Leave

In the case of the death of the spouse, child, parent, parent-in-law, or sibling of an employee, the employee shall be granted up to five (5) days leave with pay per occurrence for attendance at the funeral and for any other purposes directly arising out of said death.

In the case of the death of a grandparent, grandchild, son-in-law, daughter-in-law, brother or sister-in-law, up to three (3) days of leave shall be granted with pay per occurrence for attendance at the funeral and for other purposes directly arising out of the said death.

In the case of the death of a relative or friend, up to two (2) days annually of leave shall be granted with pay for attendance at the funeral and for other purposes directly arising out of said death.

Professional Leave

At the beginning of every school year, each employee shall be credited with two (2) days professional leave for attendance at educational meetings (clinics, conferences, other school visitations, workshops, etc.) that are directly related to the employee's individual career development plan. These days shall be over and above any assigned by the employer. The employee shall notify his/her principal at least ten (10) school days in advance. Additional days may be granted at the discretion of the employer.

Jury Duty

An employee officially called to perform jury duty during his/her working time will be granted a leave for such purpose and will receive the difference in compensation between the employee's normal compensation and compensation received from such jury duty. Provided, however, that in order for an employee to be eligible, the employee must:

- a. immediately notify his/her supervisor of the receipt of summons for jury duty.
- b. be available for work on the first scheduled work day after the period of required jury duty.
- c. furnish the employer with proper evidence of the number of days and the amount of jury duty pay.

Subpoenaed Leave

An employee who is subpoenaed for school reasons related to employee's employment shall be permitted to be absent from his/her duties without loss of pay and without charge against any other leave.

Extended Leaves

Employees may request leaves of absence without pay for a period of time to be terminated at the conclusion of the semester during which the leave commenced or for up to one (1) additional semester following the conclusion of the semester in which the leave commenced. An employee shall file an application to the Superintendent. Extended leaves of absence may be granted for health, or family responsibilities which may include child nurturing up to a maximum of one (1) year. The employee's service will resume in accordance with the leave of absence agreement approved by the Superintendent.

While on extended leave, the employee's interest in the retirement funds and accumulated sick leave shall be frozen. While no additional benefits will be provided by the employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence the salary of the employee shall remain in the wage classification for which the employee had qualified at the time of the commencement of the leave unless, prior to departure on leave, the employee had already qualified to advance to another wage classification for advancement prior to departure on leave.

An employee who is granted a leave of absence for a regular school year must indicate a desire to return at the time all other employees sign a contract for the next year.

Emergency Leave

Up to five (5) emergency leave days may be approved by the Superintendent when leave in the designated area of request have been completely used by the employee. The employee shall pay for the substitute during emergency leave.

Family and Medical Leave Act (FMLA)

It is the policy of the District to comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993.

ARTICLE V
Hours

- A. The normal work day shall be 8 hours to include 7:30 a.m. to 3:30 p.m. or 7:45 a.m. to 3:45 p.m. at the discretion of the teacher.
1. On Fridays and days of inclement weather, the work day shall end at the close of the student's day (i.e., when the buses leave).
 2. On the last working day preceding holidays and vacations, the employee work day shall end at 2:30 p.m.
- B. Planning Time: Each high school/middle school teacher shall have at least an equivalent of one (1) period per each 7 period day for planning; and each elementary teacher shall have at least one (1) forty (40) minute period per day for planning.
- C. Duty Free Lunch: Each teacher shall have a lunch period equal to that of students, during which time no duties shall be assigned.
- D. Extra Duties: Nothing contained herein prohibits or limits the Board and administration from assigning extra duties normally associated with the teaching profession. The following are examples of activities which would not be considered as extra duties:
1. Clock operators at athletic and speech events;
 2. P.A. announcers at extra-curricular events;
 3. Ticket taking and selling; hall and door supervisors at extra-curricular events.
 4. A teacher who voluntarily substitutes for another teacher during his/her contract day will be compensated at the rate of substitute pay for the portion of the day he/she substitutes.

The contract shall be for one hundred eighty-eight (188) days for the 2026-27 school year and for one hundred eighty-five (185) days thereafter, with two (2) parent-teacher conference days as stated in Chapter 12 of the School Rules of Iowa, and five (5) holidays. The number of in-service days will be mutually agreed between the Board and Manson Northwest Webster Education Association on an annual basis when developing the District calendar. One of the in-service days prior to the first day of school will be designated a "flex" day to complete required online training and prepare classrooms. **If required online training is not completed by September 1, then a loss of pay day will be deducted on the September payroll.**

Two (2) days may be added to the contract if the state funds payment of the same. To the extent that the state funds less than per diem, but requires the additional two days, the parties to negotiate pay for the two days.

ARTICLE VI
Health and Safety

All employees shall promptly report any unsafe conditions to their immediate supervisor on a form which will be provided by the employer. Upon receipt of such a written report, the immediate supervisor will sign and date the same, and provide a copy to the employee.

All new employees shall, upon initial employment, and prior to receiving their first paycheck, provide satisfactory medical evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. Such evidence shall include a statement from a licensed doctor of medicine of the employee's choice at his expense.

All continuing employees shall present satisfactory medical evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis, once every three (3) years. Such evidence shall include a statement from a licensed doctor of medicine. The employee will submit bill to insurance company first. The District will pay up to \$50 for any remaining charge.

If the students of Manson Northwest Webster are not required to attend school because of inclement weather or other reasons requiring the closing of school, the teachers shall not be required to be in attendance. However, these days shall be made up later in the year.

ARTICLE VII

Salaries

- A. **Base Wages:** The base wages for bargaining unit employees for the 2026-27 and 2027-28 school years are:

BA -	\$40,238
BA15 -	\$41,170
BA30 -	\$42,102
MA -	\$43,684
MA15 -	\$45,266

- B. **Wage Increase for Returning Employees:** Each bargaining unit employee who returns to the District for the 2025-2026 school year shall receive a minimum of \$650 with a 5% increase per year of experience to their prior year's wage rate. Each bargaining unit employee who returns to the District for the 2026-2027 school year shall receive a minimum of \$750 with a 5% increase per year of experience to their prior year's wage rate.
- C. **Stipend for Community College Courses:** Each bargaining unit employee who teaches community college courses shall receive a \$200 stipend for each community college course taught.
- D. **THRIVE Wage Differential:** The THRIVE wage differential shall be 3% for all teachers and an additional 7% for SPED teachers.
- E. **Reopener for Per Pupil Funding Reduction:** If there is a reduction in the cost per pupil amount, there shall be negotiations at the time the reduction occurs as allowed by Iowa Code Section 284.A(2). If arbitration is needed, the parties agree to use the timelines and arbitration selection process of Article III, Grievance Procedure, of the Master Contract, to resolve the dispute as to how the reduction will affect teacher salaries.
- F. **Reopener for Base Wage Negotiation:** The master contract can be reopened to negotiate base wage only.
- G. **Wage Classification Movement:** Employees are eligible to advance from one wage classification to a higher wage classification by filing evidence of additional hours of eligible course credit with the Superintendent by September 10. If delay is caused by the accrediting institution, retroactive

payment will be made on receipt of transcripts. Courses must have the approval of the Superintendent before enrollment to be applicable for advancement. (See attachment C.)

E. Method of Payment

1. Pay Periods: All employees shall be paid on a twelve (12) month basis, the pay date being the 25th of each month.
2. Exceptions: New employees may, at their option, elect to receive 50% of the first monthly installment after the completion of the first half of the pay period. The remainder of the first monthly installment will be paid on the regular pay date. Each employee shall have the option of receiving all of his/her earned, contracted salary on the last pay period of the in-school work year, provided it is financially feasible as determined by the District.
3. Summer Checks: Summer checks shall be mailed to the address designated by the employee.

ARTICLE VIII
Extracurricular Pay

- A. Approved Activities: The extra-curricular activities listed in Schedule A are official school sponsored activities covered by school insurance. (See attachment A.)
- B. Rates of Pay: Employee participation in extra-curricular activities shall be paid according to Schedule A. A person hired for extra-curricular activities shall be given credit for each year of previous experience in that area.

ARTICLE IX
Vacations and Holidays

- A.
 1. The Monday after Easter will be a day of vacation on the calendar.
 2. A MNWEA member will assist in the creation of the school calendar. The Board has final approval of the calendar for the next year.
- B. Paid Holidays
 1. Labor Day
 2. Thanksgiving Day
 3. December 25
 4. January 1 (New Year's Day)
 5. Good Friday
- C. Conditions: No employee shall be required to work on holidays or vacation days unless the Association and Board have mutually agreed to change such holiday or vacation day to a work day. The year may be extended for make up days when all other available days have been used.

ARTICLE X
District Collaboration Committee

The parties agree to establish a committee made up of district officials and employees. Employee representatives shall be appointed by the Certified Employee Organization. The duties of the District Collaboration committee are to review and discuss the employment conditions and benefits for the District employees to be contained in a staff handbook/board policy. Such conditions and benefits shall include, but

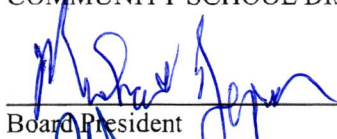
ARTICLE XI
Separability and Duration

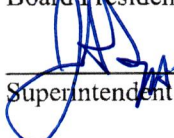
Separability – If any provision of this Agreement is determined to be contrary to law, then such provision shall be void and all other provisions of this Agreement shall remain in full force and effect.

Duration – This Agreement shall be effective from August 15, 2026 to August 14, 2031.

EMPLOYER

MANSON NORTHWEST WEBSTER
COMMUNITY SCHOOL DISTRICT

 4-15-26
Board President Date

 4-15-26
Superintendent Date

Employee Relations Committee Member Date

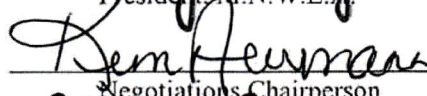
Employee Relations Committee Member Date

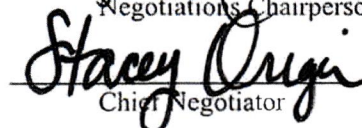
Employee Relations Committee Member Date

ASSOCIATION

MANSON NORTHWEST WEBSTER
EDUCATION ASSOCIATION

 4-15-26
President, M.N.W.E.A. Date

 4-15-26
Negotiations Chairperson Date

 4-15-26
Chief Negotiator Date

ATTACHMENT A

**Extracurricular Salary Schedule 2026/2027
(Base Wage Generator of \$40,525 for 2026/2027)**

<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Step</u>		
	10.50%	8.00%	6.50%	5.50%	4.00%			
1	4,255	3,242	2,634	2,229	1,621	1	<u>Vertical</u>	<u>Increment</u>
2	4,305	3,292	2,669	2,264	1,646	2	Vert I - A-B	\$50
3	4,355	3,342	2,704	2,299	1,671	3	Vert I - C-D	\$35
4	4,405	3,392	2,739	2,334	1,696	4	Vert I - E	\$25
5	4,455	3,442	2,774	2,369	1,721	5		
6	4,505	3,492	2,809	2,404	1,746	6		
7	4,555	3,542	2,844	2,439	1,771	7		
8	4,605	3,592	2,879	2,474	1,796	8		
9	4,655	3,642	2,914	2,509	1,821	9		
10	4,705	3,692	2,949	2,544	1,846	10		
11	4,755	3,742	2,984	2,579	1,871	11		
12	4,805	3,792	3,019	2,614	1,896	12		
13	4,855	3,842	3,054	2,649	1,921	13		
14	4,905	3,892	3,089	2,684	1,946	14		
15	4,955	3,942	3,124	2,719	1,971	15		
16	5,005	3,992	3,159	2,754	1,996	16		
17	5,055	4,042	3,194	2,789	2,021	17		
18	5,105	4,092	3,229	2,824	2,046	18		
19	5,155	4,142	3,264	2,859	2,071	19		
20	5,205	4,192	3,299	2,894	2,096	20		
21	5,255	4,242	3,334	2,929	2,121	21		
22	5,305	4,292	3,369	2,964	2,146	22		
23	5,355	4,342	3,404	2,999	2,171	23		
24	5,405	4,392	3,439	3,034	2,196	24		

**Extracurricular Salary
Schedule Provisions:**

<u>A</u>	HS Head Football, Wrestling, Basketball, Track, Baseball, Softball, Volleyball, Wt Room Coordinator (2)
<u>B</u>	HS Activity Director, Head Cross Country, HS Head Golf, Asst HS Basketball, Asst Wrestling, HS Vocal Music, HS Instrumental Music, Dance Team Sponsor, Speech, JVR Basketball
<u>C</u>	Asst HS: Football, Track, Baseball, Softball, Volleyball; FFA Sponsor, Drama, JH Activity Director, HS Cheerleader - Fall, HS Cheerleader - Winter (2), Asst Dance Team Sponsor, Asst Speech (2), FCCLA Sponsor, Skills USA Sponsor
<u>D</u>	HS Yearbook, JH Coaches, Electathon (2), Asst Drama (1), Asst Cross Country, Asst HS Musical, First Tech Challenge Sponsor (2), JH Instrumental Music
<u>E</u>	HS Newspaper, Junior Class (2), Adult Ed, HS Student Council, National Honor Society, JH/Elementary Yearbook, JH/HS Mock Trial, Basketball Chaperone, French Club, Drama Club, HS Flag, JH Vocal, -International Students Coordinator, Digital News Sponsor, ES Instrumental Music

Extracurricular Salary Schedule 2027/2028
(Base Wage Generator of \$41,525 for 2027/2028)

<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Step</u>		
	10.50%	8.00%	6.50%	5.50%	4.00%			
1	4,360	3,322	2,699	2,284	1,661	1	<u>Vertical</u>	<u>Increment</u>
2	4,410	3,372	2,734	2,319	1,686	2	Vert I - A-B	\$50
3	4,460	3,422	2,769	2,354	1,711	3	Vert I - C-D	\$35
4	4,510	3,472	2,804	2,389	1,736	4	Vert I - E	\$25
5	4,560	3,522	2,839	2,424	1,761	5		
6	4,610	3,572	2,874	2,459	1,786	6		
7	4,660	3,622	2,909	2,494	1,811	7		
8	4,710	3,672	2,944	2,529	1,836	8		
9	4,760	3,722	2,979	2,564	1,861	9		
10	4,810	3,772	3,014	2,599	1,886	10		
11	4,860	3,822	3,049	2,634	1,911	11		
12	4,910	3,872	3,084	2,669	1,936	12		
13	4,960	3,922	3,119	2,704	1,961	13		
14	5,010	3,972	3,154	2,739	1,986	14		
15	5,060	4,022	3,189	2,774	2,011	15		
16	5,110	4,072	3,224	2,809	2,036	16		
17	5,160	4,122	3,259	2,844	2,061	17		
18	5,210	4,172	3,294	2,879	2,086	18		
19	5,260	4,222	3,329	2,914	2,111	19		
20	5,310	4,272	3,364	2,949	2,136	20		
21	5,360	4,322	3,399	2,984	2,161	21		
22	5,410	4,372	3,434	3,019	2,186	22		
23	5,460	4,422	3,469	3,054	2,211	23		
24	5,510	4,472	3,504	3,089	2,236	24		

**Extracurricular Salary
Schedule Provisions:**

<u>A</u>	HS Head Football, Wrestling, Basketball, Track, Baseball, Softball, Volleyball, Wt Room Coordinator (2)
<u>B</u>	HS Activity Director, Head Cross Country, HS Head Golf, Asst HS Basketball, Asst Wrestling, HS Vocal Music, HS Instrumental Music, Dance Team Sponsor, Speech, JVR Basketball
<u>C</u>	Asst HS: Football, Track, Baseball, Softball, Volleyball; FFA Sponsor, Drama, JH Activity Director, HS Cheerleader - Fall, HS Cheerleader - Winter (2), Asst Dance Team Sponsor, Asst Speech (2), FCCLA Sponsor, Skills USA Sponsor
<u>D</u>	HS Yearbook, JH Coaches, Electrathon (2), Asst Drama (1), Asst Cross Country, Asst HS Musical, First Tech Challenge Sponsor (2), JH Instrumental Music
<u>E</u>	HS Newspaper, Junior Class (2), Adult Ed, HS Student Council, National Honor Society, JH/Elementary Yearbook, JH/HS Mock Trial, Basketball Chaperone, French Club, Drama Club, HS Flag, JH Vocal, International Students Coordinator, Digital News Sponsor, ES Instrumental Music

Request for Graduate Credit
Manson Northwest Webster Community School District

The following information will be used by the Superintendent to make a decision whether a teacher can move to a higher wage rate classification. Successful completion and evidence of that successful completion must be turned in to the Superintendent ten days after the beginning of the school year.

Name of Teacher

Teaching Area

University or college giving accreditation for the course

Course Number

Credit Hours

Date Beginning Course

Date Completing Course

Name of Instructor or Advisor for the Course

Please give a complete description of the course:

Signature of Teacher:

Date:

☐ Approved Date

☐ Not Approved Date

Signature of Superintendent:

Request for Lane Change
Manson Northwest Webster Community School District

Name

Due to completion of college hours that meet Board policy, I am requesting my contract be modified to reflect a change to my wage rate classification as specified in the master contract.

My present contract shows me on **(Insert Current Wage Rate Classification)**. I have completed hours that meet the terms of the master contract and Board policy, and I now qualify to be placed on **(Insert New Wage Rate Classification)**.

All transcripts of hours must be on file in the Superintendent's office by the third Monday of September to qualify for a change in wage rate classification unless agreement is made between the Superintendent and teacher. Failure on the teacher's part to file hours within the specified time may result in loss of additional salary.

Teacher's Signature

Date

Superintendent's Signature

Date

MANSON NORTHWEST WEBSTER CSD
Illness/Injury Bank Participation Form
(Due no later than September 15 of current school year)

I, _____, wish to place _____ days in the
Illness/Injury Bank for the school year _____.

Name

Date

Illness/Injury Bank (also referred to as “BANK” or “THE BANK”)

- A. **Illness or Injury** – the definition of “illness” for the purposes of this policy shall be: A prolonged and debilitating and/or terminal disease, illness or injury requiring medical attention or hospitalization or extended home-bound care by a licensed health care professional resulting in frequent or continuous and unavoidable absence from work as certified by a licensed health care professional.
- B: **Establishment** – an illness/injury Bank will be established for use by those employees who choose to participate. THE BANK will be used in the event of an illness or injury as defined in section A. Use of the BANK will commence on the first day after the exhaustion of the employee’s personal sick leave days and will continue until the employee is no longer under the care of a licensed health care professional for the condition or until the exhaustion of the employee’s BANK days allowed as outlined in section D. THE BANK year will be the contract year. There will be no carryover of days in the BANK from one year to the next. Contributed sick leave days will not be returned to the contributing employee from the BANK at the end of the year.
- C. **Eligibility** – In order to be eligible to participate in the benefits of the BANK, employees must:
1. contribute maximum of 1 day in years 1-5 of employment and from 3 to 6 days of sick leave to the BANK in years 6 and beyond
 2. enroll in the BANK no later than September 15 of the current school year or within 10 days of the Bank’s initial inception.
- D. **Contribution and Usage of BANK Days**
1. contribute maximum of 1 day in years 1-5 of employment and from 3 to 6 days of sick leave to the BANK in years 6 and beyond
 2. Accumulated personal sick leave for a contributing employee will be reduced by the number of sick leave days that employee contributes to the BANK.
 3. BANK benefits for contributing employees will be ten (10) BANK days received for each personal sick day contributed to the BANK. BANK days can only be applied to illness or injury.
 4. Eligible and participating employees who have exhausted their personal sick leave due to an illness or injury may apply for BANK benefits using the request form. (See attachment F)

5. The maximum number of days an employee could draw for illness/injury in one year is 60 days.

Balance Sick Days _____

Balance Sick Bank Days _____

Employer Signature _____

Date _____