

MASTER CONTRACT

BETWEEN

THE

SHELDON EDUCATION ASSOCIATION

AND

THE

SHELDON COMMUNITY SCHOOL DISTRICT

FOR THE

SCHOOL YEAR

2026-2027

SHELDON, IOWA

CONTENTS

ARTICLE I	PREAMBLE	1
ARTICLE II	RECOGNITION	1
ARTICLE III	EMPLOYMENT TERMS	2
ARTICLE IV	HEALTH PROVISIONS	3
ARTICLE V	SAFETY PROVISIONS	3
ARTICLE VI	LEAVES	3
ARTICLE VII	INSERVICE EDUCATION	6
ARTICLE VIII	SALARIES	7
ARTICLE IX	SUPPLEMENTAL PAY	7
ARTICLE X	GRIEVANCE PROCEDURE	8
ARTICLE XI	DURATION	9

APPENDIX

SALARY SCHEDULE A	10
SUPPLEMENTAL SCHEDULE B	10
GRIEVANCE REPORT FORM SCHEDULE C	12

ARTICLE I

PREAMBLE

WHEREAS, the parties have reached certain understandings, which they desire to confirm in this agreement, it is agreed as follows:

ARTICLE II

RECOGNITION

- A. **UNIT.** The Board hereby recognizes the Sheldon 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 S.E.A.: No. 621] issued by the PERB on the third day of May, 1976.

The unit described in the above certification is as follows:

INCLUDED: All full-time and regular part time professional personnel including: classroom teacher, guidance counselor, librarian, departmentalized teacher, or any other classroom teacher.

EXCLUDED: Superintendent, assistant Superintendent, director of elementary education, principals, assistant principals, activities director, school nurse, teacher aides, teacher associates, substitute teachers, intern teachers, non-certificated personnel, all other employees of the district, supervisory and confidential as defined by the Act, and all other persons excluded by Section 4 of the Act.

B. **DEFINITIONS:**

1. The term "Board", as used in this agreement, shall mean the Board of Education of the Sheldon School District 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 Sheldon Education Association or its duly authorized representatives.

ARTICLE III

EMPLOYMENT TERMS

- A. There shall be no more than 190 paid contractual days in the school year, excluding employees having extended or supplemental contracts. These days shall be as follows:
- (a) There shall be 178 teacher-student contact days scheduled within the school year at the Superintendent's discretion, with two (2) additional days for parent-teacher conferences.
 - (b) There may be ten (10) workdays or inservice days to be scheduled at the Superintendent's discretion.
 - (c) There may be two (2) unpaid workdays or inservice day for first year teachers new to the school district.

Certain employees shall be contracted on an extended basis as shall be agreed to by the employee and the Board.

- B. All full-time employees covered under this contract shall work from 8:00 A.M. until 4:00 P.M. On Fridays or on days preceding school holidays or vacations, the employee's day shall end at 3:30 P.M. All part-time employees' working hours will be set by the Superintendent or his designee. Nothing contained herein prohibits or limits the rights and responsibilities of the administration in assigning extra duties as associated with the teaching profession; for example, attendance at staff meetings, open houses, ticket selling at school activities and such additional events or activities as may be scheduled from time to time.
- C. Employees may be required to attend, without additional compensation, faculty or professional meetings in addition to the regular staff meetings that may be called during the regular school hours of 8:00 A.M. to 4:00 P.M. up to three (3) meetings per school month, not to exceed 22 times per school year. Said school meetings may be called between the hours of 7:00 a.m. and 8:00 a.m. or 4:00 p.m. and 5:00 p.m.
- D. Employees shall be entitled to a thirty (30) minute duty-free lunch on each full teaching day. Employees may leave the building during the duty-free lunch period after notifying the office.
- E. Normally all full-time teachers will have at least 225 minutes of preparation time per five (5) day week.
- F. In addition to the time set forth above, employees involved in activities referred to in the Supplemental Pay Schedule B shall devote the requested time to that activity and the Board reserves the right to schedule certain activities covered in the Supplemental Pay Schedule within the 8:00 A.M. to 4:00 P.M. working day if necessary.
- G. Employees may leave the school building after obtaining permission from the building principal. The decision will be left to the sole discretion of the principal.

ARTICLE IV

HEALTH PROVISIONS

- A. **PHYSICAL FITNESS - CONTINUING EMPLOYEES.** The employer may require a subsequent examination when in its judgment such an examination is relevant to an employee's performance or status. The examining physician shall be selected by the employer and the employer shall pay the cost of such examination.

ARTICLE V

SAFETY PROVISIONS

- A. The employer shall make an effort to provide and maintain a safe place of employment. All employees shall be alert to unsafe practices, equipment, or conditions and shall make an effort to report any such unsafe practices, equipment, or conditions to their principal or immediate supervisor.

ARTICLE VI

LEAVES

- A. **SICK LEAVE.** An employee will be granted sick leave with full pay due to an illness or injury or for medical or dental treatment or to consult with a medical specialist for the purpose of obtaining diagnostic tests and care due to the employees' illness or injury. Sick leave would not include routine physical examinations or routine dental check-ups.

A leave of absence for an employee's illness or injury with full pay for consecutive years of employment shall be as follows:

10 days	-	1st year	13 days	-	4th year
11 days	-	2nd year	14 days	-	5th year
12 days	-	3rd year	15 days	-	6th and subsequent years

The amount of accumulated sick leave shall be one hundred thirty (130) days. Accumulated sick leave may be transferred to the Sheldon Community School District in an amount equal to the number of years experience brought into the system. This amount shall not exceed eighty (80) days.

An employee shall be allowed to use up to five (5) days of his or her sick leave for an illness or injury, medical appointment related to an illness or injury, or an outpatient surgical procedure of a spouse, child or parent. In either instance, requests for such leave must be submitted to the Superintendent for his or her approval before the leave may be utilized. Such requests need not describe the illness, injury, or surgical procedure necessitating the leave. Additional days, which shall also be charged against accumulated sick leave, may be granted at the discretion of the Superintendent whose decision in this matter is not grievable.

The employer may request medical proof from an employee absent for more than five (5) consecutive days due to personal illness or injury prior to the employee receiving pay for sick leave. In addition, the employer may, in any case, request medical proof if, in the employer's discretion, the employer deems absences excessive or if the employer has a question as to the

validity of the request for sick leave. A physician chosen by the employer may review the employee's medical proof, and the cost, if any, for said medical proof shall be paid by the employer.

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than October 1 of each year.

- B. SERIOUS FAMILY ILLNESS. Employees shall be granted leave of absence at full pay for a serious illness, requiring professional care, for an employee's spouse, children, parents, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister, and brother. This leave shall not exceed five (5) days for a serious illness. Additional days may be granted at the discretion of the Superintendent whose decision in this matter is not grievable.

A serious illness is defined as:

- (1) an illness, medical condition, or injury resulting in an overnight stay in the hospital;
- (2) a period of incapacity of three (3) or more consecutive days that involves:
 - (a) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider; or
 - (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- (3) or periodic treatments for an illness or injury with a health care provider or nurse acting under a provider's supervision, e.g. radiation, chemotherapy;

Requests concerning such circumstances shall be made on prescribed school district form and routed through the building principal's office to the office of the Superintendent.

- C. ADOPTION LEAVE. In cases of legal adoption up to fifteen (15) days leave shall be granted to the employee. This leave shall be deducted from the sick leave.

- D. PERSONAL LEAVE:

1. Personal leave shall consist of three (3) days which shall be unpaid days (non-cumulative), and two (2) days which shall be paid days, an employee may elect to carry-over a maximum of one (1) unused paid personal leave day each year, and may accumulate a maximum of three (3) paid personal days. An employee may not accumulate more than three (3) paid personal days.
 - a. Up to two (2) days of personal leave may be used for the day(s) immediately preceding or the day(s) immediately following any holiday, or vacation period. Personal leave shall not be granted during the first or last five student-contact days of the school year, workdays/in-service days or during a day of parent-teacher conferences, except in case of an emergency or in the event of unusual circumstances as determined by the Superintendent. The Superintendent's determination of what constitutes an emergency or unusual circumstances shall not be subject to the grievance procedure.
 - b. Leave shall be by written request to the employee's principal, made at least three (3) days in the advance of the date of the intended absence. A copy of the request will be returned to the employee showing dispensation of the request. It is further provided, however, that fewer than three (3) days' notice may be given when an employee demonstrates, by evidence satisfactory to the Superintendent, that an emergency prevented the giving of three (3) days' notice and that the notice actually given was as far in advance of the date of the intended absence as permitted by the emergency.

- c. No more than four (4) employees of the school district shall be allowed to utilize personal leave at any one time. Requests shall be considered in the order they are received. The Superintendent shall have discretion to grant only those requests for which substitutes may be obtained.
 - d. Any full time instructor who does not avail themselves of paid personal leave days during the school years shall indicate if they would like to:
 - 1. Be paid the equivalent of a day of substitute teacher pay for all of the paid personal days accumulated, but not utilized in a year.
 - 2. Request to be paid the equivalent of a day of substitute teacher pay for a specific number of their unused paid personal days (maximum of 2), and carry-over one (1) accumulated but unused day to the next year.
- E. JURY DUTY. In the absence of extra-ordinary circumstances, teachers in the school system may be excused for jury duty. In order that no teacher shall suffer financial loss because of such absence the difference between their normal salary and the compensation received for jury duty shall be paid.
- F. MILITARY LEAVE. A military leave of absence shall be granted to an employee who shall be inducted for military duty in time of war or other emergency declared by proper authority in any branch of the armed forces of the United States. Upon return from such leave, an employee shall be placed at the same salary and shall maintain the same fringe benefits as he would have accrued had he taught in the district during such period. Employees of the Sheldon Community School District shall continue to receive their regular compensation for the duration of their contract year when called to active duty as a member of the National Guard or Reserves, provided that they shall remit or turn over to the school district that compensation, except for mileage and expenses which they received while on active duty.
- G. PROFESSIONAL LEAVE. Attendance at educational meetings or visiting other schools is permitted at full pay, if such absence is recommended by the building principal and is approved by the Superintendent. All cases will be reviewed in light of budget, benefit to the educational program and availability of suitable substitutes.
- H. FUNERAL LEAVE. Employees shall be granted leave of absence at full pay for a death in the immediate family.
 - Immediate family shall be limited to the employee's spouse, children, stepchild, parents, step parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister, brother, grandparents, and grandchildren. This leave shall not exceed five (5) days at any one time.
 - Employees shall be granted leave of absence at full pay for a death of an aunt, uncle, step sibling, brother-in-law or sister-in-law. This leave shall not exceed three (3) days at any one time.
 - Employees shall be granted leave of absence at full pay for a step-grandparent, grandparent-in-law, great grandparent, nieces, nephews, and first cousins. This leave shall not exceed one (1) day at any one time.
 - Employees shall be granted leave of absence at full pay for a friend or any other relative not listed above. This leave of absence shall not exceed one (1) day per year.

Requests concerning such circumstances shall be made on prescribed school district form and routed through the building principal's office to the office of the Superintendent.

Employees shall be granted leave of absence for the death of other relatives, not to exceed five (5) days without pay for the absence.

In the event of the death of an employee in the Sheldon School District, the principal or immediate supervisor of said employee may grant, to an appropriate number of employees,

sufficient time to attend the funeral. In the event of the death of a former employee of the Sheldon Community School District, the principal may grant, to an appropriate number of current district employees sufficient time to attend funeral services conducted within the district boundaries of the Sheldon Community School District. The principal's decision in this matter is not grievable.

- I. SABBATICAL LEAVE. Certified personnel having completed five (5) years of service in the Sheldon Community School District may submit a written request to the Board of Directors for a one (1) year sabbatical leave. Upon approval of this request, salary at a rate of zero per cent (0%) of the teachers following year's salary.
- J. FAMILY AND MEDICAL LEAVE. Unpaid family and medical leave will be granted up to 12 weeks per school year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 - June 30. Requests for family and medical leave shall be made to the Superintendent. Unpaid leave shall be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. An employee who is unable to work because of personal or family illness requiring professional care or disability and who has exhausted all sick leave available shall be granted a family and medical leave of absence without pay.
- K. All leaves may be taken in quarter ($\frac{1}{4}$) day increments.

ARTICLE VII

INSERVICE EDUCATION

Building Leadership Team representatives from elementary, middle school, and senior high shall work in conjunction with school district administration to make recommendations to the Board on the structure and content of the district's in-service education program. In-service activities shall be tied to goals outlined in the school district's comprehensive school improvement plan.

ARTICLE VIII

SALARIES

- A. **TEACHER SALARY.** The salary of each employee is set forth in Schedule A, attached hereto, and made a part thereof.
- B. **PLACEMENT AND ADVANCEMENT SALARY:**
1. The starting salary of each new employee shall be determined by the district superintendent.
 2. New teachers coming into the Sheldon Community School District may receive credit for up to eight (8) years of teaching in other properly accredited school systems provided that such prior experience has been earned within nine (9) years immediately preceding the date of employment with the school district. Exceptions may be granted in sole discretion of the Superintendent.
 3. The Board reserves the right to determine the pay to obtain or keep specifically qualified employees. The Board reserves the right to contract with individual employees for certain curriculum or committee appointments.
 4. The calculator for the Schedule B Co-Curricular Salary schedule shall be \$5,415 for the 2026-2027 school year.
- D. **METHOD OF PAYMENT AND EXCEPTIONS:**
1. Employees shall be paid in either twelve (12) or ten (10) equal installments on the twentieth (20th) of each month commencing in September throughout the school year. An employee who opts to be paid on the ten (10) month basis shall make this decision in writing at least two weeks prior to the first pay period of the contract. The tenth (10th) payment for those who choose this option shall occur in June. Employees shall receive their checks or a paper or printable electronic copy of the receipt of their check that is deposited into an account at their building and on regular school days.
 2. When a pay date falls on or during a school holiday, federal holiday when local banks are closed, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
 3. Summer checks, other than summer school employees, shall be mailed to the address designated by the employee.

ARTICLE IX

SUPPLEMENTAL PAY

Employee participation in extra-curricular activity duties listed on the Supplemental Pay Schedule B, which is attached hereto and made a part hereof shall be compensated according to the rate of pay set forth in Schedule B.

ARTICLE X

GRIEVANCE PROCEDURE

Section 1.

A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this agreement, not specifically excepted from the grievance procedure.

Section 2.

- A. Every teacher covered by this agreement shall have the right to present grievances in accordance with these procedures.
- B. The failure of a teacher 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 may be extended by mutual agreement.
- C. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.
- D. Any aggrieved person may be represented at Step Three of the grievance procedure by himself/herself or at his/her option, by a representative selected or approved by the Association.

Section 3.

- A. **FIRST STEP.** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal or immediate supervisor.
- B. **SECOND STEP.** If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and at a mutually agreeable time and within seven (7) days, discuss the matter with the principal or his designee. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) days from the date of occurrence of the event giving rise to the grievance. The principal or his designee shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within twelve (12) 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 teacher shall file, within seven (7) days of the principal's written decision at the second step, a copy of the grievance with the Superintendent or his designee. Within fourteen (14) days after such written grievance is filed, the aggrieved teacher and Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within fourteen (14) days of the third step grievance meeting and communicate it in writing to the teacher and the principal.

The decision of the Superintendent or designee shall be final.

Section 4.

If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this agreement, then the school district shall not be required to process the same claim or set of facts through the grievance procedure. The Grievance Report Form is Schedule D attached hereto and by this reference made a part hereof.

ARTICLE XI

DURATION

- A. SAVINGS CLAUSE. In the event that any provisions of this agreement shall become void or illegal during the term of this agreement, such provisions shall become inoperative, but all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.
- B. PRINTING AGREEMENT. An electronic copy of this agreement shall be filed in the Employee Self-Service Portal (ESS) after agreement with the Association on format within thirty (30) days after the agreement is signed. The district shall notify employees now employed, hereafter employed, or considered for employment by the Board that the agreement has been posted on the ESS Portal to all and the Board shall provide the Association with twenty (20) printed copies.
- C. NOTICES. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions (s) of this agreement, either party shall do so by telegram or letter at the following designated address 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: | 2. If by Board, to Association at: |
| Superintendent's Office | Chairman of the Executive Council |
| Sheldon Community School District | Sheldon Education Association |
| Sheldon, IA 51201 | Sheldon Community School |
| | Sheldon, IA 51201 |
- D. FINALITY AND EFFECT. Past practices shall not constitute part of this agreement and any subsequent or supplementary agreement must be reduced to writing and executed by both parties to be effective.

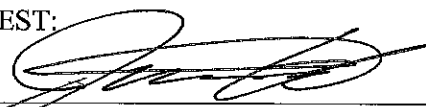
It is expressly understood and agreed that all functions, rights, powers or authority granted to or inhering to the administration of the school district by law or custom are retained by the Board. Provided that none of the clauses in this agreement in any way abrogate or diminish the above mentioned rights and authority of the Board, the Board shall not exercise its rights so as to violate any of the specific provisions of this agreement.

- E. DURATION PERIOD. This agreement, except as hereinafter provided, shall be effective as of July 1, 2026 and shall continue in effect until June 30, 2027.
- F. SIGNATURE CLAUSE. IN WITNESS WHEREOF the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 14th day of April 2025.

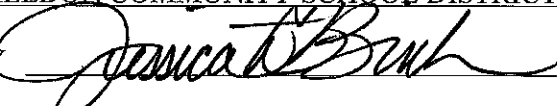
SHELDON EDUCATION ASSOCIATION

BY Jason Uhl

ATTEST:


CHIEF NEGOTIATOR

SHELDON COMMUNITY SCHOOL DISTRICT

BY 

ATTEST:


CHIEF NEGOTIATOR

SCHEDULE A
SHELDON COMMUNITY SCHOOL

SALARY SCHEDULE 2026-2027
\$50,000 – Combined Base/TSS Salary

	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PhD
Base Wage	\$50,000	\$51,100	\$52,200	\$53,850	\$54,950	\$56,050	\$57,150	\$58,250

In the event the annual Teacher Supplemental Salary (TSS) increases or decreases due to changes in enrollment or State Supplemental Amount (SSA), the TSS change will not increase or decrease the negotiated salary. If the legislation regarding Teacher Supplemental Salary (TSS) is amended or if the funding formula or monies appropriated for TSS are changed, then the integrated TSS monies shall be removed from the salary schedule.

SCHEDULE B
SHELDON COMMUNITY SCHOOL

2026-2027 \$5,415 (Co-Curricular Calculator)
(Calculator X Factor = Salary; Example: \$5,415 X 1.5 = \$8,123)

Head Coach (Football, Volleyball, Basketball, Baseball, Wrestling, Softball, Concessions).....	1.50.....	\$8,123
Summer Theatre Director.....	1.45.....	\$7,852
High School Director (Band, Vocal, Speech & Dramatics).....	1.30.....	\$7,040
Head Coach (Track, Soccer).....	1.25.....	\$6,769
Head Coach (Cross Country, Golf, Esports).....	1.00.....	\$5,415
Assistant Coach (Football, Volleyball, Basketball, Baseball, Softball).....	1.00.....	\$5,415
Middle School Band.....	1.00.....	\$5,415
Assistant Coach (Wrestling).....	0.91.....	\$4,928
Assistant Coach (Track, Soccer).....	0.85.....	\$4,603
9 th Grade Coach (Football, Volleyball, Basketball).....	0.82.....	\$4,440
9 th Grade Coach (Baseball, Softball).....	0.75.....	\$4,061
High School Annual.....	0.75.....	\$4,061
Assistant Coach (Cross Country, Golf).....	0.70.....	\$3,791
Middle School Coach (Football, Volleyball, Basketball, Wrestling, Track, Soccer).....	0.67.....	\$3,628
High School Assistant Speech.....	0.63.....	\$3,411
Dance Team.....	0.60.....	\$3,249
High School Musical Director.....	0.58.....	\$3,141
Middle School Coach (Baseball, Softball).....	0.57.....	\$3,087
Audio Visual.....	0.52.....	\$2,816
Game Club/Assistant Esports.....	0.50.....	\$2,708
Cheerleader Coach (Football, Basketball, Wrestling).....	0.43.....	\$2,328
High School Musical Vocal Director.....	0.40.....	\$2,166
FFA Sponsor.....	0.37.....	\$2,004

Flag Corp.....	0.33.....	\$1,787
Club Sponsors (NHS, Jr/Sr Prom, FCCLA, FBLA, Science, Art, Spanish, Skills USA).....	0.25.....	\$1,354
Work Experience Coordinator	0.22.....	\$1,191
High School Musical (Pit Band Director, Technical Director).....	0.20.....	\$1,083

SCHEDULE C
GRIEVANCE REPORT

No. _____

Date Filed

Sheldon Community School District

Distribution of Form

_____ Building

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

Name of Aggrieved Person

LEVEL TWO

A. Date alleged violation occurred _____

B. Section(s) of Contract violated _____

C. Statement of Grievance _____

D. Relief sought _____

Signature and date of receipt by supervisor

Date

Signature of Grievant

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

LEVEL THREE

A.

Signature of Aggrieved Person

Date

Signature and date of receipt by Superintendent

Date

B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee

Date
