# 2023-2024 Master Contract

# Ruthven-Ayrshire Community School District

**and the**

# Ruthven-Ayrshire Education Association

## Table of Contents


| | |
|---|---|
| ARTICLE ONE – DEFINITIONS | Page 3 |
| ARTICLE TWO – GRIEVANCE PROCEDURE | Page 4 - 5 |
| ARTICLE THREE – SENIORITY | Page 6 |
| ARTICLE FOUR – WAGES AND SALARIES | Page 7 - 8 |
| ARTICLE FIVE – LEAVES OF ABSENCE | Page 9 - 10 |
| ARTICLE SIX – VACATIONS AND HOLIDAYS | Page 11 |
| ARTICLE SEVEN - MISCELLANEOUS PROVISIONS | Page 12 |
| SIGNATURE CLAUSE | Page 12 |
| HIRING GUIDE | Page 13 |
| SUPPLEMENTAL PAY | Page 14 |
| APPENDIX A – GRIEVANCE FORM | Page 15 - 16 |

## ARTICLE ONE
## DEFINITIONS

This Agreement is entered into between the Board of Directors of the Ruthven-Ayrshire Community School District, hereinafter referred to as the "Board," and the Ruthven-Ayrshire Education Association, hereinafter referred to as the "Association," on the date next to the signatures at the end of this agreement.

A. REPRESENTATION

The Ruthven-Ayrshire Education Association, an affiliate of the Iowa State Education Association and the National Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Ruthven-Ayrshire School District as set forth in the certification instrument issued by the Public Employment Relations Board on the **13th day of April, 2020,** (Case no. 8303), whether under verbal or written contract or on leave, as long as the union is the certified bargaining representative.

The bargaining unit described in the above certification is as follows:

INCLUDED: All full-time and regular part-time professional employees of the Ruthven-Ayrshire Community School District including: classroom teachers grades PK-12, librarian, special education teachers, Title I teachers, and guidance counselor.

EXCLUDED: Superintendent of schools, principals, all substitutes, district secretaries, non-professional employees, shared employees with another district whose contract is held by the other district, and all others excluded by Iowa Code section 20.4.

B. DEFINITIONS

1. The term "Board", as used in this Agreement, shall mean the Board of Education of the Ruthven-Ayrshire Community School District or its duly authorized representative(s).

2. The term "District", as used in this Agreement, shall mean the Ruthven-Ayrshire School District.

3. The term "Association", as used in this Agreement, shall mean the Ruthven-Ayrshire Education Association or its duly authorized representative(s).

4. The term "Employee", as used in this Agreement, shall mean a (all) person(s) represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

## ARTICLE TWO
## GRIEVANCE PROCEDURE

A. DEFINITIONS

1. Grievance
   A "grievance" shall mean only a claim that there has been a violation, misinterpretation, or misapplication of specific provision of this Agreement.

2. Grievant
   A "grievant" is the employee, group of employees or the Association making the complaint. If the Association files a grievance, it shall be filed at the 3rd step with the Superintendent.

3. Days
   As used in this Article, the term "days" means employee working days.

B. GENERAL PROCEDURES

1. Time Limits
   The number of days indicated at each level shall be considered as a maximum. However, the time limits specified may be extended by mutual written agreement.

   The failure of a grievant 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.

2. Year-End Grievances
   If a grievance is filed or if a grievant has a right to file a grievance 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 proportionately reduced so that an arbitrator is selected prior to the end of the school year, or within a maximum of twenty-one (21) calendar days thereafter.

   If a grievant fails to meet the deadline set forth in this paragraph for reasons, which are not attributable to the grievant, then the grievant shall not be barred from processing the grievance.

3. Superintendent Level Decision
   Whenever the decision giving rise to a grievance was made by the Superintendent, the grievant must file the grievance beginning at the Second Step and must do so within fifteen (15) days of the decision.

4. Right to Representation
   The grievant shall have the right to Association representation at all levels of the grievance procedure. If an individual grievant does not continue the grievance, the Association may continue the grievance to the succeeding levels.

5. Continuity of Instructional Program
   It is agreed that any investigation or processing of any grievance by the grievant shall be conducted so as to result, insofar as possible, in no interference with or interruption of the instructional program of the grievant or of the teaching staff.

C. PROCESSING GRIEVANCES

1. First Step (Informal)

An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and his/her principal. This meeting shall take place in the administrator's office. During the course of the meeting the grievant shall identify that the grievant feels there has been a violation of the contract and identify the specific portion(s) of the contract the grievant feels has been violated.

2. Second Step (Principal)

Within ten (10) days of the act, which gave rise to a grievance, the grievant shall complete, deliver, and file with the principal the written Grievance Report form set forth in Appendix "B. Within ten (10) days following the filing of the written report, the principal shall make a decision on the grievance, enter such decision on the Grievance Report form, and communicate such decision in writing to the grievant, the Association, and Superintendent. If the Principal and the Superintendent are the same person, the response shall be deemed the response to Step three and the grievance may be moved to Step Four.

3. Third Step (Superintendent)

In the event a grievance has not been satisfactorily resolved at the Second Step, the grievant shall file a copy of the grievance with the Superintendent within five (5) days of the Principal's written decision at the Second Step. Within ten (10) days after such written grievance is filed the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) days of the Second Step grievance meeting and communicate it in writing to the grievant, the Association and the principal.

4) Fourth Step (School Board)

In the event a grievance has not been satisfactorily resolved at the third step, the aggrieved employee shall file a copy of the grievance within five (5) school days of the superintendent's written decision at the third step with the board of education. After a copy of the grievance is filed with the board of education and within (5) school days after such written decision is filed from step 3, the aggrieved and board of education shall meet to resolve the grievance. The superintendent or the board of education shall file a written decision within (5) school days of the fourth step grievance meeting between the aggrieved employee and board of education. The decision of the board of education is final and binding.

D. EXCLUSIVE GRIEVANCE PROCEDURE

A grievance shall be presented on the Grievance Report form, Appendix "A", attached hereto.

E. GRIEVANCE FILES

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## ARTICLE THREE
## SENIORITY

A. DEFINITION

Seniority is defined as the number of years of continuous employment in the Ruthven-Ayrshire Community School District or its predecessors.

B. SENIORITY DETERMINATION

Seniority shall be District-wide and shall be computed from the date on which the employee signed his/her initial individual contract. Employees who work more than half-time or who work full-time for more than one-half the school year shall receive full seniority. Employees who work half- time or less shall receive pro-rated seniority. One full year of seniority equals full-time employment for a school year. If two or more employees have the same seniority date, then, for purposes of this Agreement, the relative order of seniority shall be determined by drawing lots.

C. SENIORITY LIST

No later than September 30 of each school year, the District shall post in each building and deliver to the Association a list showing the seniority of each employee employed by the Board.

## ARTICLE FOUR
## WAGES AND SALARIES

A. SCHOOL YEAR

The number of days in the school year shall be determined by the Board at the outset of negotiations. The salary schedule is based upon a one hundred eighty-nine (189) day contract days (193 for new employees), inclusive of paid holidays. If the Board desires to increase this number of days the employee will be compensated per diem.

B. HIRING AND SALARY SCHEDULE

The Salary Schedule places employees into Lanes for education levels and Steps for experience. When an employee is placed on the Salary Schedule the initial placement will advance per the schedule in future years. Lanes may be changed with additional confirmed educational hours.

The Salary Schedule will also serve as the hiring schedule for new employees.

The salaries of part-time employees shall be at a ratio proportionate to their part-time service.

If the contract of an individual teacher provides for work on more than 189 days, then the additional days beyond 189 shall be compensated according to the per diem basis.

C. CONTINUING EMPLOYEE SALARY

For 2023-2024:

- Salary Scheduled with Base of $39,200.00 created
- Six individuals not included on Salary Schedule
- Those not included on the Salary Schedule provided $2800 increase to previous year's salary
- Health Insurance - with the district paying 90% of Single
- Other Items:
    - Four (4) days of inservice for RA New Teachers (Pre-Service Days)
    - Side Letter incorporated into Master Contract
    - One day of personal leave available annually to be exchanges with 3 days of Sick Leave for Teachers holding 30 accumulated days of Sick Leave
- Total Package increase - 7.18%

D. TEACHER SALARY SUPPLEMENT.

- The Teacher Salary Supplement Authority is fully incorporated into the Salary Distribution set forth in this agreement.
- TSS distribution will be equally distributed to all FTEs

E. PLACEMENT OF NEW HIRES

Upon initial employment, previous outside teaching experience in a duly accredited school may be credited and full educational lane credit shall be given for undergraduate and graduate school credits earned. New hires without previous teaching experience shall be placed at the base step of the lane appropriate to their education. Educational lane placement will be in accordance with Board policy. No

employee will be placed higher than a current employee with the same experience and training.

If the District demonstrates that it cannot find a suitable candidate for an open position, the District may hire at an initial salary greater than the Salary Schedule. This applies only to the initial hiring salary. Subsequent raises will be part of the negotiated agreements.

F. METHOD OF PAYMENT

1. Pay Periods

   Each employee shall be paid in twenty-four (24) equal installments by the 5th and 20th calendar day of each month. Each employee shall receive his/her checks mailed or by electronic deposit. The District will cover employee costs if such deposits are not made timely.

   Each employee may elect to have one payment per month made on the 20th.

2. Exceptions

   When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

3. Final School Year Pay

   Each employee shall have the option of receiving all or any part of his/her earned contracted salary on the June pay period if the school is notified by June 1.

4. Summer Checks

   Summer checks shall be mailed to the address designated by the employee or be available at the District office on or before the pay period days listed above.

5. Subbing

   If teachers are asked to sub for another teacher, they will be paid a stipend of $20 per day.

## ARTICLE FIVE
## LEAVES OF ABSENCE

A. ACCUMULATION BENEFITS

Each employee shall be provided twelve (12) sick leave days the first, second, and third year of employment as of the first official work day of said school year whether or not he/she reports for duty on that day. In years four through six, the number of days credited shall be increased by one (1) each year. Thereafter, fifteen (15) days shall be credited. Unused sick leave shall be accumulated from year to year with a maximum accumulation of 110 days, exclusive of the current year's allotment.

B. NOTIFICATION

Notification of sick leave accumulation will be provided to employees on the employee's pay stub after the conclusion of the work year.

C. USE OF SICK LEAVE

Sick leave is granted for medically related disability and is intended to be used only when an employee's physical or mental illness or injury prevents him/her from performing his/her normal duties. Teachers with 30 accumulated days of Sick Leave may annually exchange 3 days of Sick Leave for 1 Personal Day upon written request and approval of the Superintendent. The 3rd Personal Day is not eligible for reimbursement at the end of the school year.

D. PROOF OF ILLNESS

The Superintendent may require the employee to furnish a doctor's statement to substantiate illness or injury for which sick leave benefits are requested.

E. EXTENDED LEAVE

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave and personal leave available shall be granted a leave of absence for the duration of the school year. This leave shall be renewed for one additional year upon mutual agreement by the Board and the employee. Insurance benefits shall be continued at the expense of the Board until the completion of the school year in which the leave was initially granted. Thereafter, insurance benefits may be continued at the employee's expense subject to the approval of the insurance carrier.

F. PERSONAL LEAVE

Regular full-time employees shall be granted two (2) days of personal leave to accomplish personal business which cannot be conducted outside the school day. Personal Leave may not be used the first 10 days of the school year or the last 10 days of the school year, except in cases of significant family events, including, but not limited to weddings, graduations, participation in state sponsored events, etc. Unused Personal Leave shall be reimbursed at the current sub rate, payable in the first summer check.

Employees desiring to use personal leave shall submit a request for the leave in writing to the Superintendent at least three (3) working days prior to the requested leave day.

G PROFESSIONAL LEAVE

One day of leave may be granted by the Superintendent each school year to each regular full-time employee for the purpose of attending professional meetings. Professional leave may be accumulated to a total of two (2) days. Additional days may be approved by the Superintendent for the improvement of classroom instruction. Expenses relating to the professional meetings granted by the Superintendent shall be paid by the Board for actual incurred expenses for registration, lodging and gas.

H. BEREAVEMENT LEAVE

An employee shall be excused from duty without loss of pay for five (5) days per occurrence in event of a death in the employee's immediate family (parent, spouse, child, sibling, parent-in-law, or sibling-in-law, son or daughter-in-law, grandparent, grandchild, including step and other legal relationships). Up to two (2) days per occurrence will be granted in event of the death of other relatives. One day per year will be granted for the death of a friend.

I. JURY DUTY LEAVE

Any employee who is summoned for jury duty during the school hours, or who is subpoenaed to testify as a witness in a judicial or administrative proceeding to which he/she is not a party shall be provided leave with pay for such duty or testimony and shall return to work upon completion of their jury duty or testimony.

J. FAMILY ILLNESS

Employees shall be allowed to take a maximum of seven (7) days per school year for family illness. "Family" shall be defined as spouse, parent, sibling or child, or others in custodial care. Days 3-7 shall be deducted from the employee's sick leave.

K. GOOD CAUSE LEAVE

Other leaves of absence, with or without pay, may be granted by the Superintendent for good cause.

L. PARENTAL LEAVE

Ten (10) days adoption leave shall be available to employees for the adoption of a child less than school age. The leave shall be taken in the first four (4) weeks of receipt of the child and shall be shared by parents if both parents are employed by the District. The leave shall be deducted from sick leave and if there is not sufficient sick leave available, the leave shall be unpaid under FMLA.

If leave in excess of 10 days is requested, it shall be granted according to the provisions of FMLA.

M. MILITARY LEAVE

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay or benefits during the first thirty (30) days of such leave. On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary schedule placement or benefits which the employee had occurred prior to taking such leave.

## ARTICLE SIX
## VACATIONS AND HOLIDAYS

A. VACATIONS

Employees shall receive unpaid vacation on the following days:

1. The Friday following Thanksgiving
2. From December 23 through at least January 1, and
3. On the Friday before and the Monday following Easter Sunday.

B. HOLIDAYS

Employees shall receive five (5) paid holidays:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day

No employee shall be required to perform duties on any of these holidays, except that the Band Director and vocal director may be required to perform duties on Memorial Day and shall be paid one-half of the employee's regular contract per diem rate of pay for such work.

## ARTICLE SEVEN
## MISCELLANEOUS PROVISIONS

A. SEPARABILITY
Should any article, section or clause of the Agreement be declared illegal by a court of last resort having competent jurisdiction, then such article, section or clause shall be deleted from this Agreement to the extent that it violates the law, and the parties shall enter into negotiations to replace the invalid provision.

B. COMPLIANCE CLAUSE
Any individual contract between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this Agreement.

C. PRINTING
With thirty (30) days following the signing of this Agreement, copies of this Agreement shall be printed.

The Agreement shall be presented to all employees covered by the agreement now employed and subsequently employed during the period of this Agreement.

D. LUNCH AND PREP PERIODS
Teachers are provided a duty free lunch. Paras/Associates will be assigned to cover lunch supervision. When an associate is not available for supervision, a teacher may be assigned to cover duties and supervision would be a shared responsibility of all teachers at that time.

In grades 5-12, one prep period is provided for teachers on a daily basis. Elementary prep periods are during specials. Additionally all staff members have the time before and after the student day for prep time unless another meeting or event is scheduled.

E. DURATION
This agreement shall be effective from **July 1, 2023 through June 30, 2024.**

**Signature Clause**

The parties to this Agreement have caused it to be signed by their respective representatives on this **10th day of April, 2023.**

Ruthven-Ayrshire CSD Board President

Ruthven-Ayrshire EA President

# Salary Schedule 2023-2024

| Steps | BA | BA+12 | BA+24 | MA | MA+12 | MA+24 |
|---|---|---|---|---|---|---|
| 1 | $39,200 | $39,900 | $40,600 | $42,600 | $43,300 | $44,000 |
| 2 | $39,650 | $40,350 | $41,050 | $43,050 | $43,750 | $44,450 |
| 3 | $40,100 | $40,800 | $41,500 | $43,500 | $44,200 | $44,900 |
| 4 | $40,550 | $41,250 | $41,950 | $43,950 | $44,650 | $45,350 |
| 5 | $41,000 | $41,700 | $42,400 | $44,400 | $45,100 | $45,800 |
| 6 | $41,450 | $42,150 | $42,850 | $44,850 | $45,550 | $46,250 |
| 7 | $41,900 | $42,600 | $43,300 | $45,300 | $46,000 | $46,700 |
| 8 | $42,350 | $43,050 | $43,750 | $45,750 | $46,450 | $47,150 |
| 9 | $42,800 | $43,500 | $44,200 | $46,200 | $46,900 | $47,600 |
| 10 | $43,250 | $43,950 | $44,650 | $46,650 | $47,350 | $48,050 |
| 11 | $43,700 | $44,400 | $45,100 | $47,100 | $47,800 | $48,500 |
| 12 | $44,150 | $44,850 | $45,550 | $47,550 | $48,250 | $48,950 |
| 13 | $44,600 | $45,300 | $46,000 | $48,000 | $48,700 | $49,400 |
| 14 | $45,050 | $45,750 | $46,450 | $48,450 | $49,150 | $49,850 |
| 15 | $45,500 | $46,200 | $46,900 | $48,900 | $49,600 | $50,300 |
| 16 | | $46,650 | $47,350 | $49,350 | $50,050 | $50,750 |
| 17 | | $47,100 | $47,800 | $49,800 | $50,500 | $51,200 |
| 18 | | $47,550 | $48,250 | $50,250 | $50,950 | $51,650 |
| 19 | | $48,000 | $48,700 | $50,700 | $51,400 | $52,100 |
| 20 | | $48,450 | $49,150 | $51,150 | $51,850 | $52,550 |
| 21 | | | $49,600 | $51,600 | $52,300 | $53,000 |
| 22 | | | $50,050 | $52,050 | $52,750 | $53,450 |
| 23 | | | $50,500 | $52,500 | $53,200 | $53,900 |
| 24 | | | $50,950 | $52,950 | $53,650 | $54,350 |
| 25 | | | $51,400 | $53,400 | $54,100 | $54,800 |
| 26 | | | $51,850 | $53,850 | $54,550 | $55,250 |
| 27 | | | $52,300 | $54,300 | $55,000 | $55,700 |
| 28 | | | $52,750 | $54,750 | $55,450 | $56,150 |
| 29 | | | $53,200 | $55,200 | $55,900 | $56,600 |
| 30 | | | $53,650 | $55,650 | $56,350 | $57,050 |
| 31 | | | | $56,100 | $56,800 | $57,500 |
| 32 | | | | $56,550 | $57,250 | $57,950 |
| 33 | | | | $57,000 | $57,700 | $58,400 |
| 34 | | | | $57,450 | $58,150 | $58,850 |
| 35 | | | | $57,900 | $58,600 | $59,300 |
| 36 | | | | | $59,050 | $59,750 |
| 37 | | | | | $59,500 | $60,200 |
| 38 | | | | | $59,950 | $60,650 |
| 39 | | | | | $60,400 | $61,100 |
| 40 | | | | | $60,850 | $61,550 |
| 41 | | | | | $61,300 | $62,000 |
| 42 | | | | | $61,750 | $62,450 |
| 43 | | | | | $62,200 | $62,900 |
| 44 | | | | | $62,650 | $63,350 |
| 45 | | | | | $63,100 | $63,800 |

# SCHEDULE "B"

# SUPPLEMENTAL PAY SCHEDULE

# 2023-2024

| Position | Contract |
|---|---|
| Athletic Director | $4,852 |
| Head Football | $4,852 |
| Head Boys Basketball | $4,852 |
| Head Girls Basketball | $4,852 |
| Head Wrestling | $4,852 |
| Head Volleyball | $4,852 |
| Head Girls Track | $4,500 |
| Head Boys Track | $4,500 |
| Head Cross Country | $3,444 |
| Head Softball | $4,852 |
| Head Baseball | $4,852 |
| Head Girls Golf | $4,148 |
| Head Boys Golf | $4,148 |
| Assistant Football | $3,444 |
| Assistant Boys Basketball | $3,444 |
| Assistant Girls Basketball | $3,444 |
| Assistant Volleyball | $3,444 |
| Assistant Wrestling | $3,444 |
| Assistant Boys Track | $2,796 |
| Assistant Girls Track | $2,796 |
| Assistant Softball | $3,444 |
| Assistant Swing Coach | $2,145 |
| Assistant Baseball | $3,444 |
| JH Football | $2,145 |
| JH Girls Basketball | $2,145 |
| JH Boys Basketball | $2,145 |
| JH Wrestling | $2,145 |
| JH Volleyball | $2,145 |
| JH Girls Track | $2,145 |
| JH Boys Track | $2,145 |
| JH Softball | $2,145 |
| JH Baseball | $2,145 |

| Position | Contract |
|---|---|
| Cheerleading Sponsor (FB/WR) | $761 |
| Cheerleading Sponsor (BBB/GBB) | $761 |
| Speech | $2,622 |
| Yearbook | $2,270 |
| Dramatics/Play - Artistic Director | $1,032 |
| Dramatics/Play - Technical Director | $518 |
| Instrumental Music | $3,666 |
| Vocal Music | $3,666 |
| Dance | $3,978 |
| Musical - Artistic Director | $1,343 |
| Musical - Technical Director | $518 |
| Musical - Instrumental | $518 |
| Musical - Vocal | $518 |
| Choreographer - Musical | $518 |
| Summer Band | $1,489 |
| FFA | $4,852 |
| NHS | $1,032 |
| Mock Trial | $834 |
| Titan News | $1,384 |
| Drivers Ed Per Student | $215 |
| Junior Class Sponsor (Total)* | $3,411 |

*Divided equally among all district contracted sponsors

APPENDIX A

**GRIEVANCE FORM**

_____
Date Filed

_____Community School District

_____Building

_____
Name of Aggrieved Person

Distribution of Form

1. Employee
2. Appropriate Supervisor
3. Superintendent

A. Date Alleged violation occurred _____

B. Section(s) of Contract violated _____

C. Statement of Grievance _____

_____

A. Relief sought _____

_____ _____
Signature of Principal Date

_____ _____
Signature of Grievant Date

B. Disposition by Principal or Immediate Supervisor_____

_____

_____ _____
Signature of Principal or Immediate Supervisor Date

**Level Three - Superintendent**

A. _____ _____
Signature of Aggrieved Person Date Received by Superintendent

A. Disposition by Superintendent or Designee _____

_____

_____ _____
Signature of Superintendent or Designee Date

**Level Four - School Board**

A. _____ _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

_____

_____ _____
Signature of Board President or Designee Date

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