

**MASTER
TEACHERS'
AGREEMENT**

2022-2023

**\$300 Base Increase. A \$2520 ESSER Bonus.
3 Payments of \$840. (Sept. Dec. May)**

2023-2024

**Movement on the Salary Schedule.
A \$1500 ESSER Bonus.
3 Payments of \$500. (Sept. Dec. May)**

2024-2025

Movement on Salary Schedule.

**HLV Community Schools
402 5th Street
Victor, Iowa 52347**

**TEACHERS AGREEMENT
HLV COMMUNITY SCHOOL DISTRICT
TABLE OF CONTENTS**

ARTICLE I	Preamble	1
ARTICLE II	Recognition	1
ARTICLE III	Grievance Procedure	2
ARTICLE IV	Base Wage & Salary Schedule	6
ARTICLE V	Duration	8

MASTER TEACHERS' AGREEMENT

ARTICLE 1 PREAMBLE

Chapter 20 of the Code of Iowa requires public employees to bargain with their employees organizations if the organizations officially request such bargaining to occur and if they meet the requirements for bargaining established in Chapter 20 of the Iowa Code. It is because the HLV Education Association has decided to exercise its right under Chapter 20 of the Iowa code and HLV Education Association is the certified bargaining representative, to collectively bargain this labor relations agreement between the HLV Education Association and the HLV Board of Education has been adopted.

ARTICLE II RECOGNITION

Section 1. Unit-The Board of Education of the HLV Community School District hereby recognizes the HLV Education Association as 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 332) issued by the PERB on the 29th day of August, 1975. The unit described in the above certification is as follows:

Included: All full-time and regular part-time professional personnel, including but not limited to classroom teachers, guidance counselors, librarians, special education teachers, special resource staff, department heads, administrative assistant, and media specialist.

Excluded: Superintendent, principals, teacher aides, nurses, all non-professional employees, and all those excluded by Section 4 of the act.

Section 2. Definitions

- A. The term "Board", as used in this agreement, shall mean the Board of Education of the HLV Community School District or its duly authorized representatives.
- B. The term "employee", as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as define and certified by the PERB.
- C. The term "Association", as used in this agreement, shall mean the HLV Education Association or its dully authorized representative.

ARTICLE III GRIEVANCE PROCEDURE

Section 1. Definition-A grievance shall mean only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

Section 2. Purpose and Procedure-The purpose of this procedure is to secure, at the earliest possible level, equitable solutions to the problems which may from time to time arise under this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure. 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 failure of a teacher or the Association to act on any grievance within the prescribed time limits shall constitute a waiver of the alleged grievance and will act as a bar to further appeal. An Administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step.

The time limits may be extended by mutual agreement.

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or his or her representative shall be conducted 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. The Board shall solely determine whether an interference has occurred under this paragraph.

All grievances must be presented within five (5) working days of the date of occurrence of the event giving rise to the grievance.

Every employee covered by the Agreement and/or the Association shall have the right to present grievances in accordance with these procedures.

A. First Step-An attempt shall be made to resolve any grievance under this Article through an informal discussion between the grievant and the appropriate building principal. If requested by the allegedly aggrieved employee, the recognized association representative may be present at this informal discussion.

B. Second Step-If a grievance is not resolved informally at the first step, the aggrieved employee and/or the Association shall file the grievance in writing with the building principal within five (5) working days after the informal conference with the building principal. The written grievance shall state the nature of the grievance, spelling out the specific clause or clauses of this agreement which have been allegedly violated, misinterpreted, or misapplied and shall state the remedy requested, if such a remedy is to be considered in the grievance process.

Within five (5) working days after the principal receives the written grievance, a meeting at the mutually agreeable time shall be held with the aggrieved and his/her representative, if requested, to discuss the alleged grievance and attempt to resolve same.

The principal, or other Board representative, shall render such decision and communicate it in writing to the aggrieved employee or the Association and the superintendent within five (5) working days following the meeting between the principal and the aggrieved.

C. Third Step- In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved, if he/she so desires, may file an appeal of the principal's answer with five (5) working days of the said written decision with the superintendent and/or his representative. Within ten (10) working days after the written grievance is filed, the aggrieved, the representative of the aggrieved, if desired, the superintendent, and/or his representative shall

meet in an attempt to resolve the grievance. The superintendent and/or his representative shall file an answer within ten (10) working days of the third step grievance meeting and communicate it in writing to the aggrieved and to the principal.

D. Fourth Step-If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial binding arbitration. Only grievances which have been processed through the preceding steps of this procedure shall be submitted to binding arbitration as provided below:

1. The grievant and/or her/his representative shall submit, in writing, a request to enter into binding arbitration. In order to have this request considered, it must be filed by either the grievant and/or her/his representative with ten (10) working days after the step 3 grievance decision has been issued by the superintendent.
2. The arbitration proceedings shall be conducted by an arbitrator which will be selected within five (5) working days after a grievance arbitration notice has been received by the superintendent. If the two parties fail to agree on an arbitrator within five (5) working days, the Federal Mediation & Conciliation Service (FMCS) shall be requested to provide a panel of five (5) arbitrators. This request to FMCS shall be in the form of a written communication from the grievant and/or her/his representative and shall state that the list of arbitrators shall be sent to the superintendent of the school district. After the list of arbitrators has been received by the superintendent, the two parties shall discuss the names on the list and alternately strike one name at a time from the list until only one name remains. The remaining name shall be the arbitrator.
3. The decision of the arbitrator shall be submitted in writing to both the grievant or her/his representative and to the superintendent of the school district within twenty (20) working days following the conclusion of the hearing or the submission of briefs by the parties, whichever is later. This requirement to have the grievance arbitration decision completed within twenty (20) working days by the arbitrator can be extended only by mutual agreement.

The decision of the arbitrator shall be binding on the parties. In reaching her/his decision, however, the arbitrator shall have no power to alter, change, detract from or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of the Agreement to the issue being raised by the grievant and/or her/his representative.

Each party shall bear its own costs and expenses for the arbitration proceedings with the exception of the fee of the arbitrator which shall be shared equally by the employers and the grievant.

Section 3. Year-End Grievance-In the events a grievance is filed at such time 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 up to Step 4 may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

GRIEVANCE REPORT

Date Filed

School Dist.

Distribution of Form

Building

1. Association (at the
option of grievant)

2. Employee

Name of Aggrieved Person

3. Appropriate Supervisor

4. Superintendent

LEVEL II

A. Date Violation Occurred _____

B. Section(s) of Contract Allegedly 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 Designee _____

Signature of Superintendent or Designee Date

Level IV

A. _____
Signature of Signature of Association President
Aggrieved Person (With Approval of Association)

B. _____
Date Submitted Date Received by Arbitrator
to Arbitration

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator

Date of Decision

ARTICLE IV
BASE WAGE & SALARY SCHEDULE

Section 1. BA STEP 0 \$35,010

Section 2. BA+12 STEP 0 \$36,410

Section 3. BA+24 STEP 0 \$37,811

Section 4. MA STEP 0 \$39,211

Section 5. MA+12 STEP 0 \$40,612

Section 6. MA+24 STEP 0 \$42,012

Section 7. Pay Periods-Each employee shall be paid in 12 equal installments on the 20th day of each month. Employees paid by direct deposit will receive their direct deposit payments on the 20th day of each month. Employees paid by the issuance of a payroll check will have these payroll checks distributed at school or sent by mail on the 20th day of the month. Direct deposit and checks will be issued on Friday if the 20th falls on a Saturday, Sunday or holiday.

An employee retiring at the end of a school year may request to receive her/his July and August payments prior to July 1. This request would need to be filed by April 1 of the year in which the employee will retire in order to be considered. In addition, the employee would need to have completed all contractual duties prior to issuance of the final payment. This early payment request would need to be approved by the school Superintendent before it would be issued. The decision regarding whether the payment would be issued in June of the employee's final year is not grievable under this contract.

Section 8. New Hires-For new to the district teachers the Board will determine base wage for the 2022-25 school years based on prior teaching experience, education level and the needs of the district will determine wage.

Vertical steps and horizontal lanes are calculated at 4% of the base salary.

TSS money will be divided equally between certified staff.

Base Wage is \$35,010

SALARY SCHEDULE AUGUST 2022-JULY 2025

STEPS	BA	BA +12	BA +24	MA	MA+12	MA+24
0	\$35,010.00	\$36,410.00	\$37,811.00	\$39,211.00	\$40,612.00	\$42,012.00
1	\$36,410.00	\$37,811.00	\$39,211.00	\$40,612.00	\$42,012.00	\$43,412.00
2	\$37,811.00	\$39,211.00	\$40,612.00	\$42,012.00	\$43,412.00	\$44,813.00
3	\$39,211.00	\$40,612.00	\$42,012.00	\$43,412.00	\$44,813.00	\$46,213.00
4	\$40,612.00	\$42,012.00	\$43,412.00	\$44,813.00	\$46,213.00	\$47,614.00
5	\$42,012.00	\$43,412.00	\$44,813.00	\$46,213.00	\$47,614.00	\$49,014.00
6	\$43,412.00	\$44,813.00	\$46,213.00	\$47,614.00	\$49,014.00	\$50,414.00
7	\$44,813.00	\$46,213.00	\$47,614.00	\$49,014.00	\$50,414.00	\$51,815.00
8	\$46,213.00	\$47,614.00	\$49,014.00	\$50,414.00	\$51,815.00	\$53,215.00
9	\$47,614.00	\$49,014.00	\$50,414.00	\$51,815.00	\$53,215.00	\$54,616.00
10	\$49,014.00	\$50,414.00	\$51,815.00	\$53,215.00	\$54,616.00	\$56,016.00
11	\$50,414.00	\$51,815.00	\$53,215.00	\$54,616.00	\$56,016.00	\$57,416.00
12		\$53,215.00	\$54,616.00	\$56,016.00	\$57,416.00	\$58,817.00
13			\$56,016.00	\$57,416.00	\$58,817.00	\$60,217.00
14			\$57,416.00	\$58,817.00	\$60,217.00	\$61,618.00
15					\$61,618.00	\$63,018.00
16						\$64,418.00

**ARTICLE V
DURATION**

- A. This Agreement shall be effective as of the first day of the school year in 2022 and shall continue in effect until the last day of the school year in 2025
- B. This Agreement shall automatically continue in force and effect for equivalent periods, except as may be amended, modified or substituted under the procedures set forth in this contract.

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 thereof, all on the 13th day of April, 2022.

Association

By _____
Its President

By _____
Its Chief Negotiator

Board of Education

By _____
Its President

By _____
Its Chief Negotiator