GLADBROOK-REINBECK COMMUNITY SCHOOL

MASTER CONTRACT
for
2021-2023

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ARTICLE 1: DEFINITIONS AND RECOGNITION

A. Definitions.

1. Association. The term "Association" as used in this Agreement shall mean the Gladbrook-Reinbeck Education Association or its duly authorized representatives, agents or designees.

2. Board. The term "Board" as used in this Agreement shall mean the Board of Directors of the Gladbrook-Reinbeck Community School District or its duly authorized representatives, agents or designees.

3. Employee. The term "employee" as used in this Agreement shall mean an employee included in the bargaining unit described below.

4. Employer. The term "employer" as used in this Agreement shall mean the Gladbrook-Reinbeck Community School District or its duly authorized representatives, agents or designees.

B. Recognition. The employer recognizes the Association as the exclusive bargaining representative for, and limited to, the appropriate bargaining unit as determined and ordered by the Iowa Public Employment Relations Board in its certification instrument (Case 303) issued on the 7th day of August, 1975. The unit described in the certification instrument is as follows:

Full and regular part-time professional employees including classroom teachers, guidance counselors, librarians and athletic director; excluding the Superintendent, building principals, all non-professional employees and other employees excluded by Section 4 of the Act.

ARTICLE 2: GRIEVANCE PROCEDURE

A. Definitions. A "grievance" shall only mean an allegation by an employee, a group of employees, or the Association that there has been a violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.

B. Levels.

1. Level One. The grievant shall discuss the grievance with the principal in an attempt to resolve the matter informally.

2. Level Two. If the grievance cannot be resolved informally at Level One, the grievant shall file a written grievance with the principal within fifteen (15) school days of the date of the occurrence of the event giving rise to the grievance. The written grievance shall state the nature of the grievance, shall note the specific clause(s) of this Agreement alleged to be violated and the remedy requested. This principal shall make a decision on the grievance and communicate it in writing to the grievant, the grievant's representative, if any, and the superintendent within ten (10) school days after receipt of the written grievance.

3. Level Three. In the event the grievance has not been satisfactorily resolved at Level Two, the grievant shall file a copy of the written grievance with the superintendent within ten (10) school days of receipt of the principal's written decision. Within ten (10) school days after the written grievance is filed with the superintendent, the grievant and the superintendent or his/her designee shall meet to discuss the grievance. The superintendent or his/her designee shall file a written answer with the grievant, the grievant's representative, if any, and the principal within ten (10) school days of the Level Three meeting.

4. Level Four. If the grievance is not satisfactorily resolved at Level Three, there shall be available a fourth level of impartial, binding arbitration. The Association must submit a written request on behalf of the grievant and the Association to the superintendent within fifteen (15) school days of the receipt of the Level Three answer. The parties may attempt to select an arbitrator. If the parties fail to reach agreement on an arbitrator within ten (10) school days following submission of the request for arbitration, PERB shall be requested to provide a list of seven (7) arbitrators. Each of the two (2) parties will alternately strike one (1) name at a time from the list until only one (1) name remains. The remaining name shall be the arbitrator.

C. The arbitrator's written decision shall be made within thirty (30) calendar days after the close of the hearing. The arbitrator's decision shall be binding on both parties. The arbitrator shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue(s) presented to him/her in writing by the employer and/or the Association, and the arbitrator's decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of this Agreement. Expenses for the arbitrator's services shall be borne equally by the employer and by the Association.

D. The failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and the employer's failure to give a decision within the

prescribed time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

E. Any investigation or other handling or processing of any grievance by a grievant shall be conducted so as to result in no interference with or interruption of the-instructional program and related work activities of the grievant or any other employee.

F. Any grievance not completed by the end of the school year shall, at that point, have all time limits changed from school days to days on which the district's business office is open.

G. Any party may be represented at all levels by himself/herself, or by a representative of the party's choosing.

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A. Physical Examinations. All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable diseases, including tuberculosis, within thirty (30) days of their initial employment. All employees that are required to have a bus driving permit are required to provide evidence of physical fitness every school year according to current Iowa Department of Transportation Guidelines. Evidence shall be provided by completion of the form provided by the employer. The employer shall pay up to One Hundred Dollars ($100), if not covered by insurance for the cost of such examination upon submission of the physical form.

B. Imminent Threats. Employees shall only be required to assure the safe evacuation of students in the event of an emergency threatening the health or safety of students.

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The Board agrees that employee's attendance will not be required on the following days and all days will be paid:

Labor Day
Thanksgiving Day
Christmas Day
New Year's Day

The Board agrees that employee's attendance will not be required on Memorial Day.

ARTICLE 5: EMPLOYEE HOURS

A. Work Day. The normal work day shall be from 7:45 a.m. to 3:45 p.m. Employees may be required to perform the following additional duties without compensation: elementary music program, open house, faculty meetings, and class sponsorship activities. When parent-teacher conferences are scheduled past 3:45 p.m., such conferences will take place on a day Monday through Thursday.

B. Lunch Duty. Employees shall have a daily duty-free lunch period of at least twenty (20) minutes, except in case of an emergency or when assigned noon supervision, the Employee shall have a duty-free lunch period of at least fifteen (15) minutes. Noon supervision will not be assigned more than sixty (60) days per school year. The employer may, however, assign noon supervision to employees in lieu of class time. Such employees will not be assigned to the regular rotation of other daily duties.

C. Bus Duty. Employees will not have bus duty on a regular basis but rather will be on a substitute basis.

D. Faculty Meetings. Faculty meetings shall be held during the hours of the regular work day. If additional time is required for program development meetings, the proposal will be reviewed and voted on by the affected faculty and will be approved by a majority vote.

E. Emergency Closings. Employees shall not be required to work on days when the school is closed because of bad weather or because of other emergencies.

F. Preparation Time. The District will provide thirty-five (35) consecutive minutes for all full-time teachers at all buildings in the district. Part-time teachers will receive preparation time on a prorated basis. The preparation time will be scheduled during the students' school day.

G. Early Dismissal. On Fridays or on days preceding holidays and recess periods, the Employee's day shall end when student buses have departed. Unless the administration calls for a faculty meeting, Employees are permitted to leave school when student buses have departed when working at a scheduled school event, based on the extra-duty schedule, that same evening. Coaches and sponsors of such events may leave when student buses have departed on such days.

ARTICLE 6: PROFESSIONAL DEVELOPMENT

A. Continuing Education

1. Any employee who plans to enroll in a course at an accredited college or university and who desires such course to apply towards an educational lane change on the Salary Schedule must receive written approval from the Superintendent.

2. Required Education. Employees will be able to advance to a new step in the appropriate lane each year as long as they continue to meet state requirements for certificate renewal.

B. Professional Conferences. The Board agrees to provide, upon application by the employee and approval by the Superintendent, the necessary funds for employees who desire to attend professional conferences. Travel, meals, lodging and registration fees can be deemed appropriate expenses as well as the cost of the substitute employee needed to relieve the participant.

C. In service Education. The Board agrees to budget funds to defray the cost of the in service program. All staff members, full-time and part-time, will attend the inservice education provided by the District unless excused by the Superintendent of Schools. Part-time personnel who are required to attend inservice hours past their contract time will be paid per diem. This program will be approved by the Board of Education upon recommendation of the administration.

Release time shall be provided. Staff members will be permitted to leave offsite training in a manner that allows them to be back in district by the end of contract hours. Staff may choose to stay longer at their own discretion.

ARTICLE 7: SICK LEAVE

A. Accumulative Benefits. All employees will be entitled to eighteen (18) sick leave days each school year as of the first official day of the school year. Unused sick leave days will be accumulated from year to year with a maximum of one hundred ten (110) days and may be used for the employee or their sick child (non-critical leave), bereavement leave, critical leave for employee's family members, and outpatient procedures for employee's family members. If an employee is on an extended contract, the employee shall be entitled to one (1) additional sick leave day for each month of twenty (20) working days beyond the normal contract.

B. Verification. The Superintendent can require such reasonable evidence, as he/she may desire confirming the necessity for such leave of absence.

C. Notification of Accumulation. Each employee will be given a copy of a written accounting of accumulative sick leave days no later than the last day of each school year.

D. Extended Leave. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave, upon verification by the employee's doctor, will be granted a leave of absence without pay for a maximum of one (1) year.

ARTICLE 8: SABBATICAL LEAVE

A. Purpose. A sabbatical leave may be granted by the Board for additional college training and study in the employee's area of specialization.

B. Conditions. Sabbatical leave may be granted subject to the following conditions:

1. Request. Request for sabbatical leave will be submitted to the Board not later than February 15 preceding the school year for which the leave is requested.

   The Board will respond to the request not later than thirty (30) days after the request is received. The decision of the Board will not be subject to the grievance procedure.

2. Minimum Time to Qualify. The employee has completed no less than five (5) full years of service to the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District.

3. Pay. The employee will receive no pay from the school district during the time of the sabbatical leave.

4. Duration. The leave will be for one (1) school year.

5. Return. Upon return from a sabbatical leave, the employee will be credited with the same experience on the Salary Schedule the employee had earned when taking the one (1) year sabbatical.

ARTICLE 9: TEMPORARY LEAVES OF ABSENCE

A. Paid Leaves. Each employee will be entitled to the following temporary non-accumulative leaves of absence with full pay for each school year:

1. Personal. At the beginning of the school year, each employee shall be credited with two (2) personal days. A personal day may be used for any purpose at the discretion of the employee. An employee planning on using a personal day will request the leave not later than three (3) school days or earlier than fourteen (14) school days before the date. The request shall be returned to the employee by the administration within three (3) school days after the date the request was made. The number of employees approved for personal days on any given day will be limited to the first four (4) employees per campus that request leave. Leave will not be taken the last 10 days of the Teacher Contract Year or on Parent-Teacher Conference days, teacher in service days and before or after a vacation. Unused personal leave days will accrue to a maximum of five (5) days to be used in any one year. Employees not utilizing personal leave within a given school year have the choice to accumulate the days or be reimbursed at the current rate of pay being paid to substitute teachers in the district. The Superintendent may waive the above stipulations in special situations and this decision is not subject to the grievance procedure.

2. Religious. Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by the principal and will receive no pay.

3. Jury. Any employee called for jury duty or who is subpoenaed to appear in any judicial or administrative proceeding during school hours will be excused for such service with the stipulation that all remuneration excluding the employee's travel expenses for such duty shall be paid to the Gladbrook-Reinbeck Community School District.

4. Professional. An employee who must be absent from his/her regularly scheduled instructional duties for the purpose of attending functions closely related to their school work such as conferences, workshops, or visitations to view other instructional techniques or programs must have approval of the administration seven (7) school days in advance of the meeting. The request shall be returned to the employee by the administration within three (3) days after the date the request was made.

5. Bereavement. In case of the death in the Employee's family (including step relatives), the Employee shall be granted leave to be deducted from employee sick leave. For the Death of Employee's spouse, child, parent, parent-in-law, sibling, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law or the death of another relative or close friend.

6. Non-Personal Sick Leave. In case of non-personal sick leave the information below outlines eligible non-personal sick leave requirements. The employee shall be granted leave to be deducted from the employee's personal sick leave.

- Critical Leave - In case of a health-related circumstance requiring hospitalization or admittance to a hospice. For an employee's: spouse, child, parent, grandchild Employee's sibling, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law.
- Outpatient Procedures - In case of outpatient procedures involving the employee's spouse, child, parent, or grandchild.
- Non-Critical Leave - In case of the need to provide care for an ill child under the age of nineteen (19) and for follow-up appointments of child, spouse, or parents when driving restrictions have been ordered by their physician.

7. Association Leave. Four days will be credited to the Association for the purpose of attending I.S.E.A. functions by its officers and/or representatives. The Association shall provide advance notice per professional leave procedures and pay for the substitute teacher.

8. Temporary Unpaid Leave. Absence without pay may be authorized by the superintendent. An employee desiring a leave of absence without pay shall file a written request with the superintendent, stating the reason(s) for the requested leave at least five (5) school days prior to the requested leave date. In cases of emergency, verbal notification to an administrator should be made as soon as possible, with written application for approval made the day the employee returns. The denial of an unpaid leave of absence shall not be subject to the grievance procedure. Deduction of pay will be based solely on the Employee's teaching contract.

ARTICLE 10: EXTENDED LEAVE - FAMILY RESPONSIBILITY LEAVE

A. Purpose. A family responsibility leave may be granted by the Board, in its sole discretion determined on a case-to-case basis, for the care of a child, stepchild, adopted child, or grandchild.

B. Condition.

1. Request. Request for child responsibility leave must be submitted to the Board. The Board will respond to this request within thirty (30) days after the request is received. The decisions of the Board will not be subject to the grievance procedure.

2. Pay. Such approved leave will be without compensation or benefit to the employee.

3. Duration. The duration of such leaves shall terminate as of the end of the contract year in which it was granted unless the Board shall, in its sole discretion, determine on a case-by-case basis, and upon reapplication at that time, to extend it further. However, in no event shall the Board extend such leave in excess of one (1) year from the date of the original application for leave.

4. Return. Upon return from this leave, the employee will be placed on the salary schedule on the same step the employee was on when taking the parental leave.

ARTICLE 11: WAGES AND SALARY

A. Hiring Schedule.

1. Use of the Hiring Schedule. Each employee shall be placed on the proper step of the Hiring Schedule upon initial employment.

2. Credit for Experience. Credit up to the tenth (10) step of the salary level on the Hiring Schedule (Schedule A) shall be given for previous outside teaching experience upon initial employment.

3. Return to District. Any employee with previous teaching experience in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District shall, upon return to the system, receive full credit on the Hiring Schedule for all teaching experience but shall not exceed the tenth (10) step on any salary level on the Hiring Schedule (Schedule A).

B. Salary Advancement

1. Bargained Salary Increases. Through the collective bargaining process, the Board and the Association shall designate an increase to the base wage for each employee covered by this agreement. Increases to each employee's base wage will be calculated by adding a percentage or a flat dollar amount to the current base wage of each employee.

For the 2021-2022 contract year, all base wages will be increased by $2,250.
For the 2022-2023 contract year, all base wages will be increased by 3.25%.

The definition of "base wage" shall be the current salary listed on each individual employment contract. Career increments and supplemental salaries are not included in the base wage. Starting with the master contract for 2019-2020, career increments will be included in the base wage and additional employees will not qualify for the career increment.

2. Additional Salary for Educational Advancement. Employees shall be rewarded with a permanent increase to their base wage for achieving certain levels of educational advancement. For the employee to qualify for the higher base wage, he/she shall file suitable evidence of additional educational credit with the Superintendent not later than September 10. The additional credit must have prior approval of the Superintendent and should be applicable to the instructional area in which the employee is currently working. Degree employees may apply courses of graduate level only toward this requirement. Base wage increases for educational advancement shall be as follows:

BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
$ 0	$ 659	$ 659	$ 659	$ 659	$ 659	$ 1,318	$ 1,318

3. Career Increment. Any employee who would have qualified for the $1000 career increment payment under the guidelines set forth in the 2017-2018 master contract will qualify for the $1000 career increment payment in 2018-2019. This includes any employees who would have qualified for the career increment

payment for the very first time in 2018-2019. Beginning with the master contract for 2019-2020, those employees who qualified for the career increment in previous years will have the $1000 payment permanently incorporated into their base wage, and additional employees will not qualify for the career increment that year or in future years.

C. Method of Payment.

1. Pay Periods. Each employee shall be given the choice to be paid in nine (9) or twelve (12) equal installments on the 20th day of each month. Selection of either nine (9) or twelve (12) monthly installments must be communicated in writing to the business office on or before August 1st of the current contract year, i.e. August 1, 2018 for the 2018-2019 school year. Each employee will receive their check at their building and on regular school days.

2. Exceptions.

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

   b. Employees new to the teaching profession will be paid the first month's salary on the 10th day of September. New employees must make a request to the Superintendent for this early payment.

3. Summer Checks. Summer checks, other than summer school employees, shall be mailed to the address designated by the employee.

D. Extra Assignments and Extended Contract Rate. The Salary Schedule is based upon the regular school calendar and a full teaching schedule. Any employee who is assigned extra activities will be paid according to the Extra Activities Provisions (See the "Notice of Terms and Conditions for Certified Staff).

Employees contracted for extended days (other than for Phase III activities and Driver's Education) will be paid on a per diem rate based on that employee's regular contract base wage.

Phase I and Phase II money are included in the salary schedule. Should the Phase I or Phase II money be reduced, then the salary schedule shall be adjusted proportionately. If the phase monies are made available in a different funding process, the salary schedule shall not be adjusted.

ARTICLE 12: DURATION CLAUSE

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

1. If by Association, to the Board at the Superintendent's Office, Reinbeck, Iowa.

2. If by Board, to the Association at the Gladbrook-Reinbeck Elementary, Reinbeck, Iowa.

B. Duration Period. This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2022 for all language and monetary issues.

C. 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 there on, all on the ___ day of _____, 2021.

Gladbrook-Reinbeck Education Association

By_____
Its President, Ashley Caslavka

By_____
Its Chief Negotiator, Jen Wrage

Gladbrook-Reinbeck Board of Education

By_____
Its President, Matt Wyatt

By_____
Its Chief Negotiator, Erik Smith

SCHEDULE A – HIRING SCHEDULE

GLADBROOK-REINBECK COMMUNITY SCHOOL DISTRICT

2021-2022 Hiring Schedule

STEP	Yrs. Exp.	BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
Additional Base Wage for Educational Advancement:			*659*	*659*	*659*	*659*	*659*	*1318*	*1318*
1	0	34700	35359	36018	36677	37336	37995	39313	40631
2	1	35272	35931	36590	37249	37908	38567	39885	41203
3	2	35654	36313	36972	37631	38290	38949	40267	41585
4	3	37049	37708	38367	39026	39685	40344	41662	42980
5	4	38444	39103	39762	40421	41080	41739	43057	44375
6	5	40187	40846	41505	42164	42823	43482	44800	46118
7	6	41931	42590	43249	43908	44567	45226	46544	47862
8	7	43326	43985	44644	45303	45962	46621	47939	49257
9	8	44721	45380	46039	46698	47357	48016	49334	50652
10	9	46116	46775	47434	48093	48752	49411	50729	52047

2022-2023 Hiring Schedule

STEP	Yrs. Exp.	BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
Additional Base Wage for Educational Advancement:			*659*	*659*	*659*	*659*	*659*	*1318*	*1318*
1	0	35700	36359	37018	37677	38336	38995	40313	41631
2	1	36289	36948	37607	38266	38925	39584	40902	42220
3	2	36681	37340	37999	38658	39317	39976	41294	42612
4	3	38116	38775	39434	40093	40752	41411	42729	44047
5	4	39552	40211	40870	41529	42188	42847	44165	45483
6	5	41346	42005	42664	43323	43982	44641	45959	47277
7	6	43139	43798	44457	45116	45775	46434	47752	49070
8	7	44575	45234	45893	46552	47211	47870	49188	50506
9	8	46010	46669	47328	47987	48646	49305	50623	51941
10	9	47445	48104	48763	49422	50081	50740	52058	53376

EXHIBIT A - GRIEVANCE FORM

Name of Grievant

Name of Principal

Name of Association Representative (if any)

LEVEL TWO

A. Date alleged violation occurred: _____

B. Date of informal verbal discussion (Level One):_____

C. Persons present at informal verbal discussion: _____

D. Employee(s) claimed to be adversely affected:

E. Section(s) of contract alleged to be violated, misinterpreted, or misapplied:

F. Statement of nature of grievance:

G. Relief sought:

Grievant's Signature

Date

Date Filed at Level Two

H. Disposition by principal:

Principal's Signature

Date

Date Given to Grievant

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Thanksgiving Day
Christmas Day
New Year's Day

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ARTICLE 5: EMPLOYEE HOURS

A. Work Day. The normal work day shall be from 7:45 a.m. to 3:45 p.m. Employees may be required to perform the following additional duties without compensation: elementary music program, open house, faculty meetings, and class sponsorship activities. When parent-teacher conferences are scheduled past 3:45 p.m., such conferences will take place on a day Monday through Thursday.

B. Lunch Duty. Employees shall have a daily duty-free lunch period of at least twenty (20) minutes, except in case of an emergency or when assigned noon supervision, the Employee shall have a duty-free lunch period of at least fifteen (15) minutes. Noon supervision will not be assigned more than sixty (60) days per school year. The employer may, however, assign noon supervision to employees in lieu of class time. Such employees will not be assigned to the regular rotation of other daily duties.

C. Bus Duty. Employees will not have bus duty on a regular basis but rather will be on a substitute basis.

D. Faculty Meetings. Faculty meetings shall be held during the hours of the regular work day. If additional time is required for program development meetings, the proposal will be reviewed and voted on by the affected faculty and will be approved by a majority vote.

E. Emergency Closings. Employees shall not be required to work on days when the school is closed because of bad weather or because of other emergencies.

F. Preparation Time. The District will provide thirty-five (35) consecutive minutes for all full-time teachers at all buildings in the district. Part-time teachers will receive preparation time on a prorated basis. The preparation time will be scheduled during the students' school day.

G. Early Dismissal. On Fridays or on days preceding holidays and recess periods, the Employee's day shall end when student buses have departed. Unless the administration calls for a faculty meeting, Employees are permitted to leave school when student buses have departed when working at a scheduled school event, based on the extra-duty schedule, that same evening. Coaches and sponsors of such events may leave when student buses have departed on such days.

ARTICLE 6: PROFESSIONAL DEVELOPMENT

A. Continuing Education

1. Any employee who plans to enroll in a course at an accredited college or university and who desires such course to apply towards an educational lane change on the Salary Schedule must receive written approval from the Superintendent.

2. Required Education. Employees will be able to advance to a new step in the appropriate lane each year as long as they continue to meet state requirements for certificate renewal.

B. Professional Conferences. The Board agrees to provide, upon application by the employee and approval by the Superintendent, the necessary funds for employees who desire to attend professional conferences. Travel, meals, lodging and registration fees can be deemed appropriate expenses as well as the cost of the substitute employee needed to relieve the participant.

C. In service Education. The Board agrees to budget funds to defray the cost of the in service program. All staff members, full-time and part-time, will attend the inservice education provided by the District unless excused by the Superintendent of Schools. Part-time personnel who are required to attend inservice hours past their contract time will be paid per diem. This program will be approved by the Board of Education upon recommendation of the administration.

Release time shall be provided. Staff members will be permitted to leave offsite training in a manner that allows them to be back in district by the end of contract hours. Staff may choose to stay longer at their own discretion.

ARTICLE 7: SICK LEAVE

A. Accumulative Benefits. All employees will be entitled to eighteen (18) sick leave days each school year as of the first official day of the school year. Unused sick leave days will be accumulated from year to year with a maximum of one hundred ten (110) days and may be used for the employee or their sick child (non-critical leave), bereavement leave, critical leave for employee's family members, and outpatient procedures for employee's family members. If an employee is on an extended contract, the employee shall be entitled to one (1) additional sick leave day for each month of twenty (20) working days beyond the normal contract.

B. Verification. The Superintendent can require such reasonable evidence, as he/she may desire confirming the necessity for such leave of absence.

C. Notification of Accumulation. Each employee will be given a copy of a written accounting of accumulative sick leave days no later than the last day of each school year.

D. Extended Leave. An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave, upon verification by the employee's doctor, will be granted a leave of absence without pay for a maximum of one (1) year.

ARTICLE 8: SABBATICAL LEAVE

A. Purpose. A sabbatical leave may be granted by the Board for additional college training and study in the employee's area of specialization.

B. Conditions. Sabbatical leave may be granted subject to the following conditions:

1. Request. Request for sabbatical leave will be submitted to the Board not later than February 15 preceding the school year for which the leave is requested.

   The Board will respond to the request not later than thirty (30) days after the request is received. The decision of the Board will not be subject to the grievance procedure.

2. Minimum Time to Qualify. The employee has completed no less than five (5) full years of service to the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District.

3. Pay. The employee will receive no pay from the school district during the time of the sabbatical leave.

4. Duration. The leave will be for one (1) school year.

5. Return. Upon return from a sabbatical leave, the employee will be credited with the same experience on the Salary Schedule the employee had earned when taking the one (1) year sabbatical.

ARTICLE 9: TEMPORARY LEAVES OF ABSENCE

A. Paid Leaves. Each employee will be entitled to the following temporary non-accumulative leaves of absence with full pay for each school year:

1. Personal. At the beginning of the school year, each employee shall be credited with two (2) personal days. A personal day may be used for any purpose at the discretion of the employee. An employee planning on using a personal day will request the leave not later than three (3) school days or earlier than fourteen (14) school days before the date. The request shall be returned to the employee by the administration within three (3) school days after the date the request was made. The number of employees approved for personal days on any given day will be limited to the first four (4) employees per campus that request leave. Leave will not be taken the last 10 days of the Teacher Contract Year or on Parent-Teacher Conference days, teacher in service days and before or after a vacation. Unused personal leave days will accrue to a maximum of five (5) days to be used in any one year. Employees not utilizing personal leave within a given school year have the choice to accumulate the days or be reimbursed at the current rate of pay being paid to substitute teachers in the district. The Superintendent may waive the above stipulations in special situations and this decision is not subject to the grievance procedure.

2. Religious. Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by the principal and will receive no pay.

3. Jury. Any employee called for jury duty or who is subpoenaed to appear in any judicial or administrative proceeding during school hours will be excused for such service with the stipulation that all remuneration excluding the employee's travel expenses for such duty shall be paid to the Gladbrook-Reinbeck Community School District.

4. Professional. An employee who must be absent from his/her regularly scheduled instructional duties for the purpose of attending functions closely related to their school work such as conferences, workshops, or visitations to view other instructional techniques or programs must have approval of the administration seven (7) school days in advance of the meeting. The request shall be returned to the employee by the administration within three (3) days after the date the request was made.

5. Bereavement. In case of the death in the Employee's family (including step relatives), the Employee shall be granted leave to be deducted from employee sick leave. For the Death of Employee's spouse, child, parent, parent-in-law, sibling, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law or the death of another relative or close friend.

6. Non-Personal Sick Leave. In case of non-personal sick leave the information below outlines eligible non-personal sick leave requirements. The employee shall be granted leave to be deducted from the employee's personal sick leave.

- Critical Leave - In case of a health-related circumstance requiring hospitalization or admittance to a hospice. For an employee's: spouse, child, parent, grandchild Employee's sibling, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law.
- Outpatient Procedures - In case of outpatient procedures involving the employee's spouse, child, parent, or grandchild.
- Non-Critical Leave - In case of the need to provide care for an ill child under the age of nineteen (19) and for follow-up appointments of child, spouse, or parents when driving restrictions have been ordered by their physician.

7. Association Leave. Four days will be credited to the Association for the purpose of attending I.S.E.A. functions by its officers and/or representatives. The Association shall provide advance notice per professional leave procedures and pay for the substitute teacher.

8. Temporary Unpaid Leave. Absence without pay may be authorized by the superintendent. An employee desiring a leave of absence without pay shall file a written request with the superintendent, stating the reason(s) for the requested leave at least five (5) school days prior to the requested leave date. In cases of emergency, verbal notification to an administrator should be made as soon as possible, with written application for approval made the day the employee returns. The denial of an unpaid leave of absence shall not be subject to the grievance procedure. Deduction of pay will be based solely on the Employee's teaching contract.

ARTICLE 10: EXTENDED LEAVE - FAMILY RESPONSIBILITY LEAVE

A. Purpose. A family responsibility leave may be granted by the Board, in its sole discretion determined on a case-to-case basis, for the care of a child, stepchild, adopted child, or grandchild.

B. Condition.

1. Request. Request for child responsibility leave must be submitted to the Board. The Board will respond to this request within thirty (30) days after the request is received. The decisions of the Board will not be subject to the grievance procedure.

2. Pay. Such approved leave will be without compensation or benefit to the employee.

3. Duration. The duration of such leaves shall terminate as of the end of the contract year in which it was granted unless the Board shall, in its sole discretion, determine on a case-by-case basis, and upon reapplication at that time, to extend it further. However, in no event shall the Board extend such leave in excess of one (1) year from the date of the original application for leave.

4. Return. Upon return from this leave, the employee will be placed on the salary schedule on the same step the employee was on when taking the parental leave.

ARTICLE 11: WAGES AND SALARY

A. Hiring Schedule.

1. Use of the Hiring Schedule. Each employee shall be placed on the proper step of the Hiring Schedule upon initial employment.

2. Credit for Experience. Credit up to the tenth (10) step of the salary level on the Hiring Schedule (Schedule A) shall be given for previous outside teaching experience upon initial employment.

3. Return to District. Any employee with previous teaching experience in the Reinbeck School District, Gladbrook School District, or Gladbrook-Reinbeck School District shall, upon return to the system, receive full credit on the Hiring Schedule for all teaching experience but shall not exceed the tenth (10) step on any salary level on the Hiring Schedule (Schedule A).

B. Salary Advancement

1. Bargained Salary Increases. Through the collective bargaining process, the Board and the Association shall designate an increase to the base wage for each employee covered by this agreement. Increases to each employee's base wage will be calculated by adding a percentage or a flat dollar amount to the current base wage of each employee.

For the 2021-2022 contract year, all base wages will be increased by $2,250.
For the 2022-2023 contract year, all base wages will be increased by 3.25%.

The definition of "base wage" shall be the current salary listed on each individual employment contract. Career increments and supplemental salaries are not included in the base wage. Starting with the master contract for 2019-2020, career increments will be included in the base wage and additional employees will not qualify for the career increment.

2. Additional Salary for Educational Advancement. Employees shall be rewarded with a permanent increase to their base wage for achieving certain levels of educational advancement. For the employee to qualify for the higher base wage, he/she shall file suitable evidence of additional educational credit with the Superintendent not later than September 10. The additional credit must have prior approval of the Superintendent and should be applicable to the instructional area in which the employee is currently working. Degree employees may apply courses of graduate level only toward this requirement. Base wage increases for educational advancement shall be as follows:

BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
$0	$ 659	$ 659	$ 659	$ 659	$ 659	$ 1,318	$ 1,318

3. Career Increment. Any employee who would have qualified for the $1000 career increment payment under the guidelines set forth in the 2017-2018 master contract will qualify for the $1000 career increment payment in 2018-2019. This includes any employees who would have qualified for the career increment

payment for the very first time in 2018-2019. Beginning with the master contract for 2019-2020, those employees who qualified for the career increment in previous years will have the $1000 payment permanently incorporated into their base wage, and additional employees will not qualify for the career increment that year or in future years.

C. Method of Payment.

1. Pay Periods. Each employee shall be given the choice to be paid in nine (9) or twelve (12) equal installments on the 20th day of each month. Selection of either nine (9) or twelve (12) monthly installments must be communicated in writing to the business office on or before August 1st of the current contract year, i.e. August 1, 2018 for the 2018-2019 school year. Each employee will receive their check at their building and on regular school days.

2. Exceptions.

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

   b. Employees new to the teaching profession will be paid the first month's salary on the 10th day of September. New employees must make a request to the Superintendent for this early payment.

3. Summer Checks. Summer checks, other than summer school employees, shall be mailed to the address designated by the employee.

D. Extra Assignments and Extended Contract Rate. The Salary Schedule is based upon the regular school calendar and a full teaching schedule. Any employee who is assigned extra activities will be paid according to the Extra Activities Provisions (See the "Notice of Terms and Conditions for Certified Staff).

Employees contracted for extended days (other than for Phase III activities and Driver's Education) will be paid on a per diem rate based on that employee's regular contract base wage.

Phase I and Phase II money are included in the salary schedule. Should the Phase I or Phase II money be reduced, then the salary schedule shall be adjusted proportionately. If the phase monies are made available in a different funding process, the salary schedule shall not be adjusted.

ARTICLE 12: DURATION CLAUSE

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

1. If by Association, to the Board at the Superintendent's Office, Reinbeck, Iowa.

2. If by Board, to the Association at the Gladbrook-Reinbeck Elementary, Reinbeck, Iowa.

B. Duration Period. This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2022 for all language and monetary issues.

C. 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 there on, all on the ___ day of _____, 2021.

Gladbrook-Reinbeck Education Association

By_____
Its President, Ashley Caslavka

By_____
Its Chief Negotiator, Jen Wrage

Gladbrook-Reinbeck Board of Education

By_____
Its President, Matt Wyatt

By_____
Its Chief Negotiator, Erik Smith

SCHEDULE A – HIRING SCHEDULE

GLADBROOK-REINBECK COMMUNITY SCHOOL DISTRICT

2021-2022 Hiring Schedule

STEP	Yrs. Exp.	BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
Additional Base Wage for Educational Advancement:			*659*	*659*	*659*	*659*	*659*	*1318*	*1318*
1	0	34700	35359	36018	36677	37336	37995	39313	40631
2	1	35272	35931	36590	37249	37908	38567	39885	41203
3	2	35654	36313	36972	37631	38290	38949	40267	41585
4	3	37049	37708	38367	39026	39685	40344	41662	42980
5	4	38444	39103	39762	40421	41080	41739	43057	44375
6	5	40187	40846	41505	42164	42823	43482	44800	46118
7	6	41931	42590	43249	43908	44567	45226	46544	47862
8	7	43326	43985	44644	45303	45962	46621	47939	49257
9	8	44721	45380	46039	46698	47357	48016	49334	50652
10	9	46116	46775	47434	48093	48752	49411	50729	52047

2022-2023 Hiring Schedule

STEP	Yrs. Exp.	BA	BA+8	BA+15	BA+24	BA+30	MA	MA+15	MA+30
Additional Base Wage for Educational Advancement:			*659*	*659*	*659*	*659*	*659*	*1318*	*1318*
1	0	35700	36359	37018	37677	38336	38995	40313	41631
2	1	36289	36948	37607	38266	38925	39584	40902	42220
3	2	36681	37340	37999	38658	39317	39976	41294	42612
4	3	38116	38775	39434	40093	40752	41411	42729	44047
5	4	39552	40211	40870	41529	42188	42847	44165	45483
6	5	41346	42005	42664	43323	43982	44641	45959	47277
7	6	43139	43798	44457	45116	45775	46434	47752	49070
8	7	44575	45234	45893	46552	47211	47870	49188	50506
9	8	46010	46669	47328	47987	48646	49305	50623	51941
10	9	47445	48104	48763	49422	50081	50740	52058	53376

EXHIBIT A - GRIEVANCE FORM

Name of Grievant

Name of Principal

Name of Association Representative (if any)

LEVEL TWO

A. Date alleged violation occurred: _____

B. Date of informal verbal discussion (Level One):_____

C. Persons present at informal verbal discussion: _____

D. Employee(s) claimed to be adversely affected:

E. Section(s) of contract alleged to be violated, misinterpreted, or misapplied:

F. Statement of nature of grievance:

G. Relief sought:

Grievant's Signature

Date

Date Filed at Level Two

H. Disposition by principal:

Principal's Signature

Date

Date Given to Grievant

INDEPENDENT IMPASSE AGREEMENT

The Gladbrook-Reinbeck Education Association and the _____ Community School District hereby agree to waive May 31 for completion of negotiations and/or impasse procedures as specified in Chapter 20, Code of Iowa. The Association and District agree to continue negotiations and to participate in impasse procedures after May 31 until such time as a collective bargaining agreement is arrived at through voluntary resolution or decision as a result of an arbitrator's award. The parties further agree on behalf of the Association, the District, and their constituents not to challenge the collective bargaining agreement or arbitrator's award on the basis that said agreement was not entered into or award received until after May 31, 2024. The Association and the District agree in all other particulars to follow the impasse procedures set forth in Chapter 20, Code of Iowa.

Ashley Cashel
For the Association

4-3-24
Date

For the District

4/5/24
Date