

MASTER CONTRACT
BETWEEN
TIPTON BOARD OF EDUCATION
AND THE
TIPTON EDUCATION ASSOCIATION

July 1, 2025, through June 30, 2030

ARTICLE 1

Grievance Procedures

A. Definitions

1. Grievance: A grievance is any dispute or claim arising out of or relating to the interpretation or the application of this Agreement.
2. Aggrieved Party: The aggrieved party shall mean the party filing a grievance.
3. Party in Interest: Party in Interest shall mean the Association, the Board of Directors and/or its designated representative, and any party named in a grievance who is not the aggrieved party.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, solutions to disputes or claims arising out of or relating to the interpretation or the application of this Agreement. Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. General Provisions

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

Preparation and processing of grievance shall be conducted so as to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.

Nothing contained in this Article or elsewhere in the Agreement shall be construed to permit the Association to present or process a grievance involving the application or interpretation of the terms of this Agreement on behalf of any employee without that employee's consent.

The filing or pendency of a grievance by an employee under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the Board of Directors to take action grievated or, subject, however, to a final decision of the grievance.

Grievances arising from an action other than at a building level may be initiated and processed in accordance with the provisions of Step 3 of the grievance procedure.

Failure at any step of this grievance procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved party to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step within the time specified shall be deemed to be acceptance of the decision rendered at that step and further appeal is barred.

The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual consent.

D. Procedures for Grievances

Step 1

An attempt shall be made to resolve any grievance in informal oral discussion between the parties. Such grievance shall be presented, and the conference shall be held no later than ten (10) school days following knowledge of the act or condition which is the basis of the grievance. The decision shall be given verbally within three (3) school days of the close of the conference.

Step 2

If the grievance is not resolved at Step 1, the aggrieved party may file the grievance in writing using the approved "Grievance Report."

The written grievance shall: (1) state the date of the alleged violation of the Agreement; (2) the section(s) of the contract involved; (3) the nature of the grievance; and (4) the relief sought.

The written grievance at Step 2 must be filed within seven (7) school days after initiation of Step 1.

The Principal shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory solution to the grievance. The aggrieved employee shall be given at least two (2) school days' notice of the conference. The employee may appear alone or may be represented by the Association. The employee shall be present at the conference.

The Principal shall communicate his/her decision in writing to the aggrieved employee and his/her representative, if any, within fifteen (15) calendar days after receiving the written grievance.

Step 3

If the grievance is not resolved at Step 2, the employee may appeal the Principal's written decision to the Superintendent of Schools within fifteen (15) school days after the Principal's decision has been delivered. The approved "Report of Grievance Form" shall be used.

The Superintendent of Schools shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory solution of the grievance. The aggrieved employee shall be given at least two (2) school days' notice of the conference. The employee may appear alone or may be accompanied by the Association.

Failure at any step of this grievance procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved party to proceed to the next step.

The Superintendent of Schools shall communicate his/her decision in writing to the aggrieved employee, the Association, the employee's representative, if any, and to the Principal within ten (10) calendar days after receiving the appeal.

Step 4 - Arbitration

If the aggrieved person or the Association is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within five (5) school days of disposition of the grievance or to discuss the merits of submitting the grievance to arbitration.

If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within five (5) school days.

Within ten (10) school days after written notice to the Board with a copy to the Superintendent of Submission to Arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PER Board) by either party. The list shall consist of three (3) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one (1) of the two (2) remaining names. The person whose name remains shall be the arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than fifteen (15) school days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issue are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on any decision which requires the commission of an act prohibited by law which is submitted to the Board and the Association and shall be final and binding on the parties.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

E. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

F. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article. Further, all meetings Step 1 through Step 4, shall be agreed upon by person grieved and parties designated in first four (4) steps.

G. Rights of Employees to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or with a representative of his/her choice.

H. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE 2

Sick Leave

A. Sick Leave Defined

Unavoidable absence due to personal illness.

B. Accumulation of Sick Leave Days

Each employee in the Association shall be credited with sick leave days as follows:

First year of employment in Tipton Schools	10 days
Second year of employment in Tipton Schools	11 days
Third and subsequent years of employment in Tipton Schools	15 days

The above amounts shall apply only to consecutive years of employment in the Tipton Community Schools except as otherwise provided.

The unused portion of each years' credit is cumulative to a maximum of one hundred ninety (192) days.

Employees that have exhausted family leave, with administrative approval will be able to move up to five of their personal sick leave to family sick leave.

C. Notification of Accumulation

Each employee shall be informed of the number of sick leave days accumulated as of the beginning of the current school year by November 1.

D. Verification of Sick Leave Need

The Board of Education will not generally require a doctor's statement as evidence of justifiable absence because of illness on a short-time basis. However, if an employee is absent from work for more than five (5) consecutive contract days for sick leave reasons a written statement from the employee's doctor stating that he/she is physically or mentally unable to perform his/her assigned school task is required by the employer. The Board of Education reserves the right to employ its own physician to review the employee's doctor's opinion as written on the statement. If the two disagree, a third physician, also employed by the Board, (chosen by the employee and the Board, or in the event they cannot agree, by the County Medical Society) shall render an opinion on the issue of medical capacity to continue or resume the performances of duties, which opinion shall be binding on the parties.

The statement from the physician shall:

1. State definitely the physician's opinion as to the time in dates between which the employee is unable to perform his/her assigned duties.
 2. Explain the illness or disability which requires the employee to be absent from his/her job. .
- E. A statement from the employee's physician may be required to establish a date for returning to work or for continuing to work when there is a question as to whether an employee is able to do so.
- F. Sick leave shall not be granted for surgery or for other reasons for which reasonable evidence cannot be shown confirming the necessity of sick leave absence. All sick leave benefits shall terminate upon termination of employment pursuant to Chapter 279, Code of Iowa, or upon resignation, except for those employees on recall.
- G. At the conclusion of each school year, any unused sick days above the 192 day threshold that was allotted to a certified staff member for that fiscal year will receive (not to exceed) a \$100 payout for each unused sick day. The District will set aside \$10,000 (not to exceed) annually to be split equally among certified staff that will qualify.
- Any unused amount allotted by the district will be split equally amongst the rest of the certified staff that have accumulated at least 100 sick days.
- Certified staff that qualify under these parameters may opt out of receiving the monetary compensation if they prefer to add an additional personal day.
- Notice to any certified staff member that qualifies will be given by June 5th from the District with documentation of the staff person's monetary compensation and/or additional personal day.
- H. Any employee who is retiring no later than June 30 of any school year and who has accumulated sick leave totaling at least 150 days as of June 30 of that same school year will be entitled to receive a one-time payout of all accumulated sick leave at the rate of \$50 per accumulated sick leave day.

ARTICLE 3
Leaves of Absence Other Than Sick Leave

A. Bereavement Leave

The days of leave requested shall be granted up to three (3) days at any one time in the event of death of an employee's spouse, son, daughter, brother, sister, father, mother, grandparent, grandchildren, like in-laws, stepchild, stepparent, stepbrother, stepsister, or any member of the immediate household. An additional two days may be granted upon approval of the immediate supervisor for bereavement leave. An additional one (1) day per year for the bereavement of individuals not covered above shall be available for an employee to use.

B. Critical Leave

The days of leave requested shall be granted up to two (2) days at any one time in the event of critical illness of an employee's spouse, son, daughter, brother, sister, father, mother, grandparent, grandchild, like in-laws, stepchild, stepparent, stepbrother, stepsister, or any member of the immediate household. An additional two (2) days may be granted upon approval of the immediate supervisor for critical illness. Critical illness shall be defined as illness requiring inpatient hospitalization, surgical procedure, and/ or emergency room care.

C. Personal Leave

Each employee who works at least one hundred eighty (180) days per year is allowed not to exceed two (2) paid personal leave days per year (the day would be equivalent to the employee's regular day: full-time for full-time and part-time for part-time).

Personal leave shall be cumulative to a maximum of six (6) days available in one (1) year. Any staff member that does not use their Personal Days by the end of the school year may cash them in for the district's substitute pay scale. Requests must be made by June 5 of that fiscal year.

The leave will be granted on the basis of available qualified substitutes who are to be arranged for by the supervisor prior to granting the release.

Staff members who have accumulated 192 days of sick leave on September 1st of the current contract year will be granted one additional personal day.

D. Family Medical Leave

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act (FMLA) of 1993 and the regulations implementing the Act. No provision of the FMLA is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

E. Immediate Family Illness Leave

Each employee shall be allowed to use up to five(5) family illness leave days per year, non-accumulative, for tending to the illness of immediate family members living in their household and their parents, son, daughter, brother and sister. These will be deducted from the employee's accumulated sick leave.

F. Infant Adoption

Each employee may use up to 10 sick leave days for an infant adoption.

G. Paternity Leave

Each employee may use up to 5 sick days for the birth of a child.

H. Maternity Leave

An employee may use six (6) weeks of the employee's available sick leave as paid leave for pregnancy, childbirth, or a related condition. An employee may use additional available sick leave for maternity leave following the birth of a child if the employee provides the required documentation from the healthcare provider. Any maternity leave will begin to run following the birth and no paid leave will be deducted if an employee is not required to report to work.

ARTICLE 4
Safety Provisions

A. Protective Devices

Such special equipment and devices as may be needed by the employee to perform assigned duties in a safe manner shall be provided by the District.

B. Legal Action Against an Employee

Whenever any legal action is brought against an employee resulting from the performance of assigned duties, the Board shall provide the employee with legal defense, consistent with the provisions of Chapter 61 3A of the Code of Iowa.

ARTICLE 5
Employee Hours

A. Work Day

The employee will not be required to work more than eight (8) hours per day including a thirty (30) minute duty-free lunch period.

B. Arrival and Dismissal Time

All employee work days are 7:30 AM-3:30 PM

D. Friday Dismissal

Employees shall be dismissed at 3:30 on Friday after buses have departed.

E. Professional Meetings

Faculty meetings shall not lengthen the workday by more than thirty (30) minutes, and no more often than two (2) times per month. Except in emergency situations, employees shall have at least a one (1) week notice of such faculty meetings.

F. Days and Hours

Tipton Community Schools and the TEA agree to a 189 day teaching contract. The days shall be as follows 178 teaching days, six in-service days, four paid holidays (Labor Day, Thanksgiving, Christmas, and New Year's Day), and one "comp" day for professional services provided throughout the school year.

The Department of Education requires Iowa schools to operate under a state minimum of 1,080 hours to count as a school year. Tipton Schools teach 178 days per contract with each day being 8 hours 7:30 AM-3:30 PM. There is an MOU in regards to District meetings taking place outside of 3:30 parameters with the exception of weather related late starts or early outs a each teaching day will be a minimum of 6.5 hours with students.

It will be up to the superintendent's discretion on staff hours due to early outs and late starts for weather.

ARTICLE 6

Wages and Salaries

A. Salary

1. Wage

The salary of each employee covered by the regular salary schedule is set forth hereinafter and shall be the guide for setting the salary for these covered persons. For the 2025-2026 school year, any employee not receiving at least a \$1,400 increase from the “TSS to minimum” payment will receive a \$1,400 individual wage increase. In addition, for the 2025-2026 school year, all nurses will receive an additional \$500 individual wage increase.

2. Longevity

Any longevity an employee was receiving prior to July 1, 2025, will be removed effective July 1, 2025. All eligible employees will be entitled to a \$500 longevity payment for every five (5) years of service to Tipton CSD starting after the employee has completed their fifteenth (15) year of service at Tipton CSD. Each subsequent 5 years of experience after 15 years will add an additional \$500 to the wage of the employee. This is in addition to any agreed upon increase in wage.

3. Wage Assignment

Each new to the district employee will be assigned a salary based on years of experience and educational level comparable to the experience and education level of teachers currently employed in the district.

B. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the twentieth (20th) of each month. Employees shall receive their checks at their regular building and on regular school days unless otherwise designated in writing by the employee with the written request delivered to and filed with the Board Secretary.

2. Exceptions to Regular Pay Periods

- a. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
- b. Employees who are new in the teaching profession may, at their option, request an advance of fifty percent (50%) of their first month's pay provided that the request is before September 5.
- c. Those persons who are working under the pooling arrangement between the Tipton Community Schools and the Grant Wood Area Education Agency may receive their pay in accordance with the Grant Wood Area Education Agency pay procedure rather than as indicated in Article 11 (C).

3. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

ARTICLE 7
Miscellaneous

A. Labor Management Committee

The Association and the District will have a joint Labor-Management Committee. This Committee will be composed of the T.E.A. President and four designees, the District Superintendent and four designees, and a member of the school board. The purpose of this committee is to meet in collaboration to review and discuss employment matters not addressed in the Master Contract collective bargaining agreement. The Labor Handbook will include, but shall not be limited to language for evaluation procedures, staff reduction, transfers, supplemental pay, insurance, and the TSS if that schedule is not included in the Master Contract. This committee shall meet once prior to the beginning of a new school year, and then at a minimum once quarterly. To ensure communication, notes of meetings will be taken and shared with the T.E.A. officers as well as the district team. The superintendent and TEA president will set the annual calendar at the June meeting.

B. District will reimburse re-licensure fees for all certified staff covered by the master contract.

ARTICLE 8
Compliance Clause and Duration

A. Separability

If any provision of this Agreement or any application of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

B. Printing

Copies of the ratified Agreement shall be printed in a form and format mutually agreed upon by the Association and Board at the expense of the Board.

C. Notices

Whenever any notice is required to be given by the Association to the Board, pursuant to the provisions of the Agreement, it shall be by letter to the Superintendent of Schools at his/her office. A required notice from the Board to the Association pursuant to the provisions of this Agreement shall be by letter to the President of the Association at his/her home.

D. Duration

Contract agreement effective from July 1, 2025, and continue through June 30, 2030.

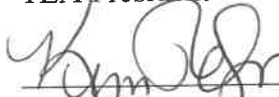
Wages will be negotiated annually with a maximum of one language item brought to the Table from the Association and one language item brought to the Table from the District.

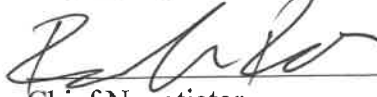
E. Signature Clause

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 _____ month/day/year.

 _____ 7/14/25
TEA President Date

 _____ 7-15-25
Board President Date

 _____ 8/29/25
Chief Negotiator Date

 _____ 8/29/25
Chief Negotiator Date

The T.E.A. and the District will each be provided three (3) signed documents.

SCHEDULE 1
Grievance Report

Tipton Community School District

Date Filed

Building

Distribution of Form

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

Name of Aggrieved Person

Step 2

A. Date Violation Occurred: _____

B. Section(s) of Contract: _____

C. Statement of Grievance: _____

D. Relief Sought: _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor: _____

Signature of Principal or Immediate Supervisor

Date

Step 3

A. Date Received by Superintendent: _____

Signature of Aggrieved Person

Date

B. Disposition by Superintendent or His/Her Designee: _____

Signature of Superintendent or His/Her Designee

Date

Step 4

A. Date Submitted to Arbitration: _____

Signature of Aggrieved Person

Date

Signature of Association President

Date

Date Received by Arbitrator

B. Disposition and Award of Arbitrator: _____

Signature of Arbitrator

Date of Decision

SCHEDULE 2
2025-2026 Salary

	BA	BA+15	BA+30	MA	MA+15	MA+30
Wage	\$50,000	\$50,500	\$51,000	\$51,500	\$52,000	\$52,500

Lane Advancement is \$500 for each lane movement.

At 15 years of service to the district, an additional \$500 will be added to the wage of the employee.

Each subsequent 5 years of experience after 15 years will add an additional \$500 to the wage of the employee.

SCHEDULE 3 Extra-Curricular Salary Schedule

For all coaches hired to an extra-curricular assignment, the following percentage figures are to be applied to an amount of \$35,460. Any coach hired to an extra-curricular assignment prior to July 1, 2021, shall maintain their years (seasons) of experience earned through June 30, 2021, but shall not receive additional step movement for future years (seasons) of experience. Any coach hired to an extra-curricular assignment after July 1, 2021, shall not be entitled to receive step movement for any years (seasons) of experience.

Head Coaches will receive a \$65.00 salary increase each year they are coaching within their current discipline. Coaches other than head coaches will have their annual raise prorated at their current percentage.

The schedule for coaching applies to both girls' and boys' sports. If a 7th and 8th grade sport is combined, the head coach will receive 6.5% and the assistant coach will receive 5%.

“Interim” Assignment: An extra-duty assignment made for which there is no named position or assigned percentage. The school administration is authorized to assign such positions and percentages in keeping with the rest of the schedule. This district has the authority to hire more than one employee per line item on the schedule should it be deemed necessary by the administration. The TEA president will be informed of any contract additions during the school year.

Pay is only to Board-approved assignments.

ACTIVITY	PERCENTAGE OF BA LEVEL
Student Council	2.5%
Forensics	6.0%
Each 3 Act Play	7.5%
Group Forensics	6.5%
Assistant Forensics	4.5%
Sponsor S.T.A. - Thespians	2.5%
Sponsor of H.S. Annual	4.5%
F.F.A. Advisor	5.5%
Sponsor of Junior Class	3.5%
Extra Art Work	2.5%
Art Exhibit - Elem./M.S.	2.5%
H.S. Cheerleading Coach	8.0%
Vocal Music Director	12.5%
with Musical	4.0%
Band Director	12.5%
with Musical	2.5%
M.S. Memory Book (5th to 8th)	3.5%

Athletic Director	12.0%
Academic Decathlon	4.5%
Tigerettes Dance Team	11.0%
Tigerettes Dance Team Assistant	5.0%
Flags	2.0%
MS Marching	6.0%
FCCLA	2.5%
Wellness Coordinator	3.0%
National Honor Society	2.0%

Head Varsity Coaching

Golf	12.0%
Football	12.0%
Basketball	12.0%
Swimming	12.0%
Track	12.0%
Wrestling	12.0%
Volleyball	12.0%
Baseball	12.0%
Softball	12.0%
Cross County	12.0%
Strength and Conditioning	12.0%

Assistant Varsity Coaching

Golf	8.5%
Football	8.5%
Basketball	8.5%
Swimming	8.5%
Track	8.5%
Wrestling	8.5%
Volleyball	8.5%
Baseball	8.5%
Softball	8.5%
Cross County	8.5%

Head Fresh/Soph Coaching

Football	8.5%
Basketball	8.5%
Volleyball	8.5%
Baseball	8.5%
Softball	8.5%

Assistant Fresh/Soph Coaching

Football	7.0%
Basketball	7.0%
Volleyball	7.0%

Head Middle School Coaching

Football	6.0%
Basketball	6.0%
Track	6.0%
Wrestling	6.0%
Volleyball	6.0%
Softball	6.0%
Cross Country	6.0%

Assistant Middle School Coaching

Football	4.5%
Basketball	4.5%
Track	4.5%
Wrestling	4.5%
Volleyball	4.5%
Softball	4.5%

