



# **Comprehensive Agreement— Certified Staff**

2025-26 (Year One of a Three Year Contract)

Between the Winterset Community School District  
and the Winterset Community Education Association

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## ARTICLE I - PREAMBLE

The Board of Directors of the Winterset Community School District and the Winterset Community Education Association recognize and declare that providing a quality education for the students of the Winterset Community School District is their goal. The parties further recognize that attainment of this goal is a joint responsibility of the Board, administrative and supervisory staff, support staff, and professional instructional staff members of the District. All District employees recognize the mission of the Winterset Community Schools is to provide durable learning experiences in a caring, effective community where all people grow. It is agreed that the District and Association will work together to do what is best for students.

It shall be the aim of the parties to this Agreement to define provisions covered by this Agreement.

The parties have reached certain understandings that they desire to confirm in this Agreement. It is agreed as follows:

## ARTICLE II - RECOGNITION

### A. Unit

The District recognizes the Association as the sole and exclusive negotiating agent for all personnel as set forth in the Public Employment Relations Board (hereinafter referred to as PERB) certification instrument (Case No. 273 as amended by Case No. 772) issued by PERB on the 29th day of October 1976.

The Unit described in the above certification is as follows:

INCLUDED: All instructional staff members of the Winterset Community School District, who are full or regular part-time instructional staff members. Specific job classifications included are: Classroom teachers (academic, vocational, remedial, physical education, music, art and drama), teacher librarians, guidance counselors, Title I teachers, student assistance coordinators, alternative school teacher, and nurses.

EXCLUDED: Superintendent, Principals, curriculum director, physical operations director, activities director, business manager, and all other instructional staff members specifically excluded by Section 4 of the Act.

### B. Definitions

1. The term "Board," as used in this Agreement, shall mean the Board of Directors of the Winterset Community School District or its duly authorized representatives.
2. The term "instructional staff member," as used in this Agreement, shall mean all professional instructional staff members represented by this Association in the bargaining unit as defined and certified by the PERB.
3. The term "Association," as used in this Agreement, shall mean the Winterset Community Education Association or its duly authorized representatives.
4. The term "District," as used in this Agreement, shall mean the Winterset Community School District or its duly authorized representatives.
5. The term "Collaboration" as used in this Agreement, shall mean a systematic process in which people work together, interdependently, to analyze and impact professional practice in order to improve individual and collective results.
6. The term "preparation time" as used in this agreement will mean not less than twenty (20) minutes.
7. For purposes of sick leave and all other leave, a full day of school shall be defined as an absence of greater than four hours. Absences of less than four hours shall be defined as a half day of leave.

### ARTICLE III - INSTRUCTIONAL STAFF MEMBER WORK YEAR

#### A. In-School Work Year

The instructional staff contract begins on August 1 of each calendar year. The school work year shall consist of 189 days of service with 1 additional day paid by Teacher Quality Professional Development (TQPD) funding for a total of 190 days. All instructional staff will attend the 1 additional day of professional development paid by TQPD funding if the legislature should fund additional days for staff development. Teachers shall be compensated on a per diem basis. If funds are insufficient to pay for an entire day, the school will require the teachers to be in attendance for the amount of time equivalent to the percentage of their per diem salary that is funded.

All professional instructional staff members who are employed by the District for the first time will be required to report for duty two days prior to the opening orientation. These days will consist of orientation for the new instructional staff members. The total work year for new instructional staff members will be 192 days.

Part-time instructional staff shall attend workshop, in-service, parent-teacher conference, and testing days in proportion to their contract. The part-time instructional staff members shall meet with their immediate supervisor to determine which days and hours the instructional staff member shall be in attendance at workshop, in-service, parent-teacher conference, and testing days. If the part-time instructional staff member is required to attend workshops, in-services, parent-teacher conferences, or testing day activities beyond contracted proportional time, the instructional staff member shall be paid per diem for such attendance. Payment shall be made during the next pay period.

#### B. School Calendar

The school calendar will be approved by the Board. A calendar committee, with at least one WCEA representative, shall be established as a means by which recommendations will be made to the Superintendent regarding the organization of the District's calendar. The committee will include a representative from each of the schools. This committee will recommend the placement of the compensation days for evening conferences in the school calendar.

### ARTICLE IV - INSTRUCTIONAL STAFF MEMBER HOURS/COLLABORATION

#### A. Work Hours

It is understood and agreed that the daily work schedule of instructional staff members shall be determined by the District.

The normal work day shall consist of eight (8) hours.

On days immediately preceding scheduled holidays, recesses, and on days when school is dismissed because of inclement weather or other emergencies, the instructional staff member's day shall end after busses depart.

#### B. Collaboration Time

Teachers will be required to participate in at least 36 hours annually.

#### C. Preparation Time

Full-time K-5 classroom teachers will have preparation time during the time that their students have special classes such as art, music, science, guidance, physical education, library, and recess when the teacher does not have an assigned duty. Full-time K-5 teachers will have two hundred seventy (270) minutes per six (6) day cycle.

Full-time 6-12 classroom teachers will have a preparation time of two hundred fifty (250) minutes per six (6) day cycle. Teachers who teach a class for dual credit eligible for supplemental weighting will be paid an additional \$500 per course per academic year. A dual credit course is defined as a class in which the student receives simultaneous academic credit for the course from both the college and the high school.

Preparation time shall be used for student and/or parent conferences, lesson preparation, or any other relevant instructional effort in the District.

Teachers will be scheduled to receive a duty-free lunch period of at least twenty (20) minutes. This lunch period shall not be part of a regularly scheduled planning period.

## ARTICLE V - WAGES AND SALARIES

### A. Schedule

The salary schedule is attached hereto and made a part hereof.

### B. Longevity

1. An instructional staff member employed for the second semester will receive full credit for one (1) year of service.

### C. Advancement on Salary Schedule

1. An employee who fails to sign and return his or her continuing contract by at least the twenty-first day following the delivery date, or date that has been established that delivery was attempted, will not receive any negotiated teaching and supplemental salary increase for the ensuing year unless an extension has been granted for good cause.

### D. Educational Classes

Instructional staff members covered by the regular salary schedule are eligible to move horizontally from one educational class to a higher educational class providing the following:

1. BA through BA10 can be License Renewal or Graduate Level. Courses must have been earned in the ten years prior to application to move to the higher class.
2. Any credits earned beyond BA10 and up to MA must be Graduate Level Courses. License renewal credits earned prior to July 31, 2015 will be counted towards advance placement provided they meet the criteria. Courses must have been earned in the ten years prior to application to move to the higher class.
3. MA+ movement must be at least half Graduate Level work (8 graduate level credits) and earned in the ten years prior to application to move to the higher class. Up to seven license renewal credits earned may be counted toward movement. License renewal credits must have been completed after August 1, 2019.
4. File notice of intent to advance on or before February 1. If February 1 is a weekend the deadline is the Friday prior.
5. File an official transcript of additional educational credits on or before September 30 of that calendar year. If September 30 is a weekend the deadline is the Friday prior.
6. Have sole responsibility to provide timely documentation and to verify that placement on salary scale is accurate.
7. Complete the coursework on own time and at own expense except in the case of required, preapproved training necessary to teach an assigned course or content.
8. Failure to meet deadlines will result in no advancement to the next lane for the upcoming contract year.

E. Method of Payment

Each instructional staff member will be paid in twelve (12) equal installments on the fifteenth (15<sup>th</sup>) day of each month beginning in September. Staff members hired prior to the 2005-2006 contract year are eligible to receive a benefit stipend in lieu of group health insurance. If elected, this stipend would be paid in twelve (12) equal installments on the fifteenth (15<sup>th</sup>) day of each month, beginning in August. All payrolls will be deposited electronically with paystubs emailed to employees. With resignation or retirement notice by September 1, the employee can apply for payment over ten (10) equal installments through June. Arrangements for the July benefit payment (when applicable) must be made with the Business Office at the time of application. When the payday falls on a Saturday or Sunday, the payment will be issued on the preceding Friday. Upon request of an instructional staff member for unusual circumstances, the Superintendent may authorize the instructional staff member to receive the July and August contract installments with the June installment.

Instructional staff members new to the district may request, in writing, early payment of part of their September contract payment. If that request is approved, the instructional staff member may receive one-half (1/2) of the first regular monthly payment on the 15<sup>th</sup> of August.

F. Salary Supplements

Funds generated from the Teacher Salary Supplement Distribution of any additional or excess funding will be subject to discussion between the association and the district.

G. Instructional Staff Member Resignations

An instructional staff member requesting release from a contract after June 1 will be required to pay the full costs, up to \$1500, assumed by the District to cover expenses incurred to hire a suitable replacement. This fee will be deducted from the instructional staff member's final payment.

# 2025-26 Beginning Salary Range with Teacher Salary Supplement

Base Pay = \$41,915 + \$6,150 TSS per FTE

New Staff:

- Will be placed in the lane according to their educational credits.
- New staff with no experience will be placed at the low number in their educational lane unless they are in a hard to fill area such as special education, math, science, and/or career and technical education. New staff with experience will be placed in their educational lane and adjusted according to experience and credentials.

| BA     | BA +10 | BA +20 | BA +30 | MA     | MA +15 | MA +30 | MA +45 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 48,065 | 48,893 | 49,721 | 50,549 | 51,873 | 53,032 | 54,194 | 55,350 |
| -      | -      | -      | -      | -      | -      | -      | -      |
| 68,643 | 69,140 | 70,630 | 75,630 | 77,253 | 78,253 | 80,234 | 81,234 |

Existing Staff:

- Current salary will be used as the salary for each existing staff member, then
- An agreed upon increase in salary will be determined and divided equally amongst employees, then
- Additional increases will be compensated based upon completion of educational coursework and movement in lane, then

| BA                                                | BA +10                                              | BA +20                                               | BA +30                                             | MA                                                 | MA +15                                               | MA +30                                               | MA +45 |
|---------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------|
| Mov't from BA to BA10= additional \$500 in salary | Mov't from BA10 to BA20= additional \$800 in salary | Mov't from BA20 to BA30= additional \$1100 in salary | Mov't from BA30 to MA= additional \$5000 in salary | Mov't from MA to MA15= additional \$1000 in salary | Mov't from MA15 to MA30= additional \$1000 in salary | Mov't from MA30 to MA45= additional \$1000 in salary |        |

- Longevity pay will be added according to the following schedule:

|                                                                                                                                                                                                                                                                      |                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| After 2nd year of certified WCSD service and if converting to a standard license and if returning to WCSD in the next year, a one-time longevity bonus to be paid in June. If initial license isn't converted to standard until 3rd year, \$500 is paid at that time | After 5th year of certified WCSD service one time longevity bonus to be paid in June (after 5th, 10th, 15th, 20th, 25th and so forth) |
| \$500                                                                                                                                                                                                                                                                | \$500                                                                                                                                 |

BA to BA+10 can be any coursework  
 BA+10 to MA must be graduate level work  
 MA+ movement must be at least half graduate level work (3 graduate level coursework) effective August 1, 2019, non-graduate work completed prior to 8/1/19 will not be counted toward movement.

## ARTICLE VI – SCHEDULE B

### A. Athletic/Extra Curricular Pay Schedule

\$41,915 Base salary

| Years of Experience | Class A           | Class B           | Class C           | Class D           | Class E          | Class F          | Class G          | Class H          | Class I          | Class J          |
|---------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 0                   | 12.00%<br>\$5,030 | 11.00%<br>\$4,611 | 9.25%<br>\$3,877  | 7.00%<br>\$2,934  | 6.00%<br>\$2,515 | 4.50%<br>\$1,886 | 4.00%<br>\$1,677 | 3.50%<br>\$1,467 | 3.00%<br>\$1,257 | 2.00%<br>\$838   |
| 1                   | 13.25%<br>\$5,554 | 12.00%<br>\$5,030 | 10.25%<br>\$4,296 | 7.75%<br>\$3,248  | 6.50%<br>\$2,724 | 5.00%<br>\$2,096 | 4.25%<br>\$1,781 | 3.75%<br>\$1,572 | 3.25%<br>\$1,362 | 2.25%<br>\$943   |
| 2                   | 14.50%<br>\$6,078 | 13.00%<br>\$5,449 | 11.00%<br>\$4,611 | 8.50%<br>\$3,563  | 7.00%<br>\$2,934 | 5.50%<br>\$2,305 | 4.50%<br>\$1,886 | 4.00%<br>\$1,677 | 3.50%<br>\$1,467 | 2.50%<br>\$1,048 |
| 3                   | 15.75%<br>\$6,602 | 14.00%<br>\$5,868 | 11.75%<br>\$4,925 | 9.25%<br>\$3,877  | 7.50%<br>\$3,144 | 6.00%<br>\$2,515 | 4.75%<br>\$1,991 | 4.25%<br>\$1,781 | 3.75%<br>\$1,572 | 2.75%<br>\$1,153 |
| 4                   | 17.00%<br>\$7,126 | 15.00%<br>\$6,287 | 12.50%<br>\$5,239 | 10.00%<br>\$4,192 | 8.00%<br>\$3,353 | 6.50%<br>\$2,724 | 5.00%<br>\$2,096 | 4.50%<br>\$1,886 | 4.00%<br>\$1,677 | 3.00%<br>\$1,257 |

All salaries for supplemental pay will be based on the experience an instructional staff member has had for each specific activity assigned. Placement for an instructional staff member new to an assignment will be determined by the District.

Any new requests for supplemental pay must contact the Athletic/Activity Director and follow the procedures outlined in the Winterset Community School District Extra-Curricular Application Form.

| Class A                                                                                                                                                                                                                                                    | Class B                                                                                                                                                                                                                                                                                                                | Class C                                                                                                          | Class D                                                                                                                                                                                                                                                                                                 | Class E                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Varsity Football Head<br>Varsity Basketball Head<br>Varsity Wrestling Head<br>Varsity Baseball Head<br>Varsity Softball Head<br>Varsity Volleyball Head<br>Varsity Soccer Head<br>Varsity Track Head<br>High School Inst. Music<br>High School Vocal Music | Varsity Golf Head<br>Varsity Cross Country Head<br>Varsity Football Assistant<br>Varsity Basketball Assistant<br>Varsity Wrestling Assist<br>Varsity Baseball Assistant<br>Varsity Softball Assistant<br>Varsity Soccer Assistant<br>Varsity Volleyball Assistant<br>Varsity Track Assistant<br>Cheer Coach & Pep Club | High School Yearbook<br>Varsity Cross Country Asst<br>FFA Sponsor<br>Drill Team<br>Strength & Conditioning Coach | Varsity Golf Assistant<br>Junior High Baseball<br>Junior High Softball<br>Junior High Football<br>Junior High Basketball<br>Junior High Wrestling<br>Junior High Volleyball<br>Junior High Track<br>Junior High Cross Country<br>Junior High Girls Wrestling<br>HS Student Council<br>Dramatics Sponsor | Color Guard Sponsor<br>(50% salary: 1 Production & 1 Musical)<br>(100% salary: 2 Productions, no Musical)<br>Speech Contest<br>Debate Contest<br>Jr. High Instrumental Music<br>Percussion (Marching Band) |

| Class F                                                                                                                                                                            | Class G                                                                                                                                                                                                                      | Class H                                              | Class I     | Class J                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prom<br>FBLA<br>Cheerleader Assistant<br>Y-Teen<br>Wellness Coordinator<br>Jr. High Vocal Music<br>All School Musical<br>Jazz/Pep Band<br>High School Marching Band<br>Spring Play | Cultural Awareness Club<br>FCCLA<br>Drill Writer (Marching Band)<br>HS TSA (Tech Student Assn.)<br>Assistant Speech<br>Elementary General Music<br>M.S. Instrumental Music<br>M.S. General Music<br>All School Musical Vocal | JH TSA<br>eSports<br>All School Musical-Instrumental | Silver Cord | Jr. High Student Council<br>National Honor Society<br>WEL "Wellness Enhancing Lives"<br>JH Yearbook<br>MS Yearbook<br>JH Golf<br>Best Buddies<br>Special Olympics<br>Skills USA<br>Weight Room Supervision<br>Art Club<br>JH Cheerleading |

### B. Extended Contracts

All instructional staff members who have extended contracts shall be reimbursed on a per day basis at a rate equal to eighty-five percent (85%) of their base salary. This per day allocation shall be equal to their scheduled base salary divided by 189 and multiplied by 85%.

### C. Activity Tickets

Instructional staff members are highly encouraged to be involved in school district activities and will have the opportunity, but will not be required, to earn two activity tickets by working at activity events. Instructional staff members who elect to earn two activity tickets shall be required to work no more than four (4) events.

D. Stipends

To support the needs within the district, stipends may be provided from specific line item budgets. Technology may offer: Technology Assistants and Auditorium Assistant.

The district may offer: Building Leadership Team/District Leadership Team.

E. Assigned Duties Outside of Contract Days for the District (teaching students or staff)

On occasion teachers may be assigned to teach a professional development course or a group of students. Those who do this must have preapproval and will be reimbursed \$25/hour.

F. Reimbursement

Most training reimbursement to staff is covered by regular contracts, extended contracts and/or supplemental pay agreements. There are occasional circumstances in which this does not apply. Those who attend a required, preapproved training, outside of contract time, in order to teach an assigned course will be paid \$25/hour not to exceed \$100/day.

## ARTICLE VII - PAYROLL DEDUCTIONS

A. Tax Sheltered Annuities

Instructional staff members may participate in a tax sheltered annuity program of their choice from the eligible providers as provided by law. TSA payments will be made by the 15th day of each month, provided that the billing statement has been received from the annuity company. An instructional staff member may start or alter an annuity any calendar month provided all the proper forms are signed and delivered to the payroll office by the last working day of the month prior to the intended change. The annuity is the instructional staff member's responsibility.

B. Instructional Staff Member Contributions to Benefits

The District agrees to make payroll deductions for the cost of instructional staff member benefits.

## ARTICLE VIII - SICK LEAVE

A. Leave Accumulation

All instructional staff members shall be entitled to sick leave in accordance with Chapter 279.40 of the Code of Iowa. Instructional staff members shall be granted leave of absence for medical appointments, personal illness or injury with full pay in the following amounts:

|                            |         |
|----------------------------|---------|
| 1st year.....              | 11 days |
| 2nd year .....             | 12 days |
| 3rd year .....             | 13 days |
| 4th year .....             | 14 days |
| 5th year .....             | 15 days |
| each subsequent year ..... | 15 days |

Unused portions shall be accumulated from year to year with a limit of 115 days. Instructional staff members will have an accounting of accumulated sick leave on each electronic paystub. Any sick days beyond 115 at the end of the contract year will be paid out at the rate of \$15 per day for up to 15 days.

An employee may use up to 7 sick days per year for the care or support of an ill family member, including a medical emergency, of the employees' immediate family. The immediate family shall include spouse, children, legal guardianship, parents, siblings, grandparents, grandchildren, or anyone living in the home. Emergency situation is defined as a hospitalization, or circumstance resulting from a hospitalization in the member's family. Hospice care is included in the definition of hospitalization. In the event the instructional staff member's family sick leave and personal leave are exhausted, that member may apply to the

Superintendent for additional day(s) of leave. If granted, that leave would be deducted from the member's sick leave accumulation.

- B. Maternity Leave is 6 weeks for medical recovery after the birth of a child. The 6-week leave begins at the birth of the child. Any leave taken after that requires a medical excuse if sick leave is utilized.

C. Workers' Compensation

Any and all injuries on the job should be reported to the school nurse and an accident report completed as soon as possible.

## ARTICLE IX - OTHER LEAVE

A. Personal Leave

At the discretion of the building Principal, instructional staff members will be allowed two (2) days per school year.

1. No personal leave will be allowed the work day immediately preceding or immediately following any holiday or school recess without the approval of the Superintendent of Schools who will confer with the building Principal. Consideration of personal leave during this time of the school year will be restricted to significant life events.
2. Personal leave may be allowed during the first or last weeks of the school year with the approval of the Superintendent of Schools who will confer with the building Principal. Consideration of personal leave during this time of the school year will be restricted to significant life events.
3. Written application for a personal leave day must be made to the building Principal at least three (3) school days prior to the requested leave date, except in case of emergency.
4. Up to three (3) personal leave days may be accumulated and carried over each year for a total of five (5) days for any given year. No additional days are added once an employee reaches five (5) days.
5. An approved personal leave day shall be with pay.
6. There will be no limit on the number of staff who may use personal leave on a given day as long as suitable substitutes can be found.
7. Staff will have the ability to cash in their personal days beginning in the 2019-2020 school year. Payout will be up to 2 days at the district's substitute teacher rate per day. Employees must notify the district by May 1 of their intent to cash in personal days. Payment will be included in the June paycheck. RETIREES, defined as anyone who has declared they will be retiring for the following year, are at least 55 years of age and are eligible to collect IPERS, may cash in any of their unused personal days (up to 5). Retirees must also notify the district by May 1 that they intend to cash in their personal days with payment included in the June paycheck.
8. Personal leave, in half day increments, may be transferred to another staff member upon written request

B. Jury and Legal

An instructional staff member called for jury duty or subpoenaed to testify in a judicial proceeding not involving Chapter 20 of the Code of Iowa, during school hours shall be provided such time with pay. Any fees or remuneration the instructional staff member receives during such leave shall be turned over to the Winterset Community School District.

C. Professional

An instructional staff member may attend "professional" and school meetings without pay reduction or loss of accumulated sick leave. The instructional staff member will notify the Principal at least five (5) school days prior to the meeting date. The Principal will approve or deny the request.

D. Unpaid Leave

Temporary leaves of absence without pay may be granted by the Superintendent. The instructional staff member will state the reason for the requested leave in writing. The Superintendent will approve or deny the leave.

E. Bereavement

Instructional staff members will be allowed up to five (5) days per year with no deduction in pay for bereavement leave. The following shall qualify for such leave:

1. Bereavement leave shall be defined as a death in the member's family.
2. The family shall include spouse, children, legal guardianship, parents, siblings, grandparents, grandchildren, aunt, uncle, cousin, niece, or nephew of the instructional staff member or the instructional staff member's spouse or anyone living in the home of the instructional staff member.
3. In the event the instructional staff member desires to attend a funeral of a person not included in this policy the member may use one of their 5 days.
4. In the event the instructional staff member's bereavement leave, and personal leave are exhausted, that member may apply to the Superintendent for additional day(s) of leave. If granted, that leave would be deducted from the member's sick leave accumulation.

F. Military Leave

Military leave shall be defined as a leave for graduation of a family member serving in the military. It shall also include deployments, sendoffs, and arrivals. Family shall include spouse, children, legal guardianship, parents, and siblings. Military leave is deducted from personal leave. In extenuating circumstances, the member may apply to the Superintendent for additional day(s) of leave to be deducted from sick leave.

G. Foster Care Leave

Certified foster care leave is deducted from personal leave. In extenuating circumstances, the member may apply to the Superintendent for additional day(s) of leave to be deducted from sick leave.

H. Paternity Leave

Non-birthing parents may access up to the (10) days of their accumulated sick leave in the event of their own child's birth. This leave is not to be taken intermittently but rather divided over up to two events: birth of child and spouse/significant other's return to work. The unused days do not carry forward following these two events.

I. Adoption Leave

Employees who legally adopt a child may access up to ten (10) days of their accumulated sick leave. In extenuating circumstances, the member may apply to the Superintendent for additional day(s) of leave to be deducted from sick leave.

J. Association Leave

The Association will be allowed up to four (4) total days paid leave each year for conducting Association business. Association leave must be requested for individual instructional staff members by the Association President. Instructional staff members engaging in Association business will not forfeit their own personal leave. An additional six (6) days will be granted hereunder for officers only provided, however, that the Association shall pay the cost of substitutes for these additional days if substitutes are hired. In the event an instructional staff member be elected to a state or national position that member shall be granted the number of days needed to fulfill that duty provided the association pays for the cost of substitutes. In extenuating circumstances, the member may apply to the Superintendent for additional day(s) of leave provided the Association pays the cost of substitutes.

K. Veteran's Day

Any employee who is a veteran of the United States Armed Forces may request Veteran's Day (November 11<sup>th</sup> or Federal holiday) off with pay by providing appropriate documentation and giving at least two weeks advance notice to their building principal.

**ARTICLE X - HEALTH PROVISIONS**

The District may require a medical examination when in its judgment, such an examination is relevant to any instructional staff member's performance or status. The examining physician shall be selected by the District and the District shall pay the cost of such examination.

**ARTICLE XI - SAFETY PROCEDURES**

The District will endeavor to provide and maintain a safe place of employment. All instructional staff members will endeavor, in the course of performing the professional duties associated with their employment, to be alert to unsafe practices, equipment, or conditions, and to report any such unsafe practices, equipment, or conditions to their immediate supervisor.

The District will give reasonable support and assistance to instructional staff members in the maintenance of the control and discipline in the classrooms and schools.

**ARTICLE XII – COPYING AGREEMENT**

The Association shall have the right to produce up to 500 copies per year at no cost to the Association. Any additional copies beyond this limit shall incur standard copying charges.

## ARTICLE XIII - GRIEVANCE PROCEDURE

### A. Definition

A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

### B. Rights and Limitations

1. Every instructional staff member covered by this Agreement shall have the right to present grievances in accordance with these procedures. The Association shall have the right to file a grievance on behalf of a group of named instructional staff members. This procedure would be initiated at the second step of the grievance procedure in the form of a written grievance.
2. It is agreed that any investigation or other handling or processing of any grievance by the grieving instructional staff member shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving instructional staff member or of the teaching staff.
3. The failure of an instructional staff member (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and, an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

### C. Procedures

#### 1. First Step

An attempt shall be made to resolve any grievance in an informal, verbal discussion between complainant and his/her Principal or immediate supervisor. If the grievance is not resolved at an informal step, the complainant and an Association representative will meet with the Principal or immediate supervisor. This discussion shall take place within six (6) business days of the alleged violation, misinterpretation, or misapplication. Failure by the complainant to present for verbal discussion the alleged violation, misinterpretation, or misapplication within six (6) business days shall nullify the complainant's right to the first and all other subsequent steps.

#### 2. Second Step

If the grievance cannot be resolved in the first step, the complainant shall file the grievance in writing on the grievance form available in each building office. The written grievance shall state the nature of the grievance, shall note the specific contract clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) business days from the date of occurrence of the event giving rise to the grievance. At a mutually agreeable time, the complainant and an Association representative shall meet with the Principal or supervisor to discuss the matter. The Principal shall make a decision on the grievance and communicate it in writing to the complainant and the Superintendent within five (5) business days after receipt of the grievance.

#### 3. Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the complainant shall file, within five (5) business days of the Principal's written decision at the second step, a copy of the grievance with the Superintendent. Within five (5) business days after such written grievance is filed, the aggrieved, the Association representative, and the Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) business days of the third step grievance meeting and communicate it in writing to the complainant and the Principal.

#### 4. Fourth Step

- a. In the event the grievance cannot be resolved, the complainant may go before the School Board.

#### ARTICLE XIV - COMPLIANCE CLAUSES AND DURATION

This Agreement shall become effective August 1, 2025, and shall continue in effect until the 31st day of July 2028.

Winterset Community School District  
Board of Directors

By Jared McDonald  
Jared McDonald, President

By Justin M. Gross  
Justin Gross, Chief Negotiator

Winterset Community Education  
Association

By Katie Linde  
Katie Linde, President

By Tamara Bane  
Tamara Bane, Chief Negotiator