MASTER CONTRACT

WESTERN DUBUQUE
SCHOOL DISTRICT

and

WESTERN DUBUQUE
EDUCATION ASSOCIATION

July 1, 2025 to June 30, 2028

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ARTICLE 1

PREAMBLE

The Board of Education of the Western Dubuque School District hereinafter referred to as the Board, and the Western Dubuque Education Association, hereinafter referred to as the Association, agree as follows:

ARTICLE 2

RECOGNITION

See Exhibit A attached hereto and by this reference made a part hereof entitled STATE OF IOWA PUBLIC EMPLOYMENT RELATIONS BOARD - CASE NO. 4313 - ORDER OF CERTIFICATION DATED THE 28th DAY OF JANUARY, 1992 SIGNED BY MR. RICHARD R. RAMSEY, CHAIRMAN.

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT,

Public Employer,

and

CASE NO. 4313

WESTERN DUBUQUE EDUCATION ASSOCIATION,

Petitioner.

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act [Act], Chapter 20, Iowa Code (1991) and Rule 4.6 of the Public Employment Relations Board [Board or PERB], the parties filed with the Board a Stipulation of Bargaining Unit.

Said Stipulation having been tentatively approved by the Board; a Public Notice of Proposed Decision of Amendment of Bargaining Unit has been posted in conformance with PERB Rules; and as agreed by the parties, a representation election having been conducted;

IT IS HEREBY ORDERED that the bargaining unit previously determined in Case No. 143, and the certification of Western Dubuque Education Association, is amended to read as follows:

INCLUDED: All certified professional classroom teachers except non-contract employees; librarians, guidance counselors, special education instructors, E.S.E.A. instructors, drivers education instructors, media instructors and nurses.

EXCLUDED: All certified professional classroom teachers having supervisor powers and all other persons excluded by Section 4 of the Act.

DATED at Des Moines, Iowa this 28th day of January 1992.

PUBLIC EMPLOYMENT RELATIONS BOARD

Richard R. Ramsey

RICHARD R. RAMSEY, CHAIRMAN

ARTICLE 5

OTHER PAYROLL DEDUCTIONS

All insurance-related deductions will be made on the first 2 payrolls of each month, for a total of 24 deductions annually. For months in which there is a third bi-weekly payroll, no insurance deductions will be withheld on the third payroll of the month.

The board shall deduct from salary amounts elected voluntarily by employees to be remitted to the State of Iowa 403(b) Plan. Employees electing to contribute a portion of their wages to the State of Iowa 403(b) Plan may adjust the amount of the contribution by submitting an updated 403(b) Salary Reduction Form to the District Office. Adjustments to 403(b) contribution amounts will be reflected in the next available payroll.

ARTICLE 6

COMPLIANCE CLAUSES AND DURATION

A. Compliance between Individual Contracts and Comprehensive Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during the duration, shall be controlling. Each individual employee contract when tendered to the employee shall be signed by the president of the Board.

B. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees 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.

C. Printing Agreement

Copies of the Agreement shall be duplicated by the W.D.E.A. within thirty (30) days after the Agreement is signed. The Board to pay one-half of this cost. The W.D.E.A. shall duplicate 275 copies. Present employees shall receive a copy and the Association shall also receive 25 copies. All new employees shall be provided a copy at Board expense.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or 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.

l. If by Association, to Board at 310 4th St. SW, P.O. Box 68, Farley, Iowa 52046.
Address

2. If by Board to Association at Peter Steffen, 504 13TH Ave SE, Dyersville, IA 52040.
Address

E. Duration

This agreement shall be effective as of the first day of the teacher contract year beginning July 1st, 2025 and shall continue in effect through June 30th, 2028.

During the term of this agreement all articles shall remain current contract, except for the following that both parties agree to open for negotiations for the 2026-2027 and 2027-2028 contract years:

Article 7 Wages and Salaries including the corresponding salary schedule
Article 8 Supplemental Pay including Schedule C

F. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents and their signatures placed thereon.

WESTERN DUBUQUE EDUCATION ASSOCIATION

BY: Peter Steffen 5-12-2025
Peter Steffen, W.D.E.A. President Date

WESTERN DUBUQUE BOARD OF EDUCATION

BY: Jessica Pape 5-12-2025
Jessica Pape, School Board President Date

ARTICLE 7

WAGES AND SALARIES

A. B.A. Base 2025-26 Regular Salary Schedule A: $38,785 – Includes TSS Funds

1. B.A. Base 2025-26 Supplemental Duty Schedule C and R.N. Lane Nurses: $38,785

B. Placement on Salary Schedule

l. Adjustment to Salary Schedule

Each employee shall be placed on their proper step of the salary schedule as of the effective date of this agreement and in accordance with paragraph two (2) below. If an employee has completed one semester of contracted employment or more, a full year of credit will be allowed.

2. Credit for Experience.

Beginning with the 2025-2026 contract year, newly hired teachers and nurses with at least 12 years of qualifying full-time (.8 FTE or higher) teaching or nursing experience will be placed on the salary schedule in their appropriate educational lane at a salary level that meets or exceeds the minimum teaching salary of $62,000, as required by state law.

Credit is given for up to two years of military experience, upon presentation of proper evidence of same, provided that experience was gained while employed at Western Dubuque. Upon completion of such military service, the individual will be reinstated to active employment subject to the following conditions.

a. That the person is physically and mentally capable of performing the duties of his/her former position.
b. That the person has retained proper certification for that position.
c. That the person make written notification of reinstatement at least 30 days prior to the requested date of reemployment, and that such request is no later than 90 days following their date of separation or discharge from active military service.
d. And, that the person furnish proof of an honorable discharge or separation from military service.

C. Advancement on Salary Schedule

l. Increments

a. Vertical

1. Employees on the salary schedule shall be granted one increment or vertical step on the salary schedule for each year of service until the maximum for the educational classification is reached. A year of service consists of employment in the Western Dubuque School District for one semester or more in one school year. The District has the discretion to freeze all members on vertical step when there are significant budget concerns.

b. Horizontal

1. Horizontal advancement for teachers and nurses in salary is given at the following plateaus of education: BA (or BS/BSN), BA (or BS/BSN) plus 15, BA (or BS/BSN) plus 30, MA (or MS/MSN), MA (or MS/MSN) plus 15, MA (or MS/MSN) plus 30.

   Certified employees applying to qualify for advancement on the salary schedule by acquiring additional undergraduate or graduate credit from an accredited college or university or by a new degree must file a letter of intent on or before July 1 with the Superintendent in order to qualify for an amended contract for the next school year. Transcripts and a completed Notice of Advancement form must be submitted to the Superintendent no later than September 1st in order to receive a contract adjustment. Pay adjustment shall be retroactive to the beginning of the contract year.

   For educational hours earned after the start of the school year and prior to February 1st that qualify for advancement on the salary schedule, a current year contract adjustment will be made for 50% of the lane advancement amount. Transcripts and a completed Notice of Advancement form must be submitted to the Superintendent no later than March 1st in order to receive this contract adjustment.

   Beginning with the 2026-2027 contract year, horizontal lane advancement on the salary schedule from the BA lane to MA lane (BA+15/BA+30) will require graduate-level courses from an accredited college or university that are part of an established master's degree program that will result in the attainment of a master's degree. Employees must provide official record from the college or university clearly identifying their enrollment in a master's degree program as well as identifying the courses required from the institution to obtain said master's degree.

   Beginning with the 2026-2027 contract year, horizontal lane advancement for staff already possessing a master's degree will require credits outlined in a recognized path of study or result in a certification submitted for approval in advance to the Superintendent.

Tuition Reimbursement: Teachers may be reimbursed up to $500.00 per school year for course work at an accredited four-year college or university.

1. Courses must be in an academic area that the employee is currently teaching in and lead to a Master's degree.

OR

2. Courses must be part of a recognized path of study or result in a certification approved by the Superintendent (beginning 2026-2027)

OR

3. Courses must be in a new academic area the teacher will be teaching in within the District as requested by District Administration.

This course work must be approved in advance by the Superintendent on forms provided by the District. Reimbursement will be made after submittal of proof of successful completion of course work.

2. BA+30 Degree Requirements: Teachers must have completed at least 6 hours of approved college work beyond their BA15 hours after 6/01/95 in order to qualify for the BA30 lane. Six (6) hours of post BA15 approved college work must have been completed after 6/01/86, the remaining 3 hours are not subject to any timelines.
3. Starting the 2017-2018 year, nurses with a BSN will be placed on the BA lane and nurses having earned a Master of Science Degree in Nursing from an accredited institution and holding a current Iowa License will move to the MA lane.

2. Longevity

    a. 2025-2026 and thereafter: Teachers and nurses shall receive an annual longevity payment of 1.125% beginning with the 11th step on the schedule. The payment shall increase 1.125% each subsequent year until Step 25 is reached. Upon reaching Step 30, the step factor will be increased by 0.1. No Step increases shall extend beyond Step 30.

D. Method of Payment.

l. Pay Periods
Each employee shall be paid every other Friday in equal installments.

E. Extra Assignment and Extended Contract Rate

The salary schedule is based upon the regular school calendar and the normal employee hours. Employees will be additionally compensated as follows:

l. Extended Contracts
An employee shall receive a per diem rate which shall be based on salary schedule A only, and none other, as follows: An amount equal to or arrived at by the following calculations: 190 days divided into said employee's placement on salary schedule A and B as of the beginning of that particular contract year, particularly excluding supplementary pay. This section shall apply to all employees except those individuals listed in Schedule C entitled: Supplemental Duties.

2. No employee shall be required to work extracurricular events without compensation. Employees may volunteer to work said events without pay.

F. Part-Time Employee

Any employee working 1/2 day shall receive 1/2 of the normal pay and 1/2 of any and all said benefits granted in this contract. An employee on 1/2 time shall be entitled to pay his additional insurances, provided, however, the insurance carrier agrees to allow such half time employee to participate as a member of the insured group.

DEFINITION OF EDUCATIONAL LANES

Teachers/Nurses:

B.A./BSN Schedule shall apply to all employees possessing a Baccalaureate Degree from an accredited college or university.

B.A./BSN+15 Schedule shall apply to all employees having fifteen hours of credit after the Bachelor's Degree has been awarded. Beginning in 2026-2027, hours of credit must be graduate-level courses from an accredited college or university that are part of an established master's degree program that will result in the attainment of a master's degree.

B.A./BSN+30 Schedule shall apply to all employees having thirty hours of credit after the Bachelor's Degree has been awarded. Beginning in 2026-2027, hours of credit must be graduate-level courses from an accredited college or university that are part of an established master's degree program that will result in the attainment of a master's degree.

M.A./MSN Schedule shall apply to all employees possessing a Master's Degree from an accredited college or university.

M.A./MSN+15 Schedule shall apply to all employees having earned fifteen hours of credit after the Master's Degree has been awarded. Beginning in 2026-2027, hours of credit must be outlined in a recognized path of study or result in a certification submitted for approval in advance to the Superintendent.

M.A./MSN+30 Schedule shall apply to all employees having earned thirty hours of credit after the Master's Degree has been awarded. Beginning in 2026-2027, hours of credit must be outlined in a recognized path of study or result in a certification submitted for approval in advance to the Superintendent.

Nurses:

R.N. Schedule shall apply to all Nurses possessing a Registered Nurse degree from an accredited institution and holding a current Iowa license.

2025-2026 TEACHER AND BSN/MSN NURSE SALARY SCHEDULE - B.A. BASE $38,785

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30
~~1~~	~~1.04000~~	~~1.08000~~	~~1.12000~~	~~1.15000~~	~~1.20000~~	~~1.25000~~
-	~~$39,556.40~~	~~$41,077.80~~	~~$42,599.20~~	~~$43,740.25~~	~~$45,642.00~~	~~$47,543.75~~
~~2~~	~~1.08000~~	~~1.12000~~	~~1.16000~~	~~1.20000~~	~~1.25000~~	~~1.30000~~
-	~~$41,077.80~~	~~$42,599.20~~	~~$44,120.60~~	~~$45,642.00~~	~~$47,543.75~~	~~$49,445.50~~
~~3~~	~~1.12000~~	~~1.16000~~	~~1.20000~~	~~1.25000~~	~~1.30000~~	~~1.35000~~
-	~~$42,599.20~~	~~$44,120.60~~	~~$45,642.00~~	~~$47,543.75~~	~~$49,445.50~~	~~$51,347.25~~
~~4~~	~~1.16000~~	~~1.20000~~	~~1.24000~~	~~1.30000~~	~~1.35000~~	~~1.40000~~
-	~~$47,500.00~~	~~$47,500.00~~	~~$47,500.00~~	~~$49,445.50~~	~~$51,347.25~~	~~$53,249.00~~
~~5~~	~~1.20000~~	~~1.24000~~	~~1.28000~~	~~1.35000~~	~~1.40000~~	~~1.45000~~
-	~~$47,500.00~~	~~$47,500.00~~	~~$48,684.80~~	~~$51,347.25~~	~~$53,249.00~~	~~$55,150.75~~
1	~~1.24000~~	~~1.28000~~	1.32000	1.40000	1.45000	1.50000
	$48,093.4	$49,644.80	$51,196.20	$54,299.00	$56,238.25	$58,177.50
2	~~1.28000~~	1.32000	1.36000	1.45000	1.50000	1.55000
	$49,644.80	$51,196.20	$52,777.60	$56,238.25	$58,177.50	$60,116.75
3	1.32000	1.36000	1.40000	1.50000	1.55000	1.60000
	$50,206.20	$51,727.60	$53,249.00	$57,052.50	$58,954.25	$60,856.00
4	1.36000	1.40000	1.44000	1.55000	1.60000	1.65000
	$52,747.60	$54,299.00	$55,850.40	$60,116.75	$62,056.00	$63,995.25
5	1.40000	1.44000	1.48000	1.60000	1.65000	1.70000
	$54,299.00	$55,850.40	$57,401.80	$62,056.00	$63,995.25	$65,934.50
6	1.44000	1.48000	1.52000	1.65000	1.70000	1.75000
	$55,850.40	$57,401.80	$58,953.20	$63,995.25	$65,934.50	$67,873.75
7	1.48000	1.52000	1.56000	1.70000	1.75000	1.80000
	$57,401.80	$58,953.20	$60,504.60	$65,934.50	$67,873.75	$69,813.00
8	1.52000	1.56000	1.60000	1.75000	1.80000	1.85000
	$58,953.20	$60,504.60	$62,056.00	$67,873.75	$69,813.00	$71,752.25
9	1.56000	1.60000	1.64000	1.80000	1.85000	1.90000
	$60,504.60	$62,056.00	$63,607.40	$69,813.00	$71,752.25	$73,691.50
10	1.60000	1.64000	1.68000	1.85000	1.90000	1.95000
	$62,056.00	$63,607.40	$65,158.80	$71,752.25	$73,691.50	$75,630.75
11	1.61125	1.65125	1.69125	1.86125	1.91125	1.96125
	$62,492.33	$64,043.73	$65,595.13	$72,188.58	$74,127.83	$76,067.08
12	1.62250	1.66250	1.70250	1.87250	1.92250	1.97250
	$62,928.66	$64,480.06	$66,031.46	$72,624.91	$74,564.16	$76,503.41
13	1.63375	1.67375	1.71375	1.88375	1.93375	1.98375
	$63,364.99	$64,916.39	$66,467.79	$73,061.24	$75,000.49	$76,939.74
14	1.64500	1.68500	1.72500	1.89500	1.94500	1.99500
	$63,801.33	$65,352.73	$66,904.13	$73,497.58	$75,436.83	$77,376.08
15	1.65625	1.69625	1.73625	1.90625	1.95625	2.00625
	$64,237.66	$65,789.06	$67,340.46	$73,933.91	$75,873.16	$77,812.41
16	1.66750	1.70750	1.74750	1.91750	1.96750	2.01750
	$64,673.99	$66,225.39	$67,776.79	$74,370.24	$76,309.49	$78,248.74
17	1.67875	1.71875	1.75875	1.92875	1.97875	2.02875
	$65,110.32	$66,661.72	$68,213.12	$74,806.57	$76,745.82	$78,685.07
18	1.69000	1.73000	1.77000	1.94000	1.99000	2.04000
	$65,546.65	$67,098.05	$68,649.45	$75,242.90	$77,182.15	$79,121.40
19	1.70125	1.74125	1.78125	1.95125	2.00125	2.05125
	$65,982.98	$67,534.38	$69,085.78	$75,679.23	$77,618.48	$79,557.73

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30
20	**1.71250**	**1.75250**	**1.79250**	**1.96250**	**2.01250**	**2.06250**
	$66,419.31	$67,970.71	$67,970.71	$76,115.56	$78,054.81	$79,994.06
21	**1.72375**	**1.76375**	**1.80375**	**1.97375**	**2.02375**	**2.07375**
	$66,855.64	$68,407.04	$69,958.44	$76,551.89	$78,491.14	$80,430.39
22	**1.73500**	**1.77500**	**1.81500**	**1.98500**	**2.03500**	**2.08500**
	$67,291.98	$68,843.38	$70,394.78	$76,988.23	$78,927.48	$80,866.73
23	**1.74625**	**1.78625**	**1.82625**	**1.99625**	**2.04625**	**2.09625**
	$67,728.31	$69,279.71	$70,831.11	$77,424.56	$79,363.81	$81,303.06
24	**1.75750**	**1.79750**	**1.83750**	**2.00750**	**2.05750**	**2.10750**
	$68,164.64	$69,716.04	$71,267.44	$77,860.89	$79,800.14	$81,739.39
25	**1.76875**	**1.80875**	**1.84875**	**2.01875**	**2.06875**	**2.11875**
	$68,600.97	$70,152.37	$71,703.77	$78,297.22	$80,236.47	$82,175.72
26	**1.76875**	**1.80875**	**1.84875**	**2.01875**	**2.06875**	**2.11875**
	$68,600.97	$70,152.37	$71,703.77	$78,297.22	$80,236.47	$82,175.72
27	**1.76875**	**1.80875**	**1.84875**	**2.01875**	**2.06875**	**2.11875**
	$68,600.97	$70,152.37	$71,703.77	$78,297.22	$80,236.47	$82,175.72
28	**1.76875**	**1.80875**	**1.84875**	**2.01875**	**2.06875**	**2.11875**
	$68,600.97	$70,152.37	$71,703.77	$78,297.22	$80,236.47	$82,175.72
29	**1.76875**	**1.80875**	**1.84875**	**2.01875**	**2.06875**	**2.11875**
	$68,600.97	$70,152.37	$71,703.77	$78,297.22	$80,236.47	$82,175.72
30	**1.86875**	**1.90875**	**1.94875**	**2.11875**	**2.16875**	**2.21875**
	$72,479.47	$74,030.87	$75,582.27	$82,175.72	$84,114.97	$86,054.22

ARTICLE 8

SUPPLEMENTAL PAY

A. Extracurricular Activities

l. Approved Activities
The Board and the Association agree that the extracurricular activities listed in Schedule C are official school sponsored activities. The decision to continue or not continue extra-curricular positions or to create new ones shall be determined by the Board.

2. Rates of Pay
Employees shall be compensated according to the rate of pay or other stipulations as set out in Schedule C. The percentages listed shall be a percentage of the supplemental base rate

3. Termination
No additional extra-compensated activity will be added without the written consent of the employee. In all cases the Board shall make the final judgment as to whether the candidate fulfills the qualifications of the position in question. Any employee who wishes to resign from his/her assignment shall submit a letter of request to be relieved from his/her extra-duty assignment.

4. The Board shall not require any department head to serve without additional compensation.

B. Expenses of Traveling Employees

l. Employees who may be requested to use their own automobiles in the performance of their duties within the district and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel as allowed by the Internal Revenue Service for all driving required after their arrival at the first location for which they are required to report to work. Each employee requesting such reimbursement shall submit a request on a voucher prepared by the district.

C. Payroll Deduction Method

For any absence during the regular calendar year of 190 days, a deduction will be made of 1/190 of the individual's regular salary excluding pay for supplemental duties and/or extended contracts for each day of unpaid leave.

Ten (10) days of absence or more of a supplemental duty will result in a pro-rated reduction in pay based on the number of days missed divided by the number of days for the contracted extra-duty. Absences do not need to be consecutive to count towards the 10 days.

For any absence from a contracted duty outside of the regular calendar year (190) days, a pro-rated deduction will be made based on the dollar amount of the extra duty divided by the number of days for the contracted extra duty.

SCHEDULE C SUPPLEMENTAL DUTIES – Base Calculation is $38,785

Instructional

Shop Maintenance (as job description) $600.00
Extended Days Vocational Agriculture (40 days) 20%
Curriculum Development ..... $35.00 per hour

ATHLETICS

Basketball	
Varsity	18%
Varsity Assistant	12%
Junior Varsity	12%
Sophomore	12%
Freshman	11%
8th Grade	8%
7th Grade	8%
7th & 8th Grade	8%
Girls Chaperone	5%

Football	
Varsity	18%
Varsity Assistant	12%
Sophomore	12%
General Assistants (CHS)	11.33%
Sophomore Assistant	11%
Freshman	11%
Freshman Assistant	10%
9th & 10th Grades	12%
8th Grade	8%
8th Grade Assistant	6%
7th Grade	8%
7th Grade Assistant	6%

Wrestling	
Varsity	18%
Varsity Assistant	12%
Junior Varsity	12%
Freshman	11%
Jr. High/Middle School	8%
Jr. High/Middle School Assistant	6%

Bowling	
Varsity	10%
Assistant	6%

Volleyball	
Varsity	18%
Varsity Assistant	12%
Junior Varsity	12%
Sophomore	12%
Freshman	11%
8th Grade	8%
7th Grade	8%
7th & 8th Grade	8%
Jr. High/Middle School Assistant	6%

Golf	
Varsity	12%
Junior Varsity	8%
Assistant (half-time)	4%

Baseball and Softball	
Varsity	18%
Varsity Assistant	12%
Junior Varsity	12%
Sophomore	12%
Sophomore Assistant	11%
Freshman	11%
Freshman Assistant	6%
Junior High	8%

Track	
Varsity	16%
Varsity Assistant	11%
8th Grade	6%
7th Grade	6%
7th & 8th Grade	6%
Jr. High/Middle School Assistant	4%

Special Olympics	
Head Coach	12%
Assistant Coach	8%

ATHLETICS (continued)

Soccer	
Varsity	14%
Varsity Assistant	10%
Junior Varsity	10%

Cross Country	
Combined Varsity	18%
Combined Varsity Assistant	12%
Combined 7th & 8th Grade	8%
Combined 7th & 8th Grade Assistant	6%

Weight Room Supervision	12%

Tennis	
Varsity	12%
Junior Varsity	8%
Combined Varsity Assistant	8%

Game Managers	
HS Varsity or JV – Double Session	$50/session
HS Varsity or JV – Single Session	$30/session
JH – Single Session	$30/session

Personal Student Assistant-Activities	5%

ACTIVITIES

School-to-Work	
Coordinator	14%
Assistant Coordinator	7%

Band	
High School	18%
High School Assistant	7%
Jr. High/Middle School	6%
Jr. High/Middle School Assistant	2%
Summer Band (20 days)	10%
Summer Band (15 days)	7.50%
Color Guard	6%

Vocal Music	
High School	12%
High School Assistant	7%
High School Show Choir Director	12%
High School Show Choir Assistant	7%
Middle School Show Choir Director	3%

Musicals	
High School Director	12%
High School Assistant Director	4%
High School Assistant Vocal	4%
High School Assistant Instrumental	4%

Speech	
Director	12%
Assistant Director	6%

Student Council Advisor	5%

Drama	
High School Director	6%
High School Assistant Director	3%
Jr. High/Middle School Director	6%
Jr. High/Middle School Asst. Dir.	3%

Auditorium Manager	10%

Cheerleading – Fall	5%
Cheerleading – Winter	5%

F.B.L.A. Advisor	7%
FCCLA Advisor	7%
TSA/SkillsUSA Advisor	7%
Future Farmers	12%
Future Farmers Assistant	10%
International Club Advisor	7%

Newspaper	
High School	6%
Jr. High/Middle School	5%

Poms	
Director	10%
Assistant (CHS)	3%

Quiz Bowl	12%
Middle School Quiz Bowl	6%

Yearbook	6%

ARTICLE 10

SICK LEAVE

A. Sick Leave Benefits

Paid sick leave is intended to be utilized only when the employee is ill or injured to the extent that they cannot perform their assigned duties, or when a medically related appointment is unable to be scheduled during the summer months or outside of normal school hours.

As of the 1976-77 school year, all employees, shall be entitled to fifteen (15) paid sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year up to one hundred and forty five (145) days. Previously accumulated sick leave days shall be carried forward and made a part of this contract. Absence of three or more days requires a doctor's certificate and/or in case of suspected abuse. Employees may be required upon notification from their principal to submit a doctor's certificate indicating an inability to return to work after twenty calendar days. Maternity leave shall be treated as any other kind of health or temporary disability under the sick leave provision. The employee shall notify her principal as soon as possible of her pregnancy. The District will allow up to 6 consecutive weeks for maternity leave. Maternity leave will generally begin within a reasonable time prior to the birth of the child or the day of birth and continue for six consecutive calendar weeks. Non-contract days are counted as part of the six-week period.

All Paid leaves (sick/personal/family illness) will be prorated for teachers contracted at 0.6 time or less based on their FTE Percentage.

B. Family Illness Leave: In the event of an illness or injury of a child, spouse, mother, father, brother, sister, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandchild, legal guardian or other long-term household member, an employee may be granted five (5) days of paid leave charged against paid Sick Leave. Grandchild must be a legal dependent of the employee or living in the employee's home and the employee is the primary caregiver. Primary caregiver means that the grandparent is acting as parent and the parent of the child is not in the residence. No accumulation. In cases where the Administration suspects misuse of this leave, it may require medical evidence of such illness or injury at the employee's expense.

C. Extended Leave
An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year. The Board agrees to continue all fringe benefits provided by this agreement for the duration of the contract year.

D. Physical Examination - Employment required physicals shall not be considered sick leave.

E. Family And Medical Leave Act
The provisions of the Family and Medical Leave Act of 1993(Board Policy 409.3) shall be granted to employees.

F. Appointments
Paid sick leave and family illness leave use for medical/dental appointments is limited to a half-day. For appointments that exceed a half-day, the additional half will be considered Personal Leave unless approved. A request to use a full day of paid sick or family illness leave for an appointment (or appointments) due to extenuating circumstances may be submitted to the Superintendent.

ARTICLE 11

TEMPORARY LEAVES OF ABSENCE

Paid Leave

As of the beginning of the 1976-77 school year, employees shall be entitled to the following leaves of absence with full pay each year.

A. Personal

At the beginning of every school year, each employee shall be credited with three (3) paid days to be used for the employee's personal business. An employee planning to use a personal leave day or days shall notify his principal in writing at least three days in advance except in case of an emergency. These personal leave days may be accumulated to a maximum of six (6) days. No personal leave is allowed on the following days unless approved by the Superintendent. The request for use of personal leave on these days must be submitted to the Superintendent with valid reasons for its use.

a. First and last days of employee contract year.
b. The working day before or after holidays and vacations.
c. Parent conference days.
d. Contracted non-school days as set out in the school calendar.

Previously accumulated personal leave will be carried forward and be a part of this contract.

1. Payment - Unused Personal Leave
   Employees shall be compensated at the amount equal to the daily rate of substitute teacher pay for unused personal leave up to a maximum of three (3) days per year. Automatic payment will be made for the number days accumulated in excess of 3 (days 4, 5, 6).
   Payment for said leave to be included in the employee's last paycheck for the contract year.

All Paid leaves (sick/personal/family illness) will be prorated for teachers contracted at 0.6 time or less based on their FTE Percentage.

B. Jury and Legal

When the employee submits proof (whenever possible) of a necessity of jury service during school hours or is subpoenaed to appear in court or a judicial hearing, he shall be provided such time. The employee shall be paid the difference between the amount that is received for jury duty and his regular salary. In the event the employee is required to appear in court or before a body as a party to any private legal action which is not job related, the provisions of this paragraph shall not apply. This paragraph shall not apply if an employee, the Association, or the school board is one of the parties to the controversy.

C. Association Leave

Up to thirty-five (35) days of Association Leave shall be granted at the beginning of each school year with full pay. The Association shall reimburse the school district for the cost of the substitute for the last twenty (20) days. The Association President shall designate the individuals and dates involved by notifying the Superintendent at least three (3) days prior to said leave.

D. Bereavement

Up to five working days of paid leave shall be granted at the time of death of an employee's immediate family (spouse, child, brother, sister, parent) and any other member of the immediate household. Up to three working days of paid leave shall be granted at the time of death of an employee's father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, nieces, and nephews. One day of paid leave shall be granted by the principal for the death of an uncle or aunt, and may be granted for the death of a friend, neighbor, or close relative.
The grandparent/niece/nephew of the employee's spouse would fall under the "one day of leave" provision.

Paid leave for bereavement is generally not intended for use outside of the normal mourning period. To delay use of allowed bereavement leave for related purposes, notification must be made to the building principal within the bereavement period.

The employee shall notify the principal as soon as possible on all bereavement leaves.

Bereavement leave shall not apply to school year employees for any deaths that may occur during the summer months (non-contracted days). If such a death occurs during the non-contracted days (summer vacation, Christmas break), bereavement leave will not be approved. If a death occurs immediately prior to the start of the new school year, the employee will be granted appropriate leave. Example: First day of work is September 18th and a parent passes away on September 15th, the employee will be granted 2 days of bereavement leave. This same procedure to be followed for breaks (Christmas and spring) occurring during the contract year.

E. Good Cause

Other temporary leaves of absence with pay may be granted in writing by the Superintendent for good reason.

F. Unpaid Leave

Other temporary leaves of absence without pay may be granted in writing by the Superintendent for good reason.

G. In Addition to Sick Leave

Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

H. Workmen's Compensation

An employee who received worker's compensation benefits shall have the option of choosing one of the following for receiving their benefits.

Option 1 ☐ The employee cashes the check issued by workmen's compensation insurance and receives no additional pay from the employer. No sick leave is charged.

Option 2 ☐ The employee cashes the check issued by workmen's compensation insurance. The employee's gross pay is reduced by the amount of the workmen's compensation check and sick leave is charged for all days absent.

ARTICLE 12

EXTENDED LEAVES OF ABSENCE

A. Association

A leave of absence without pay for up to one (1) year may be granted to any employee for the purpose of serving as an elected officer of the Association's affiliates. Upon return from such leave, an employee shall be placed at the position he would have advanced to without said leave. Employees shall be credited with any new fringe benefits and previously accumulated benefits. However, no benefits shall accrue for the duration of said leave.

B. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

C. Good Cause

Other extended leaves of absence up to one (1) year without pay may be granted in writing by the Superintendent for good cause.

D. Military Leave

All officers and employees of the state, or a subdivision thereof, or a municipality other than employees employed temporarily for six months or less, who are members of the national guard, organized reserves or any component part of the military, naval, or air forces or nurse corps of this state or nation, or who are or may be otherwise inducted into military service of this state or of the United States, shall, when ordered by proper authority to active state of federal service, be entitled to a leave of absence from such civil employment for the period of such active state of federal service, without loss of status or efficiency rating, and without loss of pay during the first thirty days of such leave of absence. The proper appointing authority may make a temporary appointment to fill any vacancy created by such leave of absence.

ARTICLE 13

SABBATICAL LEAVES

A. Purpose

A sabbatical leave shall be granted to an employee by the Board for study including study in another area of specialization, for travel or for other reasons of value to the school system.

B. Conditions

Sabbatical leave shall be granted subject to the following conditions.

1. If there are sufficient and qualified applicants, sabbatical leave shall be granted to not more than three (3) employees in any one year.
2. The length of such leave shall be no more than one year and no less than one year and shall be continuous and run concurrently with the school year.
3. Seniority shall prevail in the event that more than three (3) qualified applicants make such requests.

C. Pay

Any and all such leave in this Article shall be without pay.

D. Minimum Time to Qualify

The employee has completed at least seven (7) full school years of service in the Western Dubuque School District.

E. Duration

No employee shall receive more than one year at any one time regardless of seniority without having at least five years intervening.

F. Requests

Requests shall be filed with the Administration no later than April 1 of the year preceding the anticipated leave.

G. Return

The employee shall be credited with any new fringe benefits and previously accumulated benefits. However, no benefits shall accrue for the duration of said leave. Such employee shall be granted the right to continue all fringe benefits at the employee's expense for the duration of said leave provided that there is no conflict with any insurance carrier.

An attempt will be made to place the employee in a teaching position comparable to the position he left. However, the employee shall be assured of a position upon return.

The employee shall notify the District by February 15 of the year in which the sabbatical is being taken of his/her decision to teach for the subsequent contract year. Failure to so notify the District by February 15 shall nullify such teacher's rights to return.

ARTICLE 16

HEALTH PROVISION

Physical Fitness -- New Employees

All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be limited to a statement from a licensed physician of the employee's choice prior to initial employment attesting to the employee's physical fitness. The cost of such examination shall rest with the employee. The Board may require a subsequent examination when, in its judgment, such an examination is relevant to an employee's performance or status. The examining physician shall be selected by the employee and the employer shall pay no more than $30.00 of such examination. Each employee shall be advised in writing of the physical fitness requirements. After the initial examination every three years thereafter the employee shall again meet the above requirements. The Board shall pay $30.00 of this examination. Should the employee fail his examination all subsequent examinations and costs shall be borne by employee until employee can show physical fitness. Employee shall be reimbursed on submission of paid receipt.

ARTICLE 17

SAFETY PROCEDURES

The Employer shall make his best and most reasonable effort to provide and maintain a safe place of employment. All employees shall 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 employer agrees that it will provide at no cost to the employee:

1. Protective safety glasses and lab coats and/or aprons in industrial arts, science, and vocational agriculture shops.

LETTER OF UNDERSTANDING –COLLABORATION TIME

The following is a letter of understanding regarding collaboration time. This agreement will be addendum to the 2025-2026 master contract and will sunset after the 2027-2028 contract year, unless renewed in collective bargaining for a subsequent year.

As provided by Iowa Code Section 284.6(8), the school district will provide a minimum of thirty-six (36) hours of collaboration time during the 2025-2026, 2026-27 and 2027-28 school years. This time will be provided to teachers to allow them to collaborate with one another to deliver educational programs and assess student learning, as provided by Iowa Code Section 284.8(1).

Individual preparation time will not be used to provide this collaboration time.

MEMORANDUM OF UNDERSTANDING – TEACHER LEADERSHIP SYSTEM

The Western Dubuque County Community School District and the Western Dubuque Education Association have reached the following agreement in regard to Master Contract articles that will be affected by and other issues related to the implementation of a local Teacher Leadership System (TLS). This Memorandum of Understanding (MOU) shall be in effect for the 2025-2026 to 2027-2028 school years and shall be reviewed and/or amended on an annual basis thereafter.

1. Selection Committee.

A. For TLS positions with associated stipends greater than $5,000, a committee comprised of two teachers and two administrators appointed by the Superintendent will be created to accept and review applications for TLS positions and make recommendations to the Superintendent for appointments.

Teachers who are selected must meet all of the qualifications contained in the law.

2. Contract: Teachers receiving an appointment of Instructional Coach shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall also be issued a separate, supplemental one-year contract (Instructional Coach). The supplemental contract shall not be subject to Iowa Code Chapter 279.

3. Leaves: Sick leave and other leaves of absence as provided by the Master Contract are not available for use with the Instructional Coach Contract.

4. Work Year & Pay: Instructional Coaches will be paid $8,500 for an additional 25 **(175 hours)** days of work outside of the regular teacher's contract. TLS positions will be paid over the period of July 1 through June 30 as specified by Article 7 D 1. Pay Period of the Master Contract.

5. Assignment of Teacher Leaders.

A. The assignment of teachers to TLS positions shall not be subject to the transfer procedures contained in the collective bargaining agreement. No employee will be involuntarily assigned to a TLS position.

B. Prior to the termination of a TLS position by a teacher or the District and not later than April 1, the teacher or the School District shall give notice to the other party. In either case the teacher shall have the right to return to the attendance center that they were in prior to their acceptance of the TLS position. The District will attempt to place the teacher in a similar teaching position within that attendance center. If a similar position is not available within that attendance center, no longer offered, and there is a vacant position for which the teacher in a TLS position possesses the necessary certification and endorsements, then the teacher will be awarded the position. If there is no vacant position within that attendance center for which the teacher in a TLS position possesses the necessary certification and endorsements, then Employee Handbook - Involuntary Transfer and/or Reduction of Staff, language will be applied to assign a position for the teacher.

6. Seniority.

Teachers in TLS positions will be considered members of the bargaining unit and will continue to accrue District, Curriculum and Building seniority in the curriculum area to which they were assigned at the time of their selection for a TLS position.

7. Procedures for Staff Reduction.

For purposes of staff reduction, teachers in TLS positions shall be considered members of the bargaining unit and shall classified in the curriculum area to which they were assigned at the time of their selection for a TLS position.

8. Assessment of Performance.

The assignment of a teacher to a TLS position will be subject to review by the school district's administration at least annually. The review shall include peer feedback on the effectiveness of the teacher's performance of duty specific to the teacher's TLS position. A teacher who completes an assignment in a TLS position may apply for assignment to a new TLS position.

9. Funding for Program.

Teacher leadership supplement foundation aid from the state shall be required to sustain the TLS program. The TLS salary will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation described in this Memorandum of Understanding.

10. Teacher Evaluation.

Teachers in TLS positions will not evaluate other teachers or assist in the evaluation of teachers for any of the procedures or criteria referenced in Article 18 Employee Evaluation Procedures of the Master Contract.

Western Dubuque Education Association	Western Dubuque School District
By: *Mark Digmann*	By: *Dan Butler*
Mark Digmann, Chief Negotiator	Dr. Dan Butler, Superintendent