

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
Waukee Community School District (WCSD)
AND
Waukee Education Association (WEA)
2023-2028

4.13.2023

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ARTICLE 1: PREAMBLE

THIS AGREEMENT entered into this 13th day of April, 2023 by and between the WAUKEE COMMUNITY SCHOOL DISTRICT (WCSD), Waukee, Iowa, hereinafter referred to as the "Employer," and the WAUKEE EDUCATION ASSOCIATION (WEA), hereinafter referred to as the "Association." Said Agreement represents the complete and final agreement on all items agreed upon between the Employer and Association. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act.

It is the intent of the Employer and Association to have a desirable, harmonious, productive relationship, and to provide a quality education program for children of the school district. The parties further recognize that attainment of this is a joint responsibility of the Employer, administrative and supervisory staff, the professional personnel of the district, the parents of students, and the community at large.

The Resolution Team, a problem solving team comprised of district and association personnel, will meet on a monthly basis during the school year, beginning in September, to collaboratively address issues that arise in the district. The composition of this team will include the Superintendent and other district personnel.

The Formal Negotiations Team, a team utilized for negotiating contract language, and base wage comprised of district and association personnel, will meet on a monthly basis beginning no later than the month of December to collaboratively address the aforementioned negotiating process. Negotiations will be a collaborative, problem-solving process and not include traditional bargaining.

ARTICLE 2: RECOGNITION

A. Unit

The Employer hereby recognizes the Association as the exclusive bargaining representative for all full time and regular part-time personnel in the Waukee Community School District, including but not limited to: Waukee CSD Certified Staff. Excluded from representation and coverage are these positions and duties: Administrators and Non-Certified Personnel. The Waukee Education Association is affiliated with the Iowa State Education Association and the National Education Association.

B. Definitions

1. The term "Employer" as used in this Agreement shall mean the Waukee Community School District.
2. The term "Employee" as used in this Agreement shall mean the unit employees represented by the Waukee Education Association, as defined and certified by the Iowa Public Employment Relations Board.
3. The term "Association" as used in this Agreement shall mean the Waukee Education Association.

ARTICLE 3: SENIORITY

A. Seniority means an employee's length of continuous service with the Employer since the employee's last date of hire. A seniority list will be posted on the staff intranet by October 15th of each school year.

B. An employee shall lose his/her seniority and the employment relationship shall be broken and terminated as follows:

1. An accepted employee resignation.
2. Employee is terminated or the individual teaching contract is not renewed.
3. Engaging in other employment (including the active seeking of employment) while on paid leave of absence.
4. Failure to report for work at the end of leave of absence.

5. Employee retires.

C. As long as an individual is employed by the Employer under a teaching contract, his/her seniority continues to accumulate.

D. Seniority accrues at the same rate for full-time and part-time employees.

ARTICLE 4: PROFESSIONAL DEVELOPMENT

A. Definition

Professional development is defined as training provided or made possible for employees by the Employer during the service year that occurs in a collective and collaborative manner, in order to improve professional practice so that increased student learning will occur throughout the system.

B. Criteria

Professional development will focus on research-based instructional strategies, be aligned with the District and/or Building student achievement needs, student learning goals, the long-range and annual improvement goals, and differentiated according to building, grade level and/or years of service to the District.

C. Peer Review

Peer review is a collegial process among employees to enhance and improve instruction in order to increase student achievement

A peer review may be one or more colleagues selected by the teacher.

Peer review will be based on professional dialogue that may or may not include a classroom observation. The decision regarding classroom observation will be made by the peer individual/group.

The peer review process will be focused on assisting each peer group member in achieving the goals of the teacher's individual professional development plan (ITPDP). Peer reviews will be supportive and collaborative and will be conducted in an informal manner.

Peer individual/group review shall not be the basis for recommending that the teacher participate in an intensive assistance program and shall not be used to determine the compensation, promotion, layoff, or any other determination affecting the teacher's employment status.

During the annual conference with the teacher's evaluator the ITPDP will include the date for the peer review, name of individual/group in the review process, and reflection completed prior to the conference.

ARTICLE 5: EMPLOYEE SERVICE YEAR

A. All full-time returning employees will be issued a 194-day teaching contract:

- A maximum of 180 days shall be teaching days
- Five (5) paid holidays
- Two (2) professional development
- A minimum of five (5) teacher work days prior, during and/or after the school year
- Two (2) Parent Teacher Conference days

New employees will be issued a 196 day contract, which includes two (2) additional work days scheduled at the beginning of the contract year. The Employer recognizes the following five (5) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. No employee shall be required to perform duties on any of the mentioned holidays.

B. An advisory committee consisting of an equal number of elementary and secondary Association representatives (but not less than three (3) WEA secondary and three (3) WEA elementary representatives) will meet with the Superintendent or designee to give recommendations and suggestions concerning the school calendar for the following school year. The committee will meet with the Superintendent and/or designee as needed prior to his/her recommendation being made to the Board of Education.

C. Employee attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE 6: HOURS

A. The arrival and departure times for all employees shall be determined and designated by the employer. However, the beginning and end of the normal work day, including both teaching and non-teaching contract days, is intended to be flexible from the vantage point of both meeting professional obligations and personal responsibilities. Specifically, while the intent of a work day is approximately 8 hours, with a 30 minute, duty-free lunch, that time may look different day-to-day based on the professional decision-making of the employee.

Employees have the flexibility to define the start and end times of the work day, with the understanding that the needs of students will be addressed and professional responsibilities will be met as a part of those decisions. When students are in the building employees are expected to also be in attendance and the same would be true for required meetings, duties, and office hours, for example. Except in the case of emergencies, required meetings will be held no earlier than 40 minutes before the start of the regular school day or finish 30 minutes after the end of the regular school day. In the case of professional learning, if it were to occur on a Friday afternoon and/or before a holiday, the session would end by the regular student dismissal time.

An employee may leave the building during their planning time and return before students are in their classroom, as long as the office is aware of their absence before leaving the building. Employees at the elementary level may leave 20 minutes before the end of the student day or arrive 20 minutes after the start of the student day with no deduction in leave. The employee will make sure the classroom is covered and the office is aware of the absence before it occurs.

The 30 minute duty-free lunch may, in the case of an emergency, as defined by the employer, be impacted. If an employee leaves the building for lunch they are to make the office aware of their doing so ahead of the lunchtime. For those who travel between buildings, that travel is considered a duty and not part of their 30 minute, duty-free lunch.

B. It shall be the objective of the school district to provide employees with a minimum of thirty (30) continuous minutes of preparation time daily excluding lunch. The preparation time will be provided during the time the students are typically in attendance. The parties acknowledge that financial, enrollment, absences, emergencies and scheduling limitations may adversely affect this objective. No later than thirty (30) employee working days after an email has been submitted to the building principal to make the issue known, the Superintendent and/or designee shall meet with the resolution committee to review those circumstances that merit consideration when this objective has not been reached. Issues are intended to be resolved at the building level before being brought to the resolution committee. When a teacher volunteers or is required to use their scheduled preparation time to cover as a substitute teacher, and the teacher is unable to receive their 30 minutes of continuous preparation time, they will be compensated $30.

C. The working hours for part-time employees will be solely determined and designated by the Employer.

ARTICLE 7: GRIEVANCE PROCEDURE

A. Purpose

The parties agree that an orderly and expeditious resolution of grievances at the lowest possible level is desirable. All matters of dispute that may arise between the Employer and an employee or employees regarding the violation,

misapplication or misinterpretation of an expressed provision(s) of this Agreement shall be handled in a professional manner.

B. Definitions

Grievant - A grievant is an employee, a group of employees or the Association who files a grievance.

Grievance - A grievance is a claim by a grievant that a provision of the Agreement has been violated, misapplied or misinterpreted.

Days - The term "work days" as used in this Article shall mean the unit work days. During summer recess, the term "work days" shall mean "week days."

C. Procedure

1. Informal Level - Any employee having a grievance shall contact and discuss the matter with his/her Building Grievance Representative within seven (7) workdays from its occurrence. The employee, Association representative, Director or Principal, and Associate Superintendent will attempt to reach resolution at the informal level. Should resolution not be reached through collaborative efforts, the employee may choose to begin the process at Formal Level I.

Formal Level 1 - If the grievance is not settled satisfactorily at the Informal Level, the employee shall file a completed grievance form with the Superintendent or designated representative within seven (7) work days. The Superintendent or designated representative agrees to meet and discuss the unresolved issue with the Waukee Education Association Representative and the aggrieved employee within seven (7) work days from receiving date of grievance. Both parties shall verbally state their reason(s) as to why the grievance should be upheld or denied. The Principal or Director may attend if requested by either party. The Superintendent or designated representative shall give a written answer at such meeting or within seven (7) workdays after the Level 1 meeting is held.

Formal Level 2 - In the event the grievance is not disposed of at Level 1, Association or aggrieved employee may within seven (7) workdays from the final answer at Level l, submit such matter to final and binding arbitration by notice in writing to the Employer of intent to arbitrate.

D. Time Limits

All grievances must be taken up promptly and awards and settlements thereof shall in no case be made retroactive beyond the date on which the grievance was first presented in the Informal Level of the grievance procedure.

If a grievance is not presented within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Level within the specified time limits, it shall be considered settled on the basis of the Employer's representative's last answer.

If the Principal, Director, or Superintendent's answer in any Level in the grievance procedure is not given within the specified time limits, said grievance automatically moves to the next Level. It is understood that the time limits specified in the grievance and arbitration procedure may be extended or shortened by mutual agreement.

In the event a grievance is filed at such time that it cannot be processed through all the Levels 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 harm to the grievant or Employer, the time limits set forth herein will be reduced by mutual agreement so that the grievance procedure will be completed prior to the end of the school year or within a reasonable number of working days thereafter.

E. General Provisions

All grievance meetings under this Article are to be held in private and are not open to the public.

A copy of the Employer's written decision on grievances in Formal Level 1 and above will be made available to the Local Association President.

If the grievant desires he/she may elect to have an Association representative present at all levels. If the Association representative is present, the Employer can also elect to have an additional designated representative present.

F. Grievance Form

The Waukee Community School District WEA grievance form can be found in Appendix IV.

G. Arbitration Procedure

After either party hereto has so notified the other of its referral to arbitration, the parties will meet within seven work days after receipt by either party hereto of notice of referral to arbitration to select an arbitrator or request in writing the Iowa Public Employment Relations Board to furnish a suggested list of names of seven arbitrators from which list the parties shall select one arbitrator. Within five work days after receipt of said panel of arbitrators, the parties will meet to select the sole arbitrator at one setting. Such selection shall be by agreement, if possible, otherwise by the parties alternately eliminating names from the list. The arbitrator whose name remains on said list shall be accepted by both parties as the sole arbitrator. The parties will jointly request of the arbitrator that his/her decision be mailed to the parties within 30 work days after the date of the hearing. The decision of the arbitrator shall be final.

ARTICLE 8: HEALTH & SAFETY MATTERS

A. Health

If for any reason the health of an employee is of concern, the Board reserves the right to request that a physical examination be administered at its expense by a medical doctor of its choice. Reports of such examination shall be completed on forms provided by the Employer.

B. Safety

1. An employee may, within the scope of his/her employment, apply such amount of force as is reasonable, lawful, and necessary:

- to quell a disturbance threatening physical injury to others;
- to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil;
- for the purpose of self-defense;
- for the protection of persons and/or property.

2. No employee shall be required to search for a bomb. In the event of a bomb threat, employees may also vacate the building after all students have vacated the building.

3. A workstation and lockable storage will be provided for the primary use of the employee.

4. A crisis response team will be established in each building.

5. When an employee's absence from work arises out of or from assault or injury incurred while acting in the discharge of his/her duties, the employee shall not forfeit personal leave or health and accident insurance coverage for the duration of the individual’s work contract.

6. It is the intent of the Employer to provide a safe and healthful place of employment.

ARTICLE 9: LEAVES OF ABSENCE

**In the event school is delayed and/or canceled, an employee with scheduled sick leave, family leave, or personal leave will receive the amount of scheduled time back into the appropriate category of said leave. The employee bears the responsibility to verify with Human Resources that said leave has been returned to the appropriate category of leave.

Definitions

a) **"immediate" family** shall include spouse, partner, children, mother, father, sister, brother and corresponding step-relationships and corresponding in-law relationships.

b) **"extended" family** shall include grandparents, grandchildren, aunts, uncles, nieces, and nephews, as well as corresponding in-law relationships

c) **Family Leave only**, the definition of immediate family shall be broadened to include the employee's grandparents, grandparents-in-law and corresponding step-grandparents.

d) **Parent-Teacher Conference Leave**: Approved leave shall not be deducted for Parent Teacher Conferences. Certified staff unable to hold parent-teacher conferences due to approved absenteeism are required to make-up parent-teacher conferencing time. (Exception for qualified long-term situations.)

A. Sick Leave

1. Accumulative Benefits. The Employer will grant sick leave for personal illness, injury, or appointments for physician/dentist required treatment in the following amounts:

1st year of employment -- 10 work days
2nd year of employment -- 11 work days
3rd year of employment -- 12 work days
4th year of employment -- 13 work days
5th year of employment -- 14 work days
6th year and subsequent years of employment -- 15 work days

2. Accumulation. At the beginning of each contract year, an employee shall be credited with their carryover sick leave from the previous year(s) and the current contract year's earned amount. The carryover sick leave is limited to a maximum of one hundred fifteen (115) days. Sick leave may be taken in one-quarter (1/4) day, half (1/2) day or full-day increments.

3. In order to qualify for payment, the Employer has the right to require such evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the Building Principal at the earliest reasonable time possible so as to allow adequate time to secure a substitute. Sick leave will be administered consistent with the Family Medical Leave Act.

4. Transfer of Sick Leave. An employee who is a new hire in the Waukee Community School District shall be permitted to bring up to fifteen (15) days of sick leave accumulated in another district at the end of the preceding year. It is the responsibility of each new employee to present verification of accumulated sick leave to the district. Said verification shall be presented to the Human Resources Department within one hundred twenty (120) days of hire.

5. Notification of Accumulation. Employees shall be given a copy of a written accounting of accumulated sick leave.

6. Extended Leave. If an employee exhausts all of his/her accumulated sick leave but still is not released to return to work because of personal illness or disability substantiated by a medical doctor's written statement, he/she shall be granted a leave of absence consistent with the Family Medical leave Act (FMLA) and/or Iowa Law.

B. Family Leave

An employee may use up to fifteen (15) days (or their remaining balance) per year of their sick leave allocation for the care or support of an ill member of the employee's immediate family. For the purpose of Family Leave only, the definition of immediate family may be found under “definitions” at the beginning of Article 12. It is the Employer's intent to notify the employee when said leave has been exhausted. After said leave is exhausted, the employee may be granted an unpaid leave of absence for up to thirty (30) days, which may be extended for like periods of time and shall be administered consistent with the Family Medical Leave Act, if applicable. In emergency situations, when employee has exhausted all family and personal leave, the superintendent may grant emergency paid leave on a case-by-case basis.

C. Adoption Leave

An employee may be granted a paid leave of absence, not to exceed a total of twenty (20) working days, in case of the employee adopting a child. If both parents work for the district, the leave shall be shared. Such paid leave days shall be charged to the employee’s accrued sick leave. Application for a leave of absence due to an adoption shall be submitted in writing by the employee to the Human Resources Department and to the Superintendent or designee as far in advance of the contemplated leave period as possible.

D. Bereavement Leave

1. An employee shall be allowed up to ten (10) working days for the death of a spouse, child, or stepchild.
2. An employee shall be allowed up to five (5) working days for each death in the immediate family. For purposes of this section, "immediate" family shall include mother, father, sister, brother and corresponding step-relationships and corresponding in-law relationships.
3. An employee shall be allowed up to two (2) working days for each death in the extended family. For purposes of this section, "extended" family shall include grandparents, grandchildren, aunts, uncles, nieces, and nephews, as well as corresponding in-law relationships.
4. An employee shall be allowed one (1) working day for each death of another family member or friend. This section shall include relatives not identified as immediate or extended family and close friends.

The Superintendent may extend coverage and/or grant additional leave days as circumstances warrant. Such action shall not be precedent setting. If additional travel time is necessary, it may be granted at the discretion of the Superintendent.

The intent of bereavement leave is for the grieving process and to attend services for the passing individual(s). It cannot be used for dealing with matters of estate reconciliation.

E. Personal Leave

All employees regularly employed shall be granted two (2) days of personal leave per year. Employees on Step 16 or above on the salary schedule will be granted one (1) extra day of personal leave per year. All personal leave must be applied for two (2) days in advance in writing. It is understood that two (2) days notice may not be possible for emergency situations. Personal leave will be approved first by the Building Principal.

No more than two (2) certified employees will be granted personal leave on the same student day in any building with thirty-nine (39) or fewer certified employees. An additional employee for every 20 employees in a building beyond 39 will be granted personal leave on the same day. (Exp: 40=3, 60=4, 80=5) There is no limit for personal leave to be used on non-student work days.

Personal leave may be taken in quarter (¼) day increments, half (1/2) day increments, or full-day increments.

The earliest date that personal leave for any given school year can be requested is the first contract date for that school required for all returning staff.

Parent-Teacher conferences and the first or last ten (10) student days of the school year shall not be recognized as a personal leave day except for the purpose of attending weddings; retirements; graduations (pre-school, kindergarten, high school, college and military); children's state level performances or competitions; sending a child to college or kindergarten; the attendance at an awards ceremony where the employee or an employee's immediate family member is receiving state or national recognition associated with his/her employment; or job interviews.

Outside of parent-teacher conferences and the first or last ten (10) student days of the school year, the above-named reasons could also be used to exceed the number of personal days allowed for each building, with the number of people who would be beyond the personal day number can be restricted by the building principal. Typically this would be a maximum of 3 staff absent beyond the building number for personal leave.

An employee with quarter (¼), half (½) and/or full personal days remaining at the end of the year shall be compensated at the current substitute teacher pay rate per unused quarter, half and/or full days and/or may choose to carry over personal days to the following year. Total personal days shall not exceed five (5) days in any given contract year. To request payment for unused personal days, the appropriate form must be completed and turned in at the time the employee checks out for the summer.

In case of accidents that cause long term absences and chronic life-threatening illness (for employee or employee's immediate family member(s) only) employees who have exhausted all leave can have personal days donated to them by other staff members. Donated personal days cannot carry over from year-to-year. Requests for donated personal leave should be directed to the Human Resources Department.

F. Professional Leave

Attendance at educational meetings or visitations to view other instructional techniques or programs (practicums included) are permitted with full pay if such absence is approved by the Superintendent or designee. Practicums are included if the associated endorsement program has been required by the Employer. The Superintendent may require an employee to attend this type of meeting, and under these circumstances, said employee will be reimbursed for personal car travel and registration fees.

G. Jury Duty Leave & Legal Leave

An employee required to serve as a juror shall receive regular wages. This provision applies to the employee's contract days. When released from jury duty during working hours, the employee will report to work and work the remainder of the day. Employees required to appear in any judicial, administrative proceeding or subpoena will be granted release time only to the extent as required to fulfill legal responsibilities. Proof of duty related to Subpoena, Summons, (or other court order) is required by the Employer. In the event that an employee brings legal action against the district, no paid legal leave will be granted.

H. Religious Leave

Any employee whose religious affiliation requires the observance of religious holidays other than those scheduled in the school calendar will utilize personal leave or unpaid leave if personal leave is unavailable.

I. Non-Medical Unpaid Leave

In the event that an employee requests a leave of absence from work without pay for non-medical reasons, said request will be made in writing at least five (5) work days prior to the leave and sent to the Superintendent. No such request will be considered without first exhausting all other appropriate leave. An employee shall be allowed a combination of personal leave and unpaid leave not to exceed five (5) days within a contract year. Said leave is not cumulative from one contract year to the next.

Unpaid leaves of absence will not normally be granted during parent-teacher conferences or the first or last ten (10) student days of the school year except for the purpose of attending weddings; retirements; graduations

(pre-school, kindergarten, high school, college and military); children's state level performances or competitions; sending a child to college or kindergarten; the attendance at an awards ceremony where the employee or an employee's immediate family member is receiving state or national recognition associated with his/her employment; or job interviews. No more than one (1) employee shall be permitted to be on an unpaid leave of absence (for non-medical purposes) from a given building at the same time. No unpaid leaves will be permitted if the educational program would be seriously hampered. Unpaid leave requests that arise from sudden emergencies, severe and/or catastrophic life events will not follow the above language and will be granted on a case-by-case basis by the Superintendent and will not be considered as setting precedent.

J. Association Leave

The Association will be allowed up to a total of twenty-five (25) days per year for use by officers and/or representatives, unless it is a designated negotiation year and then the association will be allowed an additional five (5) days. The Association will reimburse the school district for the substitute salary of teachers using Association Leave.

The employee to be absent will give at least five (5) school days prior notification to the superintendent or their designee.
The employee must receive approval from the Association President/Co-Presidents prior to submitting the form to the building principal for their consideration.

The Association will submit a final summary of Association Leave taken during the school year to the Human Resources department by June 1 each year.

K. Educational Leave

Upon written request to the Employer at least one hundred twenty (120) days in advance, the employee may be granted a leave of absence for up to two (2) consecutive semesters to pursue graduate level college courses at an accredited university or college leading to an advanced degree in a field of education. A written response to this request will be given within thirty (30) days of receipt of the request. In order to be eligible for this type of leave an employee shall have been employed at the Waukee Community School District the previous five (5) consecutive full years. The employee may be eligible to purchase Employer provided group insurance benefits during this leave, subject to the approval of the insurance carrier. Premiums must be paid in advance. Upon return from an extended Educational Leave, an employee shall be placed on the same vertical step of the salary schedule that he/she occupied upon the beginning of the leave, unless the employee has fulfilled the requirements of Article 14, Section C (4). An employee on extended Educational Leave shall suffer no loss of nor accrue any sick leave benefits during said leave. Upon his/her return from this leave, the Employer will attempt to reassign the employee to the position which he/she would have been assigned on the staff had the leave not occurred. No more than one (1) employee from each attendance center will be permitted to be on Educational Leave in any one year. An employee may not be on an Educational Leave more than once in any five (5) year period after the initial five (5) years of employment. Employees on Educational Leave will be offered contracts for the next school year at the same time contracts are issued to other unit employees. The employee agrees to return to employment for one full year at the conclusion of the Educational Leave. Failure to successfully 21 complete a full academic course load (minimum of 9 credit hours per semester) will result in a forfeiture of the return provisions. The employee must submit grades OR transcripts to the Human Resource Department within thirty (30) days of completion of each semester. The Superintendent may waive the return provisions should the employee experience a significant family event that prohibits them from completing the course load (i.e. health issue, family member death). Educational leave for less than a full semester may be granted at the discretion of the superintendent on an as needed basis.

L. Medical Unpaid Leave of Absence - Full Year

An employee may apply for a medical unpaid leave of absence without pay or benefits except as hereinafter provided. Such leave request for the ensuing school year must be submitted by February 01 of the current year. In emergency situations, leave requests submitted after February 01 may be considered by the Superintendent or designee. The granting or withholding of this type of leave request shall not be precedent-setting nor subject to any other provision or Article in this Agreement. An employee on medical unpaid leave of absence shall have the

option to continue health and/or dental insurance elected under the salary reduction plan by paying the entire premium (employee and employer portion) to the Employer in advance of the date when the school district must transmit the payment to the carrier.

This leave of absence may be granted for personal health, family illness, and other medical reasons as deemed appropriate by the Superintendent or designee. The District may require medical certification to support a request for leave. The employee shall not take on other paid employment while on this leave of absence.

The employee shall provide a written notice of their intent to return to the school district for the following school year by January 1 of the school year of absence.

Upon returning to service, the employee shall be assigned to duties and/or position for which he/she has State certification and endorsement. No guarantee of specific assignment will be made prior to the employee's return. If the employee's position is still available, the Employer will assign the employee to their original position prior to their return.

An employee must be employed a minimum of eighteen (18) consecutive weeks during a regular school in order to be granted a maximum of a year's credit on the salary schedule. (Referenced from Article 14, Letter C, Number 4).

Employees on medical unpaid leave of absence will be offered contracts for the next school year at the same time contracts are issued to other unit employees. The contract offer shall be accepted or rejected within the twenty-one (21) days after the offer.

ARTICLE 10: WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth as Exhibit I.

B. Placement on Salary Schedule

1. Each employee will be placed on his/her proper step of the salary schedule as of the effective date of this Agreement.
2. Minimum placement on salary schedule shall be Step 2, Lane 1.
3. Salary Schedule Placement for New Hires with Experience.
    a. Credit on the employee salary schedule will be given for each year of previous teaching experience in accredited PK-12 school upon initial employment with the Waukee Community School District.
    b. Non-teaching experience may be given in **up to** one (1) year increment for every two (2) years of relevant experience. Credit for relevant experience will be decided by Human Resources based on information in the candidate's application materials and need to fill vacant role.
4. Hours earned before obtaining teacher certification shall be counted toward initial placement on the salary schedule if the hours were earned in the content area the employee is certified to teach at the time of hire.
5. Placement on the salary schedule will only count the credits earned from an accredited college or university.

C. Advancement on Salary Schedule

1. Increments**.** Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. When moving vertically due to changes in educational attainment, employees may **ONLY** move **ONE** (1) vertical step regardless of the number of years of service or regardless of how long an employee has been at the bottom of a vertical lane (Example: BA+30 Step 16 moves to MA Step 17).

2. Educational Lanes. An employee must file an intent to move form with human resources by May 1st of the current year in order to qualify for a salary reclassification for the following school year. An employee may move horizontally on the salary schedule. Only hours earned after a Bachelor's or Master's degree is obtained, as evidenced by an unofficial transcript, will apply toward that horizontal movement. HR has the right to request an official transcript. Completed hours to apply toward horizontal movement on the salary schedule will be counted in the following way.

Moving From:	Moving To:
BA	BA+15 – Only hours earned after receiving a BA in Education
BA+15	BA+30 – Only hours earned after receiving a BA in Education. A minimum of 15 of the 30 hours must be graduate hours
BA+30	MA— Completed a Masters Degree Program
MA	MA+15, 30 & 45—Only graduate hours earned after receiving a Masters Degree

For returning employee, said transcripts are to be filed by September 1st and the annual contract shall be adjusted accordingly.

If transcripts showing passing grade(s) and/or degree conferred cannot be obtained by September 1, unofficial evidence may consist of proof of enrollment in class and supporting documentation that you have passed (i.e., proof of passing class from professor on university/college letterhead) are due by September 1. In these cases, HR may grant approval for transcripts to be filed by October 1. If transcripts are not in the HR office by October 1, the employee's educational advancement will be removed and adjusted back to prior to this advancement for the current school year.

For new employees, the aforementioned language for a returning employee will be applicable.

3. Change in Classification. The employee will be placed on the salary schedule at the time of hire per Article 10 (B). Only hours earned after initial placement will be counted toward advancement on the salary schedule. In order to qualify for the BA +15 lane, the employee may earn either undergraduate or graduate college hours from an accredited university or college. In order to qualify to move from the BA +15 lane to BA +30 and beyond, the employee must earn graduate hours from an accredited university or college. Hours in specific courses required by the state must be earned at an accredited university or college to apply to the schedule. Staff development courses that do not carry graduate credit will count toward certificate renewal only and not toward advancement on the salary schedule.

4. Credit. An employee must be employed a minimum of eighteen (18) consecutive weeks during a regular school year in order to be granted a maximum of a year's credit on the salary schedule.

D. Employer Contributions to a 403(b)

For each full-time employee the District shall contribute to a 403(b) annuity of the employee's choice the amount of fifty dollars ($50.00) per month. For those employees working less than full time, the District shall contribute the portion of the monthly contribution that is in direct proportion to the amount of the time worked as compared to full time.

It is the responsibility of the employee to enroll in one of the 403b plans by June 30th of the current fiscal year or that year's contributions are forfeited for that current fiscal year. If the employee forfeits the 403b plan contribution, they may enroll in the next fiscal year.

E. Methods of Payment

1. Pay Periods - Each employee will be paid in twelve (12) equal installments on the 25th of each month, the first of which will be made on September 25.
2. New Employees – Employees, who are newly hired in the Waukee Community School District may, at their option, elect to receive up to fifty percent (50%) of the first salary installment after the completion of the

second (2nd) teaching week of employment. The balance of the first salary installment shall then be paid on the first regular pay date.

3. Summer Checks - Summer checks, other than for summer school employees, shall be deposited electronically**.**

F. Nurse

A non-degree nurse will be paid seventy-five percent (75%) of the applicable experience step in the BA column. Nurses with a Bachelor's degree or higher will be paid one hundred percent (100%) of said appropriate lane and step.

ARTICLE 11: EXTRA DUTY PAY

Extra Duty pay for the listed duties in Exhibit III is in addition to the regular classroom teaching duties covered in the Salary Schedule. Additional requirements and expectations for these Extra Duty Positions are outlined in the Activities Handbook**.**

Extended contracts, extra-curricular and/or co-curricular assignments for which an employee receives compensation according to the Extra Duty Schedule shall be on an individually assigned basis by the Superintendent and shall be between the employee performing the service and the Employer. In the event an employee submits a resignation request from an extra-curricular or co-curricular assignment other than an athletic coaching one for which he/she receives compensation according to the Extra Duty Schedule, and said request is not approved by the Employer, said employee is then required to resign in total from their individual teacher's contract if the employee still desires to be released. Such services shall be subject to annual review and evaluation by the Employer.

Should any teacher assigned to a Extra Duty contract become unable to perform the duties of the position and the WCSD determines the need to place an alternate teacher within the position temporarily, the daily rate of pay will be determined by calculating the total Extra Duty amount and dividing it by the total number of days of the respective season. The calculated rate of pay will then be paid to the substitute/alternate teacher based on actual days worked. The aforementioned calculation for the substitute/alternate teacher does not affect the originally assigned teacher's pay. This temporary substitution will not relieve the original teacher of the Extra Duty contract for the following year unless the teacher resigns the Extra Duty assignment.

ARTICLE 12: COMPLIANCE AND DURATION

A. Separability

1. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

2. Regarding the part of the provision of the Agreement declared illegal or invalid, the parties shall meet and discuss a substitute provision(s) for those parts or provisions rendered or declared illegal or invalid.

B. Distribution of Agreement

1. A digital copy of the new agreement shall be provided by the Employer to the Association within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed and hereinafter employed who are covered by this Agreement. Upon official offer of employment to a prospective employee by the Superintendent, a copy of this Agreement will be provided to said individual. Distribution of this agreement shall be via digital copies in a pdf format.

C. Notices

If either party should desire to modify, amend, or terminate this Agreement, they shall at least thirty (30) days prior to the first teaching contract day give notice to the other party expressing such intention. Whenever notice is

required to be given by either party to the Agreement to the other, either party shall do so at the following designated addresses or at such address as may be designated by a party in written notification to the other party.

1. If by the Association, to the Board President and Superintendent.
2. If by Employer, to the Association President.

D. Duration

This Agreement shall become effective on July 1, 2023 and shall continue in full force and without change until midnight, June 30, 2028 and shall be automatically renewed from year to year thereafter, unless prior to the automatic renewal date, either party gives notice of its desire to modify, amend, or terminate this Agreement as herein provided.

This Agreement shall become effective on July 1, 2023 and shall continue in full force and without change until midnight, June 30, 2028 and shall be automatically renewed from year to year thereafter, unless prior to the automatic renewal date, either party gives notice of its desire to modify, amend, or terminate this Agreement as herein provided.

E. Signatures

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, on April 13, 2023.

Waukee Community School District
Waukee Education Association
Letter of Understanding for the Collective Bargaining Agreement

This letter of understanding between the Waukee Education Association (hereafter called the Association) and the Waukee Community School District (hereafter called the District) outlines items that are pertinent to the contract agreement for the years 2023-2024 through 2027-2028 (a five-year language agreement) and 2023-2024 (a one-year compensation agreement). Both parties mutually agree the items outlined below represent the agreed to terms, and are stated in this letter of understanding to be attached to the master agreement. It is the intent of both the Association and the District to agree to the mutual understandings outlined below.

For 2023-2028 contract years (language), using Interest Based Problem Solving (IBPS), for the language contract year 2023-2024, both parties agree to open Article 6: Hours for the purpose of reviewing, amending, and/or adding language, since this is new language from the previous year. For the language contract years of 2024-2025 through 2027-2028, language will be considered closed.

For 2023-2024 contract years (compensation):

A 3.346% total package settlement, with $1,025 will be placed on the base of the salary schedule and step advancement on the salary schedule. TSS money is not included in the 3.346% total settlement package. An additional personal day will be granted for employees on Step 16 or higher on the salary schedule.

For 2023-2024 contract years the following Extra Duty Schedule (Schedule B) will be added or changed:

- E-sports (Winter, Spring, Fall): 5.5% each season
- CTSO (FBLA, FCCLA, HOSA, SkillsUSA, TSA): 6%
- 6-7 Yearbook: 4%
- Assistant Large Group Speech Coach, 9th: 4%
- Assistant Individual Speech Coach, 9th: 4%
- Technical Director - Play, HS: 4%
- Choreographer- Musical Production, HS: 5%
- Technical Director- 6th grade Play: 2%
- Split from 6th grade play & 7th grade musical position
- International Thespian Society- Chapter Organization Advisor, HS (Thespian Troupe): 6%

For 2023-2024 contract years (Extra Duty Comprehensive Study):

Beginning 2023-2024 contract years, both parties have agreed to begin a comprehensive study of the Extra Duty Schedule using established comparables determined by both parties. In the fall of 2023 a subcommittee will be formed to perform the task of the extra duty comprehensive study with the goal of aligning extra duty positions with comparables. This may or may not involve increasing percentages.

Date: 4-13-2023

Waukee Education Association

Signature: Ann Swenson

Ann Swenson, WEA Co-President

Signature: Barb Ahrens

Dr. Barb Ahrens, WEA Co-President &

WEA Chief Negotiator

Waukee Community School District

Signature: Wendy Marsh

Wendy Marsh, President, Board of Directors

Signature: Brad Buck

Dr. Brad Buck, Superintendent

Signature: Sarah E Enfield

Sarah Enfield, Chief Financial Officer

EXHIBIT I: SALARY SCHEDULE

CERTIFIED BASE SALARY FISCAL YEAR 2023-24

Base $43,518

	[BA]	[BA+15]	[BA+30]	[MA]	[MA+15]	MA+30	MA+45
Step 0	Step placement is based on completed years of teaching experience.						
Step 1	All teachers with 0-2 years of experience are placed on Step 2.						
Step 2	$ 45,718	$ 46,818	$ 47,918	$ 50,418	$ 51,918	$ 53,418	$ 54,918
Step 3	$ 46,818	$ 47,918	$ 49,018	$ 51,518	$ 53,018	$ 54,518	$ 56,018
Step 4	$ 47,918	$ 49,018	$ 50,118	$ 52,618	$ 54,118	$ 55,618	$ 57,118
Step 5	$ 49,018	$ 50,118	$ 51,218	$ 53,718	$ 55,218	$ 56,718	$ 58,218
Step 6	$ 50,118	$ 51,218	$ 52,318	$ 54,818	$ 56,318	$ 57,818	$ 59,318
Step 7	$ 51,218	$ 52,318	$ 53,418	$ 55,918	$ 57,418	$ 58,918	$ 60,418
Step 8	$ 52,318	$ 53,418	$ 54,518	$ 57,018	$ 58,518	$ 60,018	$ 61,518
Step 9	$ 53,418	$ 54,518	$ 55,618	$ 58,118	$ 59,618	$ 61,118	$ 62,618
Step 10	$ 54,518	$ 55,618	$ 56,718	$ 59,333	$ 60,833	$ 62,333	$ 63,833
Step 11	$ 55,618	$ 56,718	$ 57,818	$ 60,548	$ 62,048	$ 63,548	$ 65,048
Step 12	$ 56,718	$ 57,818	$ 59,033	$ 61,763	$ 63,263	$ 64,763	$ 66,263
Step 13	$ 57,818	$ 58,918	$ 60,248	$ 62,978	$ 64,478	$ 65,978	$ 67,478
Step 14	$ 58,918	$ 60,018	$ 61,463	$ 64,193	$ 65,693	$ 67,193	$ 68,693
Step 15		$ 61,118	$ 62,678	$ 65,408	$ 66,908	$ 68,408	$ 69,908
Step 16		$ 61,618	$ 63,893	$ 66,623	$ 68,123	$ 69,623	$ 71,123
Step 17		$ 61,918	$ 64,393	$ 67,838	$ 69,338	$ 70,838	$ 72,338
Step 18		$ 62,453	$ 64,693	$ 69,053	$ 70,553	$ 72,053	$ 73,553
Step 19		$ 62,903	$ 65,228	$ 70,268	$ 71,768	$ 73,268	$ 74,768
Step 20			$ 65,678	$ 71,483	$ 72,983	$ 74,483	$ 75,983
Step 21				$ 72,181	$ 73,764	$ 75,348	$ 76,930
Step 22				$ 72,879	$ 74,545	$ 76,212	$ 77,877
Step 23				$ 73,577	$ 75,326	$ 77,076	$ 78,824
Step 24				$ 74,274	$ 76,107	$ 77,940	$ 79,772
Step 25				$ 74,971	$ 76,888	$ 78,804	$ 80,720
Step 26				$ 75,668	$ 77,668	$ 79,668	$ 81,668

CERTIFIED COMBINED SALARY FISCAL YEAR 2023-24

Base $43,518 TSS $6,650

	[BA]	[BA+15]	[BA+30]	[MA]	[MA+15]	MA+30	MA+45
Step 0	Step placement is based on completed years of teaching experience.						
Step 1	All teachers with 0-2 years of experience are placed on Step 2.						
Step 2	$52,368	$53,468	$54,568	$57,068	$58,568	$60,068	$61,568
Step 3	$53,468	$54,568	$55,668	$58,168	$59,668	$61,168	$62,668
Step 4	$54,568	$55,668	$56,768	$59,268	$60,768	$62,268	$63,768
Step 5	$55,668	$56,768	$57,868	$60,368	$61,868	$63,368	$64,868
Step 6	$56,768	$57,868	$58,968	$61,468	$62,968	$64,468	$65,968
Step 7	$57,868	$58,968	$60,068	$62,568	$64,068	$65,568	$67,068
Step 8	$58,968	$60,068	$61,168	$63,668	$65,168	$66,668	$68,168
Step 9	$60,068	$61,168	$62,268	$64,768	$66,268	$67,768	$69,268
Step 10	$61,168	$62,268	$63,368	$65,983	$67,483	$68,983	$70,483
Step 11	$62,268	$63,368	$64,468	$67,198	$68,698	$70,198	$71,698
Step 12	$63,368	$64,468	$65,683	$68,413	$69,913	$71,413	$72,913
Step 13	$64,468	$65,568	$66,898	$69,628	$71,128	$72,628	$74,128
Step 14	$65,568	$66,668	$68,113	$70,843	$72,343	$73,843	$75,343
Step 15		$67,768	$69,328	$72,058	$73,558	$75,058	$76,558
Step 16		$68,268	$70,543	$73,273	$74,773	$76,273	$77,773
Step 17		$68,568	$71,043	$74,488	$75,988	$77,488	$78,988
Step 18		$69,103	$71,343	$75,703	$77,203	$78,703	$80,203
Step 19		$69,553	$71,878	$76,918	$78,418	$79,918	$81,418
Step 20			$72,328	$78,133	$79,633	$81,133	$82,633
Step 21				$78,831	$80,414	$81,998	$83,580
Step 22				$79,529	$81,195	$82,862	$84,527
Step 23				$80,227	$81,976	$83,726	$85,474
Step 24				$80,924	$82,757	$84,590	$86,422
Step 25				$81,621	$83,538	$85,454	$87,370
Step 26				$82,318	$84,318	$86,318	$88,318

EXHIBIT II: EXTRA DUTY SALARY SCHEDULE

FISCAL YEAR 2023-24
Extra Duty Base is BA, Step 9: $53,418

Extra Duty	**17%**	**16%**	**14%**	**13%**	**12%**	**11.5%**	**11%**	**10.5%**	**9.5%**
	$9,081.06	$8,546.88	$7,478.52	$6,944.34	$6,410.16	$6,143.07	$5,875.98	$5,608.89	$5,074.71
	9%	**8%**	**7.5%**	**7%**	**6%**	**5.5%**	**5%**	**4%**	**3%**
	$4,807.62	$4,273.44	$4,006.35	$3,739.26	$3,205.08	$2,937.99	$2,670.90	$2,136.72	$1,602.54
	2.5%	**2%**	**1%**						
	$1,335.45	$1,068.36	$534.18						

EXHIBIT III: EXTRA DUTY POSITIONS

Evaluator	Activity	% of Extra Duty Base		Evaluator	Activity	% of Extra Duty Base
	Football, Basketball, Wrestling				**Music**	
AD	HS Head	17		P	HS Head Band	16
AD	HS Assistant	11		P	HS Assistant Band	11.5
8/9 AD	9th Grade	9		P	HS Percussion Leader (Drumline)	4
8/9 AD	MS Head	7		P	HS Color Guard	3
8/9 AD	MS Assistant	5.5		P	HS Assistant Color Guard	3
				P	9th Grade Band	8
	Baseball, Softball			P	8th Grade Band	7
AD	HS Head	16		P	MS Band	7
AD	HS Assistant	10.5		P	Elementary Band	3
8/9 AD	9th Grade	9		P	HS Head Vocal Music	16
8/9 AD	MS Head	7		P	HS Assistant Vocal Music	11.5
8/9 AD	MS Assistant	5.5		P	9th Grade Vocal Music	8
				P	8th Grade Vocal Music	7
	Track, Swimming, Soccer, Volleyball			P	MS Vocal Music	7
AD	HS Head	14		P	Elementary Vocal Music	3
AD	HS Assistant	9.5		P	HS Assistant Show Choir	3
8/9 AD	9th Grade	9		P	Additional approved IHSMA sanctioned 10-12 ensemble	4
8/9 AD	MS Head	7		P	Additional approved IHSMA sanctioned 8-9 ensemble	3
8/9 AD	MS Assistant	5.5		P	Additional approved IHSMA sanctioned 6-7 ensemble	3
				P	PT MS Vocal Music	3
	Tennis, Golf, Cross Country, Bowling				**Speech**	
AD	HS Head	11		HS AD	HS Head- Large Group	7

AD	HS Assistant	9		HS AD	HS Head- Individual	7
8/9 AD	9th Grade	9		HS AD	HS Assistant - Large Group	4
8/9 AD	MS Head	7		HS AD	HS Assistant - Individual	4
8/9 AD	MS Assistant	5		8/9 AD	9th grade Head Speech - Large Group	5
				8/9 AD	9th grade Head Speech - Individual	5
	Cheerleading			8/9 AD	9th grade Assistant - Large Group	4
HS AD	HS Head Fall	5.5		8/9 AD	9th grade Assistant - Individual	4
HS AD	HS Head Winter	5.5				
HS AD	HS Head Competition	5.5			**Theatre Arts**	
HS AD	HS Assistant Fall	3		HS AD	HS Theatre Director - Play	6
HS AAD	HS Assistant Winter	3		HS AD	HS Assistant Director - Play	4
HS AD	HS Asst Competition	3		8/9 AD	8-9 Director - Play	4
				8/9 AD	8-9 Assistant Director - Play	2
	Dance Team			8/9 AD	8-9 Technical Director - Play	2
HS AD	HS Head	11		P	6th Grade Director- Play I	4
HS AD	JV	6		P	6th Grade Assistant Director - Play	2
				P	7th Grade Director - Musical	4
	Strength & Conditioning			P	7th Grade Assistant Director - Musical	2
HS AD	Head*	17		HS AD	HS Theatre Director- Musical Production	5
AD	Assistant Strength Coach per season	4		HS AD	HS Music Director - Musical Production	5
8/9 AD	Weight Room Supervisor per semester	2.5		HS AD	HS Pit Director - Musical Production	5
				HS AD	HS Technical Director - Musical Production	5
	Debate			P	6th Grade Technical Director - Play	2
HS AD	HS Debate	6		P	7th Grade Technical Director - Musical	2
				HS AD	HS International Thespian Society - Chapter Organization Advisor	6
	Prom Sponsor			HS AD	HS Technical Director - Play	4
P	Prom Sponsor	5		HS AD	Choreographer - Musical Production	5

	Yearbook				**Mock Trial**	
P	HS Yearbook	8		HS AD	HS Mock Trial	6
P	8-9 Yearbook	5		HS AD	HS Mock Trial Assistant	4
P	6-7 Yearbook	4		8/9 AD	Mock Trial, 9th grade	4
				8/9 AD	Mock Trial, 8th grade	3
	Student Council					
P	HS Student Council	8			**CTSO's**	
P	8-9 Student Council	3		P	HS FFA	6
P	MS Student Council	1		P	HS FCCLA, FBLA, TSA, SkillsUSA, HOSA	6
P	Elementary Student Council	1				
					AP Coordinator	
	National Honor Society			P	HS AP Coordinator	5
P	National Honor Society	3				
					Building Technology Leader	
	Quiz Bowl			P	Building Technology Leader	$1,000
P	Quiz Bowl	6				
					Lead Nurse	
	E-Sports			HR	Lead Nurse (Elementary & Secondary)	$2,500
HS AD	E-Sports	5.5				
					Advisory Facilitator	
	Clubs			P	Advisory Facilitators- HS, 8-9 (PLAN), MS	$2,000
P	Club Sponsors- pre-approved by BOE	$500				

Evaluated by:		
Principal/Asst Principal		P
HS Activities Director		HS AD
8/9 Assistant Activities Director		8/9 AD
Director of Human Resources		HR

If a supplemental position(s) is/are shared, the supplemental pay will be evenly distributed between the individuals.		
*Head coach stipend will be a year-round position at 17%. The coach may take another coaching position with another Waukee extra duty position, however, their position will be reduced by 4% each season; they cannot take on the full head coach strength & conditioning position since they will not be able to oversee the weight room. They will be required to continue the strength & conditioning programming during this time but would not be required to supervise.		
Additional Pay Rate not included in the above Supplemental Schedule		
Pay for work outside the contract-hourly rate		$35

EXHIBIT IV: GRIEVANCE FORM

Waukee Community School District

Waukee Education Association Employee Grievance Form

GRIEVANT INFORMATION

Employee Name: _____

WCSD Position: _____

Building: _____

DETAILS OF EVENT LEADING TO GRIEVANCE

Date, Time, and Location of the Event:_____

Contract Articles Violated:_____

Statement of Grievance: (*Provide a detailed account of the occurrence including the full names of any additional persons involved.)* _____

_____

_____

_____

Witnesses, if applicable: _____

Proposed Solution:_____

_____

_____

Employee Signature: _____ Date form submitted to Superintendent:_____

Please retain a copy of this form for your own records. As the grievant, your signature below indicates that the information you've provided on this form is true and accurate.

SUPERINTENDENT SECTION

Date received by Superintendent: _____

Superintendent's response:_____

_____

_____

Superintendent Signature: _____ Date form submitted to Employee: _____

EMPLOYEE RESPONSE

Concurrence with the Superintendent's answer (circle one) YES NO

Action taken:_____

_____

_____

Employee Signature _____Date _____