

MASTER AGREEMENT

BETWEEN

WEST MONONA COMMUNITY SCHOOL DISTRICT

AND

WEST MONONA EDUCATION ASSOCIATION

2026-2029

INDEX

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NONDISCRIMINATION POLICY STATEMENT:

The West Monona Community School District does not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures, please contact Marty Fonley, 1314 15th Street, Onawa, Iowa 51040, (712) 433-2043, marty.fonley@westmonona.org.

ARTICLE I – PREAMBLE

The West Monona Community School District and the West Monona Education Association enter into this Master Contract in accordance with the current Iowa law. The parties hereby agree to the following:

ARTICLE II – RECOGNITION

The Board of Trustees of the West Monona Community School District, hereafter referred to as the Board, recognizes the West Monona Education Association as the exclusive bargaining representative for all full time professional certified employees including all classroom teachers, guidance counselors, librarians, nurses, and the following special teachers: art teacher, drama and speech (English) teacher, driver education teacher, foreign language teacher, vocational homemaking teacher, industrial arts teacher, instrumental music teacher, learning disabilities teacher, physical education teacher, special education teacher, tag coordinator, vocal music teacher, commercial education teacher, departmentalized teacher, exploratory and business education teacher, and remedial reading teacher. Excluded from such representation are the superintendent, principals, assistant principals, per diem substitutes and all those excluded under Section 4 of the Public Employment Relations Act.

DEFINITIONS:

1. The term "Board" as used in this agreement shall mean the Board of Education of the West Monona Community School District or its duly authorized representatives.
2. The term "Employee" as used in this agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association" as defined in this agreement shall mean the West Monona Education Association or its duly authorized representatives or agents.

ARTICLE III - WORK YEAR

The regular school year shall consist of a maximum of one hundred eighty-five (185) days. An additional twenty (20) working days will be added to the contract for each month of an extended contract.

Employees will not be required to report to work on days that student attendance is not required due to inclement weather. On days of early dismissal due to inclement weather, teachers will be required to remain on duty until released by the administration.

No employee will be required to work on the following days:

Labor Day

Thanksgiving and the Friday following Thanksgiving

Winter Recess

One of the following three days (The day will be selected by the Board to provide flexibility in the school calendar): Veterans' Day, Dr. Martin Luther King Birthday, Presidents' Day

Spring Recess (2 days)

Memorial Day

ARTICLE IV – HOURS

A regular workday shall consist of not more than eight (8) hours.

On the day preceding Labor Day, winter recess, Thanksgiving vacation, Memorial Day, and spring recess, the regular workday shall end at the close of the pupil's day and teachers shall be allowed to leave when the buses leave their respective building. On each Friday that school is in session, teachers shall be allowed to leave fifteen (15) minutes before the regularly scheduled end of the school day.

Employees will be required to attend, without additional compensation, reasonable faculty or other professional meetings outside the workday. Notice of such meetings will be given two (2) days in advance, unless the nature of the meetings prevents such notice. No faculty meetings will be called on Friday afternoons or on afternoons of days preceding holiday recesses or vacations. Teachers will be required to attend Open House on the night set by the school district. As compensation for the extra time, there will be a 2:30 early out on the Friday following Open House.

Teachers will be assigned duties on an equitable basis during the year, which are part of the West Monona Community School District sponsored activities. Any activities not sponsored by the West Monona Community School District will be on a volunteer basis. Any teacher assigned more than three (3) duties during the school year will be compensated at the rate of thirty (30) dollars per duty assigned over three (3). Volunteer duties will not be considered in determining the number of assigned duties. All assignments of duties will be the responsibility of the Superintendent or other designated administrator. If a teacher is unable to attend an assigned duty, the teacher shall be responsible for finding a substitute. Conference and State sponsored activities held at West Monona are understood not to be West Monona sponsored activities. Assigned duties will be treated as completed if the duty is cancelled by the Administration.

All teachers will be allowed a minimum of 25 minutes of duty free lunch time or be paid \$10.00 per lunch block.

ARTICLE V – CLASSIFICATION

Each employee shall be classified in one of the following departments: (A)Preschool through Sixth grades; (B)Physical Education (K-12); (C)Art (K-12); (D)Instrumental Music (K-12); (E)Vocal Music (K-12); (F)Special Education (K-12); (G)Title I (K-12); (H)Health Services/Nursing (K-12); (I)Counseling (K-12); (J)Library (K-12); (K)Business Education (7-12); (L)Language Arts (7-12); (M)Mathematics (7-12); (N)Science (7-12); (O)Social Studies (7-12); (P)Foreign Language (7-12); (Q)Family & Consumer Science (7-12); (R)Industrial Arts (7-12); (S)Driver Education (7-12); (T)Computer (7-12); (U)Tag Coordinator (K-12).

An employee with an assignment in more than one of the categories listed about this section shall be classified in the department in which he/she has the largest number of periods of assignment. If the number of periods of an employee's assignment is equal, then the employee shall be classified in the department with the greatest length of service.

ARTICLE VI – SAFETY

The employer will maintain safe working conditions. Teachers will be alert to unsafe working conditions and report them to the employer. Teachers will not be required to work under unsafe working conditions.

ARTICLE VII - HEALTH PROVISIONS

The Board may require a physical examination when in its judgment such an examination is relevant to an employee's performance or status and shall pay for said examination. The Board shall pay for physical examinations for those teachers required to drive buses.

ARTICLE VIII – LEAVES

When there is an early dismissal or late start due to any unforeseen circumstance, a teacher will only be required to use sick leave, family illness leave, or personal leave for the number of hours teachers are actually in the building for that day.

BEREAVEMENT LEAVE:

In the event of the death of the teacher's spouse, child, stepchild, grandchild, parent, sister, brother, son-in-law, daughter-in-law, mother-in-law, or father-in-law the teacher will be granted leave of not more than five (5) days per occurrence with pay for bereavement. In the event of the death of the teacher's grandparent or grandparent-in-law, the teacher will be granted not more than three (3) days per occurrence with pay for bereavement. In the event of the death of the teacher's brother-in-law, sister-in-law, aunt, uncle, niece, or nephew the teacher will be granted not more than two (2) days per occurrence with pay for bereavement. In the event of a multiple death accident, the above leaves will be applied only once.

A leave of one (1) day annually shall be available in the event of the death of any other individual not specified above. This leave may be accumulated to two (2) days total. In the event of the death of an employee or student in the district, the Superintendent shall grant sufficient time to attend the funeral to those employees who desire to attend.

FAMILY ILLNESS LEAVE:

A teacher will be granted up to a total of eight (8) days annually for the family illness of the teacher's spouse, child, stepchild, parent, sister, brother, mother-in-law, father-in-law, grandchild, or grandparent. "Family illness" shall be defined as injury or illness requiring the teacher to be absent from their job. The Board shall, in each instance, require reasonable evidence as it may desire confirming the necessity of such leave of absence.

In an emergency case that a teacher's available personal days, and eight (8) days for family illnesses have been exhausted and additional days are needed for a family illness, the teacher may submit a request (Serious Days Reclassification Request Form) to the Superintendent. The Superintendent, in conjunction with the teacher, shall have the authority to reclassify up to eight (8) sick leave days as days to be used for a family illness.

The Superintendent shall have the authority to grant additional family illness leave without pay as the Superintendent deems appropriate on a case-by-case basis.

Upon application to the Board, an employee who is caring for a sick or injured member of his/her immediate family (defined to mean the employee's spouse, child, parent, or member of the employee's household) may be granted a leave of absence without pay for the duration of the illness or injury or for the remainder of the contract year, whichever is the shorter period.

LEGAL DUTY:

A teacher called for jury duty or court subpoena during school hours or required by the Board to appear as a witness on the Board's behalf or as a witness in an action where the teacher may be liable while in the performance of their assigned duties shall receive pay for such time. In each instance should such legal obligation be postponed or dismissed, the employee shall return to duty without delay. Any pay received by the teacher during such leave will be turned over to the school district.

MILITARY LEAVE:

Provision for the granting of military leave will be in accordance with state and federal law.

PARENTAL LEAVE:

An employee may use up to six (6) weeks of the employee's available leave as paid leave to care for a child immediately after birth or adoption as parental leave. Employees whose spouse gives birth is entitled to use up to two days of available paid leave immediately after the birth to care for the child. Employees who do not have sufficient leave accrued may take the leave unpaid. No paid leave will be deducted if an employee is not required to report to work. A leave of absence before the child's birth may be granted in accordance with the Family Medical Leave Act and Iowa Code section 216.6(2)(e). Additional leave beyond the six (6) weeks after birth or adoption of a child will be granted in accordance with the Family Medical Leave Act and Iowa Code section 216.6(2)(e). If an extended leave of absence is anticipated, a request for leave shall be filed with the Superintendent thirty (30) days prior to the anticipated absence, except in extenuating or emergent situations as determined solely by the superintendent. Any paid leave used pursuant to this section shall run concurrent with FMLA leave.

PERSONAL LEAVE:

A teacher shall be granted four (4) days annually with pay for leave to be used at the teacher's discretion. Personal leave may be taken in one hour increments. Personal leave may be accumulated up to six (6) days and may be used consecutively.

Personal leave cannot be used on in-service days, parent-teacher conferences, on the first three classroom days of school in the fall or the last three classroom days of school in the spring, except in the case of an emergency at the discretion of the superintendent.

A maximum of two (2) personal days are available at the elementary school and two (2) personal days are available at the combined middle school/high school plus one (1) floating day on the same contract day. The superintendent may allow additional days at his/her discretion in special circumstances (example: for parents attending their children's performance at state track).

The request for such leave must be made to the Principal at least two (2) working days before the intended leave except when precluded by an emergency.

The district will purchase up to three (3) personal days annually at \$200 per day. It is the responsibility of the employee to complete and submit the required form to the business manager no later than the last day of school each May to be paid in June. The required form is available in the business office.

PROFESSIONAL LEAVE:

Each employee on either academic or supplemental contract shall be allowed leave with pay of not more than two (2) days annually to attend a continuing educational meeting related to the teacher's area of responsibility. Additional leave may be allowed at the discretion of the Principal and upon the approval of the Superintendent. Written notification of the taking of professional leave shall be filed with the building Principal and the Superintendent at least one (1) week prior to the anticipated absence. The Superintendent may reduce the notification requirement in unusual circumstances.

SICK LEAVE:

West Monona Employees are granted leave of absence for personal illness or injury with full pay, in the following amounts:

First year of employment	11 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth year of employment	15 days

The above amounts shall apply only to consecutive years of employment in the West Monona Community School District and unused sick leave shall be cumulative to a total of one hundred seventeen (117) days. The total amount of sick leave with pay cannot exceed the maximum stated accumulation. No employee may be allowed to use more than one hundred seventeen (117) days of sick leave in a contract year.

The Board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

Employees shall be given a copy of a written accounting of accumulated sick and personal leave days no later than September 30th of each school year. Employees are responsible for written notice of needed correction to the business manager by the following 30th of October.

SICK LEAVE BANK:

Individual teachers may contribute up to two days of sick leave per year to the sick leave bank. First and second year teachers and those who have not accumulated at least 20 days of sick leave would only have to contribute one sick day. The total of all sick leave donations shall not exceed 60 days per year. If the number of teachers donating days does not equal 60 days, individual teachers may donate more days, beyond the two original to get the bank to 60 days.

Donated sick leave days will not be returned to the donor if unused and there will be no carryover of sick leave bank days from year to year.

Donated sick leave days will be available to teachers who have:

1. donated days to the bank for the year in which they are requested
2. used all of their paid leave days (personal)
3. not yet met the elimination period for long term disability insurance
4. suffered from a serious health condition defined in the Family and Medical Leave Act, 20 Code of Federal Regulation 825.11
5. leaves that could be used for personal or family conditions that qualify (Family defined as: spouse, child, parent, parent-in-law or any other member of the immediate household of the employee).

Requests for use of donated sick leave days will be submitted to the Board Secretary on a form supplied by the district. The decision of whether to provide donated sick leave benefits to an employee shall be made by a group made up of the Association President, an Association Officer, and the Superintendent. The Superintendent will review the request to see that correct procedures are followed. Each eligible employee may take up to twenty (20) days per year if they qualify for the sick bank leave.

Teachers requesting days from the sick leave bank will be docked corresponding days during a payroll period as they occur. If you are granted sick leave from the bank, you will be told in June how many days you were granted with pay up to twenty (20) days per year. If the request from the bank goes over the donated amount or the sixty (60) days, you may not receive the total amount of days you requested, and your pay may be permanently docked. If all the sick leave days in the bank are available from all the requests from the year, you will be reimbursed per diem according to your salary.

Enrollment cutoff date is September 30. Upon the conclusion of the enrollment date, the Superintendent and/or the Board Secretary will notify the enrollees of the sick leave bank as to the status of days. Should the sick leave bank not meet the 60 days, those enrolled can choose to donate additional day(s) in order to meet the 60 days. Enrollees will have up to five business days to contribute more.

REPORTING ABSENCES:

A teacher must report his/her intention to be absent from duty to the employer by 7:00 a.m. on the day of the absence. If possible, notification should be given on the previous day. At such time, the teacher shall state when he/she intends to return to work. The procedure shall be repeated if the teacher is unable to return on the indicated date. Should the teacher and substitute both report to work as a result of a lack of notice by the teacher, the substitute's half-day pay will be deducted from the teacher's salary.

EXTENDED LEAVE:

1. Personal Illness: Upon application to the Board, an employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available may be

granted a leave of absence without pay for the duration of the illness or disability for the remainder of the contract year, whichever is the shorter period.

2. Good Cause: Other extended leaves of absence without pay may be granted by the Board for good cause. The Board's decision shall not be subject to the grievance procedure.

CONDITIONS FOR ALL EXTENDED LEAVES:

A. All extended leaves will be at least one (1) semester in length or shall continue until the semester in which the leave has been granted has ended. Notice of or request for extended leave shall be given thirty (30) calendar days prior to the commencement date of the leave. All extended leaves of absence shall commence and return shall be at the beginning of the school year or at mid-year, except where the circumstances giving rise to the leave are not subject to the employee's control, e.g. illness, in which case the leave shall commence on such date as circumstances necessitate.

B. An employee whose individual employment contract included extracurricular duties compensated under Appendix B of this agreement and who has been granted an extended leave of absence may be required upon return to fulfill the same extracurricular duties as he/she performed upon beginning the leave, but the Board shall neither be required to make said duties available to the employee nor to compensate him/her as provided in the employee's individual contract unless the Board requires him/her to perform such duties. The employee shall be restored to his/her former position at the beginning of the school year which commences after the completion of the extended leave, if the employee so desires.

RETURN RIGHTS FOR ALL EXTENDED LEAVES:

A. At the conclusion of any extended leave of absence, an employee shall be restored to his/her former position or to another position included in the bargaining unit, if, in the judgment of the administration, restoration to the former position would cause unnecessary disruption of the educational process. The employee shall be restored to his/her former position at the beginning of the school year which commences after the completion of the extended leave, if the employee so desires.

B. An employee shall retain all rights earned prior to the extended leave of absence.

C. An individual hired to replace an employee on extended leave shall be subject to discharge upon the employee's return.

ARTICLE IX - OTHER PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities and West Monona sponsored insurances.

ARTICLE X - WAGES AND SALARY

The base wage for each job classification covered by this agreement is shown below.

Step	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45
A	\$39,200	\$40,376	\$41,552	\$42,728	\$43,904	\$45,080	\$46,256

Employees who move from one educational lane to a higher educational lane shall move to the corresponding higher lane. For an employee to advance from one educational lane to another during the current school year, he/she shall furnish an official graduate transcript recording satisfactory completion of any additional graduate credit no later than September 5th to the Superintendent's office. Only courses carrying graduate credit toward an educational degree program or appropriately related to the employee's area of certification will be credited for movement to the next higher educational lane. No salary advancement is possible with college graduate courses paid for by the school district unless so stated in writing and recorded in the employee's personnel file under the authority of the superintendent of schools and authorized by the West Monona Board of Directors.

The Board has the discretion to allow new hires their maximum number of years of experience if they so choose.

An employee's annual salary under this agreement is based upon the regular work year as set forth in this agreement. (Any employee whose assignment exceeds the regular work year, except those on an extended contract, will be compensated at a per diem rate of 1/185 of their regular pay for each day of work). Employees on an extended contract shall be paid on a pro-rata basis.

Employees who are charged with an unexcused absence shall have his/her salary decreased by 1/185th of his/her regular salary for each day of unexcused absence.

Teacher Salary Supplement Fund will be distributed in the following manner:

1. TSS Funds will be applied to meet the required state minimum salaries.
2. Ninety eight percent (98%) of the Unadjusted Teacher Salary Supplement less the district portion of FICA/IPERS, less any amount needed to meet state minimum salary levels, divided equally by FTE of certified teachers.
3. Any funds remaining at the end of a fiscal year will be carried into the next year.

Attendance Bonus:

Employees who use two or fewer sick leave days, not including donations to the sick leave bank or personal days, during the school years will receive a \$450 bonus.

ARTICLE XI - METHOD OF PAYMENT

Payroll shall be issued by the twentieth (20th) of each month and it shall be divided into twelve (12) equal payments.

When a pay date falls on the weekend or during a school closing, the employee will receive his/her paycheck on the last previous working day.

ARTICLE XII - GRIEVANCE PROCEDURE

DEFINITION:

A grievance shall be a timely filed allegation of a violation, misinterpretation, or misapplication of a provision of this agreement.

PROCEDURE:

Step 1: Within ten (10) working days of the occurrence of the alleged violation or within ten (10) working days of the date he/she should have been aware of the alleged violation, the grievant must orally present the complaint to his/her immediate supervisor in an effort to resolve the matter informally.

Step 2: If as a result of the informal discussion with his/her immediate supervisor, a grievance still exists, the grievant may file a written grievance within five (5) working days after the informal discussion in step #1 by submitting the same in writing to the Principal. The Principal shall advise the grievant of his disposition in writing within five (5) working days. (See Appendix A)

Step 3: If the grievant is not satisfied with the disposition in step #2, he/she may submit the written grievance to the Superintendent within five (5) working days of its receipt. The Superintendent shall submit his written answer to the grievant within ten (10) working days of its receipt. A meeting with the parties may be initiated by the Superintendent at this step.

Step 4: The grievant and/or the Association, if not satisfied with the disposition in step #3, and with the approval of the Association, shall notify the Board within fifteen (15) working days after the answer in step #3 that the grievance will be submitted to an arbitrator.

The party requesting arbitration shall notify the American Arbitration Association and the Superintendent, in writing, within twenty (20) days after the notification in step #4 requesting the appointment of an arbitrator. The selection of the arbitrator shall be in accordance with the American Arbitration Association procedures.

Teachers may not file a grievance on an evaluation during their probationary period. Teachers must file any evaluation grievance before receiving service of a notice and recommendation to terminate the contract.

The arbitrator shall not amend, modify, nullify, or add to the provisions of this agreement. The arbitrator's decision will be final and binding upon both parties, unless he/she exceeded the authority listed above. The entire cost of the arbitrator's services shall be borne equally by the parties. Other expenses shall be paid by the party incurring the same.

GENERAL PROVISIONS:

A grievant is the person, persons, or the Association making the complaint.

The number of days indicated at each step should be considered as a maximum. Time limits specified, however, may be extended by mutual agreement.

The grievance procedure may be exhausted prior to the end of the school year or thereafter. If not, the unresolved grievance will continue until the beginning of the next school year and be processed beginning with the last step of the prior year.

Every effort will be made to complete a grievance prior to the end of the school year.

Any meeting relative to this procedure will be held outside the normal school day.

All documents related to the grievance shall be filed in a separate grievance file.

A grievance not processed within the time limits of the procedure shall be considered resolved on the basis of the last answer. Should the employer not answer the grievance within the time limits, the grievance will move to the next step except that the grievant must actively move the grievance to the last step of the procedure.

A grievant, at his option, may elect to have a representative present at step #2 and above of this procedure. Either party may have an observer present at step #2 and above.

ARTICLE XIII - PRINTING AGREEMENT

This agreement shall be typed by the Board within thirty (30) calendar days of ratification. Each party shall make their own copies. An electronic copy will be provided to all members of both parties.

ARTICLE XIV - COMPLIANCE AND DURATION

If any individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

If any provision of this agreement is held contrary to law, then that article, section or clause shall be deleted from this agreement to the extent that it violated the law. The remaining articles, sections, or clauses shall continue in full force and effect.

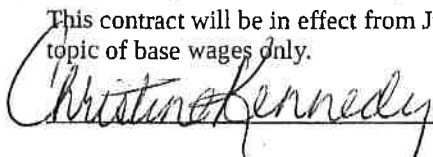
Duration of contract: This contract will be in effect from July 1, 2026 through June 30, 2029, to be reopened annually for the topic of base wages only.

Changes in salary under this agreement will not take effect until the first pay period of the new school year.

Accepted by the Employer
West Monona Community School District

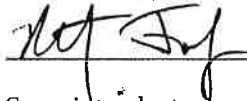
Accepted by the West Monona
Education Association

This contract will be in effect from July 1, 2026, through June 30, 2029, to be reopened annually for the topic of base wages only.

 4-14-26

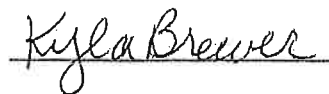
Board President

Date

 4-14-26

Superintendent

Date

 4-9-26

Association President

Date

 4-9-26

Chief Negotiator

Date

**WEST MONONA COMMUNITY SCHOOL DISTRICT
APPENDIX A
GRIEVANCE REPORT**

Number

Date Filed

Distribution of Form:

1. Association
2. Employee
3. Employer

STEP 1:

A. Name of Aggrieved Person: _____

B. Building: _____

STEP 2:

A. Date Violation Occurred: _____

B. Section(s) of Contract Violated: _____

C. Statement of Grievance: _____

D. Relief Sought: _____

Signature

_____, 20____
Date

Disposition by Principal: _____

_____, 20____
Signature of Principal Date

Step 3:

A. _____, 20____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent: _____

_____, 20____
Signature of Superintendent Date

Step 4:

A. Signature of Aggrieved Person: _____
Signature of Association President: _____

B. Date Submitted: _____, 20____

C. Arbitrator's Award to be Attached: