

2009-2012

Contracted Staff



Master Contract Agreement for

2011-2012

between Grant Wood AEA and the
Grant Wood Education Association



GRANT WOOD
AREA EDUCATION AGENCY

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ARTICLE 1
RECOGNITION

A. UNIT

The Board hereby recognizes the Grant Wood Education Association as the certified exclusive bargaining representative for all professional personnel as set forth in the PERB certification instrument, Case Number 340, issued by the PERB on the 8th day of December, 1975, or as thereafter amended, employed by the Board of Directors of the Grant Wood Area Education Agency, and as otherwise agreed upon by the parties.

1. Included

All full-time and part-time professional personnel including:

- Adapted Physical Education Consultants
- Audiologists
- Autism Consultants
- CART Service Providers
- Child Support Specialists
- Childcare Specialists
- Curriculum Consultants
- E2T2 Grant Evaluators
- Intensive Behavior Therapy Specialists
- Itinerant Preschool Teachers
- Itinerant Teachers of the Deaf/Hard of Hearing
- Itinerant Teachers of the Visually Impaired
- Media Assistants
- Media Specialists
- Occupational Therapists
- Parent/Child Educators
- PEP Assistants (Parent Educator Partnership)
- PEP Educator Partners
- PEP Parent Partners
- Physical Therapists
- School Improvement Consultants
- School Psychologists
- School Social Workers
- Science Center Assistants
- Special Education Consultants
- Special Education Curriculum Specialists
- Speech-Language Pathologists
- Student Programs Specialists
- Teachers: Off-Site Programs
- Technology Consultants
- Transition Consultants
- Vocational Services Instructors

2. Excluded

All non-professional and all other professional personnel, including the following professional personnel:

- Administrator
- Associate Administrators
- Associate Regional Facilitators
- Business Manager
- Coordinator of Digital Learning Technology
- Directors of Information Technology

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1 Facilitators, Special Education
2 Human Resources Coordinators
3 Instructional Integration Facilitators
4 Professional Development Coordinators
5 Programs/Services Administrators
6 Regional Administrators
7 Supervisors
8 Board Secretary
9 Computer Services Consultants
10 Coordinators of Innovation and Organizational Effectiveness
11 Director of AEA Services
12 Early ACCESS Facilitators
13 Financial Accounting Assistants
14 Government Relations Specialists
15 Iowa Core Curriculum Facilitators
16 Lead Application Developers
17 Network Administrators
18 Programmers
19 Public Information Specialists
20 Technical Support Assistants
21 Substitutes and Paraprofessionals; Temporary Employees, Third-Party At-Will
22 Employees, and all those excluded by Section 4 of the Public Employment Relations
23 Act. Amendments to the certified unit shall be made by the Public Employment
24 Relations Board.

25
26 **B. DEFINITIONS**

- 27 1. Agency – The Grant Wood Area Education Agency
28
29 2. Association – The Grant Wood Education Association
30
31 3. Agency Center – A facility designated by the Board for the purpose of conducting
32 Agency business and as an employee base. The current Agency Centers are located in
33 Cedar Rapids and Coralville, Iowa.
34
35 4. Bargaining Unit – The professional personnel employed by the Board for which the
36 Association has been certified by PERB as the bargaining representative under Case
37 No. 340, as amended.
38
39 5. Base Contract Year – Base contract year consists of the calendar days between the
40 employee's initial and final work days during a contract year.
41
42 6. Designee – References in this Agreement to the officers and/or agents of the Agency, the
43 Association or the Board shall include the duly authorized designees of such officers
44 and/or agents.
45
46 7. Board – The Board of Directors of the Grant Wood Area Education Agency.
47
48 8. Day – A day upon which the Agency's Business Office is scheduled to be open.
49
50 9. Employee – All full-time and part-time professional personnel within the bargaining
51 unit represented by the Association.
52
53 10. PERB – The Iowa Public Employment Relations Board
54
55 11. Substitutes – A temporary employee filling in for another employee during the school
56 year for a period less than ninety (90) work days.

1 12. Temporary Employees – An employee projected to work less than ninety (90) full time
2 equivalent work days per year on a special project(s) and not issued an individual
3 employment contract by the Agency.
4

5 **C. ASSOCIATION RIGHTS**

- 6 1. The Agency will provide one (1) bulletin board at each functioning Agency Center for
7 the exclusive use of the Association in posting notices of activities and matters of
8 Association interest or concern.
9
10 2. The Board will extend to the Association the privilege of using its voice mail, e-mail,
11 interoffice mail, and interschool mail delivery service.
12
13

14 **ARTICLE 2**
15 **PROCEDURE FOR NEGOTIATIONS**
16

- 17 **A.** Both parties agree to meet at reasonable times and places to negotiate in a good faith effort
18 to reach agreement in accordance with Chapter 20 of the Iowa Code, 2007 (Public
19 Employment Relations Act). During the course of negotiations, the Parties agree to make
20 proposals and counter-proposals. ARTICLES tentatively agreed to shall be initialed by each
21 party and dated.
22
23 **B.** Requests from the Association for the initial negotiation meetings shall be made in writing
24 to the President of the Board. Requests from the Board shall be made to the President of
25 the Association.
26
27 **C.** Within ten (10) days of the date of the request, a mutually convenient time and place for a
28 meeting shall be established. The meeting shall take place within a reasonable time
29 thereafter. Additional meetings shall be agreed upon by the negotiations representatives as
30 may be necessary to complete an agreement.
31
32 **D.** Negotiations shall not occur during the employee's work day unless by mutual agreement.
33
34 **E.** Neither party in negotiations shall have any control over the selection of the bargaining
35 representatives of the other party. The parties mutually pledge that their representatives
36 shall have all the necessary power and authority to make proposals, counter-proposals and
37 to reach tentative agreement on items being negotiated. If mediation is requested, the
38 services of the Public Employment Relations Board (PERB) will be used. Or, alternatively,
39 the parties may select other mediation services, such as Federal Mediation and Conciliation
40 Services (FMCS), by mutual agreement.
41
42

43 **ARTICLE 3**
44 **DUES DEDUCTION**
45

- 46 **A.** Any employee may sign and deliver to the Agency Business Manager a payroll deduction
47 authorization for dues to the Association and its affiliates, on forms mutually acceptable to
48 the parties but prepared and provided by the Association which shall be solely responsible
49 therefore. Such authorization for deductions shall continue in effect from year to year until
50 revoked in writing by thirty (30) day notice to the Agency Business Manager and to the
51 Association. Such termination shall be effective no later than the first paycheck following
52 an interval of thirty (30) calendar days after receipt of such termination.
53
54 **B.** Pursuant to such a deduction authorization, the Board shall deduct from the regular pay of
55 the employee such amount as shall be authorized beginning no earlier than the first pay
56 period in September and continuing through the last pay period in May. The amounts so

1 deducted shall be mailed or otherwise transmitted within five (5) working days following the
2 applicable pay day to the Association Treasurer at the address provided by the Association.
3

- 4 C. Employees who begin deductions after September shall have such deductions prorated over
5 the remaining months of employment through May if so authorized by the employee.
6
7 D. Cessation of employment shall automatically constitute notice of termination unless the
8 employee shall otherwise specifically direct in writing. In such event, the Board shall
9 deduct and forward to the Association Treasurer the balance of the employee's total dues if
10 authorized by the employee.
11
12 E. The Association and its affiliates shall hold harmless and defend the Board with respect to
13 any action or suit concerning such deductions, provided that the Board shall have acted in
14 accordance with the terms of this ARTICLE.
15
16

17 **ARTICLE 4**
18 **GRIEVANCE PROCEDURE**
19

20 **A. DEFINITIONS**

- 21 1. A grievance is a claim by an employee, a group of employees or the Association that
22 there has been a violation, misinterpretation, or misapplication of any provision of this
23 Agreement.
24
25 2. A "grievant" is the person or persons or the Association making the complaint.
26

27 **B. PURPOSE**

- 28 1. The purpose of this procedure is to secure, at the lowest possible level, equitable
29 solutions to the problems which may from time to time arise affecting employees. Both
30 parties agree that these proceedings will be kept as informal and confidential as may be
31 appropriate at any level of the procedure.
32
33 2. Failure of the grievant to act on any grievance within the prescribed time limits will act
34 as a bar to any further appeal, and failure of any Agency representative to give a
35 decision within the prescribed time limits shall permit the grievance to proceed to the
36 next step. The time limits specified, however, may be extended by mutual agreement.
37

38 **C. PROCEDURES**

- 39 1. Level One – An employee with a potential grievance shall first discuss it with the
40 employee's immediate supervisor with the objective of resolving the matter informally.
41 Such discussion shall occur within ten (10) days of the event giving rise to the potential
42 grievance or from the date the grievant might reasonably have ascertained its
43 occurrence, whichever is later. If the matter cannot be resolved informally, the
44 supervisor and the employee shall sign a grievance report (attached as Appendix C)
45 indicating that a Level One meeting has occurred and the date of its occurrence.
46
47 2. Level Two – If the employee is dissatisfied with the supervisor's response, the employee
48 may file the completed grievance report with the appropriate Associate Administrator
49 within fifteen (15) days of the Level One meeting. The written grievance report shall
50 state the nature of the grievance, the provisions in the Contract believed at that time to
51 have been violated and the remedy requested. The written grievance report shall be
52 signed by the employee and a copy shall be forwarded to the Association by the
53 Associate Administrator. A meeting to discuss the grievance shall be held within ten
54 (10) days of the date the written grievance report is filed and shall include: the grievant,
55 the Association representative and the Associate Administrator. The Associate
56 Administrator shall schedule the meeting and notify the parties. A decision on the

1 grievance shall be communicated in writing to the grievant and to the Association
2 within five (5) days of the meeting.
3

4 3. Level Three – If the grievance has not been satisfactorily resolved, the grievant may file a
5 copy of the grievance report with the Administrator within ten (10) days of the decision
6 at Level Two. Within ten (10) days after such written grievance is filed, the grievant, the
7 Association representative, and the Administrator shall meet to seek to resolve the
8 grievance. With prior notification, the meeting may also include the UniServ Director
9 for the Association and/or the Human Resources Coordinator for the Agency. In this
10 case, as much advance notice as is reasonably possible is to be provided to the other
11 party. The Administrator shall schedule the meeting and notify the parties. The
12 Administrator shall communicate a decision in writing to the grievant and to the
13 Association within five (5) days of such meeting.
14

15 4. Level Four – If the grievance has not been satisfactorily resolved at Level Three and both
16 parties agree, a mediator may be requested and mediation attempted. Otherwise, the
17 Association may file a written notice to the Administrator within ten (10) days of the
18 decision at Level Three that the grievance is submitted to binding arbitration. Within
19 five (5) days after receiving notice from the Association of its decision to submit the
20 grievance to binding arbitration, the Association and Agency shall jointly file with the
21 Public Employment Relations Board (PERB) a request for an arbitration panel of at least
22 five (5) arbitrators from which a selection shall be made by the parties alternately
23 striking the names of the panel members with the panel member remaining to be
24 designated as the arbitrator. In lieu of an arbitration panel, the parties may select an
25 arbitrator by mutual agreement and request the arbitrator be appointed by PERB.
26

27 a. Any mediation costs shall be shared equally by the Board and the Association.
28 Expenses for the selection of the arbitrator and for the arbitrator's services shall
29 also be borne equally by the Board and the Association.
30

31 b. The arbitrator in the opinion shall not amend, modify, nullify, ignore or add to the
32 provisions of this Agreement. The arbitrator's authority shall be strictly limited to
33 deciding only the issue(s) presented and the decision must be based solely upon the
34 arbitrator's interpretation of the meaning or application of the express relevant
35 language of the Agreement.
36

37 **D. CONDITIONS**

38 1. An employee who is a grievant may be represented at all stages of this grievance
39 procedure. When an employee is not represented by the Association, the Association
40 shall have the right to have a representative present at all meetings after Level One and
41 shall be notified by the Associate Administrator or Administrator in advance of each
42 grievance meeting.
43

44 2. A copy of all decisions after Level One shall be concurrently submitted to the grievant
45 and the Association President.
46

47 3. The Association shall have the right to grieve any resolution of an employee's grievance
48 if such resolution is inconsistent or contrary to the provisions of this Agreement. At the
49 discretion of the Association, any Association grievance may be initiated at Level Three.
50

51 4. No reprisals shall be taken by the Board against any employee by reason of
52 participation in this grievance procedure.
53

54 5. When it is required that an employee attend a meeting during the work day, the
55 employee shall be released without loss of compensation. With regard to arbitration
56 hearings, the grievant and not more than two (2) necessary witnesses shall be released

1 without loss of compensation. It is agreed that every effort will be extended to schedule
2 the witnesses so as to cause the least possible interference with their employment
3 obligations.
4

5 6. If the grievant and the Administrator agree, the formal written grievance may be
6 initiated at Level Three.
7

8 7. All meetings under this procedure shall be conducted in private unless all of the
9 persons involved therein shall otherwise agree.
10

11 8. Any investigation or other processing of any grievance shall be conducted as to result in
12 no interference with or interruption of the instructional program and/or work activities
13 of any employee provided any meeting or hearings scheduled during the employee work
14 day shall not occasion any loss of pay by the employee.
15

16 9. This grievance procedure constitutes the sole and exclusive method for the disposition
17 of any and all grievances between the parties and the employees and shall constitute
18 the sole and exclusive remedy.
19

20 10. All documents dealing with the processing of a grievance shall be filed in a separate file
21 and shall not be kept in the personnel file of any employee. The separate grievance file
22 shall be open to the grievant at reasonable hours and available for copying by the
23 grievant.
24

25
26 **ARTICLE 5**
27 **JOB CATEGORY**
28

29 **A. CURRENT JOB CATEGORIES**

30 Job categories of Agency employees are as listed in ARTICLE 1, A(1).
31

32 **B. NEW JOB CATEGORIES**

33 1. Within ten (10) days of the establishment of a professional job category not identified in
34 ARTICLE 1, A(1), the Administrator shall provide the Association with written notice
35 setting forth the proposed job category title and job description and whether or not the
36 job category is to be included within the bargaining unit.
37

38 2. Within ten (10) days of receipt of such notice, the Association shall provide the
39 Administrator with notice as to whether in its judgment such job category should be
40 included or excluded from the bargaining unit.
41

42 3. In the event the parties are unable to agree as to the proper job classification, the
43 Agency shall within five (5) days schedule a meeting with the Association President in
44 an attempt to resolve the issue. Should the issue remain unresolved, the Association
45 may initiate Level Three grievance.
46

47 4. In the event the parties are unable to agree as to the inclusion/exclusion of any job
48 category within the bargaining unit, either party on notice to the other may petition the
49 PERB for a ruling.
50

51 **C. NEW EMPLOYEES**

52 The Administrator shall notify the Association President in writing of each new employee's
53 name, address, job category, salary schedule placement, FTE, and highest academic degree
54 held within thirty (30) calendar days of Board approval of such employment.
55
56

1 **D. JOB VACANCIES**

2 The Administrator shall post in the Cedar Rapids and Coralville Agency Centers a list of the
3 vacancies that occur in the bargaining unit for a period not less than ten (10) days. Each
4 vacancy shall be included in the Agency's publication at least once.

5
6
7 **ARTICLE 6**
8 **EVALUATION PROCEDURES**
9

10 **A. PURPOSE**

11 The purpose of evaluation is to improve employee effectiveness in meeting the standards
12 and criteria for fulfilling the major functions of the employee's job description through a
13 continuous growth process of induction and development. No evaluation procedure shall
14 be used except as identified in this ARTICLE.

15
16 **B. ORIENTATION TO EVALUATION PROCEDURES**

17 Before an employee is evaluated, the employee's immediate supervisor shall acquaint the
18 employee with the standards and criteria, employee's job description, evaluation procedures
19 and any evaluation document. No evaluation shall occur until such orientation takes
20 place.

21
22 **C. EVALUATION**

23 Each employee's performance shall be evaluated as described below.

- 24
25 1. During the initial two years of employment, employees shall be evaluated using the
26 activities and processes in the induction cycle of the Evaluation System for Contracted
27 Staff.
28
29 2. Employees who have completed the induction cycle shall be evaluated using the
30 activities and processes in the development cycle of the Evaluation System for
31 Contracted Staff.

32
33 **D. EVALUATION CONFERENCE AND SUMMARY**

34 Each cycle shall include an evaluation conference scheduled in advance with the employee.
35 The evaluator shall prepare a written summary of the evaluation activities and processes,
36 which shall be consistent with the Evaluation System for Contracted Staff. The written
37 summary shall be made part of the employee's personnel file in the Human Resources
38 Office. If the employee disagrees with any or all of the written summary, the employee may
39 submit a signed and dated written statement which shall be attached to the file copy of the
40 written summary.

41
42 **E. ASSISTANCE CYCLE**

43 The assistance cycle includes a collaborative level and/or a directed level. In accordance
44 with Chapter 284 of the Iowa Code, the assistance cycle and its implementation are not
45 subject to the grievance procedures.

46
47 **F. ASSISTANCE CYCLE – COLLABORATIVE LEVEL**

48 When the evaluator determines that the employee needs additional assistance and support
49 to maintain or achieve an acceptable level of performance (as identified in the standards
50 and criteria), the employee will be notified of a meeting to begin writing an assistive action
51 plan to initiate the collaborative level of the assistance cycle. The date of the meeting shall
52 be the beginning date for the collaborative level.

53
54 If a complaint relative to an employee's job performance or an informal observation by
55 someone other than the employee's evaluator is serious enough to consider the assistance

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1 cycle, the evaluator shall meet with the employee before taking any action on the
2 complaint. If the assistance cycle is invoked as the result of a complaint, the matter will be
3 summarized in writing by the evaluator and provided to the employee at the initial
4 collaborative level meeting.

- 5
6 1. The collaborative level is designed to provide a structured format to address identified
7 concerns, develop a plan of action to address the concerns and provide assistance and
8 feedback on activities to assist the employee. It is the responsibility of the employee to
9 correct any deficiencies that led to this collaborative level.
- 10
11 2. The employee will have the responsibility to meet with the evaluator to 1) jointly develop
12 an analysis of the issues and 2) jointly develop an assistive action plan within ten (10)
13 days of placement on the collaborative level to address the issues. These activities may
14 be completed at the initial collaborative level meeting or may involve one or more follow-
15 up meetings within the 10-day timeline. The 10-day timeline may be extended by
16 mutual agreement. The assistive action plan shall address the following:
17
 - 18 a. Statement of definition of the concerns
 - 19 b. Options and assistance available
 - 20 c. Expected outcomes and dates for completion
 - 21 d. Indicators for acceptable performance
 - 22 e. Individualized procedures for support
 - 23 f. Specific timelines with scheduled review dates for feedback
 - 24 g. Resources to be committed by the employer and employee (the evaluator will
25 approve the employer's commitment)
 - 26 h. Record of summative comments (progress towards completion of the assistive action
27 plan)

28
29 The evaluator and employee shall agree and sign the assistive action plan. If no
30 assistive action plan is written within ten (10) days of placement on the collaborative
31 level or if no agreement is reached on an assistive action plan, the employee is placed
32 on the directed level of the assistance cycle.

- 33
34 3. In no less than fifteen (15) days and no more than thirty (30) days of agreement on the
35 assistive action plan, the evaluator will review the employee's performance through the
36 collaborative level to determine if the identified concerns have been favorably resolved.
37 This timeline may be extended by mutual agreement. Upon completion of the assistive
38 action plan, the evaluator recommends the employee re-enter the induction cycle, re-
39 enter the development cycle, or enter the directed level of the assistance cycle.
- 40
41 4. When an employee re-enters the induction cycle or the development cycle, the
42 standard(s) identified by the evaluator as unacceptable during the collaborative level of
43 the assistance cycle will be a focus for continued development the following year.
- 44
45 5. All summative evaluation materials provided by the evaluator during the collaborative
46 level shall be made part of the employee's personnel file in the Human Resources Office.

47 48 **G. ASSISTANCE CYCLE – DIRECTED LEVEL**

49 The evaluator will meet with the employee and will provide written notification of placement
50 on the directed level when 1) an evaluator determines that an employee has not achieved or
51 maintained an acceptable level of performance through assistance on the collaborative
52 level, 2) an assistive action plan is not written within ten (10) days of placement on the
53 collaborative level, 3) no agreement is reached on an assistive action plan following
54 placement on the collaborative level, or 4) an employee has completed the assistance cycle
55 within the past three (3) years and the evaluator determines the employee has not
56 maintained an acceptable level of performance with the same standard(s) previously

1 identified during the assistance cycle. The date of the notice shall be the beginning date for
2 the directed level of the assistance cycle.
3

4 It is the responsibility of the employee to correct any deficiencies that led to this directed
5 level.
6

7 1. The directed level is designed to address identified concerns. A remediation plan will be
8 developed by the evaluator within ten (10) days of placement on the directed level and
9 will include:

- 10
11 a. Statement of definition of the concerns
12 b. Expected outcomes and dates for completion
13

14 2. In no less than ten (10) days and no more than twenty-five (25) days of providing the
15 remediation plan, the evaluator will review the employee's performance to determine if
16 the identified concerns have been favorably resolved. Upon the completion of the
17 remediation plan, the evaluator recommends the employee re-enter the induction cycle,
18 re-enter the development cycle, or enter into the termination process. (For positions
19 that require a license issued by the Board of Educational Examiners, termination
20 procedures are outlined in Chapter 279 of the Iowa Code.)
21

22 3. When an employee re-enters the induction cycle or the development cycle, the
23 standard(s) identified by the evaluator as unacceptable during the assistance cycle will
24 be a focus for continued development the following year. If an employee is returning to
25 the development cycle from the directed level of the assistance cycle, the employee shall
26 have a formal performance review during the year following completion of the assistance
27 cycle.
28

29 4. All summative evaluation materials provided by the evaluator during the directed level
30 shall be made part of the employee's personnel file in the Human Resources Office.
31

32 **H. ACCESS TO EVALUATION DOCUMENTS**

33 Each employee shall have, upon request, the right to review the evaluation documents
34 contained in the employee's personnel records. The employee shall be notified, in writing,
35 by the Human Resources Office within twenty (20) days of receipt of any evaluation forms
36 to be placed in the employee's personnel file. Within twenty (20) days of the date of this
37 notice, the employee has the right to respond, in writing, to any evaluation documents that
38 shall be kept in the personnel file.
39

40 1. The evaluation records of an employee may not be inspected without the employee's
41 written consent by other than members of the Board, counsel to the Board, the
42 employee's evaluator, the Administrator, Associate Administrators and persons
43 authorized by law or judicial order.
44

45 2. Individuals outside of the Human Resources Office must indicate on a sign-out sheet
46 their review of the employee's file. This sheet shall become part of the employee's
47 personnel file.
48

49 **ARTICLE 7**
50 **WORK HOURS**
51

52 **A. WORK DAY**

53 An employee's normal work day at the assigned Agency Center is from 8 a.m. to 4:30 p.m.,
54 with one-half hour for lunch. It is recognized, however, that employees are contracted for a
55 professional service that often does not lend itself to a specifically-defined day. Therefore,
56 employees shall accept the responsibility for the completion of their day's work load as

1 demanded by their professional assignment. The employee's normal work day shall be
2 eight (8) hours and shall include time necessary for work-related travel.

3
4 Each employee will provide schedule information to the employee's supervisor.
5

6 **B. COMPENSATORY HOURS**

7 Due to the nature of professional services rendered by employees, it is also recognized that
8 employees may work over forty (40) hours in one week and accrue compensatory time.
9 Nevertheless, an employee shall not be required to work over one hundred sixty (160) hours
10 in a four- (4) week period.

11
12 Employees shall notify their supervisor of the intent to work or the need to have worked
13 additional hours and record that time on their submitted weekly schedule. Weekly
14 schedules are subject to the approval of the supervisor. Employees utilizing compensatory
15 time shall notify their supervisor. Employees may not take more than sixteen (16)
16 compensatory hours consecutively.
17

18
19 **ARTICLE 8**
20 **EMPLOYEE WORK YEAR**
21

22 **A. STANDARD CONTRACT YEAR**

23 The Board shall establish the minimum standard contract year (number of contract days)
24 for each job category. Nothing in this Agreement shall preclude the Agency and any
25 employee from entering into a written agreement calling for a shorter or longer work year.
26 Such altered work year agreement(s) shall establish no precedent with regard to other
27 employees within the same or other job categories.
28

29 Altered contracts will continue in effect from contract year to contract year unless the
30 Administrator gives written notice to the contrary to the affected employee on or before
31 March 1 of the current contract year, in which event the employee so notified will return to
32 the minimum standard contract year as described above.
33

34 **B. ALTERATIONS**

35 Any alterations in the minimum standard contract year shall be at the individual
36 employee's per diem rate.
37

38 **C. CALENDAR CHANGE**

39 The individual employee's base contract year shall be reflected in the employee's calendar.
40 Whole day changes outside the base contract may be made by mutual agreement between
41 the employee and the immediate supervisor.
42

43 **D. ADDED WORK DAYS**

44 Voluntary added days will be offered to those individuals qualified to perform the service
45 based on the following criteria:
46

- 47 1. Offered first to those individuals currently assigned to the client or project.
- 48
- 49 2. Offered to individuals selected from a volunteer pool of qualified staff (i.e., those having
50 the specific skills necessary to fill the needs) with selection based on seniority.
51

52 Individuals who accept added days will automatically be assigned lowest seniority within
53 the volunteer pool for the subsequent year unless hiring condition D(1) exists. Level of pay
54 will be at the employee's per diem rate on the date the added days are worked.
55

1 Added days are viewed as temporary in nature; not to be construed as continuing to
2 subsequent years; not to include paid leaves; and not to be counted for seniority and
3 experience credit.
4

5 **E. EMERGENCY CLOSINGS**

6 In the event of the closing of an Agency Center, a voice mail message notification will be
7 sent to all staff voice mail boxes. An employee scheduled to work during the time the
8 Agency Center was closed will be required to make up the work time missed while the
9 Agency Center was closed. Options for making up the work time include: calendar change,
10 emergency leave, personal leave, leave without pay or use of compensatory time that has
11 been previously earned and approved by the supervisor. In the event an employee performs
12 assigned or approval work during a closing, the amount of time spent performing such
13 services is recognized and considered as work time.
14

15 **F. NON-REQUIRED WORK DAYS**

16 Employees shall not be required to schedule work days Memorial Day, Labor Day,
17 Thanksgiving Day and the following day, Winter break, or New Year's Day.
18

19 **G. PRORATED FRINGE BENEFITS**

20 Fringe benefits and/or Board contributions extended to employees under this Agreement
21 shall be on a prorated basis for those employees contracted for less than the minimum
22 standard contract year for their job categories. During the school year, for each increment
23 of nineteen (19) added days, employees shall be granted additional prorated benefits, up to
24 full-time benefits.
25

26 **H. EXTENDED LEAVES OF ABSENCE**

27 Staff members on partial extended leaves of absence (nineteen (19) full-time equivalent days
28 or more) during a contract year shall receive Agency benefits and/or contributions (e.g.,
29 leaves of absence, insurance, and seniority accrual) consistent with part-time employees
30 contracted for the same number of full-time equivalent days.
31
32

33 **ARTICLE 9**
34 **SAFETY PROVISIONS**
35

36 **A. PROTECTIVE EQUIPMENT OR CLOTHING**

37 If the Board shall require an employee to wear special clothing or use special equipment for
38 safety purposes, the Board shall provide such items or shall reimburse the employee for the
39 cost of such items.
40

41 **B. UNSAFE WORKING CONDITIONS**

42 Employees shall not be required to work under unsafe conditions or to perform tasks which
43 seriously endanger their health. This shall not excuse employees from taking such actions
44 as they deem necessary to safeguard students who are under the care or supervision of
45 school authorities.
46

47 **C. SELF DEFENSE**

48 Employees may, when acting within the scope and in the course of their employment, use
49 reasonable and necessary physical force for the purpose of self-defense or for the protection
50 of Board property. This shall not be construed as to condone any unlawful action.
51

52 **D. LIABILITY INSURANCE**

53 The Board shall protect employees by providing at its cost a policy of liability insurance
54 covering performance on the job as provided in Chapter 670, Code of Iowa, 2007.
55
56

1 **E. ASSAULT REPORTING**

2 Employees shall promptly report any physical assault suffered by them, when acting within
3 the scope and in the course of their employment, to the building administrator and
4 immediate Agency supervisor. The Administrator shall act as liaison with other authorities
5 with respect to such assault.
6

7 **F. PERSONAL INJURY OR ILLNESS**

8 Employee absence due to any injury or illness because of an assault that occurred while
9 the employee was acting within the scope and in the course of employment shall not be
10 charged against any of the employee's leave benefits or result in any loss of salary, provided
11 any Worker's Compensation benefits during such period shall be remitted to the Board.
12 This paragraph shall cease to apply as soon as the employee is eligible for disability benefits
13 under the Social Security system, the retirement system, or any policy of insurance toward
14 which the Board contributes. In no event shall this paragraph have application after ninety
15 (90) calendar days have elapsed following the date of such assault.
16

17 **G. PERSONAL PROPERTY LOSS**

18 The Board may, at its sole discretion, reimburse an employee in whole or in part for
19 damage to the employee's personal property that occurred due to violent student behavior
20 upon the employee while the employee was acting within the scope and in the course of
21 employment. Any reimbursement shall not be precedential.
22

23 **H. FIRST AID**

24 An employee shall not be disciplined for failure to provide first aid treatment for which the
25 employee has no knowledge or training.
26
27

28 **ARTICLE 10**
29 **TRANSFER PROCEDURES**
30

31 **A. DEFINITION**

32 The movement of an employee to a different Agency center for a period in excess of thirty
33 (30) working days will be considered a transfer. The procedures governing transfers of this
34 nature are as set forth in this ARTICLE.
35

36 The appropriate Associate Administrator shall, no later than five (5) days before the due
37 date of the individual employment contract, make a reasonable effort to give written notice
38 to all employees returning the following Agency year of their assigned Agency Center and
39 probable LEA assignment location for such year. This paragraph shall not be construed to
40 preclude the change of any employee to a different Agency Center or one or more LEA
41 assignment locations.
42

43 **B. VOLUNTARY TRANSFER PROCEDURES**

44 Employees who desire a transfer to a different Agency Center shall file a written statement
45 of such desire with the employee's immediate supervisor. An employee whose request for
46 such transfer has been denied may file a renewed request for such transfer the following
47 year.
48

49 **C. INVOLUNTARY TRANSFER PROCEDURES**

50 1. Notice

51 Whenever feasible, notice of a proposed involuntary transfer to a different Agency
52 Center to be effective the following Agency year shall be given to the employee involved
53 no later than May 1.
54
55
56

1 2. Meeting

2 At the employee's request, an involuntary transfer to a different Agency Center shall be
3 made only after a meeting between the employee involved, the employee's immediate
4 supervisor and (where applicable) the Associate Administrator. At this meeting, the
5 employee shall be provided, in writing, the reasons for the transfer.
6

7 3. Expenses

8 If an employee shall be involuntarily transferred to a different Agency Center during the
9 Agency year, the employee shall be reimbursed during the balance of the Agency year
10 for the additional mileage required to reach the new Agency Center from the employee's
11 residence at the time of the transfer.
12

13 In the event an involuntary transfer necessitates the employee moving his residence to a
14 different city, the Agency shall pay the sum of nine hundred (\$900.00) dollars or the
15 actual expenses incurred as moving expenses, whichever is lower, upon presentation of
16 proper and verified bills for the services rendered.
17

18 4. Return to Original Agency Center

19 Employees who are involuntarily transferred and who desire to return to the Agency
20 Center from which they were transferred, shall be given preference for any vacancy in
21 their original job category (e.g., Speech-Language Pathologists, School Psychologists,
22 etc.) at their original Agency Center.
23

24 5. Voluntary vs. Involuntary Transfer

25 If a vacancy exists and there is a request by an employee in the same job category for a
26 transfer into such vacancy, such voluntary transfer will be preferred to the involuntary
27 transfer unless the needs of the Agency otherwise dictate.
28

29 **D. CHANGE IN ASSIGNMENT WITHIN A JOB CATEGORY**

30 Employees wishing to be considered for a change in assignment shall make their wishes
31 known in writing to their Associate Administrator or designee within five (5) days of an
32 assignment announcement.
33

34 1. When a vacancy occurs, interested employees may request to be considered for a
35 change in assignment. All requests will be reviewed for consideration. If an employee is
36 not selected for a change in assignment, the Agency shall notify the employee in writing.
37

38 2. The two most senior employees with at least three (3) years experience in their current
39 assignments will be given first consideration for reassignment based on seniority rank.
40 The employee(s) eligible for first consideration shall, upon request, be verbally informed
41 of the reason for not being selected. The employee may request the reason be provided
42 in writing.
43

44 3. An employee dissatisfied with the selection may process a complaint through the
45 Board's Complaint Procedure (Policy #4122).
46
47

48 **ARTICLE 11**
49 **PROCEDURES FOR STAFF REDUCTION**
50

51 **A. OVERVIEW**

52 If it shall become necessary for the Board to reduce any employee by reason of elimination
53 or reduction of program or because the total number of employees is to be reduced, such
54 reduction of staff shall be accomplished as follows.
55
56

1 **B. ORDER OF STAFF REDUCTION**

2 Employees shall be reduced in reverse order of their seniority within each job category
3 provided the employees remaining in the affected job category are then presently qualified
4 and able to satisfactorily perform the duties of the job category as specified by the Board.
5 An employee reduced out of seniority order may initiate a grievance at Level Three
6 challenging whether the Board had good cause for the exception.
7

8 **C. SENIORITY**

9 Seniority, for purposes of reduction and recall, shall mean the amount of continuous
10 service with the Agency in a bargaining unit position by the persons employed by the
11 Agency during and/or subsequent to 1975-76 and shall also include continuous service
12 immediately preceding Agency service (without intervening employment) subsequent to July
13 1, 1968 with the Joint County System and/or local education agencies within the
14 geographic area of the Agency, provided such service outside the Agency has been in a
15 special education job comparable to the employee's duties with the Agency.
16

17 1. Seniority shall be measured in terms of full-time equivalency of years and fractions of
18 years. Work days shall be computed as 8 hour days or the equivalent thereof.
19 Employees contracted for one hundred seventy-five (175) work days or more shall be
20 considered to have accrued one (1) year of seniority. Employees contracted for one
21 hundred twenty-five (125) work days or more, but less than one hundred seventy-five
22 (175) work days shall be considered to have accrued three-fourths (3/4) year of
23 seniority. Employees contracted for seventy-five (75) work days or more but less than
24 one hundred twenty-five (125) work days shall be considered to have accrued one-half
25 (1/2) year of seniority.
26

27 Whenever employees have equal seniority, more senior placement will be determined by
28 the following criteria in order of priority:

- 29 a) employees with full licensure required for employment (not emergency or conditional
30 status);
- 31 b) employees who are not on the Directed Level of the Assistance Cycle at the time of
32 reduction;
- 33 c) date of hire; and
- 34 d) the last four digits of the employee's Social Security number. Whether the highest
35 or lowest number will be the most senior will be determined by a flip of a coin by the
36 President of the Association prior to August 15 of that year.
37

38 2. Employees contracted for fifty (50) work days or more but less than seventy-five (75)
39 work days shall be considered to have accrued one-fourth (1/4) year of seniority.
40 Effective July 1, 1986, employees contracted for fewer than fifty (50) work days shall
41 accrue one-tenth (1/10) year of seniority; and, substitutes who are offered contracts for
42 the following year shall accrue one-twentieth (1/20) year of seniority. Employees
43 contracted for fewer than fifty (50) work days shall be interpreted as maintaining
44 continuous employment with the Agency.
45

46 3. If after July 1, 1968, an employee leaves a position represented by the Association, and
47 remains an employee of the Agency, the employee's accumulated seniority shall be
48 frozen. If an employee returns to a position represented by the Association, the
49 employee shall receive credit for seniority previously earned as a member of the
50 bargaining unit. Such an employee may not return to a bargaining unit position
51 created by the Agency for the current contract year. New job categories are to be
52 created for legitimate reasons and not for the purpose of avoiding the reduction/recall
53 provisions of this ARTICLE.
54

55 4. Periods of authorized leaves of absence shall not cause a break in an employee's
56 continuous service with the Agency. However, with the exception of sabbatical leave, an

1 employee shall not accrue seniority during any leave or combination of leaves which
2 results in an annual accumulation of .1 FTE (19 days) or more unpaid work days. In
3 such cases, the total number of unpaid work days will be deducted from the employee's
4 number of contracted work days when computing seniority.

5
6 **D. EMPLOYMENT DURING LAYOFF PERIOD**

7 No employee shall be prevented from seeking and securing employment during the layoff
8 period.

9
10 **E. RECALL RIGHTS**

11 Employees reduced pursuant to the terms of this Agreement shall have recall rights up to a
12 period of two (2) years from the effective date of the reduction as follows:

- 13 1. Effective date of the reduction shall be interpreted as July 1 following the reduction.
- 14 2. No full- or part-time appointments shall be made while there are reduced employees
15 available and with the right of recall to such vacancy in the job category (e.g., Speech-
16 Language Pathologist, School Psychologist, etc.)
- 17 3. If a vacancy occurs within the bargaining unit, reduced employees who are qualified to
18 perform the work in question will be recalled according to seniority.
- 19 4. If an employee refuses recall to a vacancy in the employee's original job category, such
20 employee loses all further right of recall.
- 21 5. If an employee is recalled to a vacancy in a job category other than in the employee's
22 original job category, such employee may refuse the recall and still maintain his/her
23 recall rights.
- 24 6. If an employee is recalled to a vacancy in a job category other than the employee's
25 original job category, and the employee accepts the recall, the employee will remain
26 eligible for recall to the original job category until the next August 15.
- 27 7. The Administrator shall provide the affected employee with written notice of recall by
28 certified mail or personal delivery, and the employee shall have five (5) days after receipt
29 of such notice to respond in writing. Notice shall be considered as having been received
30 as of the date either delivered to the employee's address or provided directly to the
31 employee, whichever is first, as reflected by the Agency's records. Employees shall be
32 responsible for providing the Agency with a current address. Employees shall be
33 recalled in inverse order of the reduction and on the same basis. Failure to respond
34 shall cause termination of employment.
- 35 8. Any employee reemployed by exercising recall rights shall be given full salary and
36 related benefits according to experience accrued prior to the layoff, but any period of
37 layoff shall not be counted in computing seniority.

38
39
40
41
42
43
44
45
46
47 **F. NOTIFICATION OF REDUCTION**

48 Notice shall be given to all employees who may be affected by reduction no later than April
49 30 prior to the effective date of the reduction.

50
51 **G. GRIEVANCE RIGHTS**

52 A reduced employee having recall rights may file a grievance under the grievance
53 procedure.

1 **H. INSURANCE COVERAGE**

2 Health, dental and vision insurance may be continued at the employee's expense for a
3 period not to exceed one (1) year from the effective date of the layoff by the reduced
4 employee, provided such continuation meets the approval of the carrier. Such carrier
5 approval will be recommended by the Agency. Failure to prepay an insurance premium by
6 the twentieth (20th) day of the month shall result in cancellation of continuation privileges.
7

8 **I. SENIORITY REPORT**

9 Each employee shall be provided a written accounting of his/her seniority within the
10 employee's job category no later than October 31 of each contract year. The Association
11 shall concurrently be provided a written accounting of the seniority list for each job
12 category in the bargaining unit. The Association and each employee shall have (14)
13 calendar days from the date the seniority list is delivered to notify the Agency in writing of
14 any and all objections.
15
16

17 **ARTICLE 12**
18 **LEAVE PROVISIONS**
19

20 **A. TERMS AND CONDITIONS**

- 21 1. Both the employees and the Agency are expected to comply with all notice requirements
22 in this ARTICLE. Where notice requirements are not specified, as much advance notice
23 as is reasonably possible will be provided. Circumstances may arise where strict
24 compliance with the notice requirements is impossible. In such cases, the parties will
25 make a reasonable effort to accommodate the situation.
26
27 2. All leave requests shall be subject to approval.
28
29 3. An accounting of accumulated leave shall be available for each employee and accessible
30 online.
31
32 4. Part-time employees will receive leave on a prorated basis.
33

34 **B. ASSOCIATION LEAVE**

- 35 1. Twelve (12) days leave of absence per year shall be available for Association functions.
36 Such leave shall be used by employees designated by, and at the sole discretion of, the
37 Association President.
38
39 2. The first six (6) days of Association leave shall be with pay, provided the Association
40 shall reimburse the Agency for the cost of any substitutes necessitated by the use of
41 such leave. The second six (6) days shall be without pay.
42
43 3. Additional Association leave may be granted by the Administrator.
44
45 4. An Illness/Disability Bank of forty-five (45) days will be provided by the Grant Wood
46 Education Association. If, under unusual circumstances, all forty-five (45) days in the
47 bank have been exhausted, additional days for the bank may be made available by
48 mutual agreement of the Agency and Association.
49

50 An employee, whose illness/disability leave is exhausted, through catastrophic illness
51 or injury, may apply for part or all of the forty-five (45) days. This application should be
52 submitted to the Executive Committee of the Grant Wood Education Association. The
53 Association shall reimburse the Agency for actual costs related to use of the
54 Illness/Disability Bank. Such reimbursement shall occur by costing the amount
55 against the following year's total compensation/benefit package for this employee
56 group.

The Association and its affiliates shall hold harmless and defend the Board with respect to any action or suit concerning such Illness/Disability Bank, provided that the Board shall have acted in accordance with the terms of this ARTICLE.

C. ADOPTION LEAVE

Upon written notification to the Associate Administrator in charge of Human Resources that formal adoption procedures have been initiated (notification shall include documentation of emergency placement, home visit(s) or authorization of adoption), a full-time employee shall be granted up to ten (10) days of leave without loss of pay to process and secure the adoption of a child. This leave shall be utilized for the purposes of meeting with legal representatives, adoption service representatives, any official accreditation visits, or traveling to pick up the child. Adoption leave shall be taken in increments of thirty (30) minutes.

D. BEREAVEMENT LEAVE

Upon written notification to the Associate Administrator in charge of Human Resources, a full-time employee shall be granted up to five (5) days of leave without loss of pay in the event of the death of an employee's spouse, child, parent, brother, sister, members of the employee's immediate household, or individuals for whom the employee has legal guardianship, and up to three (3) days of leave without loss of pay in the event of the death of an employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparents, grandchildren, aunt, uncle, stepparents, stepchildren, or other persons approved at the sole discretion of the Administrator as appropriate to the employee's situation. Additional leave of absence without loss of pay may be granted at the sole discretion of the Administrator.

E. EMERGENCY LEAVE

Each full-time employee shall be granted up to twenty-four (24) hours of emergency leave with pay per year by the Associate Administrator in charge of Human Resources in the event of emergency situations beyond the control of the employee. Additional emergency leave may be granted at the discretion of the Administrator. Situations qualifying for emergency leave are (a) events which cannot be attended to outside of work hours, (b) inclement weather, and (c) events which are not covered by any other provision of the Agreement. Emergency leave shall be taken in increments of thirty (30) minutes.

F. ILLNESS/DISABILITY LEAVE

1. Leave Days Granted

Each employee shall be granted leave without loss of pay for illness or disability as follows, effective the first day of the employee's contract.

First year of employment	13 days
Second year of employment	14 days
Third year of employment	15 days
Fourth year of employment	16 days
Fifth year of employment	17 days
Sixth and each succeeding year of employment	18 days

Definition

Illness/disability leave is available for medical reasons and includes personal and non-personal illness/disability of the following: the employee's immediate family (spouse, children, stepchildren, wards, parents, brothers, sisters and grandparents), other members of the employee's immediate household, and individuals for whom the employee has legal guardianship. Under extenuating circumstances, non-personal illness/disability leave may be used for persons not listed in this definition at the sole discretion of the Associate Administrator in charge of Human Resources.

1 Injury

2 Employees absent more than five (5) consecutive days due to injury must file a
3 physician's statement with the Human Resources Office before returning to work. This
4 statement must verify that the person is able to adequately perform assigned job
5 responsibilities.

6
7 Maximum Non-Personal Illness/Disability Leave Days

8 The maximum number of non-personal illness/disability leave days taken in any one
9 year shall not exceed the number of illness/disability leave days granted for that year.

10
11 Added Days Benefit

12 Employees contracted beyond one hundred ninety (190) days shall be granted one (1)
13 additional day of personal illness/disability leave for each ten (10) days of additional
14 employment or fraction thereof.

15
16 2. Accumulation of Illness/Disability Leave

17 Leave shall be taken in increments of thirty (30) minutes. An employee's accumulated
18 illness/disability leave shall not be reduced if that employee has a reduction in work
19 hours or work days.

20
21 Unused illness/disability leave shall accumulate from year to year to a maximum of two
22 hundred (200) days. Individuals with two hundred (200) days of accumulated personal
23 illness/disability leave on July 1 shall be granted sixteen (16) hours of additional leave
24 with pay to be taken during that contract year.

25
26 3. Leave of Absence

27 Employees who exhaust all accumulated personal illness/disability leave shall be
28 granted, upon request, a leave of absence without pay during the balance of the
29 employee's contract year.

30
31 4. Notice of Anticipated Medical Leave

32 An employee must give written notice of any anticipated medical leave to his/her
33 immediate supervisor at the earliest possible date. In all cases, and especially in cases
34 of elective surgery and similar situations, the parties will cooperate in scheduling the
35 required medical leave so as to minimize the impact of the employee's absence on the
36 Agency's responsibility to the persons and organizations being served. In the case of
37 medical leave due to pregnancy, the employee will notify her immediate supervisor no
38 later than the end of the fourth month of pregnancy. Prior to the beginning of the sixth
39 month of pregnancy, the employee, her physician and her immediate supervisor, will
40 establish the beginning date of the medical leave. Any conflicts as to the beginning date
41 of such medical leave or required revisions will be at the discretion of the employee's
42 physician and communicated as soon as possible to the employee's immediate
43 supervisor.

44
45 5. Leave Notice

46 The employee must indicate on the leave form whether the leave was for personal or
47 non-personal illness/disability. An employee need not state on the Agency leave form
48 the specific nature of the illness for which an illness/disability leave is requested. If the
49 leave is for an injury disability, the employee must report this on the leave form.

50
51 **G. LEAVE WITHOUT PAY**

- 52 1. This section deals with unpaid leaves of absence that may be either full-time or partial
53 leaves.

1 a. Full-Time Unpaid Leave

2 A full-time unpaid leave is one where the employee is absent on all scheduled work
3 days during an interval of time. Examples include an employee whose contract is
4 full-time and who is on child-rearing leave for the first half of the work year or for
5 the full contract year. A person contracted to work half-time would also be on a
6 full-time unpaid leave of absence if he/she is absent on all scheduled work days for
7 the first half of the work year or full work year.
8

9 b. Sabbatical Unpaid Leave

10 After completing fourteen (14) contract years of service with the Agency, an
11 employee shall be eligible for a sabbatical leave.
12

13 1) A sabbatical leave shall be granted, upon request, for a period of one (1) contract
14 year.

15 2) A sabbatical leave shall be granted as leave without pay.

16 3) Seniority with the Agency will accrue during a sabbatical leave.

17 4) If an employee wishes to maintain health insurance coverage during a sabbatical
18 leave, the following conditions shall apply:

19 a) Single health insurance premiums shall be paid by the Agency only if an
20 employee takes a sabbatical leave which is approved by the employee's
21 Associate Administrator as an appropriate study leave and if the employee
22 returns and works for the Agency for a minimum of two (2) contract years.

23 OR

24 b) Health insurance premiums shall be paid by the employee at the group rate.
25

26 c. Partial Unpaid Leave

27 A partial unpaid leave of absence is one where the employee works some scheduled
28 work days during a prescribed period and schedules other days or parts of days as
29 unpaid extended leave days.
30

31 2. Appropriate Reasons for Leave

32 A full-time unpaid leave of absence shall be granted for personal illness that makes it
33 impossible or difficult for the employee to discharge the duties of the employee's job, for
34 illness that necessitates the full-time presence of the employee in the home, for child-
35 rearing or for service in a professional organization in the employee's field. Unpaid
36 leave of absence may be granted for other reasons at the discretion of the employee's
37 Associate Administrator. Such full-time unpaid leaves of absence shall be granted for
38 one (1) contract year or any part thereof and may be renewed upon request at the
39 discretion of the employee's Associate Administrator.
40

41 3. Duration

42 If such full-time unpaid leave of absence commences during the first half of the contract
43 year, it shall extend to either January 2, or the end of the contract year (June 30) at the
44 discretion of the employee. If such leave commences during the second half of the
45 contract year, it shall extend to the end of the contract year. The employee may,
46 however, return to work prior to the times indicated above if his/her position has not
47 been covered and the employee's Associate Administrator may at his/her discretion,
48 grant variations and/or renewals to such leaves.
49

50 4. Leave Decisions

51 Partial unpaid leave of absence with prorated salary and benefits, for reasons identified
52 above; and/or, full or partial unpaid leave for reasons other than those identified above,
53 shall be granted or withheld at the sole discretion of the employee's Associate
54 Administrator. The withholding of leave shall be subject to appeal to the Board
55 pursuant to the Board's Complaint Procedure (Policy #4160).
56

1 5. Continuing Contracts

2 An employee on extended unpaid leave of absence shall be issued a contract for the
3 next contract year at the same time as other employees are issued contracts and shall
4 be required to respond at the same time and in the same manner as other employees,
5 except as stated herein.

6
7 All employees on extended unpaid leave are to notify the Associate Administrator in
8 charge of Human Resources of their employment intentions for the following year.
9 Employees on leave must provide this notification in writing no later than March 1. On
10 or before February 1, the Human Resources Office shall send to all employees on
11 extended leave a written reminder of the timelines by certified mail. Employees on leave
12 shall be responsible for providing Human Resources with a current address.

13
14 a. For those employees requesting the continuation of an unpaid leave of absence for
15 the following contract year, or portion thereof, the employee's Associate
16 Administrator shall render a written decision on the written request no later than
17 April 1.

18
19 b. For those employees requesting a modification in their contract for the following
20 contract year, the employee's Associate Administrator shall render a written
21 decision on the written request no later than April 1.

22
23 c. If no written notice is received from an employee by March 1, it will be understood
24 that the employee does not intend to return from leave. No written notice from the
25 employee will constitute either: 1) a resignation from employment and termination
26 of the employee's contract if the employee is on full-time leave; or 2) a modification
27 of the contract to reflect resignation from that part of employment for which the
28 employee is on leave, if the employee is on part-time leave.

29
30 6. Prorated Benefits

31 Leave benefits for employees on extended unpaid leave of absence (19 days or more)
32 shall be prorated based on days worked.

33
34 7. Return to Work

35 Upon returning to service, the employee shall be assigned to a position for which the
36 employee holds or may soon be granted proper licensure/certification. Such
37 assignment shall be subject to the provisions of ARTICLE 10: TRANSFER PROCEDURES.

38
39 **H. MILITARY LEAVE**

40 1. Employees shall be entitled to the military leave benefits provided under Section
41 29A.28, Code of Iowa, 2007, and the Federal Selective Service Act, which includes a
42 leave of absence for the period of active service without loss of seniority, salary
43 placement, and without loss of pay during the first thirty (30) days of such leave of
44 absence. Proof of service must be returned to the Administrator before any salary or
45 wage reimbursement is paid.

46
47 2. Employees subject to state or federal military reserve duty shall make a reasonable
48 effort to arrange for reserve military training at times which involve the least
49 interruption of program services.

50
51 3. An employee returning from military service shall be offered a position for which the
52 employee holds or may soon be granted proper licensure/ certification subject to the
53 provisions of ARTICLE 10: TRANSFER PROCEDURES.

1 Any employee whose military leave exceeds six (6) months shall notify the
2 Administrator and return to employment within ninety (90) days after completion of
3 such military service.
4

5 **I. PERSONAL LEAVE**

6 Each continuing full-time employee shall be granted up to sixteen (16) hours of personal
7 leave each Agency year without loss of pay. Notification to the Associate Administrator in
8 charge of Human Resources of intention to use personal leave will automatically attest
9 that the employee is not taking the leave for job interviews or outside employment.
10 Personal leave shall be taken in increments of thirty (30) minutes. Unused personal leave
11 shall accumulate as illness/disability leave.
12

13 **J. PROFESSIONAL LEAVE**

14 1. Provisions

15 During the contract year each employee shall be granted up to three (3) days of job
16 related professional leave which shall be without loss of pay and include necessary
17 expenses in a total sum not to exceed Four Hundred dollars (\$400.00). Reimbursement
18 of expenses is limited to job related professional activities only.
19

20 2. Usage

21 a. Application for professional leave and use of professional leave monies shall be
22 made to the employee's Associate Administrator for consideration. If approved,
23 professional leave monies may be used to reimburse conference and workshop
24 expenses; professional organization dues (except NEA, ISEA, ECUU and GWEA);
25 license fees and/or licensure/certification renewal. Professional leave monies may
26 be used to reimburse course tuition (note: courses for which tuition is reimbursed
27 using professional leave monies cannot be used for salary schedule advancement).
28 Professional leave shall not be limited to in-state activities.
29

30 b. Professional leave monies may be used to purchase: professional journals, books,
31 DVD's, CD's and software; professional leave monies available for these purchases
32 shall not exceed \$400 per work year. Professional leave monies may also be used to
33 purchase approved technology equipment/materials that are not included in core
34 materials or are not provided/assigned by the Agency for individual employee use;
35 professional leave monies available for these purchases shall not exceed \$150 per
36 work year. Note: it shall be the employee's responsibility to contact the Technology
37 Center regarding compatibility of approved purchases with Agency equipment.
38 Reimbursement of approved eligible purchases listed in this paragraph will be
39 treated as taxable income.
40

41 3. Accrual

42 a. An employee may carry over from one contract year to the next, unused leave days,
43 provided the sum of the previously accrued days, when added to those days made
44 available for the new contract year, do not exceed a total of five (5) paid leave days.
45

46 b. An employee may also carry over from one contract year to the next, unused
47 expense allotments provided that the maximum accrued amount at the end of the
48 previous contract year (through June 30) is One Thousand Six Hundred Dollars
49 (\$1,600.00). For example, an individual having One Thousand Six Hundred Dollars
50 (\$1,600.00) accrued on June 30, would be able to carry over the maximum One
51 Thousand Six Hundred Dollars (\$1,600.00) and have a total of Two Thousand
52 Dollars (\$2,000.00) available on July 1 (\$1,600.00 plus new \$400.00). Professional
53 leave monies that have been carried over, however, may not be used to exceed the
54 maximum levels of reimbursement provided under J(2)(b) of this ARTICLE.
55
56

1 4. Unused Days or Expenses

2 There shall be no obligation on the part of the Agency to reimburse employees for
3 unused professional leave days or expenses except as specifically provided above.
4

5 5. Timelines

6 Written application for professional leave shall be submitted to the supervisory office
7 and date stamped at least fifteen (15) days prior to the professional event. Upon
8 properly filling written application on the appropriate leave form, an administrative
9 decision shall be provided to the employee within ten (10) days. Failure to provide such
10 a decision shall automatically grant the leave requested.
11

12 6. Scheduling

13 With approval from their immediate supervisors, employees may attend Agency
14 inservice meetings or workshops which can be accommodated by their schedule.
15

16 7. CEU Credits

17 For employees in occupational therapy, physical therapy, and nursing, whose licenses
18 are required in order to maintain employment and for whom CEUs are the primary
19 means of earning the credits necessary to maintain such licenses, the Agency will,
20 through the staff development process, offer sufficient learning opportunities for those
21 employees to earn 10 CEUs per year.
22

23 **K. STUDY LEAVE**

24 Employees may request study leave for job related classes during the workday without loss
25 of pay provided these classes are held early in the morning or late afternoon or at such
26 other times as can be reasonably accommodated by the employee's work schedule.
27 Requests should be directed to the employee's Associate Administrator.
28

29 **L. RELIGIOUS LEAVE**

30 Available personal leave, leave without pay, or calendar change shall be granted to any
31 employee whose affiliation requires the observance of a holiday other than those scheduled
32 in the Agency calendar.
33
34

35 **ARTICLE 13**
36 **INSURANCE PROVISIONS**
37

38 **A. TERMS AND CONDITIONS**

- 39 1. Coverage for twelve (12) consecutive months each work year shall be for the duration of
40 employment. New employees shall be covered on the first day of the month following
41 their date of employment if application is timely.
42
- 43 2. At the conclusion of Board contribution, insurance benefits may be continued at the
44 employee's own expense, subject to the conditions and regulations of the carrier.
45
- 46 3. During any unpaid leave, the employee shall have the opportunity to continue
47 insurance benefits at the employee's expense with the consent of the insurance
48 carrier.
49
- 50 4. All terms and conditions of the provided insurance benefits, including eligibility for
51 coverage, continuation, and coverage period shall be stated in the insurance contract
52 provided by the carrier. The Agency will inform employees as to the insurance benefits
53 available to them under the terms of this Agreement within thirty (30) days after they
54 commence work. Pamphlets, booklets, documentation, etc. necessary for the employee
55 to utilize such benefits will be furnished promptly upon receipt from the respective
56 carriers.

- 1 5. Regular part-time employees shall receive prorated contributions toward dental,
2 health, and vision insurance premiums.
3

4 **B. FLEXIBLE SPENDING ACCOUNT**

5 All full-time employees shall receive an amount equal to one hundred thirty three
6 dollars thirty four cents (\$133.34) per month in a flexible spending account. This
7 amount shall be prorated for part-time employees.
8

9 Each employee shall complete an annual election form for the benefits the employee
10 wishes to select from the following list of benefits, subject to the provisions, terms and
11 conditions of the Agency's salary reduction plan and the provisions, terms and
12 conditions of the insurance policies and plans.
13

- 14 a. Health insurance – from the options provided by the Agency
15 b. Dental insurance – from the options provided by the Agency
16 c. Vision insurance – from the options provided by the Agency
17 d. Dependent care expenses
18 e. Medical reimbursement account
19 f. Additional salary
20

21 **C. COMPREHENSIVE HEALTH PLAN**

- 22 1. For full-time employees, the Board shall provide and pay the full cost of an individual
23 comprehensive health plan equal to the single premium of an Agency-sponsored plan
24 designated by the Agency and the Association. Such coverage shall include diagnostic,
25 x-ray, laboratory, mental health and prescription drug coverage.
26
27 2. All full-time employees are required to enroll in an Agency-sponsored individual
28 comprehensive health plan.
29
30 3. Employees may choose coverage under the Agency-sponsored plans available and may
31 select a less costly or more costly insurance plan than the designated plan.
32 a. The employee must pay for any additional premium cost that exceeds the premium
33 for single coverage of the designated plan. Any additional premium obligations
34 shall be deducted in equal amounts from the employee's first two paychecks of
35 each month.
36
37 b. The employee will receive any savings in premium cost between the premium for
38 single coverage of the designated plan and the selected single coverage of a less
39 costly Agency-sponsored plan as additional salary. Savings in premium shall be
40 equally distributed across the employee's first two paychecks of each month.
41
42 4. Proposed changes in insurance coverage will be determined by a joint Association and
43 Agency committee with equal representation by both parties. Committee
44 representation shall consist of up to three (3) members for each party. Membership is
45 to be established and the committee is to be operating by September 1 of each year.
46 Committee meetings may occur during the employee's work day by mutual agreement.
47

48 **D. DENTAL INSURANCE**

49 For full-time employees, the Board shall provide a dental insurance plan and pay the
50 premium for single coverage. Optional family coverage for the foregoing program will be
51 available at the group rate at the employee's expense. Proposed changes in insurance
52 coverage will be determined by the joint Association and Agency committee established in
53 C(4) of this ARTICLE.
54
55
56

1 **E. TERM LIFE INSURANCE**

2 For each employee with an FTE of .5 or greater, the Board shall provide and pay for term
3 life insurance in the amount of Fifty Thousand Dollars (\$50,000.00). With the consent of
4 the insurance carrier, optional additional coverage for an equivalent amount will be
5 available at group rates but at the employee's expense. Each eligible employee shall have
6 the additional option to purchase coverage for the employee's spouse and/or for the
7 employee's dependent children.
8

9 **F. VISION INSURANCE**

10 For full-time employees, the Board shall provide a vision insurance plan and pay the
11 premium for single coverage. Optional family coverage for the foregoing program will be
12 available at the group rate at the employee's expense. Proposed changes in insurance
13 coverage will be determined by the joint Association and Agency committee established in
14 C(4) of this ARTICLE.
15

16 **G. WORKERS' COMPENSATION**

17 For all employees, the Board shall provide and pay for Workers' Compensation coverage, as
18 provided according to state law.
19

20 **H. LONG-TERM DISABILITY INSURANCE**

21 The Board shall provide and pay for a long-term disability insurance program which
22 provides disabled employees with seventy percent (70%) of their salaries to age sixty-five
23 (65) after a waiting period of ninety (90) calendar days.
24

25 **I. TRAVEL ACCIDENT INSURANCE**

26 For each employee, the Board shall provide and pay for a travel accident policy which
27 provides for payment of One Hundred Thousand Dollars (\$100,000.00) to the beneficiary in
28 the event of the employee's death while such employee is on business of the policyholder all
29 as defined in the vendor's policy issued to Grant Wood Area Education Agency.
30

31 **J. VOLUNTARY SALARY REDUCTION PLAN (SECTION 125, IRS CODE)**

32 1. The Agency shall make available a voluntary salary reduction plan consistent with
33 Section 125 of the Internal Revenue Code. The basic components of this plan shall
34 allow for the deduction of employee paid: a) health insurance; b) dental insurance; c)
35 vision insurance; d) child and dependent care services; and e) an account for unpaid
36 health care expenses (i.e., any expenses IRS qualified).
37

38 2. Participants shall be charged a Fifty Dollar (\$50.00) annual enrollment fee through
39 monthly payroll deductions the first two paychecks of each month. Employees
40 requesting a payroll deduction for health insurance premiums only shall not be
41 required to pay the annual enrollment fee.
42

43
44 **ARTICLE 14**

45 **SALARY SCHEDULE PLACEMENT**

46
47 **A. CONTRACT BASE**

48 Salaries, as established by the schedule, shall be for one hundred ninety (190) days of
49 service and a salary shall be adjusted by 1/190th of the schedule salary for each day that a
50 contractual term deviates from one hundred ninety (190) days of service.
51

52 **B. INITIAL SALARY PLACEMENT**

53 The Associate Administrator in charge of Human Resources shall determine which
54 coursework and experiences are accepted as education and experience credit for initial
55 salary schedule placement. For accepted education and experiences, the provisions of B(1)
56 and B(2) shall apply.

1 **1. EDUCATION LANES**

2 Accepted education credit shall be eligible for salary schedule placement as follows:

- 3
- 4 a. Coursework will be accepted only from fully accredited institutions of higher learning
- 5 (North Central or equivalent geographic accrediting association).
- 6
- 7 b. Accepted education credit shall be allowed on the basis of the highest college degree
- 8 received at the time the contract offer is issued by the Agency unless otherwise specified
- 9 within the individual employment contract:
- 10
- 11 1) BA level shall apply to an undergraduate degree granted by a college on the basis of
- 12 a four (4) year program of studies approved by the college.
- 13
- 14 2) For employees in occupational therapy, physical therapy, or nursing, the following
- 15 may apply:
- 16
- 17 a) BA+15 level shall apply to those completing a five (5) year program of studies
- 18 approved by the college which included a bachelor's degree in that area and
- 19 which also satisfied professional licensing requirements.
- 20
- 21 b) Affiliation outside of the degree program shall be granted as a lane change or an
- 22 equivalent dollar amount at the individual step level.
- 23
- 24 3) MA level shall apply to a degree beyond the BA level that has been granted by a
- 25 college on the basis of a program of studies approved by the college requiring a
- 26 minimum of thirty (30) semester hours of credit.
- 27
- 28 4) MA+30 level shall apply to an employee who has completed a minimum of thirty (30)
- 29 approved semester hours beyond the MA degree. This applies to employees hired
- 30 after July 1, 2011. Previous placement procedures are not affected for those
- 31 employees hired before July 1, 2011.
- 32
- 33 5) MA+45 level shall apply to an employee who has completed a minimum of forty-five
- 34 (45) approved semester hours beyond the MA degree. This applies to employees
- 35 hired after July 1, 2011. Previous placement procedures are not affected for those
- 36 employees hired before July 1, 2011.
- 37
- 38 6) Clinical doctorate level shall apply to a clinical doctoral degree in an area of special
- 39 education support (i.e., audiology, occupational therapy, physical therapy, speech-
- 40 language pathology) granted by a college on the basis of a program of studies
- 41 approved by the college and requiring an employee to complete a minimum of ninety
- 42 (90) semester hours of credit beyond the BA degree.
- 43
- 44 7) Doctorate level shall apply to a Doctor of Philosophy degree or Doctor of Education
- 45 degree granted by a college on the basis of a program of studies approved by the
- 46 college.
- 47

48 **2. EXPERIENCE INCREMENTS**

49 Accepted experience credit shall be eligible for salary schedule placement as follows:

- 50
- 51 a. General education experiences shall be allowed on a year-for-year basis to an unlimited
- 52 maximum.
- 53
- 54 1) Individuals hired with zero, one, or two years of education experience shall be
- 55 placed at Step Three (3) of the salary schedule.
- 56

1 2) In cases of hard-to-fill job categories, employees may be allowed up to two (2) steps
2 on the salary schedule above their general education experience. Hard-to-fill job
3 categories shall be determined by a pattern of vacancies that were difficult to fill the
4 previous year. Prior to the determination of a hard-to-fill vacancy, the Agency will
5 provide to the Association President or designee the information used to designate
6 the vacancy as hard to fill. Within five (5) days of receipt of this information, the
7 Association shall have the opportunity to provide the Agency with input regarding
8 the designation. This clause will be reviewed for the 2009-10 contract. If it's found
9 this clause has not aided hard-to-fill job categories, the clause will be sunset.

10
11 b. Military experience may be allowed to a maximum of two (2) years.

12
13 c. Additional experience in a position related to an individual's functions within the
14 Agency or in another agency may be allowed at the discretion of the Administrator.

15
16 d. If an individual's total experience includes a fractional part of a year, such fractional
17 part shall be allowed as a full year of experience if equivalent to four and one-half (4-
18 1/2) months (90 days) or more of service; less than four and one-half (4-1/2) months
19 (90 days) of service shall not be considered in the determination of experience
20 increments.

21
22 e. For current employees working less than ninety (90) days, the days worked shall be
23 considered cumulative until a step increase is granted. The step increase will be
24 granted in the year which follows the attainment of at least ninety (90) days. The
25 calculation of days toward the next step begins in the year the step increase is granted.

26
27 After completion of the first contract year, an employee's education and experience credits
28 shall not be reduced except in cases of deliberate misrepresentation

29
30 **C. EXTENDED MASTERS DEGREE**

31 For education accepted by the appropriate Associate Administrator, present employees and
32 those subsequently hired who hold a masters degree from a fully accredited institution of
33 higher learning which required more than thirty-six (36) hours of credit shall be given
34 credit toward higher education lane placement for each hour required by their degree which
35 exceeds the thirty-six (36) hour MA base.

36
37 **D. COURSEWORK ACCEPTANCE FOR SALARY SCHEDULE ADVANCEMENT**

38 Following completion of the first contract year, the employee's Associate Administrator shall
39 determine which coursework is accepted as education credit for advancement on the salary
40 schedule. Such coursework shall be submitted in accordance with paragraph E below.
41 The employee shall be responsible for promptly providing the Human Resources office with
42 such information as the employee's Associate Administrator requires in verifying the
43 individual's eligibility status.

44
45 **E. SALARY AMENDMENT**

46 Contract offers shall be based on an individual's education and experience accepted by the
47 Associate Administrator in charge of Human Resources at the time of issuance by the
48 Agency. The contractual salary shall be amended to a higher education lane if the
49 employee's Associate Administrator is advised by the employee that the approved additional
50 credits will be secured by September 1 of that contract year and if evidence of the
51 additional credits is submitted by the employee to the Associate Administrator in charge of
52 Human Resources on or before October 1.

53
54 **F. PAYDAYS**

55 Agency paydays shall be every other Friday. The Agency's first scheduled payday typically
56 shall be the second pay period in August, and each new employee hired after the first

1 scheduled payday shall be paid beginning with the first regular payday following the
2 employee's first date of employment.

- 3
- 4 1. When a payday falls on a day the Agency's business office is not scheduled to be open,
5 the employee shall be paid on the previous day.
- 6
- 7 2. At the employee's option, paychecks shall be mailed to an address or transmitted to a
8 financial institution designated by the employee.
- 9

10 **G. NEW EMPLOYEES**

11 New employees shall be advised of their placement on the salary schedule and assigned
12 Agency Center.

13
14
15 **ARTICLE 15**
16 **SALARY**
17

18 **A. SALARY TERMS AND CONDITIONS**

- 19 1. Each eligible employee advances one (1) yearly experience step.
- 20
- 21 2. Any employee who has been credited with a career increment of Seven Hundred Seventy
22 Five Dollars (\$775.00) payable annually (non-compounding), shall continue to receive
23 this career increment.
- 24
- 25 3. Any employee who has been credited with the maximum number of years of experience
26 credit on the salary schedule shall be awarded a four percent (4%) increase based on
27 step 19, following one year of eligible Agency employment.
- 28
- 29 4. Any employee who has been credited with the 4% increase based on step 19 shall be
30 awarded a longevity increment of One Thousand Dollars (\$1,000.00) payable annually
31 (non-compounding).
- 32
- 33 5. For purposes of computations, salaries, index points and longevity increments shall be
34 based on one hundred ninety (190) day contracts.
- 35

36 **B. FOR 2011-12**

- 37 1. The base salary schedule for the contract year 2011-12 is attached as Appendix A.
- 38
- 39 2. The base salary shall be Thirty One Thousand Seven Hundred Forty Dollars
40 (\$31,740.00).
- 41
- 42 3. Employees who are not eligible to receive Teacher Salary Supplement (TSS) dollars shall
43 be paid according to Appendix A.
- 44

45 **C. TEACHER SALARY SUPPLEMENT (TSS)**

46 A combined salary schedule for the contract year 2011-12 is attached as Appendix B. The
47 combined salary schedule is comprised of the base salary schedule and the TSS salary
48 schedule.

49
50 Employees eligible to receive TSS funds shall be paid according to Appendix B. An eligible
51 employee is defined by law and applies only to employees who are actively working.

52
53 TSS funds available for distribution shall be based on the preliminary amount of TSS funds
54 anticipated for the following work year, less the Phase II amount of \$271,585 already
55 included in the base salary schedule.

2011-12 Contracted Agreement

1 The formula for distributing the TSS funds appropriated by the Iowa General Assembly
2 shall be as follows:
3

- 4 1. It will first be determined the minimum salary requirements of Iowa Code Section 284.7
5 have been met.
6
- 7 2. The first \$1,000,000 of the allocated funds, adjusted for the Agency's FICA and IPERS
8 costs, will be equally distributed among eligible full-time staff.
9
- 10 3. Funds allocated to the Agency that exceed the amount of \$1,000,000 shall first cover
11 Agency costs for FICA and IPERS and will then be distributed among eligible full-time
12 staff based on the index of the base salary schedule table.
13
- 14 4. For purposes of distribution, TSS funds will be based on 190-day contracts.
15 Distributions will be prorated accordingly for those eligible employees contracted to
16 work less than 190 days.
17
- 18 5. The total full-time equivalent (FTE) by which the funds are distributed each year shall
19 be based on the actual FTE of staff working on October 1 of the prior work year. If
20 October 1 falls on a day the Agency is not open, the FTE will be based on the next day
21 the Agency is open.
22
- 23 6. In the event the amount of TSS funds disbursed for the work year is greater or less than
24 the allocation received, the positive or negative balance shall be carried forward to
25 adjust the allocation for the following calculation.
26
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ARTICLE 16
COMPLIANCE CLAUSES AND DURATION

A. This Agreement shall remain in full force and effect for a period of July 1, 2009, through June 30, 2012.

1. This Agreement shall be in force for all ARTICLES. All ARTICLES will be re-opened for the 2012-13 contract year.

2. Any individual agreement between the Board and an employee shall be subject to this Agreement.

B. This 2009-12 Agreement constitutes the full and complete agreement between the Agency and the Grant Wood Education Association for the 2011-12 contract year. Any matters relating to the current contract term of 2011-12, whether or not referred to in this Agreement, shall not be open for negotiation during the 2011-12 term of this Agreement unless mutually agreed upon in writing or the legislature changes the mandatory subjects of bargaining.

C. A sufficient, mutually agreed upon number of copies of the Agreement shall be printed by the Agency with the Association and the Agency sharing equally the cost of said printing. The Association and the Agency shall each be separately responsible for distributing copies of the Agreement to their respective constituencies. However, the Agency will provide each new employee with a copy of the Agreement within five (5) days from the date such new employee reports to work.

D. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision(s) of this Agreement either party shall do so by 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.

1. If by Association, to the President of Board at 4401 6th Street SW, Cedar Rapids, Iowa 52404.

2. If by Board, to President of Association at 240 Classic Car Ct SW, Cedar Rapids, Iowa 52404.

E. If any provision of this Agreement shall be held by a Court of competent jurisdiction to be invalid, all other provisions shall continue in full force and effect.

F. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by their respective Chief Negotiators, all on the 20th day of April, 2011.

GRANT WOOD EDUCATION ASSOCIATION

GRANT WOOD AREA EDUCATION AGENCY

BY _____
President

BY _____
President

BY _____
Chief Negotiator

BY _____
Chief Negotiator

**APPENDIX A
2011-12 SALARY SCHEDULE
Base Salary**

Base \$31,740

190 Days

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	CI Doc	Doc
1	\$31,740	\$33,327	\$35,549	\$37,136	\$38,723	\$40,310	\$41,897	\$43,484
2	\$33,041	\$34,628	\$36,850	\$38,437	\$40,024	\$41,611	\$43,198	\$44,785
3	\$34,343	\$35,930	\$38,151	\$39,738	\$41,325	\$42,912	\$44,499	\$46,086
4	\$35,644	\$37,231	\$39,453	\$41,040	\$42,627	\$44,214	\$45,801	\$47,388
5	\$36,945	\$38,532	\$40,754	\$42,341	\$43,928	\$45,515	\$47,102	\$48,689
6	\$38,247	\$39,834	\$42,056	\$43,643	\$45,230	\$46,817	\$48,404	\$49,991
7	\$39,548	\$41,135	\$43,357	\$44,944	\$46,531	\$48,118	\$49,705	\$51,292
8	\$40,849	\$42,436	\$44,658	\$46,245	\$47,832	\$49,419	\$51,006	\$52,593
9	\$42,151	\$43,738	\$45,960	\$47,547	\$49,134	\$50,721	\$52,308	\$53,895
10	\$43,452	\$45,039	\$47,261	\$48,848	\$50,435	\$52,022	\$53,609	\$55,196
11	\$44,753	\$46,340	\$48,562	\$50,149	\$51,736	\$53,323	\$54,910	\$56,497
12	\$46,055	\$47,642	\$49,864	\$51,451	\$53,038	\$54,625	\$56,212	\$57,799
13	\$47,356	\$48,943	\$51,165	\$52,752	\$54,339	\$55,926	\$57,513	\$59,100
14	\$48,657	\$50,244	\$52,466	\$54,053	\$55,640	\$57,227	\$58,814	\$60,401
15	\$49,959	\$51,546	\$53,768	\$55,355	\$56,942	\$58,529	\$60,116	\$61,703
16	\$51,260	\$52,847	\$55,069	\$56,656	\$58,243	\$59,830	\$61,417	\$63,004
17	\$52,561	\$54,148	\$56,370	\$57,957	\$59,544	\$61,131	\$62,718	\$64,305
18	\$53,863	\$55,450	\$57,672	\$59,259	\$60,846	\$62,433	\$64,020	\$65,607
19	\$55,164	\$56,751	\$58,973	\$60,560	\$62,147	\$63,734	\$65,321	\$66,908

Notes:

- Following one year of eligible Agency employment, any employee who has been credited with the maximum number of years of experience credit on the base salary schedule shall be awarded a four percent (4%) increase based on the indexed base salary for step 19 and a longevity increment of One Thousand Dollars (\$1,000.00) payable annually (non-compounding).
- Employees who have been credited with a career increment of Seven Hundred Seventy Five Dollars (\$775.00) payable annually (non-compounding) shall continue to receive this career increment.

APPENDIX B
2011-12 SALARY SCHEDULE
Combined Base Salary & TSS

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	CI Doc	Doc
1	\$35,676	\$37,310	\$39,597	\$41,230	\$42,864	\$44,497	\$46,131	\$47,764
2	\$37,015	\$38,649	\$40,936	\$42,569	\$44,203	\$45,837	\$47,470	\$49,104
3	\$38,355	\$39,989	\$42,275	\$43,909	\$45,542	\$47,176	\$48,809	\$50,443
4	\$39,695	\$41,328	\$43,615	\$45,249	\$46,882	\$48,516	\$50,149	\$51,783
5	\$41,034	\$42,667	\$44,954	\$46,588	\$48,222	\$49,855	\$51,489	\$53,122
6	\$42,374	\$44,007	\$46,295	\$47,928	\$49,562	\$51,195	\$52,829	\$54,462
7	\$43,713	\$45,347	\$47,634	\$49,267	\$50,901	\$52,534	\$54,168	\$55,801
8	\$45,052	\$46,686	\$48,973	\$50,606	\$52,240	\$53,874	\$55,507	\$57,141
9	\$46,392	\$48,026	\$50,313	\$51,947	\$53,580	\$55,214	\$56,847	\$58,481
10	\$47,732	\$49,365	\$51,652	\$53,286	\$54,919	\$56,553	\$58,186	\$59,820
11	\$49,071	\$50,704	\$52,991	\$54,625	\$56,259	\$57,892	\$59,526	\$61,159
12	\$50,411	\$52,044	\$54,332	\$55,965	\$57,599	\$59,232	\$60,866	\$62,499
13	\$51,750	\$53,384	\$55,671	\$57,304	\$58,938	\$60,571	\$62,205	\$63,839
14	\$53,089	\$54,723	\$57,010	\$58,643	\$60,277	\$61,911	\$63,544	\$65,178
15	\$54,429	\$56,063	\$58,350	\$59,984	\$61,617	\$63,251	\$64,884	\$66,518
16	\$55,769	\$57,393	\$59,689	\$61,323	\$62,956	\$64,590	\$66,223	\$67,857
17	\$57,108	\$58,741	\$61,028	\$62,662	\$64,296	\$65,929	\$67,563	\$69,196
18	\$58,448	\$60,081	\$62,369	\$64,002	\$65,636	\$67,269	\$68,903	\$70,536
19	\$59,787	\$61,421	\$63,708	\$65,341	\$66,975	\$68,608	\$70,242	\$71,876

Notes:

- Following one year of eligible Agency employment, any employee who has been credited with the maximum number of years of experience credit on the base salary schedule shall be awarded a four percent (4%) increase based on the indexed base salary for step 19 and a longevity increment of One Thousand Dollars (\$1,000.00) payable annually (non-compounding).
- Employees who have been credited with a career increment of Seven Hundred Seventy Five Dollars (\$775.00) payable annually (non-compounding) shall continue to receive this career increment.

APPENDIX C
2011-12 SALARY SCHEDULE FOR EXISTING STAFF ON EdS LANE
COMBINED BASE SALARY & TSS
(STAFF HIRED PRIOR TO JULY 1, 1995)

<u>Step</u>	<u>EdS</u>
1	\$46,131
2	\$47,470
3	\$48,809
4	\$50,149
5	\$51,489
6	\$52,829
7	\$54,168
8	\$55,507
9	\$56,847
10	\$58,186
11	\$59,526
12	\$60,866
13	\$62,205
14	\$63,544
15	\$64,884
16	\$66,223
17	\$67,563
18	\$68,903
19	\$70,242

Notes:

- Following one year of eligible Agency employment, any employee who has been credited with the maximum number of years of experience credit on the base salary schedule shall be awarded a four percent (4%) increase based on the indexed base salary for step 19 and a longevity increment of One Thousand Dollars (\$1,000.00) payable annually (non-compounding).
- Employees who have been credited with a career increment of Seven Hundred Seventy Five Dollars (\$775.00) payable annually (non-compounding) shall continue to receive this career increment.

**APPENDIX D
GRIEVANCE REPORT**

Name of Grievant(s) or Association

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Level I

A. Date of Level I Meeting _____

Signature of Immediate Supervisor _____ Date

Signature of Grievant(s) or Association _____ Date

Level II

A. Date Potential Violation Occurred _____

B. Provision(s) of Contract Potentially Violated: _____

C. Nature of Grievance Claim: _____

D. Remedy Sought: _____

Signature of Grievant(s) or Association _____ Date

E. Decision by Associate Administrator: _____

Signature of Associate Administrator _____ Date

