ALTA- AURELIA
COMMUNITY SCHOOL DISTRICT

2026-2027

MASTER CONTRACT

TABLE OF CONTENTS

Article One	Grievance Procedure	page 4
Article Two	Leaves	page 6
Article Three	Employment Term	page 9
Article Four	Salary	page 10
Article Five	Association Rights	page 11
Article Six	Duration Period	page 11
Exhibit A	Hiring Matrix	page 12

This Agreement is entered into this June 26, 2024 by and between the Board of Directors of the Alta-Aurelia Community School District and the Alta-Aurelia Education Association.

The Board of Directors of the Alta-Aurelia Community School District, hereinafter referred to as "Board", recognizes the Alta-Aurelia Education Association, hereinafter referred to as the "Association", as the sole and exclusive bargaining representative as set forth in the Public Employment Relations certification instrument (Case No. 986), which was issued on June 3, 1977. The unit and its members, who are hereinafter referred to as "employees" and described in the certification as:

INCLUDED: All full-time and regular part-time professional personnel including classroom teachers, guidance counselor, librarian, departmentalized teacher: remedial reading teacher, title teacher, vocational homemaking teacher, and vocational agriculture teacher.

EXCLUDED: Superintendent, principals, nurse, athletic director, administrative aide and all others excluded in Section 4 of the Act.

ARTICLE ONE
GRIEVANCE
PROCEDURE

A grievance shall mean only a complaint that there has been an alleged violation, misapplication or misinterpretation of any of the specific provisions of this Agreement not specifically excepted from the grievance procedure.

A.

(1) Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures. The Association shall have the right to grieve on matters that affect more than one (1) employee.

(2) The failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits however, may be extended by mutual agreement.

(3) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the teaching staff.

(4) Commencing with Step 3, the grievant shall have the right to representation by a local member of the Association.

B. (1) First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and his/her principal.

(2) Second Step

If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fourteen (14) calendar days from the date of occurrence of the event giving rise to the grievance or when it shall reasonably have been ascertained. The principal shall make a decision of the grievance and communicate it in writing to the employee, the Superintendent and a designated member of the Association within seven (7) calendar days after receipt of the grievance.

(3) Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within seven (7) calendar days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within seven (7) calendar days after such written grievance is filed, the aggrieved and Superintendent or his/her designee shall meet to resolve the grievance. This person shall not be the same person involved at the second step of the procedure. The Superintendent or his/her designee shall file an answer within seven (7) calendar days of the third-step grievance meeting and communicate it in writing to the employee and principal.

(4) Fourth Step

If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee to the Superintendent within fourteen (14) calendar days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two (2) parties within seven (7) calendar days after said notice is given. If the two (2) parties fail to reach agreement on an arbitrator within seven (7) days, the Iowa Public Employment Relations Board will be requested to provide a panel of seven (7) arbitrators. Each of the two (2) parties will alternately strike one (1) name at a time from the panel until only one (1) shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of this agreement.

Expenses for the arbitrator's service shall be born equally by the school district and the Association.

When a grievance is submitted on or after June 1st, time limits shall consist of all week days, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

If a grievance is filed prior to the end of the contract term it will be processed under the terms of this Article even though the contract expires to the time the grievance is settled or submitted to binding arbitration.

ARTICLE TWO
LEAVES

A. Sick Leave

(1) Employees will be allowed sick leave for temporary illness and disability including pregnancy, as follows:

- Fifteen (15) days sick leave are granted to each employee every year with a cumulative maximum total of one hundred (100) days.

(2) Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 20th of each school year.

(3) An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability through the end of the school year.

(4) An employee shall notify the Superintendent as soon as the necessity for taking sick leave becomes known to the employee. In addition, the employee shall return to work when released for work by the treating doctor. The employee shall keep the Superintendent advised of the expected date of return to work.

(5) Sick Leave Pool: The sick leave pool is a voluntary pool for all certificated staff members who are under contract with the Alta-Aurelia Community School District. The purpose of the pool is to provide sick leave benefits to those employees who incur a prolonged illness or injury and have exhausted their sick leave days.

<u>Membership and Eligibility</u>
Employees who meet the following requirements will be eligible to participate in the sick leave pool:

1. The employee is certificated and under contract with the Alta-Aurelia Community School District.

2. The employee chooses to join the sick leave pool by contributing one day of sick leave prior to October 1, of the contract year. The Annual contribution by a member may not exceed one day.

3. The option to join the sick leave pool will be available between the first contractual date of a new school year and October 1 of the same year.

4. Employees who have met all the requirements will be eligible to draw from the pool.

5. The maximum number of days that the committee can use from the pool for one person is twenty (20) days. The Board of Directors, upon recommendation from the committee, could approve additional days if there are exceptional circumstances, and there are days remaining in the pool.

Administration of the Pool:
The sick leave pool shall be administered by a five-member committee: two members appointed by the Association; the superintendent of schools; a principal appointed by the superintendent; and a school board member appointed by the Board President. The primary purpose of the committee will be to receive and act upon application from members to use sick leave days available in the pool.

Rules and Regulations
After the sick leave pool committee is formed, the members will meet to develop its operating rules and regulations.

Maximum
The maximum number of days accumulated from employee annual contributions will be 100 days.

B. Personal Leave

Personal leave days are to be used for personal business that cannot be conducted at another time. Each employee may request three (3) days of Personal Leave at full pay. The request shall be made to the Superintendent at least three (3) days in advance of the day requested for leave except in the case of emergency. Two (2) Personal Days may be carried over from one (1) contract year to the next. No more than five (5) Personal Leave days can be accumulated in any given year. The days may not be used during the first week or last week of school. The superintendent, or his/her designee, has the authority to grant personal leave time during the 1st week or last week of school due to extenuating circumstances. The District may restrict personal leave to two (2) employees per day per building. Personal leave will be granted only after a certified substitute teacher has been scheduled. Personal leave may not be used on days designated· for professional development. Employees have the option to be paid the sub rate of pay (certified employees) or their rate of pay (classified employees) at the end of the year for any personal days, up to a maximum of three (3) personal days, not used or carried over into the next year.

C. Professional Leave

A professional leave shall be administered by the Superintendent or his/her designee. All professional leave approved shall be subject to approval of the Superintendent or his/her designee. The professional leave shall be administered as follows:

It is expected that school vehicles will be used by school personnel for professional leave transportation. If a school vehicle is not available, school personnel will get paid mileage at a rate established annually by the Board of Education. Mileage and meal consideration will be given for meetings over 75 miles from Alta but mileage only for meetings of less than 75 miles. Registration fees and costs of meals should be turned in when requesting reimbursement.

1. A maximum of twenty-five dollars ($25.00) per day will be allowed for food. Receipts for meals should be turned in when requesting reimbursement.
2. The district will pay the cost for lodging, at the single room rate, for meetings that require more than one day's attendance. Lodging reservations are expected to be made through the Central Office prior to taking professional leave.
3. Professional leave will not normally be granted:
    a. The first (1st) two (2) weeks of school;
    b. The last two (2) weeks of school;
    c. One (1) week prior to end of the first (1st) semester;
    d. One (1) week following end of the first (1st) semester.
4. Employees should not expect to be absent from their classrooms more than three (3) days; a maximum of five percent (5%) or nine (9) days may be allowed in exceptional cases. Days taken at the request of the administration shall not be counted under this paragraph.
5. Permission to attend meetings should not be considered automatic but must be cleared through the Superintendent at least two (2) days prior to commitment. Requests should be made out in duplicate and given to one's principal.

D. Jury Duty Leave

Upon request to the Superintendent's office, employees in the school system may be excused, with pay, for jury duty. Leave with pay shall be granted to teachers subpoenaed to testify. Any fees or remuneration other than expense reimbursement which the employee receives shall be turned over to the Alta-Aurelia Community School District.

E. Family Emergency Leave

Five (5) days of non-accumulative family emergency leave may be granted each year, which includes, but is not limited to immediate family illness. The immediate family shall include spouse, children, parents, mother/father in-laws, brothers and sisters, brother/sister in-laws. When family emergency leave is exhausted, up to seven (7) of the accumulated sick leave days could be used for immediate family illness upon approval of the building principal. Use of additional accumulated sick leave may be granted by the Superintendent for serious illness or disability in the immediate family.

F. Bereavement Leave

Up to seven (7) days of leave may be granted at any time in the event of death of an employee's spouse, mother, father, son or daughter. Up to three (3) days of leave may be granted in the event of death of a brother, sister, son/daughter-in-aw, mother/father-in-law, sister/brother-in-law, aunts, uncles, grandparents, and any other member of the immediate household. In the event of the death of an employee or student in the school district the principal or immediate supervisor of said employee or student may grant the appropriate number of employees' sufficient time to attend the funeral. The Superintendent may grant at his/her discretion up to one (1) day of bereavement leave in the event of the death of a friend or relative outside the employee's immediate family as defined above. The Superintendent may grant additional leave at his/her discretion.

G. Association Leave

Association leave may be granted to one (1) person for two (2) days to attend the delegate assembly of the Iowa State Education Association. The Association shall reimburse the school district for the cost of the substitute.

H. Dental/Medical Leave

Employees shall be granted 3:30 p.m. dismissal in the event of dental/medical appointments necessitated by established medical office hours. Employees requiring such dismissal shall notify the principal two (2) days in advance, except in cases of emergency.

I. Family and Medical Leave Act

The provisions of the Family and Medical Leave Act (FMLA) are hereby incorporated into this Agreement by reference. This inclusion shall in no way reduce or adversely impact any other provisions of this Agreement.

ARTICLE THREE
EMPLOYMENT TERM

A. Employees shall be contracted for a school year on the basis of one hundred ninety (190) days. Certain employees may be contracted beyond one hundred ninety (190) days, and such employees shall not have less than master contract benefits for the one hundred ninety (190) days.

B. Holidays shall be Labor Day, Thanksgiving, Christmas, New Year's Day, and the Monday after Easter.

C. The work day shall be *eight (8) hours in length* except on Fridays and days prior to holidays and vacations when the day shall be fifteen (15) minutes after pupil dismissal time. Employees shall be available for staff meetings that may be called *prior to the start of the work day and extend after the end of the work day,* but such staff meetings shall be with twenty-four (24) hour prior notice to the staff. These meetings shall not extend the day more than one (1) hour. Teachers shall be excused fifteen (15) minutes after pupil dismissal time when school is closed due to adverse weather conditions unless special staff meetings or in-service meetings are called. The beginning and ending time for the employees' eight-hour

contract day may be adjusted by the building principal.

D. Teachers will have a twenty (20) minute duty free lunch every day.

ARTICLE FOUR SALARY

A. The salary of each employee is determined by the district with the guidance of the district hiring matrix which may also include previous and educational experience of the employee, plus any yearly incremental increases as distributed by the district. The initial line of the hiring matrix is attached hereto and made a part thereof.

B. The Board reserves the right to pay above the hiring matrix to obtain or keep specifically qualified employees.

C. Contracts will be issued in accordance with state law and be due back in the Superintendent's office in accordance with state law and that after signature by the said teacher, resignation for any cause other than physical or medical disability as certified by a competent physician must be tendered in writing and accompanied by a payment of one hundred dollars ($100.00); after June 15th the payment shall be two hundred fifty dollars ($250.00); and that after July 15th the payment shall be five hundred dollars ($500.00). After receipt of the written request and payment, the Board of Education will then act on the tendered resignation. It is further agreed that no resignation shall be considered until the teacher has taught in the Alta-Aurelia Community School District for a period of one (1) year.

D. Teachers new to the school system, either experienced or inexperienced, are considered to be on probation for a period of time in accordance with state law.

E. Hours of credit for educational lane advancement shall be graduate hours earned within the teacher's teaching field or in an area that has received prior approval by the administration. All teachers making a change on the salary scale as a result of additional hours, or an advanced degree, must first notify the Superintendent of Schools of their intention on or before **March 1st** and must have their official transcript showing completion on file by **September 1st**.

F. Physical Examination: Whenever state statutes require an employee to undergo a physical examination, he/she shall file a written medical report of a physical examination by the licensed physician who performed said examination. The form will be provided by the school district. The Board shall reimburse the employee up to $30 for the expense of the physical that is in excess of insurance coverage. An employee may be required to have a physical examination or the TB test more often at the discretion of the Board.

G. Curriculum Guides: Assisting to build a curriculum guide is accepted as part of each teaching assignment.

H. School on Saturday: Should it be necessary to hold classes on a Saturday all

school personnel will accept this change as part of their contract.

I. If an employee is assigned to cover another bargaining unit member's class responsibilities or duties due to an absence for any reason, he/she shall be reimbursed $12.00 per hour for the time covering the absence.

ARTICLE FIVE
ASSOCIATION RIGHTS

A. The Association shall have the right to use the building and equipment of the District to conduct Association business so long as the Association has obtained the prior permission of the Superintendent.

B. The Association shall have the right to post Association business matters on the bulletin board in the faculty lounge.

C. The Association shall have the right to use the District mail system for distribution of Association materials.

ARTICLE SIX
DURATION PERIOD

The Agreement shall be effective July 1, 2025, and shall continue in effect until June 30, 2026.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators and their signatures placed thereon all on the ____day of _____2025

Alta-Aurelia Education Association

By President_____

By Chief Negotiator_____

Alta-Aurelia Community School District

By President_____

By Chief Negotiator_____