

**CENTERVILLE
COMMUNITY
SCHOOL DISTRICT**

MASTER CONTRACT

2018-2020

Table of Contents

TABLE OF CONTENTS	2
PREAMBLE	4
I. RECOGNITION	4
II. GRIEVANCE PROCEDURE	4
A. DEFINITIONS	4
B. PURPOSE	4
C. PROCEDURE	5
D. RIGHTS OF EMPLOYEES TO REPRESENTATION	6
E. MISCELLANEOUS	6
IV. EMPLOYEE WORK YEAR	6
A. IN-SCHOOL WORK YEAR	6
B. SCHOOL CALENDAR	7
V. EMPLOYEES' HOURS	7
A. WORKDAY	7
B. MEETINGS	7
VII. SAFETY PROVISIONS	8
A. EMPLOYEE FACILITIES	8
B. PERSONNEL AND BUILDING SAFETY	8
IX. PERSONNEL	9
A. SICK LEAVE PROVISION	9
B. FLEXIBLE LEAVE DAYS	9
C. FLEXIBLE LEAVE BANK	10
D. BEREAVEMENT LEAVE	10
E. EXTENDED LEAVE FOR DEATH OR SERIOUS ILLNESS	10
F. ASSOCIATION LEAVE	10
G. PROFESSIONAL DAYS	10
H. OTHER LEAVE	11
I. GENERAL	11
J. EXTENDED LEAVE - ILLNESS OR DISABILITY	11
K. EXTENDED LEAVE - OTHER	11
L. JOB RELATED INJURIES	12
M. MISCELLANEOUS PERSONNEL POLICIES	12
XI. WAGES AND SALARIES	12
A. SCHEDULE	12
B. PLACEMENT ON SALARY SCHEDULE	12
C. METHOD OF PAYMENT	13
D. ADVANCEMENT ON SALARY SCHEDULE	13
E. MISCELLANEOUS WAGE MATTERS	14
XIV. USE OF DISTRICT PRINTING FACILITIES	14
A. USE OF	14

XV. COMPLIANCE CLAUSES AND DURATION	14
A. SEPARABILITY	14
B. NOTICES	15
C. DURATION	15
D. EXECUTION	15
LETTER OF AGREEMENT	16
2018-19 SALARY SCHEDULE "C"	17
2018-19 SALARY SCHEDULE "B"	18
2018-19 COMBINED SALARY SCHEDULE	19
2018-19 SALARY SCHEDULE "D"	20

PREAMBLE

THIS AGREEMENT MADE AND ENTERED INTO by and between the Board of Education of the Centerville Community School District (hereinafter referred to as the "Board") and the Centerville Education Association (hereinafter referred to as the "Association").

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of Centerville Community School District is their mutual desire.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, **IT IS AGREED AS FOLLOWS**,

I. RECOGNITION

The Board recognizes the Association as the certified, exclusive and sole bargaining representative for all personnel as set forth in the Public Employment Relations Board certification instrument (Case No. 380: issued by the Public Employment Board on the 24th day of September 1975).

The unit described in the above certification is as follows:

Included:

All regular full-time and part-time certified personnel of the Centerville Community School District, kindergarten through grade twelve, consisting of classroom teachers, physical education teachers, art teachers, music teachers, counselors, school nurses, Chapter I teachers, and librarians.

Excluded:

Substitute teachers, student teachers, administrators, athletic directors, and non-certified employees, and all other persons excluded by Section 4 of the Public Employment Relations Act.

The term "employee" as used in this Agreement, shall mean all personnel in the bargaining unit as defined and certified by the Public Employment Relations Board.

II. GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance**: A grievance is a claim by an employee(s) or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
2. **Grievant**: Any member of the bargaining unit and/or the Association.
3. **Party in Interest**: A "party in interest" is the grievant and any person, including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the contract problem.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any employee, or the Association to informally discuss any problem affecting the employee or the Association with any appropriate member of the Administration or the Board, and to have the problem adjusted, provided that the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. **Time Limits:** The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. **Year-End Grievance:** In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty days thereafter.
3. **Level One - Principal or Immediate Supervisor (informal):** The grievant shall first discuss it with the principal or immediate supervisor within ten school days from the time of the occurrence of the event questioned or from the time when such event might reasonably have been ascertained to have occurred, with the objective of resolving the matter informally. If the employee requests, the Association's designated representative shall be present.
4. **Level Two - Principal (formal):** If a grievance still exists after the informal discussion with the principal or immediate supervisor at Level One, the grievant may invoke the formal grievance procedure either individually or through the Association on the form set forth in Schedule A. The grievance form shall be available in the office of each principal in each building and said form shall be signed by the grievant. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor and to the Association representative in such building within ten (10) school days from the time of the Level One meeting.

If the grievance involves more than one school building, a copy shall be delivered to the Superintendent or designee, and the Superintendent may direct that processing of such grievance commence at Level Three and proceed as hereinafter set forth.

The appropriate principal or immediate supervisor shall indicate the disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance and shall furnish a copy to the Association.

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) school day period, the grievance shall be transmitted to Level Three.

5. **Level Three - Superintendent:** The Superintendent or designee shall meet with the grievant and the Association within five (5) school days of receipt of the grievance by the Superintendent. Within ten (10) school days of receipt of the grievance, the Superintendent or designee shall indicate the disposition of the grievance in writing and shall furnish a copy to the Association.

If the grievant is not satisfied with the disposition of the grievance by the Superintendent or designee, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Four.

6. **Level Four - Arbitrator:** If, within ten (10) school days following Level Three, the grievant submits a request to the Superintendent to enter into arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a

commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within ten (10) school days, a written request for a list of arbitrators shall be made to the Public Employment Relations Board by either party. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The parties shall then alternate removing names until one remains. The person whose name remains shall be the arbitrator.

The arbitrator shall confer with the Superintendent and the grievant, hold hearings promptly, and issue a decision not later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date that the final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall have no power to alter, add to, or detract from the specific provisions of the Agreement. No decision of the arbitrator shall in any way be in derogation of the powers, duties and rights of the Board by constitutional provisions, statute, ordinance, or special legislative acts. The decision of the arbitrator shall be submitted to the Superintendent and the grievant and shall be final and binding on the parties.

The cost for the services of the arbitrator, including per diem expenses, if any, and the actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Employees to Representation

1. **Employee and Association:** Any grievant may be represented at all stages of the grievance procedure by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels.
2. **Released Time:** All meetings will be held outside the teacher day when possible. When it is necessary for a grievant or an Association representative to be present at a meeting at Level Three and Level Four of the grievance procedure during regular school hours, the grievant and representative shall be released without loss of compensation.

E. Miscellaneous

1. **Meetings:** All meetings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representative, hereto referred to.

IV. EMPLOYEE WORK YEAR

A. In-School Work Year

1. **Regular Contract:** The basic school year work year for employees contracted on a ten-month contract shall not exceed one hundred eighty-eight (188) days. New personnel may be required to attend an additional one day of orientation without additional compensation.

Current employees who transfer to a new position may be required to attend an additional one-half day for orientation without additional compensation. Within the calendar year a minimum of three and a half (3 ½) days will be allowed for teacher workdays, one and a half days prior to the first student day, One (1) day at the end of the first semester and One (1) day at the end of the school year.) No meetings or Professional Development will be held on these days.

2. **Extended Contract:** The in-school work year of employees contracted on an extended basis shall not exceed two hundred forty-five days (245), including any agreed vacation.
3. **Special Contract:** The Board may enter into a Special Contract with an individual employee providing for additional services to be rendered by the employee other than during the in-school work year at a salary of \$15.90 per hour and for a term which is mutually agreeable.
4. **Definition of In-School Work Year:** The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which general staff attendance is required.
5. **Non-Attendance:** Employee attendance shall not be required whenever general student attendance is not required as a result of a system-wide closing of schools because of inclement weather or other emergency school-wide closing, except that after at least two (2) consecutive days of system-wide closing, employees may be required to attend not more than two (2) days for the purpose of in-school training sessions and general preparation. Employees will work the normal work day unless changed by the administration when classes start late or dismiss early for inclement weather or other emergency closings.

B. School Calendar

The Board shall consult with the Association prior to the adoption of or change in the School Calendar. However, the ultimate decision as to such School Calendar shall rest with the Board.

V. EMPLOYEES' HOURS

A. Workday

1. **Arrival and Dismissal Time:** The normal workday for employees shall not be more than eight hours to be conducted between 7:30 a.m. and 4:00 p.m. (with the exception of early bird/night classes). Employees shall have a minimum of 15 minutes before and 15 minutes after the pupils' school day included in the eight hours of work. On Fridays or days preceding holidays or vacation, the employees may leave the school building at the close of the pupils' school day. The hours described above may be extended when there is a scheduled meeting as hereinafter provided.
2. **Noon Duty:** All employees shall be guaranteed a duty free uninterrupted lunch period of at least 25 minutes. Employees may leave the building during their lunch period. Nothing in this paragraph limits management's right to schedule and assign school day supervision including but not limited to noon duty supervision.
3. A minimum of 150 minutes per week of planning time will be scheduled for each 1.0 FTE teacher at the kindergarten through grade 12 levels. Employees may leave the building during their planning time if approved by the building principal or designee and employees sign-out and sign-in.
4. Staff and students will be released one (1) hour early prior to holidays and school breaks. These include Thanksgiving, Winter Break and Spring Break.

B. Meetings

1. **Faculty and Other:** Employees may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings ten (10) days each year. Such meetings shall begin no later than twenty (20) minutes after the student dismissal time and shall run for no more than fifty-five (55) minutes. If additional time is needed, students shall be dismissed early. Meetings shall not be called on Fridays or on any other day immediately preceding any holiday or other day upon which teacher attendance is not required at school.
2. **Notice and Agenda:** The notice of an agenda for any meeting shall be given to the employees involved at least two (2) days prior to meetings, except in an emergency. Employees shall have the opportunity to suggest items for the agenda.
3. **Morning/Evening Meetings:** In addition to the faculty or other professional meetings provided in paragraph 1 hereof, employees may be required to attend no more than ten (10) morning/evening assignments or meetings each school year without additional compensation.
4. **Work Assignments:** Employees may be assigned two extracurricular assignments without additional compensation which are counted as a part of the 10 meetings in paragraph 3 above. Employees, also, will be assigned a third extracurricular assignment and shall receive an activity pass good for the employee. Employees may work a fourth extracurricular assignment for the addition of a guest to the activity pass. The third and all paid assignments shall not count against the 10 meetings in paragraph 3 above. Employees may volunteer for the assignments on a sheet posted prior to the beginning of the school year. Assignments identified after the start of the school year shall, to the extent possible, be made available to volunteers prior to the District requiring employees to work the assigned duty.

VII. SAFETY PROVISIONS

A. Employee Facilities

An employee shall be provided a desk, chair, and storage area. In addition, the Board shall provide such safety equipment and devices as it deems necessary for the performance of the assigned duties by the employee and the employee shall see that such special safety equipment and devices are utilized at all appropriate times.

B. Personnel and Building Safety

1. **Reports:** An employee shall report any safety hazard immediately to his principal or immediate supervisor. The principal or immediate supervisor shall make a written report of the complaint and forward the same to the Superintendent.
2. **Safety Committee:** A Safety Committee consisting of at least four (4) employees shall meet with the Superintendent or his designee at least one time during the school year, at a time designated by the Superintendent, other than during regular school hours, to review any problems in the area of personnel or building safety.

Safety Committee members should discuss building level safety concerns with the building principal before bringing them to the Safety Committee. The Safety Committee may make recommendations in writing to the Superintendent. Serious safety issues should be brought to the attention of the proper school official when known without waiting for a safety meeting. Any reports received by the Board from any governmental agency dealing with health, safety and sanitary conditions shall be furnished to the Safety Committee.

IX. PERSONNEL

A. Sick Leave Provision

1. **Number of Days of Sick Leave:** An employee shall have sick leave as follows:
 - 10 days - First Year of Service
 - 11 days - Second Year of Service
 - 12 days - Third Year of Service
 - 13 days - Fourth Year of Service
 - 14 days - Fifth Year of Service
 - 15 days - Sixth Year of Service and all Succeeding

One additional day per year will be granted to each employee who is employed on an extended contract basis. Unused sick leave may be accumulated to a maximum total of One Hundred Thirty (130) days available in a year plus the Fifteen (15) days for the current year. Employees may not carry over more than 130 unused sick leave to the next year. For each employee on a maximum extended contract basis, sick leave shall be prorated.

2. **Definitions:** Illness, Injury, or Pregnancy: An employee shall be allowed sick leave when he/she is unable to perform the duties of his/her employment because of personal illness, injury or pregnancy. In the event the employee is absent due to personal injury, illness or pregnancy, the Superintendent may require the employee to furnish a statement from a licensed physician stating that he/she was unable to perform such duties for the period of his absence and that he/she is now physically able to return to work.
3. **Other provisions.** Up to six weeks of sick leave may be used for new adoptions if the following criteria are met.
 - A. The newly adopted child is less than mandatory school age.
 - B. The adoption takes place during the school year. If not the six-week duration period starts with the effective date of the child moving into the home.
4. **Unused Sick Leave Reimbursement.** Upon retirement, the school district will reimburse the retiree for all unused sick leaves not to exceed 130 days at the rate of 60% of the current daily substitute rate as an early retirement payment. To receive this benefit, retiring employees must notify the District prior to April 1 that they intend to retire at the end of the then current work year. In the case of exigent circumstances the superintendent can waive the April 1 date so that an employee who needs to retire can still collect the above benefit.

B. Flexible Leave Days

An employee shall be allowed five (5) flexible leave days each year, at the discretion of the employee, without any loss of pay. If two of the five annual flexible leave days are not used prior to Christmas Break, said day(s) will be "banked" per section C "Flexible Leave Bank". No flexible leave days may be taken on the day of parent/teacher conferences, full day professional development days, without the written approval of the superintendent. Prior to taking any flexible leave days (at least 48 hours, if possible), each employee shall notify his/her principal or immediate supervisor. Flexible leave days may be taken in increments of one-half day. Employees may use 5 flex days in a row. Employees must have a minimum of

3 banked flex days in order to use 5 in a row. All requests for flexible leave will be made in a timely manner to allow for a substitute teacher to be contracted.

C. Flexible Leave Bank

An employee may bank up to five (5) unused flexible leave days per year. Up to 60 days may be accumulated in the bank with a buy-back at retirement of 75% of the current daily substitute rate as an early retirement payment. To receive this benefit, retiring employees must notify the District prior to April 1 that they intend to retire at the end of the then current work year. Banked days are for employee emergencies or family illness as approved by superintendent. When an individual's bank reaches ten (10) days or more, two (2) bank days may be used upon written request without superintendent's approval. Flexible leave bank days may only be used after current year flexible leave days have been exhausted. In the case of exigent circumstances the superintendent can waive the April 1 date so that an employee who needs to retire can still collect the above benefit.

D. Bereavement Leave

In the event of a death in the immediate family five (5) days of absence with full pay may be granted per occurrence. The immediate family shall be construed to mean parent, brother, sister, parent-in-law, brother-in-law, sister-in-law, spouse, child, step child, son-in-law, daughter-in-law, guardian, ward, foster parent, foster brother, foster sister, foster child, step parent, step brother, step sister, grandparent, grandchild, and grandparent-in-law. In the case of the death of other relatives, one (1) day of absence with full pay shall be granted.

E. Extended Leave for Death or Serious Illness

After all other applicable leaves have been exhausted, an employee may be allowed by the superintendent to use sick leave in the event of the death or serious illness of the employee's father, mother, brother, sister, wife, husband, children, grandchildren, or other relative whose regular residence is in the home of the employee and on the spouse's side, mother, father, sister and brother.

F. Association Leave

A total of fourteen (14) days with pay per year shall be available for employees for Association business, including attending I.S.E.A. Delegate Assembly. The Association shall pay the normal cost of the substitute teacher for all days utilized under this agreement. The president of the Centerville Education Association must sign the leave application form prior to submittal to the administrator.

G. Professional Days

An employee may be granted professional days at the discretion of the Superintendent, without loss of salary. This provision is intended to encourage reasonable attendance at professional meetings during the school year. Professional days may be used for the purpose of conferences, workshops or seminars conducted by universities, colleges or other education institutions or organizations or to visit and view other instructional techniques or programs. An employee requesting a professional day should notify his

principal in writing at least one week in advance of the proposed day. To the extent that there are funds available in the budget, the employee may be reimbursed for mileage, registration fees, room and meals.

H. Other Leave

Other temporary leaves of absence may be granted without pay at the discretion of the Superintendent.

I. General

1. **Permanent Record**: A permanent record of sick leave and business leave shall be kept. A teacher's sick leave record shall be provided on the monthly paycheck stub. At the beginning of each year, the teacher shall be notified of the leave accumulation and can have any errors corrected. Errors detected on the monthly stubs should be corrected as soon as possible.
2. **Emergency**: Sick leave provisions are intended to cover only emergency or necessary surgery. If the employee's doctor is of the opinion that any elective surgery may be postponed or delayed until a vacation period, without injury or risk to the health of the employee, then the employee shall not be entitled to sick leave for such elective surgery.
3. Ordinarily no more than one employee in a single unit building per 80 students shall be on leave on the same day for professional, flexible leave, or Association days. In applying this limitation, the employees on sick leave, on bereavement, or extended leave for death or serious illness shall not be counted.
4. All leave days may be taken on a one-half day basis.
5. Employees shall be allowed to attend the funeral of a school employee or former school employee providing the following criteria are met: 1. The employee requests permission to attend. 2. If needed a building meeting will be held and employees will develop a written plan for supervision and instruction of children during the time of the funeral. 3. The plan for supervision and instruction is reviewed and accepted by the building principal. If adequate plans can be developed, the suggested limit on acceptable leaves per building in the master contract would be suspended for these particular funerals.

J. Extended Leave - Illness or Disability

An employee who is unable to work because of personal illness or disability; or illness, disability or death of a member of his/her immediate family, and who has exhausted all sick leave accumulated, shall be granted a leave of absence, without pay for the duration of the current contract period, or until he is able to return to work, whichever occurs first. The Board shall continue all fringe benefits provided by this Agreement during such leave of absence until the end of the current contract period.

K. Extended Leave - Other

Other temporary leave of absence without pay may be granted for a period of not to exceed one (1) year and the employee may then return to his/her former position. Such temporary leaves of absence may be renewed by the Superintendent for one (1) additional year, however, the employee is not guaranteed the right to return to his/her former position, but such employee will be employed in the next available position for which he or she is qualified. During such leave of absence, the employee, if the carrier

permits, may elect to continue any fringe benefits, provided by this Agreement, at the employee's expense.

L. Job Related Injuries

In the event an employee is injured in the course of his/her employment and receives worker's compensation benefits, the employee shall be informed of his/her right to choose whether or not to supplement worker's compensation benefits by reducing the employee's sick leave as provided by law.

M. Miscellaneous Personnel Policies

1. **Employee's Absence:** Employees absent beyond sick leave, or during any extended leave, or for any reason not authorized by the Board shall forfeit 1/188th of their annual salary for each day absent, except in the event the employee is on an extended contract, the denominator of the fraction shall be the total days of the extended contract.
2. **Probational Period:** Employees new to the Centerville Community School District during the term of this contract who have successfully completed a probationary period in another Iowa School District, will be on probation for their first year of employment in the Centerville Community School District. Employees without teaching experience or who have not successfully completed a probationary period, are on probation for a period of three years. The Board of Directors and individual teacher may mutually agree to extend the probationary period up to one year.
3. **Health Examination:** Each employee will present evidence of good health in the form of a physical examination report upon initial employment due in the superintendent's office no later than three weeks after the beginning of employment. Individual employees may later be required to submit additional examinations at the district's direction. The District shall pay the portion of the bill not reimbursed by insurance company up to a maximum of \$25.00. If it is necessary for the employee to have any chest x-rays for the purpose of the tuberculosis check, the Board shall pay the additional cost of such x-rays that is not reimbursed by the insurance company.
4. **Method of Reimbursement:** The employee will present a paid bill for medical examination. A check for reimbursement will then be issued directly to the employee.
5. **Jury Duty:** All employees called for jury duty shall receive full pay while on jury duty, but any reimbursement received for jury duty must be returned to the school district.

XI. WAGES AND SALARIES

A. Schedule

1. The salary of each employee covered by the regular salary schedule is set forth in Schedule C which is attached hereto and made part hereof. Each employee shall receive a pro rata share of TSS money according to the same formula followed in 2017-18.

B. Placement on Salary Schedule

1. Adjustments to Salary Schedule: Each employee shall be placed on the proper step of the salary schedule as of the effective date of this Agreement and in accordance with paragraph two below.
2. Credit for Experience: Credit shall be given for previous outside teaching experience in an accredited school upon initial employment. The amount of previous experience given and educational lane placement shall be determined in the initial individual contract. The amount of previous experience given and educational lane placement shall not exceed the maximum to which the new employee would be entitled.
3. Employees Returning to work after Retirement: It is agreed that retired employees once covered by the master contracts negotiated between the association and district, may be rehired if the district wishes at a salary that complies with the IPERS maximum earnings if the employee agrees as indicated by signing individual teacher contracts and individual salaries as offered by the district. While these salaries might be less than those provided other employees covered by the master contract, under no circumstance, will these salaries be greater than those provided other employees covered by the master contract.

C. Method of Payment

1. Pay Periods: Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees shall receive their checks at their regular building and on regular school days or may request direct deposit at a designated financial institution. New employees will be required to use direct deposit for a minimum of the first month of compensation.
2. Exceptions:
 - a. When a pay date falls on or during a school holiday vacation or weekend, employees shall receive their pay checks on the last previous workday.
 - b. Employees who are new in the teaching profession may, at their option, may elect to receive up to 50% of the first salary installment after the completion of the first 10 work days of employment.
 - c. If an employee is retiring, they may choose to receive the remainder of their pay (including all TSS monies) and benefit for any unused sick and flex days issued on or before June 20 of the fiscal year.

D. Advancement on Salary Schedule

1. Increments: Employees on the regular salary schedule shall be granted an increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached, however, the Board may withhold one or more yearly increments for unsatisfactory performance. A year of service in the Centerville Community School District consists of ninety (90) teaching days or more in one school year. A year of service in another school district consists of one hundred twenty (120) teaching days or more in one school year.
2. Educational Lanes: Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding step on the higher lane. Employees must inform the superintendent of the intent to change lanes no later than June 15. All requests for advancements from one educational lane to a higher

educational lane must be supported by an official college transcript of credits delivered by the employee to the Superintendent by November 5. The employee shall be entitled to advance from one educational lane to another if all class work to qualify the employee for the higher lane has been successfully completed by August 15. The move shall be effective as of the beginning of the in-school work year.

E. Miscellaneous Wage Matters

1. **Summer Checks:** Summer checks shall be mailed to the employee if the employee has provided the administration office addressed, stamped envelopes for this purpose.
2. **Financed Work**
 - a. **Rate of Pay:** Employees shall be paid at the agreed upon rate.
 - b. **Method of Payment**
 - (1) Additional Professional Development days will be paid by December 10th and by June 10th provided the days worked are prior to said date.
3. **Project Work:**
 - a. **Rate of Pay:** Employees shall be paid at the rate of pay designated in Schedule "D".
 - b. **Method of payment:**

Such as writing curriculum, teaching summer school, and attending optional in-district sponsored professional development programs - employees shall be paid on the next regular pay period following completion of approved projects.
4. a. **Teacher Supplement Salary (TSS):** 95% of the annual TSS allocation shall be distributed to teachers monthly throughout the fiscal year. The remaining 5% will be distributed with the June payroll.
5. Teacher members on the Teacher Quality Committee will be appointed by the Centerville Education Association and will be paid \$20 per hour for committee work. Proposals for "Project Work" will be paid from Schedule D which is currently \$20 per hour for project work such as collaboration for formative assessments, prioritizing standards and unit planning. Teachers may submit proposals to the Committee for approval for a professional development class to be paid a per diem rate on their individual teacher contracts for work beyond the regular contract year.

XIV. USE OF DISTRICT PRINTING FACILITIES

A. Use Of

The Association shall have the use of district printing facilities and shall reimburse the district for the cost of the paper at a rate of five cents per copy. The association shall have the use of copy machines, computers, and other equipment in the building with the permission of the building principal and the payment of a reasonable fee.

XV. COMPLIANCE CLAUSES AND DURATION

A. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law and the Board and the Association shall enter into immediate negotiations to replace said provision. All other provisions or applications shall continue in full force and effect.

B. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or letter at the following designated address or at such other address as may be designated by a party in written notification to the other party.

1. If by Association to Board,
at P.O. Box 370, Centerville, Iowa 52544.
2. If by Board to Association,
to the address of the CEA President.

C. Duration

This Agreement shall be effective as of July 1, 2018 and shall continue in effect to June 30, 2020. The contract may be reopened by either Party for 2019-2020 on any "wage" related items (language or schedules). -

D. Execution

This Agreement shall be executed in duplicate and an executed copy thereof furnished to each party.

CENTERVILLE EDUCATION
ASSOCIATION

By Meloy Dancy
President

Date July 5, 2018

CENTERVILLE COMMUNITY
SCHOOL DISTRICT

By Thomas D. Tucker
Superintendent

Date 7/5/18

Letter of Agreement

634 North Main
Phone 641-856-0601
Fax 641-856-0656

CENTERVILLE COMMUNITY SCHOOLS

POST OFFICE BOX 370
CENTERVILLE, IOWA 52544-0370

April 20, 2010

Letter of Agreement

Whereas Iowa law now mandates a “single salary schedule”, the Centerville Education Association and the Centerville Community School District hereby agree upon the following as a workable method of complying with the new law.

1. To distinguish between state categorical funds and local general funds, the local general funds portion of the single salary schedule shall be determined as in the past and applied to a “4 x 4” indexed salary schedule such as in Exhibit A.
 - a. As in the past, the per cent of any negotiated salary schedule increases will be determined using the regular programs portion of the general fund for those funded positions.
 - b. Special Education, At-Risk, Title I, and other categorically funded positions salary will be determined by the salary schedule but are not a portion of the calculated amount or per cent of increases.
2. The parties to this agreement shall negotiate a salary schedule index for distributing categorical funds, expressly the Teacher Salary Supplement funds.
 - a. That schedule index is contained in Exhibit B.
 - b. Exhibit B will reflect the cost of all teachers paid by Teacher Salary Supplement funds.
3. The salaries on Exhibit A and Exhibit B will be combined to form the new salary schedule in this agreement, Schedule C. Schedule C will not, at this time, reflect an index, only dollar amounts for each step and lane.
4. The salary amounts for Exhibit A and the structure of Exhibit B will be determined separately.
5. The generator base for the salary in Exhibit A will be used to determine the generator base for Schedule D, Supplemental Salary Schedule and for determining the per diem rate for extended contract work. It is expressly understood that Teacher Salary Supplement funds will not be used to increase the amounts for Schedule D or for the per diem extended contract work.
6. Should the funds be reduced so that the district does not receive the full amount to fund Exhibit B, the Teacher Salary Supplement schedule will be reduced to match the reduction in funds. It is

expressly not the intent of the parties that teacher salary supplement payments be subsidized by local regular program or categorical funds.

This letter of agreement may be modified by mutual consent.

Susan McDanel
For the Association

Richard Turner
For the District

Date

Date

2018-19 Salary Exhibit "A"

Exhibit A - General Fund Salary Index

CENTERVILLE COMMUNITY SCHOOL DISTRICT

		2018-19 SALARY SCHEDULE													
STEP	IND.	SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.	INC.
		BA=12(.04)	BA=24(.04)	M.A.(.04)	MA+12(.04)	MA+24(.04)	MA+36(.04)								
			\$2,743												
		\$31,881													
		BA (.04)													
1	1.08	\$34,431	\$1,275	1.16	\$36,982	\$1,275	1.20	\$38,257	\$39,532	1.24	\$40,808	\$1,275	1.32	\$42,083	\$1,275
2	1.08	\$34,431		1.16	\$36,982		1.20	\$38,257	\$39,532	1.24	\$40,808		1.32	\$42,083	
3	1.08	\$34,431		1.16	\$36,982		1.20	\$38,257	\$39,532	1.24	\$40,808		1.32	\$42,083	
4	1.12	\$35,707		1.20	\$38,257		1.24	\$39,532	\$40,808	1.28	\$42,083		1.36	\$43,358	
5	1.16	\$36,982		1.24	\$39,532		1.28	\$40,808	\$42,083	1.32	\$43,358		1.40	\$44,633	
6	1.20	\$38,257		1.28	\$40,808		1.32	\$42,083	\$43,358	1.36	\$44,633		1.44	\$45,909	
7	1.24	\$39,532		1.32	\$42,083		1.36	\$43,358	\$44,633	1.40	\$45,909		1.48	\$47,184	
8	1.28	\$40,808		1.36	\$43,358		1.40	\$44,633	\$45,909	1.44	\$47,184		1.52	\$48,459	
9	1.32	\$42,083		1.40	\$44,633		1.44	\$45,909	\$47,184	1.48	\$48,459		1.56	\$49,734	
10	1.36	\$43,358		1.44	\$45,909		1.48	\$47,184	\$48,459	1.52	\$49,734		1.60	\$51,010	
11	1.40	\$44,633		1.48	\$47,184		1.52	\$48,459	\$49,734	1.56	\$51,010		1.64	\$52,285	
12	1.44	\$45,909		1.52	\$48,459		1.56	\$49,734	\$51,010	1.60	\$52,285		1.68	\$53,560	
13	1.48	\$47,184		1.56	\$49,734		1.60	\$51,010	\$52,285	1.64	\$53,560		1.72	\$54,835	
14	1.52	\$48,459		1.60	\$51,010		1.64	\$52,285	\$53,560	1.68	\$54,835		1.76	\$56,111	
15	1.56	\$49,734		1.64	\$52,285		1.68	\$53,560	\$54,835	1.72	\$56,111		1.80	\$57,386	
16				1.64	\$52,285		1.72	\$54,835	\$56,111	1.76	\$57,386		1.84	\$58,661	
17				1.64	\$52,285		1.72	\$54,835	\$56,111	1.76	\$57,386		1.84	\$58,661	
18				1.64	\$52,285		1.84	\$58,661	\$59,936	1.88	\$61,212		1.92	\$62,487	
19				1.66	\$52,972		1.92	\$61,212	\$62,487	1.96	\$63,762		2.00	\$65,037	
20				1.66	\$52,972		1.96	\$62,487	\$63,762	2.00	\$65,037		2.04	\$66,312	
21													2.04	\$66,312	
22													2.08	\$67,588	
23													2.08	\$67,588	
24													2.12	\$68,863	

18 A R.N. Certified School Nurse shall receive a salary of 85% of the B.A. lane, including steps.

21 A B.A. Certified School Nurse shall receive a salary of 100% of the B.A. lane including steps.

22 A Certified School Nurse with an appropriate M.A. degree will be placed on the M.A. Lane.

2018-19 Salary Exhibit "B"

CENTERVILLE COMMUNITY SCHOOL DISTRICT Teacher Salary Supplement

2018-19 Exhibit B - Teacher Salary Supplement

2018-19 SALARY SCHEDULE

STEP	IND.	BA+12 (.04)		BA+24 (.04)		M.A. (.04)		MA+12 (.04)		MA+24 (.04)		MA+36(.04)		
		SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.	INC.	IND.	SCH.
		\$5,434.92												
		BA (.04)												
1	1.08	\$5,870	\$217	1.08	\$5,870	\$217	1.08	\$5,870	\$5,870	\$217	1.08	\$5,870	\$5,870	
2	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
3	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
4	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
5	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
6	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
7	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
8	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
9	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
10	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
11	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
12	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
13	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
14	1.08	\$5,870		1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
15	1.08			1.08			1.08				1.08			
16	1.08			1.08			1.08				1.08			
17	1.08			1.08			1.08				1.08			
18	1.08			1.08	\$5,870		1.08	\$5,870	\$5,870		1.08	\$5,870	\$5,870	
19	1.08			1.10	\$5,978		1.10	\$5,978	\$5,870		1.08	\$5,870	\$5,870	
20	1.08			1.08			1.08		\$5,870		1.08	\$5,870	\$5,870	
21	1.08			1.08			1.08				1.08		\$5,870	
22	1.08			1.08			1.08				1.10		\$5,978	
23											1.10		\$5,978	
24											1.12		\$6,087	

A R.N. Certified School Nurse shall receive a salary of 85% of the B.A. lane, including steps.

A B.A. Certified School Nurse shall receive a salary of 100% of the B.A. lane including steps.

A Certified School Nurse with an appropriate M.A. degree will be placed on the M.A. Lane.

2018-19 Combined Salary Schedule

CENTERVILLE COMMUNITY SCHOOL DISTRICT SCHEDULE Combined

2018-19 SALARY SCHEDULE

INC.	STEP	B.A.	BA+12	BA+24	M.A.	MA+12	MA+24	MA+36
		SCH.	SCH.	SCH.		SCH.	SCH.	SCH.
\$217	1	\$40,301	\$41,576	\$42,852	\$44,127	\$45,402	\$46,677	\$47,953
	2	\$40,301	\$41,576	\$42,852	\$44,127	\$45,402	\$46,677	\$47,953
	3	\$40,301	\$41,576	\$42,852	\$44,127	\$45,402	\$46,677	\$47,953
	4	\$41,576	\$42,852	\$44,127	\$45,402	\$46,677	\$47,953	\$49,228
	5	\$42,852	\$44,127	\$45,402	\$46,677	\$47,953	\$49,228	\$50,503
	6	\$44,127	\$45,402	\$46,677	\$47,953	\$49,228	\$50,503	\$51,778
	7	\$45,402	\$46,677	\$47,953	\$49,228	\$50,503	\$51,778	\$53,054
	8	\$46,677	\$47,953	\$49,228	\$50,503	\$51,778	\$53,054	\$54,329
	9	\$47,953	\$49,228	\$50,503	\$51,778	\$53,054	\$54,329	\$55,604
	10	\$49,228	\$50,503	\$51,778	\$53,054	\$54,329	\$55,604	\$56,879
	11	\$50,503	\$51,778	\$53,054	\$54,329	\$55,604	\$56,879	\$58,155
	12	\$51,778	\$53,054	\$54,329	\$55,604	\$56,879	\$58,155	\$59,430
	13	\$53,054	\$54,329	\$55,604	\$56,879	\$58,155	\$59,430	\$60,705
	14		\$55,604	\$56,879	\$58,155	\$59,430	\$60,705	\$61,980
	15			\$58,155	\$59,430	\$60,705	\$61,980	\$63,256
	16			\$58,155	\$60,705	\$61,980	\$63,256	\$64,531
	17			\$58,155		\$63,256	\$64,531	\$65,806
	18			\$58,155		\$64,531	\$65,806	\$67,081
	19			\$58,901			\$67,081	\$68,356
	20						\$68,356	\$69,632
	21							\$70,907
	22							\$72,291
	23							\$72,291
	24							\$73,675

A R.N. Certified School Nurse shall receive a salary of 85% of the B.A. lane,

A B.A. Certified School Nurse shall receive a salary of 100% of the B.A. lane

A Certified School Nurse with an appropriate M.A. degree will be placed on the M.A. Lane.

CENTERVILLE COMMUNITY SCHOOL DISTRICT
SUPPLEMENTAL PAY 2018-19

SCHEDULE "D"

H.S. VARSITY:	%AGE--BASE	DOLLARS	%-MAX.	DOLLARS	%AGE-INC.	DOLLARS	STEPS	
FOOTBALL	0.1441	\$ 4,594.05	0.1897	\$ 6,047.83	0.0038	\$ 121.15	12	
BASKETBALL	0.1441	\$ 4,594.05	0.1897	\$ 6,047.83	0.0038	\$ 121.15	12	
WRESTLING	0.1441	\$ 4,594.05	0.1897	\$ 6,047.83	0.0038	\$ 121.15	12	
TRACK	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
SOCCER	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
BASEBALL	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
SOFTBALL	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
VOLLEYBALL	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
GOLF	0.0867	\$ 2,764.08	0.1191	\$ 3,797.03	0.0027	\$ 86.08	12	
CROSS COUNTRY	0.0867	\$ 2,764.08	0.1191	\$ 3,797.03	0.0027	\$ 86.08	12	
TENNIS	0.0867	\$ 2,764.08	0.1191	\$ 3,797.03	0.0027	\$ 86.08	12	
H.S. ASSISTANTS:								
FOOTBALL	0.0821	\$ 2,617.43	0.1145	\$ 3,650.37	0.0027	\$ 86.08	12	
BASKETBALL	0.0821	\$ 2,617.43	0.1145	\$ 3,650.37	0.0027	\$ 86.08	12	
WRESTLING	0.0821	\$ 2,617.43	0.1145	\$ 3,650.37	0.0027	\$ 86.08	12	
WEIGHT RM SUPERVISION	0.0821	\$ 2,617.43	0.1145	\$ 3,650.37	0.0027	\$ 86.08	12	
TRACK	0.0721	\$ 2,298.62	0.1045	\$ 3,331.56	0.0027	\$ 86.08	12	
BASEBALL	0.0721	\$ 2,298.62	0.1045	\$ 3,331.56	0.0027	\$ 86.08	12	
SOFTBALL	0.0721	\$ 2,298.62	0.1045	\$ 3,331.56	0.0027	\$ 86.08	12	
VOLLEYBALL	0.0721	\$ 2,298.62	0.1045	\$ 3,331.56	0.0027	\$ 86.08	12	
JUNIOR HIGH:								
FOOTBALL	0.065	\$ 2,072.27	0.0974	\$ 3,105.21	0.0027	\$ 86.08	12	
BASKETBALL	0.065	\$ 2,072.27	0.0974	\$ 3,105.21	0.0027	\$ 86.08	12	
WRESTLING	0.065	\$ 2,072.27	0.0974	\$ 3,105.21	0.0027	\$ 86.08	12	
TRACK	0.0534	\$ 1,702.45	0.081	\$ 2,582.36	0.0023	\$ 73.33	12	
VOLLEYBALL	0.0534	\$ 1,702.45	0.081	\$ 2,582.36	0.0023	\$ 73.33	12	
CROSS COUNTRY	0.0534	\$ 1,702.45	0.081	\$ 2,582.36	0.0023	\$ 73.33	12	
SOFTBALL	0.0534	\$ 1,702.45	0.081	\$ 2,582.36	0.0023	\$ 73.33	12	
BASEBALL	0.0534	\$ 1,702.45	0.081	\$ 2,582.36	0.0023	\$ 73.33	12	
OTHERS:								
H.S. INSTRUMENTAL	0.1298	\$ 4,138.15	0.1754	\$ 5,591.93	0.0038	\$ 121.15	12	
J.H. INSTRUMENTAL	0.0954	\$ 3,041.45	0.1326	\$ 4,227.42	0.0031	\$ 98.83	12	
ELEM. INSTRUMENTAL	0.0954	\$ 3,041.45	0.1326	\$ 4,227.42	0.0031	\$ 98.83	12	
SUMMER BAND	0.094	\$ 2,996.81	0.1	\$ 3,188.10	0.0005	\$ 15.94	12	
H.S. CHEERLEADERS	0.0893	\$ 2,846.97	0.1217	\$ 3,879.92	0.0027	\$ 86.08	12	
H.S. VOCAL	0.0802	\$ 2,556.86	0.1078	\$ 3,436.77	0.0023	\$ 73.33	12	
FFA	0.0721	\$ 2,298.62	0.1045	\$ 3,331.56	0.0027	\$ 86.08	12	
DRAMATICS	0.0556	\$ 1,772.58	0.0784	\$ 2,499.47	0.0019	\$ 60.57	12	
BOWLING	0.0556	\$ 1,772.58	0.0784	\$ 2,499.47	0.0019	\$ 60.57	12	
J.H. CHEERLEADERS	0.054	\$ 1,721.57	0.072	\$ 2,295.43	0.0015	\$ 47.82	12	
H.S. STUDENT COUNCIL	0.0503	\$ 1,603.61	0.0683	\$ 2,177.47	0.0015	\$ 47.82	12	
J.H. VOCAL	0.0476	\$ 1,517.54	0.0704	\$ 2,244.42	0.0019	\$ 60.57	12	
MODEL U.N.	0.0424	\$ 1,351.75	0.0556	\$ 1,772.58	0.0011	\$ 35.07	12	
SPEECH	0.0403	\$ 1,284.80	0.0583	\$ 1,858.66	0.0015	\$ 47.82	12	
FCCLA	0.0403	\$ 1,284.80	0.0583	\$ 1,858.66	0.0015	\$ 47.82	12	
LAKEVIEW VOCAL	0.0403	\$ 1,284.80	0.0583	\$ 1,858.66	0.0015	\$ 47.82	12	
ASSISTANT SPEECH	0.0336	\$ 1,071.20	0.048	\$ 1,530.29	0.0012	\$ 38.26	12	
ASSISTANT BOWLING	0.0336	\$ 1,071.20	0.048	\$ 1,530.29	0.0012	\$ 38.26	12	
FBLA	0.0336	\$ 1,071.20	0.048	\$ 1,530.29	0.0012	\$ 38.26	12	
H.S. ROBOTICS	0.0336	\$ 1,071.20	0.048	\$ 1,530.29	0.0012	\$ 38.26	12	
MOCK TRIAL/MODEL LEG.	0.0324	\$ 1,032.94	0.0456	\$ 1,453.77	0.0011	\$ 35.07	12	
PHOTO	0.0324	\$ 1,032.94	0.0456	\$ 1,453.77	0.0011	\$ 35.07	12	
JR.-SR. PROM	0.0324	\$ 1,032.94	0.0456	\$ 1,453.77	0.0011	\$ 35.07	12	
J.H. YEARBOOK	0.0298	\$ 950.05	0.039	\$ 1,243.36	0.0011	\$ 35.07	12	
AUDITORIUM MANAGER	0.0298	\$ 950.05	0.039	\$ 1,243.36	0.0011	\$ 35.07	12	
*ASSISTANT DRAMA	0.0258	\$ 822.53	0.039	\$ 1,243.36	0.0011	\$ 35.07	12	
*J.H. DRAMA (SPLIT)	0.0336	\$ 1,071.20	0.048	\$ 1,530.29	0.0012	\$ 38.26	12	
J.H. BUSINESS-ROBOTICS	0.0258	\$ 822.53	0.039	\$ 1,243.36	0.0011	\$ 35.07	12	
LAKEVIEW YEARBOOK	0.0258	\$ 822.53	0.039	\$ 1,243.36	0.0011	\$ 35.07	12	
J.H. STUDENT COUNCIL	0.0163	\$ 519.66	0.0259	\$ 825.72	0.0008	\$ 25.50	12	
NATIONAL HONOR SOCIETY	0.0163	\$ 519.66	0.0259	\$ 825.72	0.0008	\$ 25.50	12	
LAKEVIEW STUDENT COUNCIL	0.0163	\$ 519.66						
*TAG CONTESTS (DESTINATION IM.	0.0298	\$ 950.05						
*ACADEMIC BOWL		100						
SUMMER DRIVER'S ED. PAY		\$ 30.50	PER HOUR/Reviewed Annually and adjusted by same percentage as the total package increase					
YOUNG WRITER'S WORKSHOP		15	PER HOUR UP TO 30 HOURS					
PROJECT WORK		20	PER HOUR					
HOMEBOUND SERVICES		30	PER HOUR					