### CENTERVILLE COMMUNITYSCHOOL DISTRICT

### and

### CENTERVILLE EDUCATION ASSOCIATION

### **MASTER CONTRACT**

2023-2025

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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. <u>Time Limits</u>: 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. <u>Year-End Grievance</u>: 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. <u>Level One Principal or Immediate Supervisor (informal)</u>: 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. <u>Level Three - Superintendent</u>: 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.

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 (1 ½) 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.

Two (2) of the 188 days will be considered paid holidays beginning in the 2024-25 school year.

- 2. <u>Extended Contract</u>: 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. <u>Special Contract</u>: 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. <u>Definition of In-School Work Year:</u> 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. <u>School Calendar</u>

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

### **Y. 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

- 1. Reports: Employees shall report any safety hazard immediately to their 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. <u>Safety Committee</u>: A Safety Committee consisting of at least four (4) employees shall meet with the Superintendent or 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. <u>Definitions</u>: Illness, Injury, or Pregnancy: Employees shall be allowed sick leave when unable to perform the duties of their 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 the employee was unable to perform such duties for the period of absence and that the employee 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. <u>Family Illness</u>: A total of three (3) sick leave days may be used by an employee in the event of illness of the employee's father, mother, brother, sister, spouse, children, grandchildren, grandparent, or other individual whose regular residence is in the home of the employee.

### 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 (1) 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. <u>Permanent Record</u>: 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. <u>Emergency</u>: 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.
- 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 (1/2) 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:
  - a. The employee requests permission to attend.
  - b. 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.
  - c. 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

### 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. <u>Adjustments to Salary Schedule</u>: 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. <u>Credit for Experience</u>: 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 to other employees covered by the master contract, under no circumstance, will these salaries be greater than those provided to 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 paychecks 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) on or before June 20 of the fiscal year.

### D. Advancement on Salary Schedule

 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.

### 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. <u>Notices</u>

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. <u>Duration</u>

This Agreement shall be effective as of July 1, 2020 and shall continue in effect to June 30, 2025. The contract may be reopened by either Party for the 2022-2023, 2023-2024, and 2024-2025 contract years on any "wage" related items (language or schedules) and each Party may also open up to two (2) additional articles of its choice.

### D. Execution

CENTERVILLE EDUCATION

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

CENTEDVILLE COMMUNITY

ASSOCIATION	SCHOOL DISTRICT
By Usa Marsay	Ву
President	Superintendent
Date 12/19/2023	Date

### **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.

This letter of agreement may be modified by mutual consent.

- 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.

Susan McDanel Richard Turner
For the Association For the District

Date Date

## **2023-24 Salary Exhibit "B"**

# CENTERVILLE COMMUNITY SCHOOL DISTRICT

Teacher Sahry Supplement

2023-24 Exhibit B - Teacher Salary Supplement

### 2023-24SALARY SCHEDULE

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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 IMA degree will be placed on the IMA Lane. A R.N. Certified School Nurse shall receive a salary of 33% of the B.A. lane, including steps.

93% of the annual TSS allocation shall be distributed to reachers monthly throughout the fiscal year. The remaining 3% will be distributed with the bure payon I.

## CENTERVILLE COMMUNITY SCHOOL DISTRICT SCHEDULE Combined

### 2023-24 SALARY SCHEDULE

MA+36	SCH	\$53,000	\$53,000	\$53,000	\$54,375	\$55,750	\$57,126	\$58,501	\$59,876	\$61,251	\$62,627	\$64,002	\$65,377	\$66,752	\$68,128	\$69,503	\$70,878	\$72,253	\$73,628	\$75,004	\$76,379	\$77,754	\$79,258	\$79,258	\$80,762
MA+24	SCH	\$51,625	\$51,625	\$51,625	\$53,000	\$54,375	\$55,750	\$57,126	\$58,501	\$59,876	\$61,251	\$62,627	\$64,002	\$65,377	\$66,752	\$68,128	\$69,503	\$70,878	\$72,253	\$73,628	\$75,004				
MA+12	SCH	\$50,249	\$50,249	\$50,249	\$51,625	\$53,000	\$54,375	\$55,750	\$57,126	\$58,501	\$59,876	\$61,251	\$62,627	\$64,002	265.377	\$66,752	\$68,128	\$69,503	\$70,878						
M.A.	SCH	\$48,874	\$48,874	\$48,874	\$50.249	\$51,625	\$53,000	\$54,375	\$55,750	\$57,126	\$58,501	\$59.876	\$61,251	\$62,627	\$64,002	\$65,377	\$66,752								
BA+24	SCH	\$47,499	\$47,499	\$47,499	\$48,874	\$50,249	\$51.625	\$53,000	\$54,375	\$55,750	\$57.126	\$58,501	\$59,876	\$61,251	\$62,627	\$64,002	\$64,002	\$64,002	\$64,002	\$64,818					
BA +12	SCH	\$46,124	\$46,134	\$46,134	\$47,499	\$48,874	\$50,249	\$51,625	\$53,000	\$54,375	\$55,750	\$57,126	\$58.501	\$59.876	\$61,251										
B.A.	SGH	\$44,748	\$44,748	\$44,748	\$46,134	\$47,499	\$48,874	\$50,249	\$51,625	\$53,000	\$54,375	\$55,750	\$57,126	\$58,501											
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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.

A R.N. Certified School Nurse shall receive a salary of 83% of the B.A. lane, including steps.

### CENTENTALE COMMONATY SCHOOL DESTRUCT SURVEMENTALE PAY 2021-34 SCHEDULE" D"

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