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Contracted Staff Master Contract Agreement

for 2019-2020
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
- Behavior Consultants
- CART Service Providers
- Childcare Specialists
- Curriculum Consultants
- Early Childhood PBIS Consultants
- Early Education Consultants
- Early Education Specialists
- Instructional Data Assistants
- Itinerant Preschool Teachers
- Itinerant Teachers of the Deaf/Hard of Hearing
- Media Assistants
- Media Specialists
- Mentoring Consultants
- Occupational Therapists
- Parent/Child Educators
- FEP Educator Partners
- FEP 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
- Vocational Services Instructors

2. Excluded

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

- Chief Administrator
- Associate Chief Administrator/Executive Director of Special Education
- Executive Director of Teaching and Learning
- Directors of Teaching and Learning
- Business Manager

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- 1 Coordinator of Digital Learning/Media Services
- 2 Coordinator of Educational/Information Technology Services
- 3 Early Education Administrator
- 4 Facilitators, Special Education
- 5 Human Resources Coordinator
- 6 Professional Development Coordinator
- 7 Programs/Services Administrators
- 8 Public Relations Coordinators
- 9 Regional Administrators
- 10 Supervisors
- 11 Board Secretary
- 12 Computer Services Consultants
- 13 Computer Services Support Specialists
- 14 District Technology Services Leads
- 15 Early Education Supervisor
- 16 Financial Accounting Assistants
- 17 Lead Application Developers
- 18 Network Administrators
- 19 Network Administration Assistants
- 20 Programmers
- 21 Public Information Specialists
- 22 Technology Support Program Leads
- 23 Substitutes and Paraprofessionals; Temporary Employees, Third-Party At-Will
- 24 Employees, and all those excluded by Section 4 of the Public Employment Relations Act.
- 25 Amendments to the certified unit shall be made by the Public Employment Relations
- 26 Board.

B. DEFINITIONS

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

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- 11. Substitutes – A temporary employee filling in for another employee during the school year for a period less than ninety (90) work days.
- 12. Temporary Employees – An employee projected to work less than ninety (90) full time equivalent work days per year on a special project(s) and not issued an individual employment contract by the Agency.

C. ASSOCIATION RIGHTS

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

ARTICLE 2
PROCEDURE FOR NEGOTIATIONS

- A.** Both parties agree to meet at reasonable times and places to negotiate in a good faith effort to reach agreement in accordance with Chapter 20 of the Iowa Code, 2015 (Public Employment Relations Act). During the course of negotiations, the Parties agree to make proposals and counter-proposals. ARTICLES tentatively agreed to shall be initialed by each party and dated.
- B.** Requests from the Association for the initial negotiation meetings shall be made in writing to the President of the Board. Requests from the Board shall be made to the President of the Association.
- C.** Within ten (10) days of the date of the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within a reasonable time thereafter. Additional meetings shall be agreed upon by the negotiations representatives as may be necessary to complete an agreement.
- D.** Negotiations shall not occur during the employee's work day unless by mutual agreement.
- E.** Neither party in negotiations shall have any control over the selection of the bargaining representatives of the other party. The parties mutually pledge that their representatives shall have all the necessary power and authority to make proposals, counter-proposals and to reach tentative agreement on items being negotiated. If mediation is requested, the services of the Public Employment Relations Board (PERB) will be used. Or, alternatively, the parties may select other mediation services, such as Federal Mediation and Conciliation Services (FMCS), by mutual agreement.

ARTICLE 3
DUES DEDUCTION

- A.** Any employee may sign and deliver to the Agency Business Manager a payroll deduction authorization for dues to the Association and its affiliates, on forms mutually acceptable to the parties but prepared and provided by the Association which shall be solely responsible therefore. Such authorization for deductions shall continue in effect from year to year until revoked in writing by thirty (30) day notice to the Agency Business Manager and to the

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1 Association. Such termination shall be effective no later than the first paycheck following an
2 interval of thirty (30) calendar days after receipt of such termination.
3

- 4 **B.** Pursuant to such a deduction authorization, the Board shall deduct from the regular pay of
5 the employee such amount as shall be authorized beginning no earlier than the first pay
6 period in September and continuing through the last pay period in May. The amounts so
7 deducted shall be mailed or otherwise transmitted within five (5) working days following the
8 applicable pay day to the Association Treasurer at the address provided by the Association.
9
- 10 **C.** Employees who begin deductions after September shall have such deductions prorated over
11 the remaining months of employment through May if so authorized by the employee.
12
- 13 **D.** Cessation of employment shall automatically constitute notice of termination unless the
14 employee shall otherwise specifically direct in writing. In such event, the Board shall deduct
15 and forward to the Association Treasurer the balance of the employee's total dues if
16 authorized by the employee.
17
- 18 **E.** The Association and its affiliates shall hold harmless and defend the Board with respect to
19 any action or suit concerning such deductions, provided that the Board shall have acted in
20 accordance with the terms of this ARTICLE.
21

22
23 **ARTICLE 4**
24 **GRIEVANCE PROCEDURE**
25

26 **A. DEFINITIONS**

- 27 1. A grievance is a claim by an employee, a group of employees or the Association that there
28 has been a violation, misinterpretation, or misapplication of any provision of this
29 Agreement.
30
- 31 2. A "grievant" is the person or persons or the Association making the complaint.
32

33 **B. PURPOSE**

- 34 1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions
35 to the problems which may from time to time arise affecting employees. Both parties
36 agree that these proceedings will be kept as informal and confidential as may be
37 appropriate at any level of the procedure.
38
- 39 2. Failure of the grievant to act on any grievance within the prescribed time limits will act
40 as a bar to any further appeal, and failure of any Agency representative to give a decision
41 within the prescribed time limits shall permit the grievance to proceed to the next step.
42 The time limits specified, however, may be extended by mutual agreement.
43

44 **C. PROCEDURES**

- 45 1. Level One – An employee with a potential grievance shall first discuss it with the
46 employee's immediate supervisor with the objective of resolving the matter informally.
47 Such discussion shall occur within ten (10) days of the event giving rise to the potential
48 grievance or from the date the grievant might reasonably have ascertained its occurrence,
49 whichever is later. If the matter cannot be resolved informally, the supervisor and the
50 employee shall sign a grievance report (attached as Appendix C) indicating that a Level
51 One meeting has occurred and the date of its occurrence.
52
- 53 2. Level Two – If the employee is dissatisfied with the supervisor's response, the employee
54 may file the completed grievance report with the appropriate Associate Administrator
55 within fifteen (15) days of the Level One meeting. The written grievance report shall state

1 the nature of the grievance, the provisions in the Contract believed at that time to have
2 been violated and the remedy requested. The written grievance report shall be signed by
3 the employee and a copy shall be forwarded to the Association by the Associate
4 Administrator. A meeting to discuss the grievance shall be held within ten (10) days of
5 the date the written grievance report is filed and shall include: the grievant, the
6 Association representative and the Associate Administrator. The Associate Administrator
7 shall schedule the meeting and notify the parties. A decision on the grievance shall be
8 communicated in writing to the grievant and to the Association within five (5) days of the
9 meeting.

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

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

33
34 a. Any mediation costs shall be shared equally by the Board and the Association.
35 Expenses for the selection of the arbitrator and for the arbitrator's services shall also
36 be borne equally by the Board and the Association.

37
38 b. The arbitrator in the opinion shall not amend, modify, nullify, ignore or add to the
39 provisions of this Agreement. The arbitrator's authority shall be strictly limited to
40 deciding only the issue(s) presented and the decision must be based solely upon the
41 arbitrator's interpretation of the meaning or application of the express relevant
42 language of the Agreement.

43
44 **D. CONDITIONS**

45 1. An employee who is a grievant may be represented by the Association at all stages of this
46 grievance procedure. When an employee is not represented by the Association, the
47 Association shall have the right to have a representative present at all meetings after
48 Level One and shall be notified by the Associate Administrator or Chief Administrator in
49 advance of each grievance meeting.

50
51 2. A copy of all decisions after Level One shall be concurrently submitted to the grievant and
52 the Association President.
53

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- 1 3. The Association shall have the right to grieve any resolution of an employee's grievance if
2 such resolution is inconsistent or contrary to the provisions of this Agreement. At the
3 discretion of the Association, any Association grievance may be initiated at Level Three.
4
- 5 4. No reprisals shall be taken by the Board against any employee by reason of participation
6 in this grievance procedure.
7
- 8 5. When it is required that an employee attend a meeting during the work day, the employee
9 shall be released without loss of compensation. With regard to arbitration hearings, the
10 grievant and not more than two (2) necessary witnesses shall be released without loss of
11 compensation. It is agreed that every effort will be extended to schedule the witnesses so
12 as to cause the least possible interference with their employment obligations.
13
- 14 6. If the grievant and the Chief Administrator agree, the formal written grievance may be
15 initiated at Level Three.
16
- 17 7. All meetings under this procedure shall be conducted in private unless all of the persons
18 involved therein shall otherwise agree.
19
- 20 8. Any investigation or other processing of any grievance shall be conducted as to result in
21 no interference with or interruption of the instructional program and/or work activities
22 of any employee provided any meeting or hearings scheduled during the employee work
23 day shall not occasion any loss of pay by the employee.
24
- 25 9. This grievance procedure constitutes the sole and exclusive method for the disposition of
26 any and all grievances between the parties and the employees and shall constitute the
27 sole and exclusive remedy.
28
- 29 10. All documents dealing with the processing of a grievance shall be filed in a separate file
30 and shall not be kept in the personnel file of any employee. The separate grievance file
31 shall be open to the grievant at reasonable hours and available for copying by the
32 grievant.
33

34 **E. COMPLAINT PROCEDURE**

35 For those claims that do not meet the definition of "grievance" under Paragraph A(1) of this
36 ARTICLE, an employee may refer to the Board's Complaint Procedure for guidance (Policy
37 #4122 and Administrative Regulation #4122A).
38
39

40 **ARTICLE 5**
41 **JOB CATEGORY**
42

43 **A. CURRENT JOB CATEGORIES**

44 Job categories of Agency employees are as listed in ARTICLE 1, A(1).
45

46 **B. NEW JOB CATEGORIES**

- 47 1. Within ten (10) days of the establishment of a professional job category not identified in
48 ARTICLE 1, A(1), the Chief Administrator shall provide the Association with written notice
49 setting forth the proposed job category title and job description and whether or not the
50 job category is to be included within the bargaining unit.
51
- 52 2. Within ten (10) days of receipt of such notice, the Association shall provide the Chief
53 Administrator with notice as to whether in its judgment such job category should be
54 included or excluded from the bargaining unit.

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

6 4. In the event the parties are unable to agree as to the inclusion/exclusion of any job
7 category within the bargaining unit, either party on notice to the other may petition the
8 PERB for a ruling.
9

10 **C. NEW EMPLOYEES**

11 The Chief Administrator shall notify the Association President in writing of each new
12 employee's name, address, job category, salary schedule placement, FTE, and highest
13 academic degree held within thirty (30) calendar days of Board approval of such employment.
14

15 **D. JOB VACANCIES**

16 The Chief Administrator shall post electronically a list of the vacancies that occur in the
17 bargaining unit for a period not less than five (5) days. Each vacancy shall be posted on the
18 Agency web site at least five (5) days.
19
20

21 **ARTICLE 6**
22 **EVALUATION PROCEDURES**
23

24 **A. PURPOSE**

25 The purpose of evaluation is to improve employee effectiveness in meeting the standards and
26 criteria for fulfilling the major functions of the employee's job description through a
27 continuous growth process of induction and development. No evaluation procedure shall be
28 used except as identified in this ARTICLE.
29

30 **B. ORIENTATION TO EVALUATION PROCEDURES**

31 Before an employee is evaluated, the employee's immediate supervisor shall acquaint the
32 employee with the standards and criteria, employee's job description, evaluation procedures
33 and any evaluation document. No evaluation shall occur until such orientation takes place.
34

35 **C. EVALUATION**

36 Each employee's performance shall be evaluated as described below.
37

38 1. During the initial two years of employment, employees shall be evaluated using the
39 activities and processes in the induction cycle of the Evaluation System for Contracted
40 Staff.
41

42 2. Employees who have completed the induction cycle shall be evaluated using the activities
43 and processes in the development cycle of the Evaluation System for Contracted Staff.
44

45 **D. EVALUATION CONFERENCE AND SUMMARY**

46 Each cycle shall include an evaluation conference scheduled in advance with the employee.
47 The evaluator shall prepare a written summary of the evaluation activities and processes,
48 which shall be consistent with the Evaluation System for Contracted Staff. The written
49 summary shall be made part of the employee's personnel file in the Human Resources Office.
50 If the employee disagrees with any or all of the written summary, the employee may submit
51 a signed and dated written statement which shall be attached to the file copy of the written
52 summary.
53
54
55

E. ASSISTANCE CYCLE

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

F. ASSISTANCE CYCLE – COLLABORATIVE LEVEL

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

If a complaint relative to an employee’s job performance or an informal observation by someone other than the employee’s evaluator is serious enough to consider the assistance cycle, the evaluator shall meet with the employee before taking any action on the complaint. If the assistance cycle is invoked as the result of a complaint, the matter will be summarized in writing by the evaluator and provided to the employee at the initial collaborative level meeting.

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

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

3. In no less than fifteen (15) days and no more than thirty (30) days of agreement on the assistive action plan, the evaluator will review the employee’s performance through the collaborative level to determine if the identified concerns have been favorably resolved. This timeline may be extended by mutual agreement. Upon completion of the assistive action plan, the evaluator recommends the employee re-enter the induction cycle, re-enter the development cycle, or enter the directed level of the assistance cycle.

- 1 4. When an employee re-enters the induction cycle or the development cycle, the standard(s)
2 identified by the evaluator as unacceptable during the collaborative level of the assistance
3 cycle will be a focus for continued development the following year.
4
- 5 5. All summative evaluation materials provided by the evaluator during the collaborative
6 level shall be made part of the employee's personnel file in the Human Resources Office.
7

8 **G. ASSISTANCE CYCLE – DIRECTED LEVEL**

9 The evaluator will meet with the employee and will provide written notification of placement
10 on the directed level when 1) an evaluator determines that an employee has not achieved or
11 maintained an acceptable level of performance through assistance on the collaborative level,
12 2) an assistive action plan is not written within ten (10) days of placement on the collaborative
13 level, 3) no agreement is reached on an assistive action plan following placement on the
14 collaborative level, or 4) an employee has completed the assistance cycle within the past three
15 (3) years and the evaluator determines the employee has not maintained an acceptable level
16 of performance with the same standard(s) previously identified during the assistance cycle.
17 The date of the notice shall be the beginning date for the directed level of the assistance cycle.
18

19 It is the responsibility of the employee to correct any deficiencies that led to this directed
20 level.
21

- 22 1. The directed level is designed to address identified concerns. A remediation plan will be
23 developed by the evaluator within ten (10) days of placement on the directed level and
24 will include:
25
 - 26 a. Statement of definition of the concerns
 - 27 b. Expected outcomes and dates for completion
28
- 29 2. In no less than ten (10) days and no more than twenty-five (25) days of providing the
30 remediation plan, the evaluator will review the employee's performance to determine if
31 the identified concerns have been favorably resolved. Upon the completion of the
32 remediation plan, the evaluator recommends the employee re-enter the induction cycle,
33 re-enter the development cycle, or enter into the termination process. (For positions that
34 require a license issued by the Board of Educational Examiners, termination procedures
35 are outlined in Chapter 279 of the Iowa Code.)
36
- 37 3. When an employee re-enters the induction cycle or the development cycle, the standard(s)
38 identified by the evaluator as unacceptable during the assistance cycle will be a focus for
39 continued development the following year. If an employee is returning to the development
40 cycle from the directed level of the assistance cycle, the employee shall have a formal
41 performance review during the year following completion of the assistance cycle.
42
- 43 4. All summative evaluation materials provided by the evaluator during the directed level
44 shall be made part of the employee's personnel file in the Human Resources Office.
45

46 **H. ACCESS TO EVALUATION DOCUMENTS**

47 Each employee shall have, upon request, the right to review the evaluation documents
48 contained in the employee's personnel records. The employee shall be notified, in writing, by
49 the Human Resources Office within twenty (20) days of receipt of any evaluation forms to be
50 placed in the employee's personnel file. Within twenty (20) days of the date of this notice,
51 the employee has the right to respond, in writing, to any evaluation documents that shall be
52 kept in the personnel file.
53

- 54 1. The evaluation records of an employee may not be inspected without the employee's
55 written consent by other than members of the Board, counsel to the Board, the employee's

1 evaluator, the Chief Administrator, Associate Administrators and persons authorized by
2 law or judicial order.

- 3
4 2. Individuals outside of the Human Resources Office must indicate on a sign-out sheet
5 their review of the employee's file. This sheet shall become part of the employee's
6 personnel file.
7

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10 **ARTICLE 7**
11 **WORK HOURS**

12 **A. WORK DAY**

13 An employee's normal work day at the assigned Agency Center is from 8 a.m. to 4:30 p.m.,
14 with one-half hour for lunch. It is recognized, however, that employees are contracted for a
15 professional service that often does not lend itself to a specifically-defined day. Therefore,
16 employees shall accept the responsibility for the completion of their day's work load as
17 demanded by their professional assignment. The employee's normal work day shall be eight
18 (8) hours and shall include time necessary for work-related travel.
19

20 Each employee will provide schedule information to the employee's supervisor.
21

22 **B. COMPENSATORY HOURS**

23 Due to the nature of professional services rendered by employees, it is also recognized that
24 employees may work over forty (40) hours in one week and accrue compensatory time.
25 Nevertheless, an employee shall not be required to work over one hundred sixty (160) hours
26 in a four- (4) week period.
27

28 Employees shall notify their supervisor of the intent to work or the need to have worked
29 additional hours and record that time on their submitted weekly schedule. Weekly schedules
30 are subject to the approval of the supervisor. Employees utilizing compensatory time shall
31 notify their supervisor. Employees may not take more than sixteen (16) compensatory hours
32 consecutively.
33

34
35 **ARTICLE 8**
36 **EMPLOYEE WORK YEAR**

37
38 **A. STANDARD CONTRACT YEAR**

39 The Board shall establish the minimum standard contract year (number of contract days) for
40 each job category. Nothing in this Agreement shall preclude the Agency and any employee
41 from entering into a written agreement calling for a shorter or longer work year. Such altered
42 work year agreement(s) shall establish no precedent with regard to other employees within
43 the same or other job categories.
44

45 Altered contracts will continue in effect from contract year to contract year unless the Chief
46 Administrator gives written notice to the contrary to the affected employee on or before March
47 1 of the current contract year, in which event the employee so notified will return to the
48 minimum standard contract year as described above.
49

50 **B. ALTERATIONS**

51 Any alterations in the minimum standard contract year shall be at the individual employee's
52 per diem rate.
53
54

1 **C. CALENDAR CHANGE**

2 The individual employee's base contract year shall be reflected in the employee's calendar.
3 Whole day changes outside the base contract may be made by mutual agreement between
4 the employee and the immediate supervisor.
5

6 **D. ADDED WORK DAYS**

7 Voluntary added days will be offered to those individuals qualified to perform the service
8 based on the following criteria:
9

- 10 1. Offered first to those individuals currently assigned to the client or project.
- 11 2. Offered to individuals selected from a volunteer pool of qualified staff (i.e., those having
12 the specific skills necessary to fill the needs) with selection based on seniority.
13

14 Individuals who accept added days will automatically be assigned lowest seniority within the
15 volunteer pool for the subsequent year unless hiring condition D(1) exists. Level of pay will
16 be at the employee's per diem rate on the date the added days are worked.
17

18 Added days are viewed as temporary in nature; not to be construed as continuing to
19 subsequent years; not to include paid leaves; and not to be counted for seniority and
20 experience credit.
21

22 **E. EMERGENCY CLOSINGS**

23 In the event of the closing of an Agency Center, a voice mail message notification will be sent
24 to all staff voice mail boxes. An employee scheduled to work during the time the Agency
25 Center was closed will be required to make up the work time missed while the Agency Center
26 was closed. Options for making up the work time include: calendar change, emergency
27 leave, personal leave, leave without pay or use of compensatory time that has been previously
28 earned and approved by the supervisor. In the event an employee performs assigned or
29 approval work during a closing, the amount of time spent performing such services is
30 recognized and considered as work time.
31

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

33 Employees shall not be required to schedule work days Memorial Day, Labor Day,
34 Thanksgiving Day and the following day, Winter break, or New Year's Day.
35

36 **G. PRORATED FRINGE BENEFITS**

37 Fringe benefits and/or Board contributions extended to employees under this Agreement
38 shall be on a prorated basis for those employees contracted for less than the minimum
39 standard contract year for their job categories. During the school year, for each increment
40 of nineteen (19) added days, employees shall be granted additional prorated benefits, up to
41 full-time benefits.
42

43 **H. EXTENDED LEAVES OF ABSENCE**

44 Staff members on partial extended leaves of absence (nineteen (19) full-time equivalent days
45 or more) during a contract year shall receive Agency benefits and/or contributions (e.g.,
46 leaves of absence, insurance, and seniority accrual) consistent with part-time employees
47 contracted for the same number of full-time equivalent days.
48
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ARTICLE 9
SAFETY PROVISIONS

A. PROTECTIVE EQUIPMENT OR CLOTHING

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

B. UNSAFE WORKING CONDITIONS

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

C. SELF DEFENSE

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

D. LIABILITY INSURANCE

The Board shall protect employees by providing at its cost a policy of liability insurance covering performance on the job as provided in Chapter 670, Code of Iowa, 2015.

E. ASSAULT REPORTING

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

F. PERSONAL INJURY OR ILLNESS

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

G. PERSONAL PROPERTY LOSS

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

H. FIRST AID

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

ARTICLE 10
TRANSFER PROCEDURES

A. DEFINITION

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

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

B. VOLUNTARY TRANSFER PROCEDURES

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

C. INVOLUNTARY TRANSFER PROCEDURES

1. Notice

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

2. Meeting

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

3. Expenses

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

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

4. Return to Original Agency Center

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

5. Voluntary vs. Involuntary Transfer

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

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

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

- 5
- 6 1. When a vacancy occurs, interested employees may request to be considered for a change
7 in assignment. All requests will be reviewed for consideration. If an employee is not
8 selected for a change in assignment, the Agency shall notify the employee in writing.
9
 - 10 2. The two most senior employees with at least three (3) years experience in their current
11 assignments will be given first consideration for reassignment based on seniority rank.
12 The employee(s) eligible for first consideration shall, upon request, be verbally informed
13 of the reason for not being selected. The employee may request the reason be provided
14 in writing.
15

16
17 **ARTICLE 11**

18 **PROCEDURES FOR STAFF REDUCTION**

19 **A. OVERVIEW**

20 If it shall become necessary for the Board to reduce any employee by reason of elimination
21 or reduction of program or because the total number of employees is to be reduced, such
22 reduction of staff shall be accomplished as follows.
23

24 **B. ORDER OF STAFF REDUCTION**

25 Employees shall be reduced in reverse order of their seniority within each job category
26 provided the employees remaining in the affected job category are then presently qualified
27 and able to satisfactorily perform the duties of the job category as specified by the Board. An
28 employee reduced out of seniority order may initiate a grievance at Level Three challenging
29 whether the Board had good cause for the exception.
30

31 **C. SENIORITY**

32 Seniority, for purposes of reduction and recall, shall mean the amount of continuous service
33 with the Agency in a bargaining unit position by the persons employed by the Agency during
34 and/or subsequent to 1975-76 and shall also include continuous service immediately
35 preceding Agency service (without intervening employment) subsequent to July 1, 1968 with
36 the Joint County System and/or local education agencies within the geographic area of the
37 Agency, provided such service outside the Agency has been in a special education job
38 comparable to the employee's duties with the Agency.
39

- 40 1. Seniority shall be measured in terms of full-time equivalency of years and fractions of
41 years. Work days shall be computed as 8 hour days or the equivalent thereof. Employees
42 contracted for one hundred seventy-five (175) work days or more shall be considered to
43 have accrued one (1) year of seniority. Employees contracted for one hundred twenty-
44 five (125) work days or more, but less than one hundred seventy-five (175) work days
45 shall be considered to have accrued three-fourths (3/4) year of seniority. Employees
46 contracted for seventy-five (75) work days or more but less than one hundred twenty-five
47 (125) work days shall be considered to have accrued one-half (1/2) year of seniority.
48

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

- 51 a) employees with full licensure required for employment (not emergency or conditional
52 status);
- 53 b) employees who are not on the Directed Level of the Assistance Cycle at the time of
54 reduction;
- 55 c) date of hire; and

1 d) for situations that create a new tie, the last four digits of the employee's Social
2 Security number. Whether the highest or lowest number will be the most senior will
3 be determined by a flip of a coin by the President of the Association prior to August
4 15 of that year.
5

6 2. Employees contracted for fifty (50) work days or more but less than seventy-five (75) work
7 days shall be considered to have accrued one-fourth (1/4) year of seniority. Effective July
8 1, 1986, employees contracted for fewer than fifty (50) work days shall accrue one-tenth
9 (1/10) year of seniority; and, substitutes who are offered contracts for the following year
10 shall accrue one-twentieth (1/20) year of seniority. Employees contracted for fewer than
11 fifty (50) work days shall be interpreted as maintaining continuous employment with the
12 Agency.
13

14 3. If after July 1, 1968, an employee leaves a position represented by the Association, and
15 remains an employee of the Agency, the employee's accumulated seniority shall be frozen.
16 If an employee returns to a position represented by the Association, the employee shall
17 receive credit for seniority previously earned as a member of the bargaining unit. Such
18 an employee may not return to a bargaining unit position created by the Agency for the
19 current contract year. New job categories are to be created for legitimate reasons and not
20 for the purpose of avoiding the reduction/recall provisions of this ARTICLE.
21

22 4. Periods of authorized leaves of absence shall not cause a break in an employee's
23 continuous service with the Agency. However, with the exception of sabbatical leave, an
24 employee shall not accrue seniority during any leave or combination of leaves which
25 results in an annual accumulation of .1 FTE (19 days) or more unpaid work days. In
26 such cases, the total number of unpaid work days will be deducted from the employee's
27 number of contracted work days when computing seniority.
28

29 **D. EMPLOYMENT DURING LAYOFF PERIOD**

30 No employee shall be prevented from seeking and securing employment during the layoff
31 period.
32

33 **E. RECALL RIGHTS**

34 Employees reduced pursuant to the terms of this Agreement shall have recall rights up to a
35 period of two (2) years from the effective date of the reduction as follows:
36

- 37 1. Effective date of the reduction shall be interpreted as July 1 following the reduction.
38
- 39 2. No full- or part-time appointments shall be made while there are reduced employees
40 available and with the right of recall to such vacancy in the job category (e.g., Speech-
41 Language Pathologist, School Psychologist, etc.)
42
- 43 3. If a vacancy occurs within the bargaining unit, employees who were reduced from the
44 vacant job category shall be provided first opportunity for recall to his/her original job
45 category according to seniority.
46
- 47 4. If an employee refuses recall to a vacancy in the employee's original job category, such
48 employee loses all further right of recall.
49
- 50 5. If a vacancy occurs within the bargaining unit and no employees were reduced from that
51 vacant job category, and therefore are not available for recall to their original job category,
52 reduced employees who are qualified to perform the work in question will be recalled
53 according to seniority.

- 1 6. If an employee is recalled to a vacancy in a job category other than in the employee's
2 original job category, such employee may refuse the recall and still maintain his/her
3 recall rights.
4
- 5 7. If an employee is recalled to a vacancy in a job category other than the employee's original
6 job category, and the employee accepts the recall, the employee will remain eligible for
7 recall to the original job category until the next August 15.
8
- 9 8. The Chief Administrator shall provide the affected employee with written notice of recall
10 by certified mail or personal delivery, and the employee shall have five (5) days after
11 receipt of such notice to respond in writing. Notice shall be considered as having been
12 received as of the date either delivered to the employee's address or provided directly to
13 the employee, whichever is first, as reflected by the Agency's records. Employees shall
14 be responsible for providing the Agency with a current address. Employees shall be
15 recalled in inverse order of the reduction (i.e., the last reduced is the first to be recalled).
16 Failure to respond shall cause termination of employment.
17
- 18 9. Any employee reemployed by exercising recall rights shall be given full salary and related
19 benefits according to experience accrued prior to the layoff, but any period of layoff shall
20 not be counted in computing seniority.
21

F. NOTIFICATION OF REDUCTION

22 Notice shall be given to all employees who may be affected by reduction no later than April
23 30 prior to the effective date of the reduction.
24
25

G. GRIEVANCE RIGHTS

26 A reduced employee having recall rights may file a grievance under the grievance procedure.
27
28

H. INSURANCE COVERAGE

29 Health, dental and vision insurance may be continued at the employee's expense for a period
30 not to exceed one (1) year from the effective date of the layoff by the reduced employee,
31 provided such continuation meets the approval of the carrier. Such carrier approval will be
32 recommended by the Agency. Failure to prepay an insurance premium by the twentieth
33 (20th) day of the month shall result in cancellation of continuation privileges.
34
35

I. SENIORITY REPORT

36 Each employee shall be provided a written accounting of his/her seniority within the
37 employee's job category no later than October 31 of each contract year. The Association shall
38 concurrently be provided a written accounting of the seniority list for each job category in the
39 bargaining unit. The Association and each employee shall have (14) calendar days from the
40 date the seniority list is delivered to notify the Agency in writing of any and all objections.
41
42
43

ARTICLE 12
LEAVE PROVISIONS

A. TERMS AND CONDITIONS

- 44 1. Both the employees and the Agency are expected to comply with all notice requirements
45 in this ARTICLE. Where notice requirements are not specified, as much advance notice as
46 is reasonably possible will be provided. Circumstances may arise where strict compliance
47 with the notice requirements is impossible. In such cases, the parties will make a
48 reasonable effort to accommodate the situation.
49
50
51
52
53
- 54 2. All leave requests shall be subject to approval.
55

- 1 3. An accounting of accumulated leave shall be available for each employee and accessible
2 online.
- 3
- 4 4. Part-time employees will receive leave on a prorated basis.
- 5
- 6 5. Employees must be actively working to accrue leave benefits. Leave benefits for
7 employees on extended unpaid leave of absence of 19 days or more, or extended paid
8 leave of absence for 31 days or more, shall be prorated based on days worked.
- 9

10 **B. ASSOCIATION LEAVE**

- 11 1. Twelve (12) days leave of absence per year shall be available for Association functions.
12 Such leave shall be used by employees designated by, and at the sole discretion of, the
13 Association President.
- 14
- 15 2. The first six (6) days of Association leave shall be with pay, provided the Association shall
16 reimburse the Agency for the cost of any substitutes necessitated by the use of such
17 leave. The second six (6) days shall be without pay.
- 18
- 19 3. Additional Association leave may be granted by the Chief Administrator.
- 20
- 21 4. An Illness/Disability Bank of forty-five (45) days will be provided by the Grant Wood
22 Education Association. If, under unusual circumstances, all forty-five (45) days in the
23 bank have been exhausted, additional days for the bank may be made available by
24 mutual agreement of the Agency and Association.
- 25

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

32
33 The Association and its affiliates shall hold harmless and defend the Board with respect
34 to any action or suit concerning such Illness/Disability Bank, provided that the Board
35 shall have acted in accordance with the terms of this ARTICLE.

36
37 **C. ADOPTION LEAVE**

38 Upon written notification to the Human Resources Coordinator that formal adoption
39 procedures have been initiated (notification shall include documentation of emergency
40 placement, home visit(s) or authorization of adoption), a full-time employee shall be granted
41 up to five (5) days of leave without loss of pay to process and secure the adoption of a child.
42 This leave shall be utilized for the purposes of meeting with legal representatives, adoption
43 service representatives, any official accreditation visits, or traveling to pick up the child.
44 Adoption leave shall be taken in increments of thirty (30) minutes.

45
46 **D. BEREAVEMENT LEAVE**

47 Upon written notification to the Human Resources Office, which may be satisfied by initiating
48 a request through the online leave system, a full-time employee shall be granted up to five
49 (5) days of leave without loss of pay in the event of the death of an employee's spouse, child,
50 parent, brother, sister, members of the employee's immediate household, or individuals for
51 whom the employee has legal guardianship, and up to three (3) days of leave without loss of
52 pay in the event of the death of an employee's son-in-law, daughter-in-law, brother-in-law,
53 sister-in-law, father-in-law, mother-in-law, grandparents, grandchildren, aunt, uncle,
54 stepparents, stepchildren, or other persons approved at the sole discretion of the Chief
55 Administrator as appropriate to the employee's situation. Additional leave of absence without

1 loss of pay may be granted at the sole discretion of the Chief Administrator. Employee
2 requests for consideration of bereavement leave for other persons or additional leave shall be
3 submitted in writing to the Human Resources Coordinator.
4

5 **E. EMERGENCY LEAVE**

6 Each full-time employee shall be granted up to twenty-four (24) hours of emergency leave
7 with pay per year by the Human Resources Coordinator in the event of emergency situations
8 beyond the control of the employee. Additional emergency leave may be granted at the
9 discretion of the Chief Administrator. Situations qualifying for emergency leave are (a)
10 events that call for immediate or prompt action and cannot be attended to outside of work
11 hours, (b) inclement weather, and (c) events which are not covered by any other provision of
12 the Agreement. Emergency leave shall be taken in increments of thirty (30) minutes.
13 Employee requests for consideration of additional emergency leave shall be submitted in
14 writing to the Human Resources Coordinator.
15

16 **F. ILLNESS/DISABILITY LEAVE**

17 1. Leave Days Granted

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

20	First year of employment	13 days
21	Second year of employment	14 days
22	Third year of employment	15 days
23	Fourth year of employment	16 days
24	Fifth year of employment	17 days
25	Sixth and each succeeding	
26	year of employment	18 days

27
28 Definition

29 Illness/disability leave is available for medical reasons and includes personal and non-
30 personal (family) illness/disability of the following: the employee's immediate family
31 (spouse, children, stepchildren, wards, parents, brothers, sisters and grandparents),
32 other members of the employee's immediate household, and individuals for whom the
33 employee has legal guardianship.
34

35 Up to five (5) days of non-personal (family) illness leave is available for parental leave for
36 an adoption or birth of a child. Parental leave must be taken in consecutive days at the
37 time the employee's child is born and immediately following the birth or adoption. This
38 leave is non-cumulative.
39

40 Under extenuating circumstances, non-personal illness/disability leave may be used for
41 persons not listed in this definition at the sole discretion of the Associate Administrator.
42 Employee requests for consideration of non-personal illness/disability leave for other
43 persons shall be submitted in writing to the Human Resources Coordinator.
44

45 Injury

46 Employees absent more than five (5) consecutive days due to injury must file a physician's
47 statement with the Human Resources Office before returning to work. This statement
48 must verify that the person is able to adequately perform assigned job responsibilities.
49

50 Maximum Non-Personal Illness/Disability Leave Days

51 The maximum number of non-personal illness/disability leave days taken in any one year
52 shall not exceed the number of illness/disability leave days granted for that year.
53
54
55

1 Added Days Benefit

2 Employees contracted beyond one hundred ninety (190) days shall be granted one (1)
3 additional day of personal illness/disability leave for each ten (10) days of additional
4 employment or fraction thereof.
5

6 2. Accumulation of Illness/Disability Leave

7 Leave shall be taken in increments of thirty (30) minutes. An employee's accumulated
8 illness/disability leave shall not be reduced if that employee has a reduction in work
9 hours or work days.
10

11 a. For individuals who began continuous employment prior to July 1, 2017, unused
12 illness/disability leave shall accumulate from year to year to a maximum of two
13 hundred (200) days. Individuals with two hundred (200) days of accumulated
14 personal illness/disability leave on July 1 shall be granted sixteen (16) hours of
15 additional leave with pay to be taken during that contract year.
16

17 b. For individuals who begin continuous employment July 1, 2017, or later, unused
18 illness/disability leave shall accumulate from year to year to a maximum of one
19 hundred twenty (120) days. Individuals with one hundred twenty (120) days of
20 accumulated personal illness/disability leave on July 1 shall be granted eight (8)
21 hours of additional leave with pay to be taken during that contract year.
22

23 3. Leave of Absence

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

28 4. Notice of Anticipated Medical Leave

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

41 5. Leave Notice

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

47 **G. LEAVE WITHOUT PAY**

48 1. This section deals with unpaid leaves of absence that may be either full-time or partial
49 leaves.
50

51 a. Full-Time Unpaid Leave

52 A full-time unpaid leave is one where the employee is absent on all scheduled work
53 days during an interval of time. Examples include an employee whose contract is
54 full-time and who is on child-rearing leave for the first half of the work year or for the
55 full contract year. A person contracted to work half-time would also be on a full-time

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

- 7
- 8 a. For those employees requesting the continuation of an unpaid leave of absence for
9 the following contract year, or portion thereof, the Associate Administrator shall
10 render a written decision on the written request no later than April 1.
 - 11
 - 12 b. For those employees requesting a modification in their contract for the following
13 contract year, the Associate Administrator shall render a written decision on the
14 written request no later than April 1.
 - 15
 - 16 c. If no written notice is received from an employee by March 1, it will be understood
17 that the employee does not intend to return from leave. No written notice from the
18 employee will constitute either: 1) a resignation from employment and termination of
19 the employee's contract if the employee is on full-time leave; or 2) a modification of
20 the contract to reflect resignation from that part of employment for which the
21 employee is on leave, if the employee is on part-time leave.
 - 22

23 6. Return to Work

24 Upon returning to service, the employee shall be assigned to a position for which the
25 employee holds or may soon be granted proper licensure/certification. Such assignment
26 shall be subject to the provisions of ARTICLE 10: TRANSFER PROCEDURES.
27

28 **H. MILITARY LEAVE**

- 29 1. Employees shall be entitled to the military leave benefits provided under Section 29A.28,
30 Code of Iowa, 2015, and the Federal Selective Service Act, which includes a leave of
31 absence for the period of active service without loss of seniority, salary placement, and
32 without loss of pay during the first thirty (30) days of such leave of absence. Proof of
33 service must be returned to the Human Resources Office before any salary or wage
34 reimbursement is paid.
- 35
- 36 2. Employees subject to state or federal military reserve duty shall make a reasonable effort
37 to arrange for reserve military training at times which involve the least interruption of
38 program services.
- 39
- 40 3. An employee returning from military service shall be offered a position for which the
41 employee holds or may soon be granted proper licensure/ certification subject to the
42 provisions of ARTICLE 10: TRANSFER PROCEDURES.
- 43

44 Any employee whose military leave exceeds six (6) months shall notify the Human
45 Resources Office and return to employment within ninety (90) days after completion of
46 such military service.
47

48 **I. PERSONAL LEAVE**

49 Each continuing full-time employee shall be granted up to sixteen (16) hours of personal
50 leave each Agency year without loss of pay. Notification through the online leave system of
51 intention to use personal leave will automatically attest that the employee is not taking the
52 leave for job interviews or outside employment. Personal leave shall be taken in increments
53 of thirty (30) minutes. Unused personal leave shall accumulate as illness/disability leave.
54
55

1 **J. PROFESSIONAL LEAVE**

2 1. Provisions

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

7
8 2. Usage

9 a. Application for professional leave and use of professional leave monies shall be made
10 to the Associate Administrator for consideration. If approved, professional leave
11 monies may be used to reimburse conference and workshop expenses; professional
12 organization dues (except NEA, ISEA, ECUU and GWEA); license fees and/or
13 licensure/certification renewal. Professional leave monies may be used to reimburse
14 course tuition (note: courses for which tuition is reimbursed using professional leave
15 monies cannot be used for salary schedule advancement). Professional leave shall
16 not be limited to in-state activities.

17
18 b. Professional leave monies may be used to purchase: professional journals, books,
19 DVD's, CD's and software; professional leave monies available for these purchases
20 shall not exceed \$400 per work year. Professional leave monies may also be used to
21 purchase approved technology equipment/materials that are not included in core
22 materials or are not provided/assigned by the Agency for individual employee use;
23 professional leave monies available for these purchases shall not exceed \$150 per
24 work year. Note: it shall be the employee's responsibility to contact the Technology
25 Center regarding compatibility of approved purchases with Agency equipment.
26 Reimbursement of approved eligible purchases listed in this paragraph will be treated
27 as taxable income.

28
29 3. Accrual

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

33
34 b. An employee may also carry over from one contract year to the next, unused expense
35 allotments provided that the maximum accrued amount at the end of the previous
36 contract year (through June 30) is One Thousand Six Hundred Dollars (\$1,600.00).
37 For example, an individual having One Thousand Six Hundred Dollars (\$1,600.00)
38 accrued on June 30, would be able to carry over the maximum One Thousand Six
39 Hundred Dollars (\$1,600.00) and have a total of Two Thousand Dollars (\$2,000.00)
40 available on July 1 (\$1,600.00 plus new \$400.00). Professional leave monies that
41 have been carried over, however, may not be used to exceed the maximum levels of
42 reimbursement provided under J(2)(b) of this ARTICLE.

43
44 4. Unused Days or Expenses

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

47
48 5. Timelines

49 Written application for professional leave shall be submitted to the supervisory office and
50 date stamped at least fifteen (15) days prior to the professional event. Upon properly
51 filing written application on the appropriate leave form, an administrative decision shall
52 be provided to the employee within ten (10) days. Failure to provide such a decision shall
53 automatically grant the leave requested.

1 6. Scheduling

2 With approval from their immediate supervisors, employees may attend Agency inservice
3 meetings or workshops which can be accommodated by their schedule.
4

5 7. CEU Credits

6 For employees in occupational therapy, physical therapy, and nursing, whose licenses
7 are required in order to maintain employment and for whom CEUs are the primary means
8 of earning the credits necessary to maintain such licenses, the Agency will, through the
9 staff development process, offer sufficient learning opportunities for those employees to
10 earn 10 CEUs per year.
11

12 **K. STUDY LEAVE**

13 Employees may request study leave for job related classes during the workday without loss
14 of pay provided these classes are held early in the morning or late afternoon or at such other
15 times as can be reasonably accommodated by the employee's work schedule. Requests
16 should be directed to the Associate Administrator.
17

18 **L. RELIGIOUS LEAVE**

19 Available personal leave, leave without pay, or calendar change shall be granted to any
20 employee whose affiliation requires the observance of a holiday other than those scheduled
21 in the Agency calendar.
22
23

24 **ARTICLE 13**
25 **INSURANCE PROVISIONS**
26

27 **A. TERMS AND CONDITIONS**

- 28 1. Coverage for twelve (12) consecutive months each work year shall be for the duration of
29 employment. New employees shall be covered on the first day of the month following
30 their date of employment if application is timely.
31
32 2. At the conclusion of Board contribution, insurance benefits may be continued at the
33 employee's own expense, subject to the conditions and regulations of the carrier.
34
35 3. During any unpaid leave, the employee shall have the opportunity to continue insurance
36 benefits at the employee's expense with the consent of the insurance carrier.
37
38 4. All terms and conditions of the provided insurance benefits, including eligibility for
39 coverage, continuation, and coverage period shall be stated in the insurance contract
40 provided by the carrier. The Agency will inform employees as to the insurance benefits
41 available to them under the terms of this Agreement within thirty (30) days after they
42 commence work. Pamphlets, booklets, documentation, etc. necessary for the employee
43 to utilize such benefits will be furnished promptly upon receipt from the respective
44 carriers.
45
46 5. Regular part-time employees shall receive prorated contributions toward dental, health,
47 and vision insurance premiums.
48

49 **B. FLEXIBLE SPENDING ACCOUNT**

- 50 1. All full-time employees shall receive an amount equal to one hundred thirty three dollars
51 thirty four cents (\$133.34) per month in a flexible spending account. This amount shall
52 be prorated for part-time employees.
53

2019-20 Contracted Agreement

1 2. Each employee shall complete an annual election form for the benefits the employee
2 wishes to select from the following list of benefits, subject to the provisions, terms and
3 conditions of the Agency's salary reduction plan and the provisions, terms and conditions
4 of the insurance policies and plans.

- 5
- 6 a. Health insurance – from the options provided by the Agency
- 7 b. Dental insurance – from the options provided by the Agency
- 8 c. Vision insurance – from the options provided by the Agency
- 9 d. Dependent care expenses
- 10 e. Medical reimbursement account
- 11 f. Additional salary

12

13 **C. COMPREHENSIVE HEALTH PLAN**

14 1. For full-time employees, the Board shall provide and pay the full cost of an individual
15 comprehensive health plan equal to the single premium of an Agency-sponsored plan
16 designated by the Agency and the Association from the plan options offered by the Metro
17 Interagency Insurance Program (MIIP).

18

19 2. All full-time employees are required to enroll in an Agency-sponsored individual
20 comprehensive health plan.

21

22 3. Employees may choose coverage under the Agency-sponsored plans available.
23 Employees may select a more costly insurance plan than the designated plan.

24 a. The employee must pay for any additional premium cost that exceeds the premium
25 for single coverage of the designated plan.

26

27 b. Any additional premium obligations shall be deducted in equal amounts from the
28 employee's first two paychecks of each month.

29

30 4. Proposed changes in insurance coverage will be considered by a joint Association and
31 Agency committee with equal representation by both parties. Committee representation
32 shall consist of up to three (3) members for each party. Membership is to be established
33 and the committee is to be operating by September 1 of each year. Committee meetings
34 may occur during the employee's work day by mutual agreement.

35

36 **D. DENTAL INSURANCE**

37 For full-time employees, the Board shall provide a dental insurance plan and pay the
38 premium for single coverage. Optional family coverage for the foregoing program will be
39 available at the group rate at the employee's expense. Proposed changes in insurance
40 coverage will be considered by the joint Association and Agency committee established in C(4)
41 of this ARTICLE.

42

43 **E. TERM LIFE INSURANCE**

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

50

51 **F. VISION INSURANCE**

52 For full-time employees, the Board shall provide a vision insurance plan and pay the
53 premium for single coverage. Optional family coverage for the foregoing program will be
54 available at the group rate at the employee's expense. Proposed changes in insurance

1 coverage will be considered by the joint Association and Agency committee established in C(4)
2 of this ARTICLE.

3
4 **G. WORKERS' COMPENSATION**

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

7
8 **H. LONG-TERM DISABILITY INSURANCE**

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

12
13 **I. TRAVEL ACCIDENT INSURANCE**

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

18
19 **J. VOLUNTARY SALARY REDUCTION PLAN (SECTION 125, IRS CODE)**

- 20 1. The Agency shall make available a voluntary salary reduction plan consistent with
21 Section 125 of the Internal Revenue Code. The basic components of this plan shall allow
22 for the deduction of employee paid: a) health insurance; b) dental insurance; c) vision
23 insurance; d) child and dependent care services; and e) an account for unpaid health care
24 expenses (i.e., any expenses IRS qualified).
25
26 2. Participants shall be charged a Fifty Dollar (\$50.00) annual enrollment fee through
27 monthly payroll deductions the first two paychecks of each month. Employees requesting
28 a payroll deduction for health insurance premiums only shall not be required to pay the
29 annual enrollment fee.

30
31
32 **ARTICLE 14**
33 **SALARY SCHEDULE PLACEMENT**

34
35 **A. CONTRACT BASE**

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

39
40 **B. INITIAL SALARY PLACEMENT**

41 The Associate Administrator shall determine which coursework and experiences are accepted
42 as education and experience credit for initial salary schedule placement. For accepted
43 education and experiences, the provisions of B(1) and B(2) shall apply as approved by the
44 Agency. For any completed coursework and/or college degree that has been awarded, the
45 Agency has sole discretion and authority to determine which hours of coursework or credit
46 will be accepted and eligible for salary schedule placement purposes.

47
48 **1. EDUCATION LANES**

49 Accepted education credit, as approved by the Agency, shall be eligible for salary schedule
50 placement as follows:

- 51
52 a. Coursework will be accepted only from fully accredited institutions of higher learning
53 (North Central or equivalent geographic accrediting association).
54

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

42 **2. EXPERIENCE INCREMENTS**

43 Accepted experience credit, as approved by the Agency, shall be eligible for salary
44 schedule placement as follows:
45

- 46 a. General education experiences will be allowed on a year-for-year basis to an unlimited
47 maximum.
48 1) Individuals hired with zero, one, or two years of education experience shall be placed
49 at Step Three (3) of the salary schedule.
50
- 51 b. Military experience may be allowed to a maximum of two (2) years.
52
- 53 c. Additional experience in a position related to an individual's functions within the Agency
54 or in another agency may be allowed at the discretion of the Associate Administrator.
55

- 1 d. If an individual's total experience includes a fractional part of a year, such fractional part
2 will be allowed as a full year of experience if equivalent to four and one-half (4-1/2)
3 months (90 days) or more of service; less than four and one-half (4-1/2) months (90 days)
4 of service shall not be considered in the determination of experience increments.
5
- 6 e. For current employees working less than ninety (90) days, the days worked shall be
7 considered cumulative until a step increase is granted. The step increase will be granted
8 in the year which follows the attainment of at least ninety (90) days. The calculation of
9 days toward the next step begins in the year the step increase is granted.
10

11 After completion of the first contract year, an employee's salary schedule placement shall not
12 be reduced except in cases of deliberate misrepresentation.
13

14 **C. EXTENDED MASTERS DEGREE**

15 For education accepted by the Associate Administrator, present employees and those
16 subsequently hired who hold a masters degree from a fully accredited institution of higher
17 learning, which required more than thirty-six (36) hours of credit, will be given credit toward
18 higher education lane placement for each hour required by their degree which exceeds the
19 thirty-six (36) hour MA base. The Agency, however, has sole discretion and authority to
20 determine which hours of coursework or credit will be accepted and eligible for higher
21 education lane placement.
22

23 **D. COURSEWORK ACCEPTANCE FOR SALARY SCHEDULE ADVANCEMENT**

24 Following completion of the first contract year, the Associate Administrator has sole
25 discretion and authority to determine which coursework is accepted as education credit for
26 advancement on the salary schedule. Such coursework shall be submitted in accordance
27 with paragraph E below. The employee shall be responsible for promptly providing the
28 Human Resources Office with such information as the Associate Administrator requires in
29 verifying the individual's eligibility status.
30

31 **E. SALARY AMENDMENT AND TIMELINES**

32 Contract offers shall be based on an individual's education and experience accepted and
33 approved by the Associate Administrator at the time of issuance by the Agency. The
34 contractual salary shall be amended to a higher education lane if the Associate Administrator
35 is advised by the employee that the approved additional credits will be secured by September
36 1 of that contract year and if evidence of the additional credits is submitted by the employee
37 to the Human Resources Office on or before October 1.
38

39 **F. PAYDAYS**

40 Agency paydays shall be every other Friday. The Agency's first scheduled payday typically
41 shall be the second pay period in August, and each new employee hired after the first
42 scheduled payday shall be paid beginning with the first regular payday following the
43 employee's first date of employment.
44

- 45 1. When a payday falls on a day the Agency's business office is not scheduled to be open,
46 the employee shall be paid on the previous day.
47 2. For employees hired prior to July 1, 2018, there is an option for paychecks to be mailed
48 to an address or transmitted to a financial institution designated by the employee.
49 Employees hired after July 1, 2018 shall enroll in APEX (Automated Payments Exchange)
50 electronic banking system.
51

52 **G. NEW EMPLOYEES**

53 New employees shall be advised of their placement on the salary schedule and assigned
54 Agency Center.
55

ARTICLE 15
SALARY

A. SALARY TERMS AND CONDITIONS

1. Each eligible employee advances one (1) yearly experience step.
2. Following one year of eligible Agency employment, any employee who has been credited with the maximum number of years of experience credit on the salary schedule shall be awarded a four percent (4%) increase based on the top step (Step 19).
3. Any employee who has been credited with the 4% increase based on Step 19 for one year of eligible Agency employment shall, in the following year, also be awarded a longevity increment of One Thousand Two Hundred Fifty Five Dollars (\$1,255.00) payable annually (non-compounding).
4. For purposes of computations, salaries, index points and longevity increments shall be based on one hundred ninety (190) day contracts.

B. FOR 2017-18

1. The base salary schedule for the contract year 2017-18 is attached as Appendix A.
2. The base salary shall be Thirty Five Thousand Two Hundred Ninety Four Dollars (\$35,294.00).
3. Employees who are not eligible to receive Teacher Salary Supplement (TSS) dollars shall be paid according to Appendix A.

C. FOR 2018-19

1. The total monies available for the base salary schedule for the contract year 2018-19 shall be determined by increasing the 2017-18 total package costs (including salaries for the 2017-18 employees as of December 2017 and the mandatory and negotiated fringe benefits for 2017-18) by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change in AEA served enrollment based on the October 2017 certified count.
2. Total monies from C(1) above shall first be used to pay the costs of benefit increases, with the remaining monies to be used for salary step advancement and/or distribution on the base salary schedule.

D. FOR 2019-20

1. The total monies available for the base salary schedule for the contract year 2019-20 shall be determined by increasing the 2018-19 total package costs (including salaries for the 2018-19 employees as of December 2018 and the mandatory and negotiated fringe benefits for 2018-19) by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change in AEA served enrollment based on the October 2018 certified count.
2. Total monies from D(1) above shall first be used to pay the costs of benefit increases, with the remaining monies to be used for salary step advancement and/or distribution on the base salary schedule.

E. TEACHER SALARY SUPPLEMENT (TSS)

A combined salary schedule is comprised of the base salary schedule and the TSS salary schedule. The combined salary schedule for the contract year 2017-18 is attached as Appendix B. The combined salary schedule for the contract year 2018-19 and 2019-20 will

1 be determined by combining the TSS salary schedule, under the calculation method
2 established in this section, with the applicable base salary schedule as calculated in
3 accordance with paragraphs C and D of this Article.
4

5 Employees eligible to receive TSS funds shall be paid according to Appendix B. An eligible
6 employee is defined by law and applies only to employees who are actively working.
7

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

11 The formula for distributing the TSS funds appropriated by the Iowa General Assembly shall
12 be as follows:
13

- 14 1. It will first be determined the minimum salary requirements of Iowa Code Section 284.7
15 have been met.
- 16 2. The first \$1,000,000 of the allocated funds, adjusted for the Agency's FICA and IPERS
17 costs, will be equally distributed among eligible full-time staff.
- 18 3. Funds allocated to the Agency that exceed the amount of \$1,000,000 shall first cover
19 Agency costs for FICA and IPERS and will then be distributed among eligible full-time
20 staff based on the index of the base salary schedule table.
- 21 4. For purposes of distribution, TSS funds will be based on 190-day contracts. Distributions
22 will be prorated accordingly for those eligible employees contracted to work less than 190
23 days.
- 24 5. The total full-time equivalent (FTE) by which the funds are distributed each year shall be
25 based on the actual FTE of staff working on October 1 of the prior work year. If October
26 1 falls on a day the Agency is not open, the FTE will be based on the next day the Agency
27 is open.
- 28 6. In the event the amount of TSS funds disbursed for the work year is greater or less than
29 the allocation received, the positive or negative balance shall be carried forward to adjust
30 the allocation for the following calculation.
31
32
33
34
35
36
37
38

ARTICLE 16
COMPLIANCE CLAUSES AND DURATION

A. This Agreement shall remain in full force and effect for a period of July 1, 2017, through June 30, 2020.

1. This Agreement shall be in force for all ARTICLES

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

B. This 2017-20 Agreement constitutes the full and complete agreement between the Agency and the Grant Wood Education Association for the 2017-20 contract year. Any matters relating to the current contract, whether or not referred to in this Agreement, shall not be open for negotiation during the 2017-20 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.

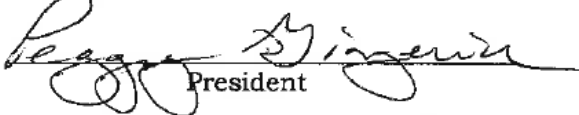
1. If by Association, to the President of Board at 4401 6th Street SW, Cedar Rapids, Iowa 52404.


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.

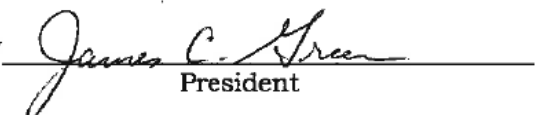
F. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by their respective Chief Negotiators, all on the 13th day of February, 2017.

GRANT WOOD EDUCATION ASSOCIATION

BY 
President

BY 
Chief Negotiator

GRANT WOOD AREA EDUCATION AGENCY

BY 
President

BY 
Chief Negotiator

**APPENDIX A
2019-20 SALARY SCHEDULE
Base Salary**

Base \$35,665

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	CI Doc	Doc
1	\$35,665	\$37,448	\$39,945	\$41,728	\$43,511	\$45,295	\$47,078	\$48,861
2	\$37,127	\$38,911	\$41,407	\$43,190	\$44,974	\$46,757	\$48,540	\$50,323
3	\$38,590	\$40,373	\$42,869	\$44,653	\$46,436	\$48,219	\$50,002	\$51,786
4	\$40,052	\$41,835	\$44,332	\$46,115	\$47,898	\$49,681	\$51,465	\$53,248
5	\$41,514	\$43,297	\$45,794	\$47,577	\$49,360	\$51,144	\$52,927	\$54,710
6	\$42,976	\$44,760	\$47,256	\$49,039	\$50,823	\$52,606	\$54,389	\$56,172
7	\$44,439	\$46,222	\$48,718	\$50,502	\$52,285	\$54,068	\$55,851	\$57,635
8	\$45,901	\$47,684	\$50,181	\$51,964	\$53,747	\$55,530	\$57,314	\$59,097
9	\$47,363	\$49,146	\$51,643	\$53,426	\$55,209	\$56,993	\$58,776	\$60,559
10	\$48,825	\$50,609	\$53,105	\$54,888	\$56,672	\$58,455	\$60,238	\$62,021
11	\$50,288	\$52,071	\$54,567	\$56,351	\$58,134	\$59,917	\$61,700	\$63,484
12	\$51,750	\$53,533	\$56,030	\$57,813	\$59,596	\$61,379	\$63,163	\$64,946
13	\$53,212	\$54,995	\$57,492	\$59,275	\$61,058	\$62,842	\$64,625	\$66,408
14	\$54,674	\$56,458	\$58,954	\$60,738	\$62,521	\$64,304	\$66,087	\$67,871
15	\$56,137	\$57,920	\$60,417	\$62,200	\$63,983	\$65,766	\$67,550	\$69,333
16	\$57,599	\$59,382	\$61,879	\$63,662	\$65,445	\$67,229	\$69,012	\$70,795
17	\$59,061	\$60,844	\$63,341	\$65,124	\$66,908	\$68,691	\$70,474	\$72,257
18	\$60,524	\$62,307	\$64,803	\$66,587	\$68,370	\$70,153	\$71,936	\$73,720
19	\$61,986	\$63,769	\$66,266	\$68,049	\$69,832	\$71,615	\$73,399	\$75,182
19a(1)	\$64,465	\$66,320	\$68,916	\$70,771	\$72,625	\$74,480	\$76,335	\$78,189
19a(2)	\$66,005	\$67,860	\$70,456	\$72,311	\$74,165	\$76,020	\$77,875	\$79,729

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 salary schedule shall be awarded a four percent (4%) increase based on the top step, Step 19a(1).
- Any employee who has been credited with the 4% increase based on Step 19 for one year of eligible Agency employment shall, in the following year, also be awarded a longevity increment of One Thousand Three Hundred Sixty Dollars (\$1,540.00) payable annually (non-compounding), Step 19a(2).

**APPENDIX B
2019-20 SALARY SCHEDULE
Combined Base Salary & TSS**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	CI Doc	Doc
1	\$39,560	\$41,411	\$44,003	\$45,854	\$47,705	\$49,557	\$51,409	\$53,260
2	\$41,078	\$42,930	\$45,521	\$47,372	\$49,224	\$51,075	\$52,926	\$54,777
3	\$42,597	\$44,448	\$47,039	\$48,891	\$50,742	\$52,593	\$54,444	\$56,296
4	\$44,114	\$45,965	\$48,558	\$50,409	\$52,260	\$54,111	\$55,963	\$57,814
5	\$45,632	\$47,483	\$50,076	\$51,927	\$53,778	\$55,630	\$57,481	\$59,332
6	\$47,150	\$49,002	\$51,593	\$53,444	\$55,296	\$57,147	\$58,999	\$60,850
7	\$48,669	\$50,520	\$53,111	\$54,963	\$56,814	\$58,665	\$60,516	\$62,368
8	\$50,187	\$52,038	\$54,630	\$56,481	\$58,332	\$60,183	\$62,035	\$63,886
9	\$51,704	\$53,555	\$56,148	\$57,999	\$59,850	\$61,702	\$63,553	\$65,404
10	\$53,222	\$55,074	\$57,666	\$59,517	\$61,369	\$63,220	\$65,071	\$66,922
11	\$54,741	\$56,592	\$59,183	\$61,035	\$62,886	\$64,737	\$66,589	\$68,441
12	\$56,259	\$58,110	\$60,702	\$62,553	\$64,404	\$66,255	\$68,107	\$69,958
13	\$57,777	\$59,628	\$62,220	\$64,071	\$65,922	\$67,774	\$69,625	\$71,476
14	\$59,294	\$61,146	\$63,738	\$65,590	\$67,441	\$69,292	\$71,143	\$72,995
15	\$60,813	\$62,664	\$65,257	\$67,108	\$68,959	\$70,810	\$72,662	\$74,513
16	\$62,331	\$64,182	\$66,774	\$68,625	\$70,476	\$72,328	\$74,180	\$76,031
17	\$63,849	\$65,700	\$68,292	\$70,143	\$71,995	\$73,846	\$75,697	\$77,548
18	\$65,368	\$67,219	\$69,810	\$71,662	\$73,513	\$75,364	\$77,215	\$79,067
19	\$66,885	\$68,736	\$71,329	\$73,180	\$75,031	\$76,882	\$78,734	\$80,585
19a(1)	\$69,364	\$71,287	\$73,979	\$75,902	\$77,824	\$79,747	\$81,670	\$83,592
19a(2)	\$70,904	\$72,827	\$75,519	\$77,442	\$79,364	\$81,287	\$83,210	\$85,132

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 salary schedule shall be awarded a four percent (4%) increase based on the top step, Step 19a(1).
- Any employee who has been credited with the 4% increase based on Step 19 for one year of eligible Agency employment shall, in the following year, also be awarded a longevity increment of One Thousand Three Hundred Sixty Dollars (\$1,540.00) payable annually (non-compounding), Step 19a(2).

APPENDIX C
2019-20 SALARY SCHEDULE FOR EXISTING STAFF ON EdS LANE
Combined Base Salary & TSS
(STAFF HIRED PRIOR TO JULY 1, 1995)

Step	EdS
1	\$51,409
2	\$52,926
3	\$54,444
4	\$55,963
5	\$57,481
6	\$58,999
7	\$60,516
8	\$62,035
9	\$63,553
10	\$65,071
11	\$66,589
12	\$68,107
13	\$69,625
14	\$71,143
15	\$72,662
16	\$74,180
17	\$75,697
18	\$77,215
19	\$78,734
19a(1)	\$81,670
19a(2)	\$83,210

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 salary schedule shall be awarded a four percent (4%) increase based on the top step, Step 19a(1).
- Any employee who has been credited with the 4% increase based on Step 19 for one year of eligible Agency employment shall, in the following year, also be awarded a longevity increment of One Thousand Three Hundred Sixty Dollars (\$1,540.00) payable annually (non-compounding), Step 19a(2).

**APPENDIX D
GRIEVANCE REPORT**

Name of Grievant(s) or Association

=====

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

