

**MASTER WORKING AGREEMENT**

**Between**

**THE BOARD OF EDUCATION**

**of the**

**MID-PRAIRIE COMMUNITY**

**SCHOOL DISTRICT**

**and**

**THE MID-PRAIRIE EDUCATION**

**ASSOCIATION**

**for**

**2018-2026**

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## **ARTICLE I PREAMBLE**

This agreement is entered into between the Board of Education of the Mid-Prairie Community School District and the Mid-Prairie Education Association.

### **A. Definitions**

1. The term “board” as used in this agreement shall mean the Board of Education of the Mid-Prairie Community School District or its duly authorized representatives.
2. The term “employee” as used in this agreement, unless otherwise indicated, shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Iowa Public Employment Relations Board.
3. The terms “authorized bargaining unit” and “Association” as used in this agreement shall mean the Mid-Prairie Education Association or its duly authorized representatives or agents.

## **ARTICLE II RECOGNITION**

The Board hereby recognizes the legally authorized bargaining unit (affiliated with State Unit Nine, with the Iowa State Education Association and with the National Education Association). This certification instrument sets forth the following inclusions in and exclusions from the bargaining units:

Included: The following professional personnel under direct contract (i.e., hired and paid) to Mid-Prairie Community School District are eligible to be included in the bargaining unit: classroom teachers, including ELP teacher, guidance counselors, librarians, special education teachers, special resource staff, media specialists teachers and nurses.

Excluded: All non-professionals and the following personnel are excluded: superintendent, building principals, teacher aides, and activity director.

## **ARTICLE III ASSOCIATION RIGHTS**

### **A. Use of Facilities**

Subject to approval by the School Board, the Association, its members and other employees, shall have the right to make reasonable use of school buildings and facilities for meetings and equipment, when such equipment or facilities are not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. Meetings will be scheduled with the building administrator and his/her approval secured in advance.

**B. Communication**

The Association shall have the right to post notices of interest to employees on faculty bulletin boards, in teacher's lounges and workrooms not generally open to the public or students. Each notice shall be signed by the official responsible for its posting and unsigned notices may not be posted.

The Association may use the district email, mail services and the employee's mail boxes for communication to employees provided each such notice has been signed by the Association official responsible for the communication.

**C. Access to Members**

Up to two (2) duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official association business on school property at reasonable times, subject to the conditions that the representatives first notify the building principal or his/her designee, of their presence and purpose, and secure the principal's or his/her designee's approval. Moreover, the representatives shall advise the building principal or his/her designee upon departing the building of his/her/their departure. It is understood that any such access will not interfere with or interrupt school operation or the performance of assigned duties of an employee.

**D. Information**

The Board agrees to furnish to the Association in response to reasonable request, information concerning the financial resources of the district.

**ARTICLE IV PHYSICAL EXAMINATIONS**

Physical examinations shall be required of all personnel upon their initial appointment and shall be performed by a licensed physician. A tuberculin test shall be part of the exam. The completed physical examination forms are to be on file at Central Office by September 15<sup>th</sup>. If the employee is hired after August 15<sup>th</sup>, then the forms are to be completed and on file at Central Office within 30 days of hiring as approved by the School Board.

Additionally, employees whose health may be in doubt in the opinion of the Board shall present satisfactory examination results when requested to do so. With each requested examination, the employee is to return a form signed by the examining physician certifying said employee is able to return to work. This certification form will be supplied by the Board along with a health record form to complete. Forms covering all other examinations must be supplied within thirty (30) days of the date on which the examination was requested by the Board.

## **ARTICLE V HEALTH AND SAFETY**

### **A. Protective Equipment**

The Board will provide the employees with such individual protective equipment as may be specifically required by express provisions of safety and health standards applicable to the school district, for use by employees in the course of their employment by the Board.

If any such equipment is damaged or lost on account of employee negligence, the cost of replacement shall be borne by the employee. Such equipment must be used by employees in accordance with instructions by the Board.

### **B. Unsafe and Hazardous Conditions**

All employees have the obligation to call attention to the Board, in writing, any suspected unsafe or hazardous conditions. The Board shall respond in writing to the employee reporting the unsafe or hazardous condition, stating what action, if any, it will take to remedy the condition.

### **C. Use of Reasonable Force**

If, in the course of his/her employment, the employee is assaulted or encounters a threatening situation involving either an assault upon a student or damage to school property, the employee may use such amount of force as is permitted by law and is reasonable and necessary in the circumstance, for the purpose of self-defense, and for the protection of person and property.

### **D. Employee's Report of Personal Physical Assault**

In the event that an employee is physically assaulted by a student, parent or other employee while performing assigned duties, the employee shall immediately advise his/her principal or supervisor of that assault and shall provide any and all information and assistance pertaining thereto as may be requested by the Board or law officials.

### **E. Employees report of frequent classroom visits**

It shall be the right of all Mid-Prairie employees to file a letter of concern with their immediate supervisor in situations where the employee feels parents, patrons or groups are interfering with the teaching and learning process. The letter of concern shall include a description of the problem and any action taken to alleviate the problem.

The immediate supervisor and the employee will work together to try to resolve the situation. If the situation cannot be resolved, the letter of concern along with a letter by the supervisor will be sent to the superintendent for possible additional action if allowed by the federal or state law.

### **F. Liability Insurance**

The Board shall continue in effect, liability insurance policies covering employees during performance of their assigned duties.

## ARTICLE VI HOURS AND SPECIAL ASSIGNMENT

### A. Workday

1. Exclusive of those duties for which the pay schedule is provided in Schedule B and Schedule C of this contract, the total workday shall consist of not more than eight (8) consecutive hours with the following exception: no two consecutive workdays shall exceed sixteen (16) combined total hours, and students shall not be present during any hours beyond the regularly scheduled eight (8) hour workday. The use of this exception is specifically for conference days, and shall be enacted annually by mutual agreement of the parties to this contract. Workday hours for each employee may be determined by the employee provided the student day and pre-scheduled faculty meetings are covered and events such as parent conference days are covered. Workdays must begin between 7:30 AM and 8:15 AM. Each teacher must communicate to his/her building principal when his/her day will begin and end for the year. The employee shall notify the principal of any deviation from this schedule. Pre-scheduled (defined as one day's advance notice) faculty meetings starting before the individually defined employee workday will constitute the beginning of the eight (8) hour workday for those employees. The employees shall notify the principal of any deviation from this schedule. Exclusive of the existence of an emergency condition and exclusive of the duties outlined in Schedule B and Schedule C of this contract, the employees' workday shall end at the close of the pupils' day on Fridays, and on days preceding employees' vacations or holidays.

2. In cases where a certified staff member is chronically late for work, the Board and/or Superintendent or his/her designee retains the right to mandate the starting and stopping time for the employee.

### 3. Duty Free Lunch

- a. All employees shall have a duty free lunch break of not less than twenty (20) minutes scheduled during the workday.
- b. Employees may leave the building during their scheduled duty free lunch break by signing out in the school office.
- c. All employees shall have a duty free evening break of not less than twenty (20) minutes scheduled during any workday, which has been extended for the purpose of parent conferences as, described in Article VI, A 1.

### B. Meetings

At the discretion of the Board, or designee, employees may be required to stay longer than the regular workday without additional compensation for the purpose of attending faculty meetings or for professional development. Meetings may continue for a period not exceeding one (1) hour beyond the student day. The Board or designee shall provide at least one (1) day prior notice of these meetings. Employees may be required to attend one evening meeting/event without compensation. Additional meetings/events shall be compensated according to Schedule C.

### C. Break Time

All school certified staff shall be provided at least 200 minutes of break time per week during the student day. Break time shall be exclusive of the employee's lunch break.

**D. Special Assignments**

Any contractual hours in addition to the eight (8) hour workday, as enumerated in Schedules B and C, shall be compensated per Schedules B and C.

**ARTICLE VII EMPLOYEE WORK YEAR**

**A. In-school Work Year**

The regular school year shall consist of one hundred ninety-four (194) days as follows:

1. One hundred and eighty (180) teaching days
2. Seven (7) paid holidays
3. Seven (7) professional/in-service or non-student contact work days.

In addition, newly appointed employees will be required to attend three (3) days of orientation.

**B. Closing of School**

Employees will not be required to be present to perform assigned duties on an otherwise scheduled workday if all of the schools of the district are officially closed by the Board on account of inclement weather or other emergency. At the discretion of the Board, additional school days may be scheduled to make up school days lost on account of inclement weather or other emergency.

**C. Calendar**

The School Calendar Committee will be the employees selected for the purpose of providing input for the School Calendar.

**ARTICLE VIII GRIEVANCE AND ARBITRATION PROCEDURE**

**A. Definitions**

A grievance shall be defined as a written allegation by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.

Workdays shall mean those days when employees are scheduled to be in attendance except during vacation periods when workdays shall mean days when the Superintendent's office is open for business.

## **B. Purpose and Procedure**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which may from time to time arise under this agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of an employee, a group of employees, or the Association to act on any grievance within the prescribed time limits shall constitute a waiver of the alleged grievance and shall act as a bar to further appeal.

An administrator's failure to give a decision within the prescribed time limits shall permit the employee, group of employees, or the Association to proceed to the next step.

The time limits may be extended by mutual agreement.

It is agreed that when the employee, group of employees, and his/her representative of the Association shall be required by a principal, the superintendent, the Board or an arbitrator to meet regarding a grievance during the workday, the employee, group of employees, or the Association shall be released without the loss of compensation.

All grievances must be presented within fifteen (15) workdays from the date of occurrence of the event giving rise to the grievance, or when the employee, group of employees, or the Association could reasonably have been aware of the grievance.

Any grievance not settled by the close of the school year shall be processed expeditiously, unless mutually agreed otherwise.

### **I. First Step**

The employee, group of employees, or the Association shall file the grievance in writing, signed by same and submit it to the building principal or supervisor. The written grievance shall state the nature of the grievance, spelling out the specific clause or clauses of this agreement which have been allegedly violated, misinterpreted, misapplied, and shall state the remedy suggested.

Within five (5) workdays after the principal or supervisor receives the written grievance, a meeting at a mutually agreeable time shall be held with the employee, group of employees, or the Association to discuss the alleged grievance and to resolve the same. The Association may be present, at such a meeting, as a representative of the employee, or group of employees if requested.

The principal or supervisor shall render a decision and communicate it in writing to the employee, or group of employees and the Association and the superintendent within five (5) workdays, following the meeting between the principal and the employee, group of employees, or the Association.

### **II. Second Step**

In the event a grievance has not been satisfactorily resolved at the first step, the employee, group of employees, or the Association may file an appeal of the principal's or supervisor's answer within five (5) workdays of said written decision with the superintendent. Within five (5) workdays after the written grievance is filed, the superintendent or his/her designee shall meet with the employee, group of employees, or the Association, and attempt to resolve the grievance. The superintendent shall file an answer within five (5) workdays of the second step grievance meeting communicating it in writing to the employee, group of employees, and the Association, the principal or the supervisor. It is understood that class action or general grievances involving one or more certificated employees or grievances involving administrative decisions above the building level may be initially filed by the Association in this step.



### **III. Third Step**

If the grievance is not resolved satisfactorily in step two, the grievance may proceed to step three. Grievances which have been processed through the preceding steps of this procedure, and only such grievances shall be submitted to binding arbitration as provided below:

The Association shall submit to the Superintendent in writing, a notice to enter into arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within five (5) workdays after said notice is given. If the two parties fail to reach agreement on an arbitrator within six (6) workdays, the Federal Mediation Conciliation Service shall be requested to provide a panel of seven (7) arbitrators residing within a 300 mile radius of Mid-Prairie. This request shall be in the form of a written communication from the Association. Each of the two parties shall alternately strike one name at a time from that panel. The first strike shall be determined by lot. The remaining name shall be the arbitrator. The decision of the arbitrator regarding a grievance on the contract, under which the grievance was filed, shall be final and binding on the parties. If a notice for arbitration is not filed within twenty (20) workdays of the date of the second step reply, then the grievance will be deemed settled on the basis of the second step answer.

The arbitrator shall have no power to alter, change, detract from, or add to the provisions of this agreement, but shall have power only to apply and interpret the provisions of this agreement for the purpose of settling issues and grievances arising hereunder.

Each party shall bear its own costs and expense of the arbitration proceedings excluding the fee of the arbitrator which shall be shared equally by the Board and the Association.

### **C. Grievance File**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

### **D. Individual Settlements**

The Board shall inform the Association, in writing, of any grievance filed by an employee or group of employees. Settlement of a grievance with an employee, or group of employees without representation by the Association, shall not set any precedent for settlement of future like grievances, unless agreed to by the Association.

## **ARTICLE IX SENIORITY**

Seniority shall be defined as the length of current consecutive days of professional employment in the Mid-Prairie Community School District and shall be computed from the date the employee signed the individual contract. Exceptions in the preceding statement may be found in Articles X I., and XI G. Employees who work more than half time shall receive full seniority. Employees who work half time or less shall receive prorated seniority accumulation. If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of this agreement shall be determined by said employees drawing lots.

## ARTICLE X HOLIDAYS

All full-time employees shall be entitled to the following seven (7) holidays:

1. Labor Day
2. Thanksgiving Day
3. The day after Thanksgiving
4. Christmas Day
5. Either Christmas Eve or the Day after Christmas
6. New Year's Day
7. Memorial Day

## ARTICLE XI LEAVES OF ABSENCE

### A. Sick Leave

1. Sick leave days with pay shall be granted each regular full-time employee according to the following schedule:

The first year of employment	11 days
The second year of employment	12 days
The third year of employment	13 days
The fourth year of employment	14 days
The fifth year of employment	15 days
The sixth and subsequent years of employment	16 days

The above sick leave entitlement shall apply only to consecutive years of employment in the Mid-Prairie Community School District. Sick leave may accumulate from year to year to a maximum of one hundred thirty (130) days. The administration will supply each employee with a written statement of accumulative sick leave by October 15.

2. When an employee will be absent from work, he or she shall, irrespective of whether the employee is entitled to receive sick leave benefits, give notice to the principal or the person designated by the principal to receive such notice. If the absence is for consecutive days, the principal or his/her representative shall be notified of the probable date of return.

3. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to furnish a medical doctor's certificate of health prior to returning to work in order to protect the health and well-being of students and fellow employees. If required, the district will pay the employee's cost of obtaining the required certificate.
4. The Board may require substantiation by medical examination of any illness or injury and/or the period of time the illness or injury renders the employee incapable of performing the employee's assigned duties. The Board will assume the cost incurred by the employee in securing such substantiation.
5. All sick leave benefits shall terminate and/or be forfeited upon termination of employment.
6. If a physical injury (but not an illness) is incurred in the course of employment, precluding the employee from performing assigned duties, said injury is compensated under workman's compensation insurance, the Board will pay the difference between the workman's compensation benefits and the per diem salary for days lost on account of the injury which prevented the performance of duties, but in no extent extending beyond a ninety (90) day calendar period. Any such payments of differences shall be charged against sick leave.
7. If employee has 130 sick days at the end of the contract year, then one Wellness Day is granted to be used in the following school year.

#### **B. Personal Leave**

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal use. A personal day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day shall notify the principal or supervisor in writing at least five (5) days in advance, except in cases of emergency. Leave requests for the day before or for the day following a holiday or vacation period, or during the first or last five (5) days of school may be granted by the superintendent. If more than two (2) employees in one building shall request personal leave on the same day, the third and subsequent request shall be granted providing substitutes can be secured. At the end of the school year a certified staff member can carry over two days of personal leave. Certified staff members may use a maximum of four (4) personal days per year. Any additional unused personal days may be transferred to emergency days. A maximum of five (5) days emergency leave days can be accumulated in the bank. One (1) personal day may be bought out for \$100.00 as wages. Only whole days of personal leave may be converted or bought out. In September a form will be provided for the certified employee to choose how to convert or buy out his/her unused personal leave. If the form is not returned to Central Office by October 1<sup>st</sup>, the days will be lost.

#### **C. Emergency Leave**

An emergency shall be considered an event occurring outside the control of the employee and which requires the presence of the employee. Emergency leave of three (3) days per year plus unused Personal Leave days which have been converted may be granted subject to approval by the

superintendent. Converted Emergency Leave cannot accumulate to more than five (5) days in any one year and can be used in addition to the three (3) days mentioned above. An emergency may include illness in the immediate family or where travel getting to school is dangerous, impossible, or not advisable. "This leave is subject to the employee's submission of a written statement of reason for such leave and approval by the superintendent on the basis of the absence meeting the two criteria. Additional days may be granted at the discretion of the superintendent for unusual circumstances.

#### **D. Unpaid Leave**

Each employee shall receive three (3) days of unpaid leave. If more than two (2) employees in one building request unpaid leave on the same day, the third and subsequent requests shall be granted providing substitutes can be secured. Application for unpaid leave must be in writing at least ten (10) days in advance. Unpaid leave may be granted the day before or the day following a holiday or vacation, or during the first or last five (5) days of school at the discretion of the superintendent for unusual circumstances.

#### **E. Bereavement Leave**

When an employee is absent from work due to a death in the employee's immediate family, the Board will pay the employee the regular rate of pay up to a total of five (5) consecutive days. The employee may choose to use three (3) days at the time of the funeral and two (2) days later for settlement of the estate, if necessary. The immediate family shall be construed to mean the employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren and any other member of the immediate household.

With permission of the Superintendent, a day may be granted at any time for attending the funeral of a close friend or distant relative.

In the event of the death of any employee or student in the Mid-Prairie School District, the principal or any supervisor of that employee or student shall grant to an appropriate number of employees sufficient time to attend the funeral.

#### **F. Professional Development Leave**

Each school year an employee may be granted up to a maximum of five (5) days leave with pay for the purpose of:

1. Visitation to view other techniques or programs;
2. Attendance at conferences, workshops, or seminars conducted by colleges, universities or other educational institutions or organizations.

Request for professional leave must be submitted to the principal or supervisor in writing at least one (1) week in advance of the day(s) to be used as professional leave. All requests for such leave are subject to approval of the Superintendent. Professional leave shall not accumulate from year to year.

Additional days of professional leave may be granted if deemed necessary by the Superintendent.

### **G. Association Leave**

Up to the combined total of six (6) days of leave with pay may be granted to representatives of the Association to attend conferences, conventions or other activities, of local, state, or national affiliate organizations. A request for Association leave must be made in writing to the Superintendent no less than fourteen (14) days in advance of day(s) to be used as Association leave. Any such request shall be subject to the approval of the Superintendent. Association leave shall not accumulate from year to year.

### **H. Jury Duty**

Employees required to report for or serve in jury service on any workday shall be paid per diem for each such day for any one tour of jury duty, less any remuneration received by the employees for said jury duty, provided the employee furnishes satisfactory evidence that jury duty was performed on the days for which the employee claims payment.

When an employee is excused from jury service, either temporarily or permanently, on any workday, the employee shall promptly report to his/her immediate supervisor and shall complete any remaining hours of work in the workday, if required.

### **I. Seniority During Leaves**

Seniority will continue to accrue during leaves of absence as if no break in employment has occurred.

### **J. Final Decision on Leaves**

All leaves must be submitted to the building administrator with the final decision made by the Superintendent. All leaves will only be approved in one-half day increments. When an employee is absent they will be responsible for submitting their leave request within 30 days of the day of absence. The district will not pay the employee until the leave request is submitted and approved.

### **K. Young Child Sick Leave**

Teachers may choose to roll two sick days into this category at the beginning of the school year. This will be allocated to teachers who have children ages twelve and under. This category of leave will be capped at two days. Young Child Sick Leave can be used before Emergency days. Young Child Sick Leave is not lost, if it is not used, until the youngest child is age thirteen.

### **L. Absences Requiring a Substitute**

It is the Teacher's responsibility to either remove or change an absence date from AESOP (or currently used tracking system), OR notify the Building Secretary or Human Resource Administrator within 24 hours of the planned absence, if the leave is changed. If the Teacher fails to follow through on a change and reports to work on the day AND a substitute checks in to take the assignment, the District is required to pay the substitute for the day's work. The Teacher will lose the leave day requested AND must stay to complete their assigned duties for the day. The leave day is forfeited.

## **ARTICLE XII EXTENDED LEAVES OF ABSENCE**

### **A. Educational Improvement Leave**

A leave of absence without pay for one year may be granted at the discretion of the Superintendent to any employee for the purpose of engaging in study at an accredited college or university. Courses taken must be related to the employee's teaching or service area. Non-probationary employees only may apply for this leave. Employees granted this leave who do not actually attend an accredited college or university shall be considered as having resigned from the contract.

### **B. Family Illness Leave-Unpaid**

A leave of absence without pay for up to one (1) year shall be granted for the purpose of caring for a sick or injured member of the employee's immediate family as defined in Bereavement Leave. Approval of this leave shall be subject to a physician's statement indicating the necessity for the employee's presence in caring for the sick or injured member of the immediate family. Additional leave may be granted at the sole discretion of the Superintendent.

### **C. Parental Leave**

All employees shall be eligible for a parental leave, without pay, of up to one (1) year, subject to the approval of the Superintendent. Parental leave is for the purpose of caring for children for whom the employee has primary responsibility.

### **D. Good Cause**

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

### **E. Prior Notification**

An employee requesting extended leave of absence shall notify the Board on or before the date that individual contracts are due to be returned, if said leave is to begin at the start of the fall semester. If the leave is to begin at the start of the spring semester, the employee shall apply thirty (30) workdays before the start of the spring semester.

### **F. Return**

Upon returning to employment from an extended leave of absence, the employee shall be placed at the next appropriate position on Schedule A from the position where the employee was placed when last actively employed. Sick leave accumulation and personal leave accumulation earned as of the beginning of said extended leave shall be available to the employee upon return. No accrual of sick leave or personal leave benefits shall be awarded while the employee is on leave. Any employee on extended leave for less than half a year will accrue one year seniority. Any employee on extended leave for half year or more will receive no accrual of a year of seniority.

## ARTICLE XIII SCHOOL NURSE'S SALARY

The school nurse's salary shall be computed using Schedule A in the same manner as all employees, if the nurse possesses at least a Bachelor's degree. Following initial placement on the salary schedule, the nurse shall move vertically or horizontally as other employees.

However, if the nurse does not possess at least a Bachelor's degree, then the nurse shall receive .90 of the appropriate step of the BA column in Schedule A.

The school nurse(s) shall receive all other fringe benefits as other employees.

## ARTICLE XIV COMPLIANCE

### A. Printing Agreements

A copy of this agreement will be given to all new employees and posted on the district website.

### B. Saving Clause

If any provisions of this agreement are held to be inconsistent with the Code of Iowa or in violation of Federal law, then such provisions shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions shall continue in full force and effect.

### C. Waiver

Both parties, by mutual agreement, may modify and amend said agreement, but such modification or amendment must be signed by both parties, and if not, the contract as written is binding.

### D. Duration

This agreement shall be effective from July 1, 2018 to June 30, 2026—extended 2 additional years from the current fiscal year signed below, however, issues within the contract related to compensation shall be open to bargaining annually. Additionally, any topic in this agreement can be opened at any time by mutual agreement of both parties.

### E. Signature

In witness thereof the parties hereto have caused this agreement to be signed this 30<sup>th</sup> day of March 2023.

Association

By \_\_\_\_\_ MPEA President

Board of Education

By \_\_\_\_\_ Chief Negotiator

**SCHEDULE A**  
**2023-2024 SALARY SCHEDULE**

**SCHEDULE B**  
**MID-PRAIRIE COMMUNITY SCHOOL DISTRICT**  
**2022-2023 SCHOOL YEAR SUPPLEMENTAL PAY SCHEDULE**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>0</b>	<b>1.00</b>	<b>1.05</b>	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>	<b>1.25</b>
	34,750	36,488	38,225	39,963	41,700	43,438
<b>1</b>	<b>1.04</b>	<b>1.09</b>	<b>1.14</b>	<b>1.19</b>	<b>1.24</b>	<b>1.29</b>
	36,140	37,878	39,615	41,353	43,090	44,828
<b>2</b>	<b>1.08</b>	<b>1.13</b>	<b>1.18</b>	<b>1.23</b>	<b>1.28</b>	<b>1.33</b>
	37,530	39,268	41,005	42,743	44,480	46,218
<b>3</b>	<b>1.12</b>	<b>1.17</b>	<b>1.22</b>	<b>1.27</b>	<b>1.32</b>	<b>1.37</b>
	38,920	40,658	42,395	44,133	45,870	47,608
<b>4</b>	<b>1.16</b>	<b>1.21</b>	<b>1.26</b>	<b>1.31</b>	<b>1.36</b>	<b>1.41</b>
	40,310	42,048	43,785	45,523	47,260	48,998
<b>5</b>	<b>1.20</b>	<b>1.25</b>	<b>1.30</b>	<b>1.35</b>	<b>1.40</b>	<b>1.45</b>
	41,700	43,438	45,175	46,913	48,650	50,388
<b>6</b>	<b>1.24</b>	<b>1.29</b>	<b>1.34</b>	<b>1.39</b>	<b>1.44</b>	<b>1.49</b>
	43,090	44,828	46,565	48,303	50,040	51,778
<b>7</b>	<b>1.28</b>	<b>1.33</b>	<b>1.38</b>	<b>1.43</b>	<b>1.48</b>	<b>1.53</b>
	44,480	46,218	47,955	49,693	51,430	53,168
<b>8</b>	<b>1.32</b>	<b>1.37</b>	<b>1.42</b>	<b>1.47</b>	<b>1.52</b>	<b>1.57</b>
	45,870	47,608	49,345	51,083	52,820	54,558
<b>9</b>	<b>1.36</b>	<b>1.41</b>	<b>1.46</b>	<b>1.51</b>	<b>1.56</b>	<b>1.61</b>
	47,260	48,998	50,735	52,473	54,210	55,948
<b>10</b>	<b>1.39</b>	<b>1.45</b>	<b>1.50</b>	<b>1.55</b>	<b>1.60</b>	<b>1.65</b>
	48,303	50,388	52,125	53,863	55,600	57,338
<b>11</b>	<b>1.42</b>	<b>1.49</b>	<b>1.54</b>	<b>1.59</b>	<b>1.64</b>	<b>1.69</b>
	49,345	51,778	53,515	55,253	56,990	58,728
<b>12</b>	<b>1.45</b>	<b>1.53</b>	<b>1.58</b>	<b>1.63</b>	<b>1.68</b>	<b>1.73</b>
	50,388	53,168	54,905	56,643	58,380	60,118
<b>13</b>	<b>1.48</b>	<b>1.56</b>	<b>1.61</b>	<b>1.67</b>	<b>1.72</b>	<b>1.77</b>
	51,430	54,210	55,948	58,033	59,770	61,508
<b>14</b>	<b>1.51</b>	<b>1.59</b>	<b>1.64</b>	<b>1.71</b>	<b>1.76</b>	<b>1.81</b>
	52,473	55,253	56,990	59,423	61,160	62,898
<b>15</b>			<b>1.67</b>	<b>1.75</b>	<b>1.80</b>	<b>1.85</b>
			58,033	60,813	62,550	64,288
<b>16</b>			<b>1.70</b>	<b>1.78</b>	<b>1.83</b>	<b>1.88</b>
			59,075	61,855	63,593	65,330
<b>17</b>			<b>1.73</b>	<b>1.81</b>	<b>1.86</b>	<b>1.91</b>
			60,118	62,898	64,635	66,373
<b>18</b>				<b>1.84</b>	<b>1.89</b>	<b>1.94</b>
				63,940	65,678	67,415
<b>19</b>				<b>1.87</b>	<b>1.92</b>	<b>1.97</b>
				64,983	66,720	68,458
<b>20</b>				<b>1.90</b>	<b>1.96</b>	<b>2.05</b>
				66,025	68,076	71,253



PERCENT OF BA LANE  
APPLICABLE STEP

**FINE ARTS AND ACADEMICS**

SPEECH COACH	10
ASSISTANT SPEECH COACH	7
DRAMA - HS FALL MUSICAL	9
DRAMA - HS SPRING PLAY	9
DRAMA - HS FALL MUSICAL – MUSIC COACH	4
DRAMA - HS ASSNT	6
ANNUAL - HS	5
PROM COORDINATOR - HS	3
VOCAL MUSIC - HS	12
INSTRUMENTAL MUSIC - HS	13
INSTRUMENTAL MUSIC – MS	3
ELP ADMINISTRATIVE TEAM COORDINATOR	5
ELP TEAM MEMBER	4

**CLUBS**

FCCLA HS	6
HONOR SOCIETY HS	3
SCIENCE CLUB HS	2
STUDENT COUNCIL HS	2
TECH CLUB	2

**ATHLETICS**

7-12 ASSISTANT ATHLETIC COORDINATOR	8
BASEBALL - HEAD	14
BASEBALL - ASSISTANT	9
BASKETBALL - HEAD BOYS	14
BASKETBALL - ASSISTANT BOYS	9
BASKETBALL -10 <sup>TH</sup> GRADE BOYS	9
BASKETBALL -9 <sup>TH</sup> GRADE BOYS	9
BASKETBALL -8 <sup>TH</sup> GRADE BOYS	7
BASKETBALL -7 <sup>TH</sup> GRADE BOYS	7
BASKETBALL - HEAD GIRLS	14
BASKETBALL - ASSISTANT GIRLS	9
BASKETBALL-10 <sup>TH</sup> GRADE GIRLS	9
BASKETBALL - 9TH GRADE GIRLS	9
BASKETBALL - 8TH GRADE GIRLS	7
BASKETBALL - 7TH GRADE GIRLS	7

BASEBALL - HEAD	14
BASEBALL - ASSISTANT	9
FOOTBALL - HEAD (10-12)	14
FOOTBALL - ASSISTANT VARSITY (9-12)	9
FOOTBALL 8 <sup>TH</sup>	7
FOOTBALL 7 <sup>TH</sup>	7

GOLF - BOYS	6
GOLF - GIRLS	6
MS ASSISTANT COACH	2% points less than MS Head Coach
SOFTBALL	14
SOFTBALL - ASSISTANT	9
SOFTBALL MIDDLE SCHOOL	6
SOFTBALL – MS ASSISTANT	3
TRACK - GIRLS	12
TRACK - ASSISTANT GIRLS	9
TRACK - BOYS	12
TRACK - ASSISTANT BOYS	9
TRACK – MIDDLE SCHOOL	7
TRACK - CROSS COUNTRY	9
TRACK – CROSS COUNTRY ASSISTANT	6
TRACK – CROSS COUNTRY MIDDLE SCHOOL	6
VOLLEYBALL - HEAD	14
VOLLEYBALL - ASSISTANT	9
VOLLEYBALL 10TH	9
VOLLEYBALL 9 <sup>TH</sup>	9
VOLLEYBALL 8 <sup>TH</sup>	7
VOLLEYBALL 7 <sup>TH</sup>	7
WRESTLING - HEAD	14
WRESTLING - ASSISTANT	9
WRESTLING – MIDDLE SCHOOL	7
SOCCER HEAD	14
SOCCER ASSISTANT	9
SPECIAL OLYMPICS (Per Season – Fall and Spring)	2
CHEERLEADING HS (3% Football, 3% Basketball, 3% Wrestling)	9
COLOR GUARD/FLAG SPONSOR	5
DANCE COACH	6

Volunteer coaches cannot be paid more than assistant coaches specified in  
Schedule B

**SCHEDULE C 2023-2024**  
**EXTRA DUTY PAY**

	<u>Pay</u>
1. Selling tickets (basketball, musicals, drama, guest artists' concerts, etc.)	\$15 per activity
2. Supervision of students and/or crowd	\$25 per activity
3. Dance Chaperone	\$25 per activity
4. Compensated required meetings/events	\$25 per activity
5. Other Activities Occurring Outside of Workday and Not Covered Elsewhere in Negotiated Agreement That Have Prior Administrator Approval	\$20 per hour

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**SCHEDULE D  
GRIEVANCE REPORT**

This form must be completed in quadruplicate with copies being provided as follows:

- (1) An original and one copy must be filed with the Principal;
- (2) One copy must be given to the Association; and
- (3) One copy is to be retained by the Employee.

# \_\_\_\_\_

\_\_\_\_\_  
School District Date filed with Principal

\_\_\_\_\_  
Building

\_\_\_\_\_  
Name of Aggrieved Person

**FIRST STEP**

A. Date violation occurred \_\_\_\_\_

B. Section(s) of contract violated \_\_\_\_\_

C. Statement of Grievance\* \_\_\_\_\_  
\_\_\_\_\_

D. Relief sought\* \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

E. Disposition by Principal\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal Date

**SECOND STEP**

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Date received by Superintendent

\_\_\_\_\_  
Signature of Superintendent

B. Disposition by Superintendent or Designee\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

**THIRD STEP**

A. \_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Signature of Association President

B. \_\_\_\_\_  
Date filed with Superintendent

\*attach additional sheets if necessary

## LETTERS OF UNDERSTANDING

It is hereby understood that the Vocational Agriculture teacher shall be issued a twelve month contract which defined as 260 days. The 260 days shall be as follows:

Teaching	180	Days Without Pay Are	
Holidays	7	Christmas Break	5
Professional Inservice	7	Spring Break	5
Without Pay	13	MLK Day	1
Vacation Summer	20	Presidents Day	1
Summer Work Days	46	Independence Day	1
TOTAL	260	TOTAL	13
Total Paid Days	240		

Days when there is an emergency closing of school (weather, etc.) will be unpaid unless worked or arrangements are made using vacation time, personal leave, or emergency leave when appropriate. Weather related days can be covered by working, vacation time, personal or emergency days. Other days can be covered by working, vacation time, or personal days.

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The district will require direct deposit of regular payroll checks to banks in the district for certified employees who give their approval and provide the appropriate bank codes.

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Mark E. Schneider, Superintendent