

MASTER WORKING AGREEMENT

BETWEEN

THE BOARD OF EDUCATION
OF THE

MID-PRAIRIE
COMMUNITY SCHOOL DISTRICT

AND

MID-PRAIRIE
EDUCATION ASSOCIATION

CLASSIFIED STAFF

FOR

2018-2026



TABLE OF CONTENTS

	PAGES
ARTICLE I GRIEVANCE PROCEDURE	3-6
ARTICLE II PHYSICAL EXAMINATIONS	6-7
ARTICLE III HOLIDAYS AND VACATIONS	7-8
ARTICLE IV LEAVES OF ABSENCE	9-15
ARTICLE V HOURS	15-16
ARTICLE VI EMPLOYMENT STATUS DEFINED	16
ARTICLE VII SENIORITY	17
ARTICLE VIII HEALTH AND SAFETY	17-18
ARTICLE IX RECOGNITION	18-19
ARTICLE X ASSOCIATION RIGHTS	19-20
ARTICLE XI COMPLIANCE	20-21
SCHEDULE A SALARY SCHEDULE	23-26
SCHEDULE B GRIEVANCE REPORT	27-29

ARTICLE I GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall be defined as a written allegation by an employee, group of employees, or the Association that there has been a violation, misinterpretation or misapplication of any provision of this agreement.
2. 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

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of this procedure.
2. The number of days indicated at each step shall be considered as a maximum and every effort shall be made to expedite the process. The failure of an employee, 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 Association to proceed to the next step. The time limits may be extended by mutual agreement.
3. 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.

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

C. First Step

1. An attempt shall be made to resolve any grievance through an informal discussion between the grievant and the building principal or supervisor. If requested by the employee, an Association representative may be present in this informal discussion.
2. If a grievance is not resolved informally at the first step, the grievant shall file the grievance in writing with the building principal or supervisor within five (5) working days after the informal conference with said principal or supervisor. The written grievance shall be on the form set forth in Schedule B.
3. Within five (5) working days after the principal or supervisor receives the written grievance, a meeting at a mutually agreeable time shall be held with the grievant and his/her representative, if requested, to discuss the grievance and attempt to resolve same.
4. The principal or supervisor shall have the right to have a representative or designee at such meeting. The principal or supervisor, or other Board representative, shall render such decision and communicate it in writing to the grieved employee, the Association, and the Superintendent within five (5) working days following the meeting between the principal and the grieved employee.

D. Second Step

In the event a grievance has not been satisfactorily resolved at the first step, the grieved employee may file an appeal of principal's or supervisor answer within five (5) working days of said written decision with the Superintendent and/or his representative. Within five (5) working days after the written grievance is filed, the grievant, the representative of the grievant, if desired, and the Superintendent and/or

his representative shall meet in an attempt to resolve the grievance. The Superintendent and/or his representative shall file an answer within five (5) working days of the third step grievance meeting and communicate it in writing to the employee, the principal, and the representative of the employee and/or the Association.

E. Third Step

If the grievance is not resolved satisfactorily in the second step, there shall be available a third step of impartial binding arbitration. The grievant and the Association shall meet within five (5) working days of disposition of the grievance to discuss the merits of submitting the grievance to arbitration. If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within fifteen (15) working days. If a demand for arbitration is not filed within twenty (20) working days of the second step reply, the grievance shall be deemed settled on the basis of the second step answer. Grievances which have been processed through the preceding steps of this procedure and only such grievances shall be submitted to arbitration as provided here:

1. The Association shall submit, in writing, a request to the Board to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within five (5) working days after said notice is given. If the two parties fail to reach agreement on an arbitrator within five (5) working days, 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.
2. The arbitrator shall have no power to alter, change, detract from or add the provisions of this Agreement, but shall have power only to apply & interpret the provisions of this

Agreement to the settlement of issues and grievances arising hereunder.

3. The decision of the arbitrator shall be submitted in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted within twenty (20) working days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be binding on the parties.
4. Each party shall bear its own cost and expense of the arbitration proceedings excluding the fee of the arbitrator which shall be shared equally by the Board and the grievant or his/her representative.

ARTICLE II 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 15th. If the Employee is hired after August 15th, 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.

The Board shall pay the costs of these physical examinations to the maximum of \$25.00 per employee. If an employee has health insurance coverage with the District group insurance program and that program covers one physical per year for the employee then the

employee will submit the charges for the school physical to their insurance company first and the district will pay the difference or deductible up to an amount not to exceed \$25.00. The Board shall not be required to reimburse any employee for further examinations and/or subsequent treatment where a required examination discloses a health problem, except where an examination for TB is required which will be paid in an amount not to exceed an additional \$25.00 if not covered by the above mentioned \$25.00.

Bus driver DOT physicals will be paid in full by the District in accordance with existing regulations and must be administered by the provider specified by the Board. All expenses for physicals need to be submitted to insurance prior to coverage by the District.

ARTICLE III HOLIDAYS AND VACATIONS

A. Holidays Employees

All full-time and 35-40 hour 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

All 30-34 hour employees shall be entitled to a Total of four (4) holidays:

1. Labor Day
2. Thanksgiving
3. Christmas
4. New Years Day

All 0-29 hour employees shall be entitled to a total of three (3) holidays:

1. Thanksgiving
2. Christmas
3. New Year's Day

All twelve (12) month employees shall also be entitled to Independence Day as a paid holiday.

Holiday pay will be computed on the employees regular contracted hours.

B. Duties on Holidays

No employee, except for emergencies, shall be required to perform duties on any of the above holidays.

C. Twelve Month Employee Vacation Time

Twelve (12) month employees shall receive paid vacation time. Said vacation time may be used by eligible employees during the summer subject to the immediate supervisor's approval. Where more than one employee requests the same vacation date(s) and work scheduling demands reasonably prohibit all requesting employees from being absent at the requested time, the affected employee having the greatest seniority shall have priority in scheduling vacation date(s).

D. Vacation Denied

If an employee is denied vacation time, such vacation time may be accumulated from year to year up to a maximum of ten (10) workdays total. Upon termination an employee shall be paid for all unused vacation time based his/her then current rate of pay. Vacation time shall be computed as of each employee's anniversary date on the basis of the following schedule:

<u>Years Employed</u>	<u>Vacation Time</u>
Less than 1 yr.	0
1 - 2 years	1 week
3 - 5 years	2 weeks
6 -11 years	3 weeks
12 years and over	4 weeks

ARTICLE IV LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave days with pay shall be granted each employee who works at least 15 hours per week 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 net 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 fiscal year.

B. Personal Leave

At the beginning of every school year, each employee shall be credited with three (3) days to be used for the employee's personal business. Each employee shall be required to use personal leave time if they do not attend the required 2 half-day pre-service meetings/trainings. A personal business 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 the day before or 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. Personal leave may not be used for the purpose of extending a vacation. Two (2) days of unused personal leave shall accumulate to the next year with a maximum being five (5) personal leave days per year. **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 classified 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 1st, the days will be lost. 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.

C. Family Sick Leave

Family sick leave of three (3) days per year may be granted for an illness to the employee's spouse, children, stepchildren, parents, stepparents, and grand children, and grandparents. The illness must be serious enough to require the presence of the employee. Family sick leave requires prior approval by the superintendent. This requirement will be waived in cases of emergency. 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 submitted reason(s). Additional days may be granted at the discretion of the superintendent for unusual circumstances.

D. Young Child Sick Leave:

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

E. 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.

F. 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.

G. Professional Development Leave

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

H. 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.

I. 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.

J. 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.

K. 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 employee has primary responsibility.

L. 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.

M. Good Cause

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

N. Recording of All Leaves

All employees' leaves except non-paid leaves will be deducted in whole days or one-half days. No leaves will be recorded by the hour. If an employee uses less than a half-day of an approved leave, they have the option to have that time deducted from their pay or deducted one-half day from their accrued leave. A leave request must be submitted in writing or on the Absence Management software/system to the principal or supervisor for any type leave. When an employee is absent they will be responsible for submitting their leave request within 30 days of such day of absence, the district will not pay the employee until request is submitted and approved. Failure to complete a leave request will mean the time off will be deducted from pay.

O. Absences Requiring a Substitute

It is the Employee'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 Employee 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 Employee will lose the leave day requested AND must stay to complete their assigned duties for the day. The leave day is forfeited.

P. Prorating Leaves

New Employees must be active employees for twenty (20) working days before receiving any paid leave. Employees hired after the start of the contract year will receive a prorated amount of each leave as stated below.

Custodians

	Sick	Personal	F.Sick	L. Bereavement
Starting month				
July	11	3.0	3.0	5.0
August	10	3.0	3.0	5.0
September	9	2.5	2.5	4.5

October	8	2.5	2.5	4.5
November	7	2.0	2.0	4.0
December	6	2.0	2.0	4.0
January	5	1.5	1.5	3.5
February	4	1.5	1.5	3.5
March	3	1.0	1.0	3.0
April	2	.5	.5	3.0
May	1	.5	.5	2.5
June	0	0	0	2.5

Nine month employees

Starting month		Sick	Personal	F.Sick	L. Bereavement
September	11	3.0		3.0	5.0
October	10	3.0		3.0	5.0
November	9	2.5		2.5	4.5
December	8	2.5		2.5	4.5
January	7	2.0		2.0	4.0
February	6	2.0		2.0	4.0
March	5	1.5		1.5	3.5
April	4	1.5		1.5	3.5
May	3	1.0		1.0	3.0
June	0	0.0		0.0	0.0

ARTICLE V HOURS

A. Meal Break

Except for bus drivers, the work day shall include a scheduled meal break of twenty minutes for all Employees that work more than twenty hours a week. Night custodians must establish with their building principal when their meal break will be taken. For security purposes they must remain in their building or on the grounds through the meal break if the building is being utilized for activities during their shift.

B. Breaks

Except for bus drivers, all employees will be entitled to two (15) minute break times, except that an employee working less than one-half of the normal work day may receive one (1) fifteen (15) minute break time. Employees working overtime will be entitled to an additional fifteen (15) minute break time for every two (2) hours worked.

C. Closing of Schools

Employees, except custodians, will not be required to be present to perform assigned duties on an otherwise scheduled work day if all of the schools of the District are officially closed by the Board on account of inclement weather or other emergency.

Where, however, one or more school buildings but less than all school buildings of the school district, are closed on account of a mechanical breakdown or other emergency, the employee may nevertheless be required by the Board to report and perform similar duties in another building which has not been closed. Employees called in for emergency situations shall be paid for a minimum of one hour's pay. 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.

D. Overtime

If overtime is offered, it shall be offered as equally as possible among employees within each department.

E. Calendar

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

ARTICLE VI EMPLOYMENT STATUS DEFINED

A. Probationary Period

The probationary period for all new employees of the Mid-Prairie Community School District shall be ninety (90) days. The probationary period for custodians must include ninety (90) days while school is in session.

B. Employee Status

1. FULL-TIME: An employee who is employed at least forty (40) hours per week.
2. PART-TIME: An employee who is employed less than forty (40) hours per week.

ARTICLE VII SENIORITY

A. Definition of Seniority

Seniority shall be defined as the years of continuous service within the District. Accumulation of seniority shall begin on the employee's first day of hire. In the event that more than one individual has the same number of years, then the date of hire, shall determine the more senior employee on the seniority list. Casting of lots will be used to determine position on the seniority list to break a tie for those with the same date of hire. This shall be done at the time seniority is used in making choices among employees.

B. Seniority of Part-time Employees

Part-time employees working twenty (20) hours per week or more shall accrue seniority at the same rate as full-time employees. Part-time employees working less than twenty (20) hours per week shall accrue seniority at one-half the rate of full-time employees.

C. Seniority List

The employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and emailed to staff by September 15th each year. A copy of the seniority list and subsequent revisions shall be furnished annually to the Association.

ARTICLE VIII 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 of 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 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. Liability Insurance

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

ARTICLE IX RECOGNITION

The Board hereby recognizes the Association, (affiliated with the East Central Uniserve Unit, with the Iowa Education Association and with the National Education Association), as the sole and exclusive bargaining representatives for personnel set forth in the PERB certification instruments, Case #2980 dated August 23rd, 1985. The foregoing recital of affiliated organizations shall not be construed to extend any representative status, rights or obligations to said organizations. This certification instrument sets forth the following inclusions in and exclusions from

the bargaining units.

Included: The following non-professional classifications of employees: transportation employees, food service employees, custodians, secretaries, teacher associates, library media secretaries, crossing guards, mail courier, and latch key coordinator.

Excluded: The following professional personnel: Superintendent, building principals, athletic director, gifted program coordinator, board secretary/business manager, superintendent's secretary, transportation director, assistant transportation director, classroom teachers, special education teachers, special resource staff, media specialists, counselors, nurse, substitutes, business manager's secretary, Director of Maintenance, Director of Nutrition, and all other persons excluded by section 4 of the Act.

ARTICLE X 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 XI COMPLIANCE

A. Saving Clause

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

B. 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.

C. Duration Period

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2026—
extended 3 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.

D. Signature Clause

In witness thereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 30th day of March, 2023.

MID-PRAIRIE EDUCATIONAL
SUPPORT STAFF ASSOCIATION

MID-PRAIRIE
SCHOOL DISTRICT

BY _____
President

BY _____
President

BY _____
Chief Negotiator

BY _____
Chief Negotiator

SCHEDULE A: SALARY SCHEDULE 2023-2024

All wages of secretaries, custodians, library-media secretaries, teacher associates, crossing guards, and food service workers will be increased by **thirty-one cents (\$0.31)** per hour for **(2023-2024)**.

Library media secretaries and teacher associates that provide proof of college degree or certification as an Iowa State Para Educator by September 15 will for the current year receive an additional fifty cents (\$0.50) per hour. All decisions about who qualifies for the fifty cents (\$0.50) will be made by the administration. All classes taken by Para-educators must be pre-approved by the superintendent in order to qualify for the additional fifty cents (\$0.50). Evidence of successful class completion must be submitted before September 15th in order to qualify for the additional fifty cents (\$0.50) during the current year.

Staff not taking health insurance all year (July thru June) will receive a (\$60.00) monthly stipend if full-time and \$30.00 if part-time working more the half-time. The stipend will be paid in the monthly payroll period. Proof of health insurance coverage will be required before stipend is paid.

Newly hired employees shall be placed on the schedules below. New employees shall start on the base. At the Superintendent's discretion, newly hired support staff employees may be given credit for prior work experience in a similar position. The employee may bring in up to eight (8) years of experience on the pay scale.

If an employee moves from a higher wage to a lower wage position their salary shall be determined by subtracting from their current rate of pay the difference between the base pay for the two positions.

2023-2024 Support Staff Salary Schedule
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Secretaries	
Secretaries I High School/Middle School	\$16.27
Secretaries II (Elementary or 2nd Secretary)	\$15.77
Library-Media Secretaries	\$15.23
Custodians	
Lead Custodians	\$17.09
Custodians	\$16.19

Cooks	
Lead Cook	\$16.77
General Cook	\$14.97
Cook's Helper	\$14.47

Teacher Associates	
Associates	\$14.98

Other Support Staff	
Hearing Impaired	**
Crossing Guard	**
Mail Courier	**
Latchkey Coordinator	**
** Salary as agreed on by district and association.	

BUS DRIVERS (Hired after 9/1/16)	
Hourly rate	\$24.43
Daily rate	\$97.72
Above is the base rate at Step 0 on a 20 Step Pay Schedule for Bus Drivers	

LONGEVITY PAY

All employees, except Bus Drivers hired after September 1, 2016, will receive longevity pay of 3 cents per hour per each year up to twenty (20) years of continuous service.

New employees will receive a full year credit if hired before January 1 of the school year.

If approved by the principal or supervisor, custodians will be paid a minimum of one (1) hour pay for emergency call in, snow removal or building checks.

Bus Drivers

The Board will place new bus drivers on the appropriate step in accordance with their driving experience. At the Superintendent's discretion, newly hired support

staff employees may be given credit for prior work experience in a similar position. The employee may bring in up to eight (8) years of experience on the pay scale. Bus Drivers hired prior to September 1, 2016 will continue to on the pay scale prior to the 2017-2018 School Year.

Bus Drivers hired after September 1, 2016 will receive longevity pay of \$0.25 per hour each year up to 10 years of continual service. After the first 10 years a longevity increase of \$0.03 per year will continue until the driver reaches either 20 years of continual service in the District or, for all Bus Drivers, a pay scale cap of \$29.41 per hour. The pay scale cap will float based upon the annual pay.

When drivers lose their route to take an activity trip they will be paid their normal hourly rate for the first two hours, then be paid at the rate of **seventeen dollars and sixty-two (\$17.62)** per hour on the balance of hours. The drivers must be paid a minimum of **Twenty-four dollars and forty-three cents (\$24.43)** per hour if they lose their route. Preschool Bus Driver's will be paid for two hours at their hourly rate.

Late night shuttles will be paid at the rate of **twenty-one dollars and two cents (\$21.02)** per trip. Overload shuttles shall be paid **seventeen dollars and ninety-seven (\$17.97)** per trip.

Bus drivers will receive a twelve (12) month contract based on 180 days of school plus three holidays' times four hours per day. If a driver has a route that takes over four hours they will be paid their scheduled hourly rate.

The school district will reimburse all license fees required of bus drivers after they have completed their work year for any year in which the driver must renew their license. This will include CDL, all required endorsements including airbrakes, up to what the renewal cost is to the driver for a two (2) or four (4) year license. The additional paid by the district will be the excess over the cost of a regular passenger car license.

The district will pay for all class time over four hours per day at **seventeen dollars and sixty-two cents (\$17.62)** per hour and class registrations fees.

Drivers will be required to drive a minimum of 50 miles per day to be paid step 2 pay. These miles are exclusive of miles driven for shuttles, preschool routes, field trips, and extracurricular activities.

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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

