

**MASTER AGREEMENT**

**BETWEEN THE**

**COLLINS-MAXWELL**  
**COMMUNITY SCHOOL DISTRICT**

**AND THE**

**COLLINS-MAXWELL EDUCATION**  
**ASSOCIATION**

**2021-2022**

**2022-2023**

**2023-2024**

## **Table of Contents**

<b>ARTICLE 1: DEFINITIONS</b>	<b>3</b>
A. REPRESENTATIVE	3
B. BOARD	3
C. EMPLOYEE	3
D. ASSOCIATION	3
<b>ARTICLE 2: GRIEVANCE PROCEDURE</b>	<b>3</b>
A. DEFINITIONS	3
B. GRIEVANCE STEPS	4
C. OTHER	4
<b>ARTICLE 3: EMPLOYEE WORK YEAR</b>	<b>4</b>
<b>ARTICLE 4: HOURS OF WORK</b>	<b>5</b>
A. WORKDAY	5
B. DUTY-FREE LUNCH	5
C. INCLEMENT WEATHER	5
D. TRAVELING EMPLOYEES	5
<b>ARTICLE 5: LEAVES OF ABSENCE</b>	<b>6</b>
A. SICK LEAVE	6
B. BEREAVEMENT LEAVE	7
C. EMERGENCY LEAVE	7
D. PERSONAL LEAVE	7
E. JURY DUTY	8
F. LEGAL LEAVE	8
G. PROFESSIONAL LEAVE	8
H. ASSOCIATION LEAVE	8
I. OTHER EXTENDED LEAVES	8
<b>ARTICLE 6: WAGES AND SALARIES</b>	<b>9</b>
A. METHOD OF PAYMENT	9
<b>ARTICLE 7: ADVISORY COMMITTEE LANGUAGE</b>	<b>9</b>
<b>ARTICLE 8: COMPLIANCE CLAUSES AND DURATION</b>	<b>9</b>
A. PRINTING AGREEMENT	9
B. SEPARABILITY	10
C. DURATION PERIOD	10
D. SIGNATURE CLAUSE	10
<b>APPENDIX A: 2021-22 COLLINS-MAXWELL CSD SALARY SCHEDULE</b>	<b>11</b>
<b>APPENDIX B: SUPPLEMENTAL/EXTRA CURRICULAR SCHEDULE</b>	<b>13</b>
<b>APPENDIX C: Grievance Form</b>	<b>15</b>

## ARTICLE 1: DEFINITIONS

### A. REPRESENTATIVE

The Collins-Maxwell Education Association, an affiliate of the Iowa State Education Association and the National Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Collins-Maxwell Community School District as set forth in the certification instrument issued by the Public Employment Relations Board on the 22nd day of March, 1983, (Case No. 2250), and as amended on the 14th day of July, 1983, (Case No. 2520). Such representation shall cover all personnel assigned to newly created professional positions unless the parties agree in advance that such positions are Principally supervisory and should be excluded.

The bargaining unit described in the above certification is as follows: All regular full-time and regular part-time certified Employees, including classroom teachers, guidance counselors, librarian, and nurse.

### B. BOARD

The term "Board," "District," or "Employer," as used in this Agreement, shall mean the Board of Education of the Collins-Maxwell Community School District and/or its duly authorized representative(s) or agent(s).

### C. EMPLOYEE

The term "Employee", as used in this Agreement, shall mean a (all) person(s) represented by the Collins-Maxwell Association as members of the bargaining unit as defined and certified by the Public Employment Relations Board, whether on active, leave, or layoff status.

### D. ASSOCIATION

The term "Association" as used in this Agreement, shall mean the Collins-Maxwell Education Association and/or its duly authorized representative(s) or agent(s).

## ARTICLE 2: GRIEVANCE PROCEDURE

### A. DEFINITIONS

1. **Day.** The term "day," as used in this Agreement, shall mean a day when bargaining unit Employees are required to be at work.
2. **Grievance.** The term "grievance," as used in this Agreement, shall mean a claim by a Grievant that a disagreement of some kind exists involving the interpretation or application of the terms of this Agreement.
3. **Grievant.** The term "Grievant," as used in this Agreement, shall mean the Employee, group of Employees, or Association filing a grievance.
4. **Timeliness.** All time limits herein shall consist of days when bargaining unit Employees are required to be at work, Monday through Friday. When a grievance is submitted on or after the end of the school year, time limits shall consist of all week days, Monday through Friday,

so that matters may be resolved before the close of the school term or as soon as possible thereafter. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

## **B. GRIEVANCE STEPS**

1. Step One. An attempt shall be made to resolve any grievance in informal discussion between Grievant and the Principal, or its designated representative, within ten (10) days from the date of occurrence or knowledge of the occurrence of the event.
2. Step Two. If the grievance cannot be resolved informally, the Grievant shall file the grievance in writing with the Principal, or its designated representative. The grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the grievance shall be within ten (10) days of the occurrence, giving rise to the grievance. The Principal, or its designated representative, shall communicate a decision in writing within ten (10) days following the meeting between the Principal, or its designated representative, and the aggrieved.
3. Step Three. In the event the grievance has not been satisfactorily resolved at the second step, the Grievant may file within five (5) days the Principal's, or its designated representative, written decision, a copy of the grievance with the Superintendent. The Superintendent shall file a written decision within ten (10) days of the receipt of the grievance.

## **C. OTHER**

All documents, communications, and records dealing with the processing of the grievance shall be filed separately from the personnel files of the participants.

## **ARTICLE 3: EMPLOYEE WORK YEAR**

- A. The regular and extended contract of current Employees shall consist of 187 working days excluding holidays. No Employee shall be required to perform duties on the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day unless otherwise contracted.
- B. New Employees shall be required to work up to one (1) additional day for orientation. It is understood that this additional day will be compensated at that teacher's per diem rate of pay.
- C. The in-school work year shall include days when pupils are in attendance, in-service days, and any other days which Employee attendance is required.
- D. Employees on part-time contracts will be required to work a full day of eight (8) hours on all in-service days and non-student contact time.

## **ARTICLE 4: HOURS OF WORK**

### **A. WORKDAY**

The workday shall begin each day of the school year at a time established by the Administration. The Employee workday shall generally consist of eight (8) hours per day. "Day" is defined as one work day regardless of full-time or part-time status of an Employee. The workday may be extended due to faculty meetings, activities, conferences, or duties, which necessitate Employee attendance. These additional meetings and activities will not be regularly scheduled.

On Fridays and days preceding holidays or vacations, the Employee's work day shall end after the departure of the route buses.

### **B. DUTY-FREE LUNCH**

Each Employee shall have a paid duty-free lunch period of at least twenty-five (25) consecutive minutes during the workday and scheduled between 11 am and 1 pm on each regular student-contact day. Employees may sign out of their buildings during their duty-free lunch period. Duty-free lunch is defined as time away from students and all other required duties of the teacher's assignment. It is understood that lunchroom supervision will be divided among the teachers in each building and that the teacher assigned that duty may not have the full twenty-five (25) minutes duty-free lunch.

### **C. INCLEMENT WEATHER**

During regular contact days, when a weather-related (snow, ice, heat, or rain) or emergency closing takes place and students are not required to be in attendance, the Employees shall not be required to be present. If students are dismissed early for any such reason, Employees shall not be required to stay longer than fifteen minutes after the departure of the route buses.

### **D. TRAVELING EMPLOYEES**

Schedules of Employees who are assigned to more than one attendance center shall be arranged so that no such Employee shall be required, without his/her consent, to engage in intra-district travel of more than thirty (30) miles per day. Such Employees shall be notified of any changes in their schedules at least thirty (30) days prior to the effective date. Released time for travel shall be provided in addition to any duty-free lunch period, or other time that is normally non-student-contact time.

## ARTICLE 5: LEAVES OF ABSENCE

### A. SICK LEAVE

Employees shall be granted leaves of absence for personal illness or injury or medically related disability with full pay in the following amounts:

1. The following paid sick leave shall be allowed for consecutive years of employment:
  - 10 days - the first year
  - 11 days - the second year
  - 12 days - the third year
  - 13 days - the fourth year
  - 14 days - the fifth year
  - 15 days - the sixth and subsequent years
2. Unused sick leave may be accumulated up to a maximum of one hundred twenty (120) days.
3. Notification of Accumulation. Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 20 each school year.
4. Family Sick Leave.
  - a. Employees may be granted a maximum of five (5) days paid leave per year for illness of the Employee's immediate family. For purposes of this section, "immediate family" shall include any member of the Employee's household Spouse, child, step-child, legal dependent, mother, step-mother, father, step-father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, sister-in-law, brother, brother-in-law, grandparent, step-grandparent-in-law, grandchild, aunt, uncle and significant other (live-in boyfriend or girlfriend). Extensions of Family Sick Leave not covered in this Article may be made at the sole discretion of the Superintendent. The granting of this leave may require a certificate from a medical provider as proof of such illness.
  - b. **When family sick leave is exhausted, an employee may transfer up to two (2) additional days from his/her individual sick leave bank to use for a sick child.**
  - c. Employees will **also** be allowed to move up to ten (10) days of individual sick leave per year for Family Sick leave for a life-altering condition. These additional days will be at the discretion of the superintendent and will require medical documentation.
  - d. Should employees need additional family leave days beyond the above provision, employees may donate unused Personal Leave days. These additional days will be at the discretion of the superintendent and will require medical documentation.
5. Employees can use sick leave and family leave in daily increments of 0.25, 0.50 and 0.75.
6. Extended Leave. An Employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, may apply for disability benefits under the group insurance plan. If the Employee does not qualify for disability benefits, the Employee may request and be granted a leave of absence without pay up to six months or to the end of the school year, whichever occurs first. This leave may be renewed each year at the discretion of the Board.
7. Maternity Leave. An Employee who becomes pregnant may work as long as she is able to perform her teaching duties as determined by mutual agreement between said Employee and the Administration. Expectant mothers who have accumulated sufficient sick leave may

use up to six weeks of paid sick leave beginning with the date of birth. Additional paid sick leave beyond six weeks will require a doctor's statement of necessity and be limited to the amount of sick leave accumulated.

8. Second Parent Leave. Second parent leave may use up to three (3) days of personal sick leave at the time of birth of a child. These days will be deducted from accumulated sick leave and will not affect family sick leave days.

9. Employee elective or cosmetic surgery shall not qualify for sick leave.

## **B. BEREAVEMENT LEAVE.**

1. Immediate Family. An Employee may be allowed up to five (5) working days for each death in the immediate family. For purposes of this section, "immediate family" shall include spouse, child, step-child, legal dependent, mother, step-mother, father, step-father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, sister, brother, brother-in-law, grandparent, step-grandparent-in-law, grandchild, aunt, uncle and significant other (live-in boyfriend or girlfriend). These days are non-cumulative and will be deducted from accumulated sick leave. The total amount of leave under this category shall not exceed ten (10) days per year.
2. Exceptional Circumstances. The Superintendent may extend additional leave days where circumstances warrant. Such action shall not be precedent-setting.
3. Other Family Members and Friends. This section shall include Bereavement Leave for relatives not identified above in immediate family or extended family, and close friends.

An Employee shall be granted one (1) paid day per year and allowed two (2) additional paid days, minus the cost of the coverage, up to and including substitute required, for the death of a relative or friend. Application for permission to attend the funeral shall be made in advance to the building Principal or his/her designee.

Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in quarterly increments at the Employee's discretion.

No more than one (1) Employee for every ten (10) Employees in a building may be granted leave to attend the same funeral unless the Superintendent finds there are exceptional circumstances which warrant attendance by more Employees in that building. Employees must inform the superintendent/building principal at the earliest possible time. The administration may decide to grant bereavement leave in the event of deaths other those listed above. Bereavement leave is non-cumulative.

## **C. EMERGENCY LEAVE**

Emergency leave of up to one (1) day may be granted at the sole discretion of the Superintendent. The Employee shall pay the cost of the coverage, up to and including the cost of a substitute required. Emergency leave may only be used for emergencies directly resulting from Acts of God or a natural disaster.

## **D. PERSONAL LEAVE**

Regular licensed Employees who work 187 days a year will be allowed a maximum of two (2) days of personal leave to be used without providing a reason. It is within the discretion of the

Superintendent to grant personal leave. Application for personal leave must be made in writing at least two (2) school days prior to the requested leave date.

There shall be a limit of two (2) Employees gone per building at the same time, unless otherwise approved by the Principal. No personal leave may be taken in the first two (2) or the last two (2) weeks of the school year or before or after vacation days. Under unusual and special circumstances, it is within the discretion of the Superintendent to grant leave within these restricted time periods.

Employees who do not use their personal leave days have the option of carrying one (1) day over to the next year. The maximum number of personal days an Employee may possess or use in a given year is three (3). Employees who do not use their personal leave and do not wish to carry over any day(s) may be reimbursed in the June paycheck for up to two (2) days. The Employee will inform the board secretary no later than two (2) weeks prior to the end of school of the Employee's desire to be reimbursed in the June paycheck at a rate of \$75 for one (1) unused day or \$150 if neither day is used.

The record of personal leave will be displayed on the paycheck stub. Discrepancies should be immediately reported to the board secretary for correction.

#### **E. JURY DUTY**

An Employee who is called for jury service shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave. Any fees or compensation, other than mileage and parking, that the Employee received during such leave shall be turned over to the District.

In order to receive the payment under this section, the Employee must give the Principal or the Principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. An Employee who is notified by 10:30 a.m. that he/she will not be required to be available for jury duty the remainder of the day shall return to work.

#### **F. LEGAL LEAVE**

An Employee who is subpoenaed to appear in a judicial or administrative proceeding related to his/her scope of employment, except where the Employee's appearance would be against the District or where the Association or its affiliate organization are a party in the proceeding, shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave.

#### **G. PROFESSIONAL LEAVE**

All certified staff will be granted one (1) day of leave for professional meetings or conferences. The leave shall be used to further the attainment of a Building Goal or the Comprehensive School Improvement Plan, or the individual teacher's Career Development Plan. This request shall be made on a form available from the Principal and should be submitted to the Superintendent through the Principal. Request forms shall be submitted fifteen (15) calendar days prior to the request for leave. This day is non-accumulating.

Special approval may be granted by the Superintendent or his/her designee for conference requests submitted less than fifteen (15) calendar days prior to the request for leave in extenuating circumstances.

The Principal will indicate a recommendation for action on such request and forward it to the



Superintendent's Office for final action.

Additional days of professional leave shall be granted at the discretion of the Superintendent. Application for these additional days should be completed in the same manner as described above.

#### **H. ASSOCIATION LEAVE**

Up to a total of two (2) days paid leave per year shall be available collectively for members of the Association to attend conferences, conventions, or other activities of the state and national affiliated organizations and for the Association President or designee for local non-grievance arbitration/non-negotiation reasons. The Association will pay the cost of the substitute.

#### **I. OTHER EXTENDED LEAVES**

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the Board. The Superintendent must authorize unpaid leave for licensed Employees.

The Superintendent will have complete discretion to grant or deny the requested unpaid leave. In making the determination, the Superintendent will consider the effect of the Employee's absence on the education program and district operations, length of service, previous record of absence, the financial conditions of the District, the reason for the requested absence and other factors the Superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and District operations.

Whenever possible, the Employee will make a written request for unpaid leave 60 days prior to the beginning date of the requested leave. If the leave is granted, the deductions of salary are made unless specifically the Superintendent waives them.

### **ARTICLE 6: WAGES AND SALARIES**

#### **A. METHOD OF PAYMENT**

- 1. Pay Periods.** Each Employee shall be paid in twelve (12) equal installments on the sixteenth of each month.
- Article 6 Wages and Salaries shall be open to negotiate only base salary increases for the 2022-23 and all following contract years.
- There will be an increase of one thousand (\$1000) on the base for 2023-2024

### **ARTICLE 7: ADVISORY COMMITTEE LANGUAGE**

- A. An advisory committee will be established by the Collins-Maxwell Board of Education consisting of teachers and administrators. There will be equal representation of teachers and administrators who serve on the committee. Teachers on the committee will be determined by the Collins-Maxwell Education Association (CMEA), with the number set by the Board.
- B. The committee will be advisory only, providing input and recommendations to the Board on work matters contained in the employee handbook pertaining to teachers. Discussion topics will be

initially selected by the Board, but the Board may take input from teachers and administrators in the committee regarding other topics to be discussed. The Board reserves the right to seek input on handbook or other work-related items from any teachers or administrators employed by the District through any means, including but not limited, to staff meetings, focus groups, and surveys.

- C. Topics contained in the Master Contract will not be subject to the committee. The CMEA maintains exclusive bargaining rights over said topics.

## **ARTICLE 8: COMPLIANCE CLAUSES AND DURATION**

### **A. PRINTING AGREEMENT**

The Master Contract will be posted on the District's website.

### **B. SEPARABILITY**

If any item of this Agreement or any application of this Agreement to any Employee or group of Employees is held to be contrary to law, then such item or application shall be deemed valid and subsisting only to the extent permitted by law. The Board and the Association shall enter into immediate negotiations to replace said item under appropriately modified impasse timelines under Chapter 20, Code of Iowa. All other items and applications shall continue in full force and effect.

### **C. DURATION PERIOD**

This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2024. During the term of this agreement, all articles shall remain current contract, except for the following: The parties agree Article 6 (Wages and Salaries) shall be open to negotiate base wages for the 2021-2022 Master Contract and all following contract years.

### **D. SIGNATURE CLAUSE**

In witness whereof, 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 this \_\_\_19\_\_\_ day of \_\_April\_\_\_, 2023

**Association**

By: \_\_\_Becky Holliday\_\_\_\_\_  
President

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

**Board of Education**

By: \_\_\_\_Jon Hand\_\_\_\_\_  
President

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

**APPENDIX A:  
2023-2024 COLLINS-MAXWELL CSD SALARY SCHEDULE**

<b>Step 1</b>	<b>BA</b>	<b>BA+12</b>	<b>BA+24</b>	<b>BA+36</b>	<b>MA</b>	<b>MA+12</b>	<b>MA+24</b>
Salary	\$ 32,549	\$ 33,851	\$ 35,153	\$ 35,478	\$ 36,455	\$ 37,757	\$ 39,078
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 38,401</b>	<b>\$ 39,703</b>	<b>\$ 41,005</b>	<b>\$ 41,330</b>	<b>\$ 42,307</b>	<b>\$ 43,609</b>	<b>\$ 44,930</b>
<b>Step 2</b>							
Salary	\$ 33,363	\$ 34,762	\$ 36,172	\$ 36,553	\$ 37,562	\$ 38,896	\$ 40,182
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 39,215</b>	<b>\$ 40,614</b>	<b>\$ 42,024</b>	<b>\$ 42,405</b>	<b>\$ 43,414</b>	<b>\$ 44,748</b>	<b>\$ 46,034</b>
<b>Step 3</b>							
Salary	\$ 34,176	\$ 35,674	\$ 37,187	\$ 37,627	\$ 38,668	\$ 40,035	\$ 41,285
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 40,028</b>	<b>\$ 41,526</b>	<b>\$ 43,039</b>	<b>\$ 43,479</b>	<b>\$ 44,520</b>	<b>\$ 45,887</b>	<b>\$ 47,137</b>
<b>Step 4</b>							
Salary	\$ 34,990	\$ 36,585	\$ 38,206	\$ 38,701	\$ 39,775	\$ 41,174	\$ 42,389
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 40,842</b>	<b>\$ 42,437</b>	<b>\$ 44,058</b>	<b>\$ 44,553</b>	<b>\$ 45,627</b>	<b>\$ 47,026</b>	<b>\$ 48,241</b>
<b>Step 5</b>							
Salary	\$ 35,804	\$ 37,496	\$ 39,222	\$ 39,775	\$ 40,882	\$ 42,314	\$ 43,489
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 41,656</b>	<b>\$ 43,348</b>	<b>\$ 45,074</b>	<b>\$ 45,627</b>	<b>\$ 46,734</b>	<b>\$ 48,166</b>	<b>\$ 49,341</b>
<b>Step 6</b>							
Salary	\$ 36,618	\$ 38,408	\$ 40,240	\$ 40,849	\$ 41,988	\$ 43,453	\$ 44,592
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 42,470</b>	<b>\$ 44,260</b>	<b>\$ 46,092</b>	<b>\$ 46,701</b>	<b>\$ 47,840</b>	<b>\$ 49,305</b>	<b>\$ 50,444</b>
<b>Step 7</b>							
Salary	\$ 37,431	\$ 39,319	\$ 41,256	\$ 41,923	\$ 43,095	\$ 44,592	\$ 45,696
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 43,283</b>	<b>\$ 45,171</b>	<b>\$ 47,108</b>	<b>\$ 47,775</b>	<b>\$ 48,947</b>	<b>\$ 50,444</b>	<b>\$ 51,548</b>
<b>Step 8</b>							
Salary	\$ 38,245	\$ 40,231	\$ 42,275	\$ 42,997	\$ 44,202	\$ 45,731	\$ 46,799
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 44,097</b>	<b>\$ 46,083</b>	<b>\$ 48,127</b>	<b>\$ 48,849</b>	<b>\$ 50,054</b>	<b>\$ 51,583</b>	<b>\$ 52,651</b>
<b>Step 9</b>							
Salary	\$ 39,059	\$ 41,142	\$ 43,290	\$ 44,071	\$ 45,308	\$ 46,871	\$ 47,902
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 44,911</b>	<b>\$ 46,994</b>	<b>\$ 49,142</b>	<b>\$ 49,923</b>	<b>\$ 51,160</b>	<b>\$ 52,723</b>	<b>\$ 53,754</b>
<b>Step 10</b>							
Salary	\$ 39,873	\$ 42,053	\$ 44,309	\$ 45,145	\$ 46,415	\$ 48,010	\$ 49,003
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 45,725</b>	<b>\$ 47,905</b>	<b>\$ 50,161</b>	<b>\$ 50,997</b>	<b>\$ 52,267</b>	<b>\$ 53,862</b>	<b>\$ 54,855</b>
<b>Step 11</b>							

Salary	\$ 40,686	\$ 42,965	\$ 45,324	\$ 46,220	\$ 47,522	\$ 49,149	\$ 50,106
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 46,538</b>	<b>\$ 48,817</b>	<b>\$ 51,176</b>	<b>\$ 52,072</b>	<b>\$ 53,374</b>	<b>\$ 55,001</b>	<b>\$ 55,958</b>
<b>Step 12</b>							
Salary	\$ 41,500	\$ 43,876	\$ 46,343	\$ 47,294	\$ 48,628	\$ 50,288	\$ 51,209
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 47,352</b>	<b>\$ 49,728</b>	<b>\$ 52,195</b>	<b>\$ 53,146</b>	<b>\$ 54,480</b>	<b>\$ 56,140</b>	<b>\$ 57,061</b>
<b>Step 13</b>							
Salary	\$ 42,314	\$ 44,787	\$ 47,359	\$ 48,368	\$ 49,735	\$ 51,427	\$ 52,313
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 48,166</b>	<b>\$ 50,639</b>	<b>\$ 53,211</b>	<b>\$ 54,220</b>	<b>\$ 55,587</b>	<b>\$ 57,279</b>	<b>\$ 58,165</b>
<b>Step 14</b>							
Salary	\$ 43,127	\$ 45,699	\$ 48,378	\$ 49,442	\$ 50,842	\$ 52,567	\$ 53,416
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 48,979</b>	<b>\$ 51,551</b>	<b>\$ 54,230</b>	<b>\$ 55,294</b>	<b>\$ 56,694</b>	<b>\$ 58,419</b>	<b>\$ 59,268</b>
<b>Step 15</b>							
Salary	\$ 43,941	\$ 46,610	\$ 49,393	\$ 50,516	\$ 51,948	\$ 53,706	\$ 54,516
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 49,793</b>	<b>\$ 52,462</b>	<b>\$ 55,245</b>	<b>\$ 56,368</b>	<b>\$ 57,800</b>	<b>\$ 59,558</b>	<b>\$ 60,368</b>
<b>Step 16</b>							
Salary	\$ 44,755	\$ 47,522	\$ 50,412	\$ 51,590	\$ 53,055	\$ 54,845	\$ 55,620
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 50,607</b>	<b>\$ 53,374</b>	<b>\$ 56,264</b>	<b>\$ 57,442</b>	<b>\$ 58,907</b>	<b>\$ 60,697</b>	<b>\$ 61,472</b>
<b>Step 17</b>							
Salary	\$ 45,569	\$ 48,433	\$ 51,427	\$ 52,664	\$ 54,162	\$ 55,984	\$ 56,723
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 51,421</b>	<b>\$ 54,285</b>	<b>\$ 57,279</b>	<b>\$ 58,516</b>	<b>\$ 60,014</b>	<b>\$ 61,836</b>	<b>\$ 62,575</b>
<b>Step 18</b>							
Salary	\$ 46,382	\$ 49,344	\$ 52,446	\$ 53,738	\$ 55,268	\$ 57,123	\$ 57,827
TSS	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>	<b>\$ 52,234</b>	<b>\$ 55,196</b>	<b>\$ 58,298</b>	<b>\$ 59,590</b>	<b>\$ 61,120</b>	<b>\$ 62,975</b>	<b>\$ 63,679</b>
<b>Step 19</b>							
Salary		\$ 50,256	\$ 53,462	\$ 59,890	\$ 56,375	\$ 58,263	\$ 58,930
TSS		\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>		<b>\$ 56,108</b>	<b>\$ 59,314</b>	<b>\$ 65,742</b>	<b>\$ 62,227</b>	<b>\$ 64,115</b>	<b>\$ 64,782</b>
<b>Step 20</b>							
Salary		\$ 51,167	\$ 54,481	\$ 55,887	\$ 57,482	\$ 59,402	\$ 60,030
TSS		\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>		<b>\$ 57,019</b>	<b>\$ 60,333</b>	<b>\$ 61,739</b>	<b>\$ 63,334</b>	<b>\$ 65,254</b>	<b>\$ 65,882</b>
<b>Step 21</b>							
Salary		\$ 52,078	\$ 55,496	\$ 56,961	\$ 58,588	\$ 60,541	\$ 61,134
TSS		\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852	\$ 5,852
<b>Total</b>		<b>\$ 57,930</b>	<b>\$ 61,348</b>	<b>\$ 62,813</b>	<b>\$ 64,440</b>	<b>\$ 66,393</b>	<b>\$ 66,986</b>

Longevity is \$250 per year of experience after step 21

**Appendix B: Supplemental/ Extracurricular Pay Scale**

Salary Schedule Base Pay				
\$30,990.00	Years 1-5		6+ Years	
	%	Amount	%	Amount
Head FB	13.00%	4,029	14.00%	4,339
Head Weight Lifting Coach	13.00%	4,029	14.00%	4,339
Head Boys Basketball	13.00%	4,029	14.00%	4,339
Head Girls Basketball	13.00%	4,029	14.00%	4,339
Head Baseball	13.00%	4,029	14.00%	4,339
Head Softball	13.00%	4,029	14.00%	4,339
Head Wrestling	13.00%	4,029	14.00%	4,339
Head Boys Track	11.00%	3,409	12.00%	3,719
Head Girls Track	11.00%	3,409	12.00%	3,719
Head Volleyball	11.00%	3,409	12.00%	3,719
Head Cross Country	11.00%	3,409	12.00%	3,719
Head Boys Soccer	11.00%	3,409	12.00%	3,719
Head Girls Soccer	11.00%	3,409	12.00%	3,719
Head Golf	11.00%	3,409	12.00%	3,719
HS Asst. FB	9.00%	2,789	10.00%	3,099
HS Asst. Boys Basketball	9.00%	2,789	10.00%	3,099
HS Asst. Girls Basketball	9.00%	2,789	10.00%	3,099
HS Asst. Wrestling	9.00%	2,789	10.00%	3,099
HS Asst. Baseball	9.00%	2,789	10.00%	3,099
HS Asst. Softball	9.00%	2,789	10.00%	3,099
HS Asst. Volleyball	7.00%	2,169	8.00%	2,479
HS Asst. Cross Country	7.00%	2,169	8.00%	2,479
HS Asst Girls Track	7.00%	2,169	8.00%	2,479
HS Asst Boys Track	7.00%	2,169	8.00%	2,479
HS Asst Soccer	7.00%	2,169	8.00%	2,479
HS Asst. Golf	7.00%	2,169	8.00%	2,479
Head Jr High Coach	6.00%	1,859	7.00%	2,169
Asst. Jr High Coach	4.50%	1,395	5.50%	1,704
FFA	10.00%	3,099	11.00%	3,409
FCCLA	7.00%	2,169	7.50%	2,324
Yearbook	4.00%	1,240	4.50%	1,395
Student Council	3.00%	930	3.50%	1,085
Speech	8.50%	2,634	9.00%	2,789
National Honor Society	2.00%	620	2.50%	775
Fall Cheer	3.00%	930	3.50%	1,085
Winter Cheer	4.00%	1,240	4.50%	1,395
Jr High Cheerleading	1.50%	465	2.00%	620

Vocal Music	10.00%	3,099	10.50%	3,254
Instrumental Music	13.00%	4,029	13.50%	4,184
Elem Music- Band	1.50%	465	1.75%	542
Elem Music- Vocal	1.50%	465	1.75%	542
Drama	8.50%	2,634	9.00%	2,789
Musical Director	8.50%	2,634	9.00%	2,789
Asst. Musical Director	2.00%	620	2.25%	697
Jr. High Play	2.00%	620	2.25%	697
ChaMps	0.75%	232	1.00%	310
Dance/Drill Team	7.00%	2,169	7.50%	2,324
Jr. High Magazine	1.25%	387	1.50%	465
Jr. Class Sponsor	1.75%	542	2.00%	620
SR Class Sponsor	2.00%	620	2.50%	775
MS Student Council	1.00%	310	1.25%	387
Yearbook Assistant	1.00%	310	1.25%	387
HS Robotics	5.25%	1,627	5.75%	1,782
MathCounts Sponsor	3.00%	930	3.50%	1,085

\*\* Coach/Sponsor Starts at Year 1 for each position.

\*\*\* Coach/Sponsor can keep years only if moving from MS to HS or HS to MS in the same sport/club.

**APPENDIX C – GRIEVANCE FORM**

Date Filed: \_\_\_\_\_

\_\_\_\_\_  
Building

Distribution of Form:

\_\_\_\_\_  
Name of Grievant

1. Association
2. Employee
3. Employer

**STEP TWO**

A. Date alleged violation occurred:  
\_\_\_\_\_

B. Selection(s) of contract alleged to be violated:  
\_\_\_\_\_

C. Statement of Grievance:  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

E. Disposition by Principal or Immediate Supervisor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor

\_\_\_\_\_  
Date

**STEP THREE**

A. \_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date Received by Superintendent

B. Disposition by Superintendent or Designee:

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

\_\_\_\_\_  
Date