

**2017-2018**

**MASTER CONTRACT AGREEMENT**

**Between the**

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS**

**and the**

**GRINNELL-NEWBURG EDUCATION ASSOCIATION**

**1333 Sunset Street  
Grinnell, Iowa 50112**

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## **PREAMBLE**

The Board of Education and the Grinnell-Newburg Education Association of the Grinnell-Newburg Community School District jointly recognize the importance of education to the pupils of this community. It is also recognized that the best interest of education in the schools can best be served by mutual understanding and cooperation among the Board of Education, Administration, and the Association. This joint development of a Master Contract signifies that all groups have their unique contributions toward quality education.

This agreement, brought about by sincere concern and effort, is entered into by the Board and the Association in order to provide harmonious relationships and in order that the community may best be served.

**ARTICLE 1**  
**MASTER CONTRACT**

- 1.1. The articles of agreement enclosed herein shall constitute the Master Contract between the Grinnell-Newburg Board of Education and the Grinnell-Newburg Education Association.
- 1.2. The Master Contract shall be effective as of August 1, 2017 and, with the exception of those terms modified through the reopener specified below, shall continue in force through July 31, 2019. The GNEA and the Grinnell-Newburg Board of Education will open the contract in the spring of 2018 for the purpose of negotiating the base salary wage for the period of August 1, 2018 – July 31, 2019.
- 1.3 Labor Management Committee (LMC):

The Board of Education and GNEA will establish a joint Labor Management Committee. The purpose of this committee is to collaboratively discuss and make recommendations regarding employment matters referred to in the handbook and other matters mutually agreed upon.

(Compensation is identified under Article 10 of this master contract that shows the agreement for 2.1% total package)

## ARTICLE 2 DEFINITIONS

- 2.1. **District** refers to the Grinnell-Newburg Community School District (#79-2709) as prescribed by the State Department of Education.
- 2.2. **The Board or Employer** refers to the duly elected and seated persons as directors of the Grinnell-Newburg Community School District.
- 2.3. **The Association** refers to the Grinnell-Newburg Education Association or its duly appointed designees as constituted and controlled by its bylaws.
- 2.4. **Certificated Employee** refers to all regular school employees of the Grinnell-Newburg Community School District employed as a teacher, librarian, counselor, or nurse.
- 2.5. **School Days** refers to all days when students are required to be in attendance at any school building, certificated personnel are required to supervise, and which is accepted as a school day by the Department of Education.
- 2.6. **Contract Days** refers to all days an employee is required by contract to be performing school functions.
- 2.7. **School Business Days** refers to the days that the District Administrative Office is open for business.
- 2.8. **Seniority** shall be defined as years of continuous service in the District, including the current year, as calculated to the nearest one-half year. Present staff members' current seniority will be considered continuous through the 1981-82 school year.
- 2.9. **Seniority Factor** shall be a numerical total consisting of seniority, number of educational lanes attained (up to 4) as per the employee's individual contract on January 1 of the current school year, and number of supplemental assignments (up to 2) on January 1 of the current school year.
- 2.10. **Grievance** is a complaint that there has been a violation, misinterpretation, or inequitable application of the Master Contract.
- 2.11. **Group Grievance** is a complaint by the Association that there has been a violation, misinterpretation, or inequitable application of the Master Contract, which has affected a group or class of employees.
- 2.12. **Aggrieved Party** is the person(s) or the Association (in a *Group Grievance*) filing a grievance.
- 2.14. **Exhibits** are included in the Master Contract for reference only; they are non-negotiable and non-grievable.

**ARTICLE 3  
BOARD RIGHTS**

- 3.1. It is understood and agreed that all functions, rights, and powers or authority granted by Law to the Board for the administration of the District which are not specifically limited by language of this agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the provisions of this agreement.

**ARTICLE 4  
ASSOCIATION RIGHTS**

- 4.1. The Association has the right to:

4.1.1. Use of Facilities

The Association shall have the right to make use of school district buildings and facilities at all reasonable hours for meetings provided, however, that said use has been cleared on the building calendar by the principal or designee.

4.1.2. Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards.

**ARTICLE 5  
HEALTH AND SAFETY PROVISIONS**

- 5.1. The Board will provide its employees with the necessary equipment to perform assigned duties in a safe manner. The employees will be expected to perform their duties in a safe manner.
- 5.2. The principal in each attendance center in the District will establish a Health and Safety Committee, said committee to include at least three teachers.
- 5.2.1. Each Committee will make recommendations for establishing a District procedure for employees to report unhealthy/unsafe conditions/practices within school buildings.
- 5.2.2. Each Committee will make recommendations to the building principal for improving the health and safety of building occupants.
- 5.3. The Board shall have assigned in each attendance center personnel trained in emergency first-aid treatment for building occupants.
- 5.4. The Board shall keep in force a liability insurance policy providing protection of its employees against legal actions resulting in the performance of their assigned duties.

## ARTICLE 6 GRIEVANCES

### 6.1. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions for resolving any questions arising under this Contract. Both parties in interest agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

### 6.2. Procedure

#### 6.2.1. Time limits

- 6.2.1.1. The number of days indicated at each level should be considered as a maximum and effort should be made to expedite the process. The time limits specified may be extended by mutual agreement.
- 6.2.1.2. A claim must be filed at Level 2 within forty-five (45) school business days of the occurrence of the event in question.

#### 6.2.2. Year-End Grievance

If a grievance has not been settled by the last contract day of the school year, a request by either the grievant or the superintendent will postpone further timelines until the first contract day of the ensuing school year. The request, however, must state reasons why the claim cannot be normally processed.

#### 6.2.3. Level 1

A party with a grievance shall first discuss it with the principal or immediate supervisor, either directly and/or through the Association's designated representative, with the objective of resolving the matter informally.

#### 6.2.4. Level 2

If the aggrieved party is not satisfied with the disposition of the grievance at Level 1 the party may file a written grievance with the principal and a copy of such will be filed with the Association. The written grievance shall be filed on a Board adopted form, Exhibit I, and must cite the specific Article he/she believes has been violated and the remedy sought.

Within five (5) school business days of filing the grievance, the party shall receive a meeting with the building principal to discuss the written grievance, either directly or through the Association's designated representative, with the objective of resolving the matter at this level.

The principal shall render a written decision within five (5) school business days following the Level 2 meeting.

### 6.2.5. Level 3

If the aggrieved party is not satisfied with the disposition of the grievance at Level 2 the party may request to Association to submit the grievance in writing to the superintendent or designee. The party's decision to advance the grievance shall be made within five (5) school business days after receipt of the written decision at Level 2.

The Association, once requested by the party, has five (5) school business days to submit the grievance in writing to the superintendent or designee.

The superintendent or designee shall render a written decision within ten (10) school business days after receipt of the written grievance.

### 6.2.6. Level 4

6.2.6.1. If the aggrieved party is not satisfied with the disposition of the grievance at Level 3 the aggrieved party may request the Association to submit the grievance to arbitration. The party's decision to advance the grievance shall be made within five (5) school business days after receipt of the written decision at Level 3.

The Association, once requested by the party, has fifteen (15) school business days to decide whether to advance the grievance, and if so, to request from the Public Relations Board a list of five (5) arbitrators and to provide the superintendent with a copy of the request. Once the list is received the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school business days. The other party shall have one (1) school business day to remove one of the remaining names, with this procedure continuing until one name remains. This person shall be the arbitrator.

6.2.6.2. The arbitrator so selected shall confer with the representative of the Board and the Association, hold hearings promptly, and shall issue a decision not later than twenty (20) school business days following the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to the arbitrator.

The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issue(s) submitted. The arbitrator shall be without power or authority to make decisions which require the commission of an act prohibited by law or which is in violation of the terms of this Contract. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

6.2.6.3. In the event that arbitrability of a grievance is at issue between the parties jurisdiction to resolve the issue shall rest solely with the arbitrator.

6.2.6.4. The costs for the services of the arbitrator, including per diem expenses, if any,



and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

### 6.3. Rights of Employees to Representation

6.3.1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself and/or, at his/her option, by a representative selected or approved by the Association.

6.3.2. The Board and the Association will make every effort to handle all phases of the Grievance Procedure outside of school time, however;

6.3.2.1. If, in the process of handling a grievance, the principal, superintendent, or arbitrator schedules a meetings which requires the aggrieved party(s) or GNEA representative(s) to miss all or part of a school day, said grievant(s) or GNEA representative(s) will not suffer loss of compensation or leave time.

6.3.2.2. Should the grievance be found in favor of the employer, the cost of substitute(s) hired, as a result of meetings held in accordance with 6.3.2.1., shall be borne by the Association and Association Leave will be assessed.

### 6.4. Right of Association to Representation

Beginning with Level 2, an authorized representative of the Association shall be provided reasonable opportunity to be present at all levels of the grievance procedure.

### 6.5. General Provisions

6.5.1. Forms for filing grievances shall be provided by the Board and made available to all persons covered by this Contract.

6.5.2. All meetings and hearings held under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.

6.5.3. The aggrieved party's rights to grieve are not forfeited if the grievance is filed at the wrong level. The party shall be referred to the proper level.

6.5.4. Administrative failure to abide by the timelines shall automatically move the grievance to the next level. Failure of the aggrieved party to abide by the timelines shall end the grievance.

6.5.5. Once a grievance has been initiated, neither the substance nor Article concerned may be changed. The remedy sought shall not be escalated.

# GRIEVANCE PROCEDURE TIMELINES

| <u>EVENT</u> |   |
|--------------|---|
| LEVEL 1      | INFORMAL<br>I<br>45 Days                                |
| LEVEL 2      | REQUEST MEETING WITH PRINCIPAL<br>I<br>5 Days           |
| LEVEL 2      | MEETING<br>I<br>5 Days                                  |
| LEVEL 2      | WRITTEN DECISION<br>I<br>5 Days                         |
| LEVEL 3      | REQUEST GNEA TO SUBMIT TO SUPERINTENDENT<br>I<br>5 Days |
| LEVEL 3      | SUBMIT TO SUPERINTENDENT<br>I<br>10 Days                |
| LEVEL 3      | WRITTEN DECISION<br>I<br>5 Days                         |
| LEVEL 4      | REQUEST GNEA TO SUBMIT TO ARBITRATION<br>I<br>15 Days   |
| LEVEL 4      | FILE FOR ARBITRATION<br>I                               |
| LEVEL 4      | ARBITRATION HEARING<br>I<br>20 Days                     |
| LEVEL 4      | ARBITRATOR'S DECISION<br>I                              |

**ARTICLE 7  
LEAVES**

**7.1. Long Term Leaves**

7.1.1. Leaves of absence may be granted without compensation for the following reasons:

Educational Leave  
Educational Association Office  
Parental  
Other causes deemed reasonable by the Superintendent

7.1.2. The request for leave must be made in writing to the superintendent, including suggested dates of commencement and termination of the leave. Such request will be acted upon by the superintendent within ten (10) school business days after receipt of the request.

7.1.3. Such leaves shall not exceed one year except by approval of the superintendent.

7.1.4. If an employee is approved for a Long Term leave that exceeds 90 contracted days, that employee's Short Term Leave credit, as specified in Article 7.2., will be prorated accordingly.

7.1.5. Upon completion of such leaves, the individual shall resume the same position or an equivalent position to that which he/she vacated for the leave of absence, provided that he/she is physically, mentally, and emotionally capable of performing the duties of the position.

7.1.5.1. An employee shall be entitled to all raises and benefits upon return if the employee serves at least one-half of the contract days in the contract year in which the leave was taken.

7.1.5.2. There will be no loss of position on the salary schedule, however no salary step or seniority will be credited for the period of leave.

**7.2. Short Term Leaves**

**7.2.1. Sick Leave**

Each employee is credited with fifteen (15) days Sick Leave with pay at the beginning of each school year for the personal illness of, or injury to, the employee. The use of paid Sick Leave is limited to medically related disabilities and may not be used for preventative services and examinations. Examples: annual physicals and check-ups (medical, dental, eye) or any services not related to an acute illness or injury. Any illness or injury exceeding five (5) consecutive contract days will be considered an extended illness and will require that a licensed medical practitioner certify the period that the employee has been unable to work and the date that the employee may return to work. To qualify for Sick Leave, the employee must complete district provided forms available on-line, in the building offices, or at the Central Office. Unused Sick Leave each year shall be

carried forward, but the accumulation, including current credit, cannot exceed 120 days prorated based on contract FTE.

- 7.2.1.1. Sick Leave will be credited and charged in 2-hour increments.
- 7.2.1.2. Annual Sick Leave credit for part-time employees will be prorated based on contract FTE and recorded according to the employee's daily scheduled hours. When a part-time employee is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time employee's Sick Leave record.
- 7.2.1.3. New employees will be credited with Sick Leave after completing one day of service in their initial year of employment with the District.
- 7.2.1.4. Sick Leave may be approved that exceeds the employee's accumulation of paid Sick Leave, but will be without pay. If an employee has exhausted the use of paid Sick Leave, the employee may request the use of accumulated paid Family Illness Leave and/or paid Personal Leave if available.

## 7.2.2 Personal Time Off (PTO)

- 7.2.2.1. Personal Time Off has been created as a new category of leave, and replaces funeral leave, family illness, and personal leaves. Each **certificated** employee is credited with five (5) days Personal Time Off each school year with full salary. Application for such leave shall be made at least twenty-four (24) hours in advance, except in cases of emergency. No Personal Time Off is authorized unless approved by the supervising principal or designee.
- 7.2.2.2. Except for emergency circumstances, individual personal time off for certificated employees will be limited in use as follows:
  - Three (3) per day at the High School and Middle School.
  - Two (2) per day at each Elementary School.

A supervising principal may authorize more usage if there are extenuating circumstances. Emergency circumstances will not be denied.

Beginning of the year, end of the year, and staff development days are important learning experiences for students and staff. Use of personal time off is discouraged at those times.

Personal Time Off is typically expected to be of brief duration and is not intended for vacation use. Leaves of more than three (3) days will be granted with an extenuating circumstance. An extenuating circumstance shall be defined as a "once in a lifetime" event for personal use, or significant family illness or bereavement event.

Personal Time Off will be credited and charged to the employee's record in 2 hour increments.

- 7.2.2.3. Annual Personal Time Off credit for part-time employees will be prorated based on contract FTE and recorded according to the employees daily scheduled hours. When a part-time employee is absent, under provisions of this Article, that portion of a day missed will be charged to the part-time employee's Personal Time Off record.
- 7.2.2.4 If an employee's Personal Time Off accumulation has been exhausted, up to two additional Personal Time Off days may be purchased at substitute rates in effect for that year.
- 7.2.2.5 Unused Personal Time Off shall be carried forward, but the accumulation, including current credit, cannot exceed ten (10) days prorated based on contract FTE.

### 7.2.3. Funeral Leave

Each **paraeducator** is entitled to leave with full salary (up to three days) to attend the funeral services of a member of the paraeducator's *close* immediate family. Funeral arrangements and travel time are included within the three days.

Each paraeducator is entitled to leave with full salary (up to one day) to attend the funeral services of a member of the paraeducator's *extended* immediate family.

Close immediate family member is defined as: parent, spouse, child, brother or sister of the paraeducator.

Extended immediate family member is defined as: parent-in-law, brother-in-law, sister-in-law, step-child, son-in-law, daughter-in-law, guardian, ward, foster parent, foster brother, foster sister, foster child, step-parent, step-brother, step-sister, grandparent, grandchild, aunt, or uncle of the paraeducator.

### 7.2.4. Family Illness Leave

- 7.2.4.1 Each **paraeducator** is entitled to a total of three (3) days leave with full salary each school year:
  1. To be with a member of the paraeducator's household due to illness.
  2. To be with other immediate family members who are in grave medical condition or have medical circumstances requiring the paraeducator's presence.
- 7.2.4.2. Applications for Family Illness Leave shall be made in advance whenever possible, clearly detailing the need for use of a contract day. Family Illness Leave must be approved by the superintendent or designee.
- 7.2.4.3. Family Illness Leave will be credited and charged to the paraeducator's record

in 2-hour increments.

7.2.4.4. Annual Family Illness Leave credit for part-time paraeducators will be prorated based on contract FTE recorded according to the employees daily scheduled hours. When a part-time paraeducator is absent, under provisions of this Article, that portion of a day missed will be charged to the part-time paraeducator's Family Illness Leave record.

7.2.4.5. Unused Family Illness Leave with full salary shall be carried forward, but the accumulation, including current credit, cannot exceed ten (10) days prorated based on contract FTE.

#### 7.2.5. Personal Leave

7.2.5.1. Each **paraeducator** is entitled to two (2) days of Personal Leave each school year with full salary. Application for such leave shall be made at least twenty-four (24) hours in advance, except in cases of emergency. No Personal Leave is authorized unless approved by the supervising principal or designee.

7.2.5.2. Personal Leave will be credited and charged to the paraeducator's record in 2-hour increments.

7.2.5.3. Annual Personal Leave credit for part-time paraeducators will be prorated based on contract FTE and recorded according to the employee's daily scheduled hours. When a part-time paraeducator is absent, under provisions of this Article, that portion of a full day missed will be charged to the part-time paraeducator's Personal Leave record.

Unused Personal Leave shall be carried forward, but the accumulation, including current credit, cannot exceed five (5) days prorated based on contract FTE.

7.2.5.4. Unpaid leave of short duration (1-3 days) will be considered based on the needs of the District, the employee's absentee record, the need for a sub and availability of a sub if needed. Application should be made ten (10) days before the leave unless there is an emergency.

Unpaid leave of longer duration (more than 3 days) will be considered as follows: The employee must apply thirty (30) days before the leave usage unless there is an emergency. The leave must be for a once in a lifetime event, or an annual activity of very significant family importance, and the leave must not significantly interfere with the school's operation. The employee's employment record and previous usage may be considered.

Once the leave request has been submitted the superintendent has five (5) days to respond.

#### 7.2.6. Professional Leave

Employees may be granted leave to attend professional meetings related to the employee's assignment. Such leave is subject to prior approval by the superintendent and will be without loss of salary.

Employees will differentiate between district requested professional leave and individual requested professional leave on the district's automated substitute placement system. Individual requested professional leave will be submitted at least two weeks in advance of the date(s) requested. The superintendent or designee will respond to the request within five (5) school business days of receipt of the request.

#### 7.2.7. Jury and Legal Duty

Any employee called for jury duty or subpoenaed to appear as a witness in any legal action during school days shall be provided such time at full salary. Any fees or remuneration received exceeding actual expenses shall be paid to the District.

#### 7.2.8. Good Cause

Other temporary leaves of absence, not covered under Articles 7.2.1 through 7.2.7., may be granted by the superintendent or designee. Such leaves of absence will be without pay.

7.3. Requests for leave must be made on district provided forms available on-line, in the building offices, or at the Central Office, and a leave usage report must be completed upon return.

Leave requests must be made well in advance of date(s) requested, except in cases of emergency.

**ARTICLE 8**  
**SALARY REDUCTIONS FOR EMPLOYEES**

- 8.1 The District will provide salary reductions:
- District Group Insurance
  - United Way
  - Grinnell 2000
  - Others as approved by the Board of Directors
- 8.2. Each employee will be able to specify salary reductions as follows:
- Tax Sheltered Annuities
  - District-adopted Cafeteria Benefits
- 8.2.1. A request for salary reduction must be made each year.



**ARTICLE 9  
CONTRACT**

- 9.1. The contract days for certificated employees shall be 195 as herein specified:
- 174 School Days
  - 14 Work/Service Days
  - 7 Paid Holidays

In the pupils' regular scheduled day, employees shall, in addition to the lunch period, have daily preparation time during which they shall not be assigned other duties as follows:

- a. Elementary School – minimum 30 consecutive minutes per day
- b. Middle School – regular class period
- c. High School – a regular class period

Changes in a regular schedule include, but are not limited to: late start, early dismissal, field trips, assemblies, and other activities that take teachers from their regular schedule.

If a teacher has to give up this time to substitute for another teacher, the substitute will be paid at the hourly curricular extra day rate in Article 13.1

- 9.1.1. Paid holidays shall be:

- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Winter Holidays (December 25 and January 1)
- President/Special American Day (third Monday in February),
- Spring Holiday
- Memorial Day (last Monday in May).

- 9.2. Work Week

The certificated employee's assigned workweek shall not exceed forty (40) hours per week, including a paid daily duty-free lunch period of at least twenty (20) continuous minutes. Such lunchtime shall occur during the period(s) that the cafeteria is serving students.

- 9.2.1. All certificated employee's' regular workweek shall be 7:45 A.M. to 3:35 P.M. Said workday will be adjusted if unpaid, duty free lunch period exceeds twenty (20) minutes. If any certificated employee's regular work week hours are modified from the established 7:45 A.M. to 3:35 P.M. for an extended period, such modification must be approved, in writing, by the superintendent and the president of the Association. However, the starting/ending time may be adjusted by up to one (1) hour for the purpose of facilitating extended student learning opportunities, such as early bird classes. Any such adjustment to the contract day would need to be agreed upon by both the cooperating teacher and the administrator.

- 9.2.2. Additional hours will be assigned as required by the appropriate supervisor, but the total assigned work week may not exceed forty (40) hours, pro-rated for part-time certificated employees equal to their contracted F.T.E. It is understood that staffings and meetings are a part of certificated employee's' professional responsibilities, but should employees

be required to regularly work more than the maximum assigned hours, as specified above, for staffings and other assigned meetings, they will have their subsequent work week(s) assigned hours adjusted by the appropriate supervisor.

9.2.3. In case of an unscheduled late start or early dismissal, teachers, nurses, and aides will be on duty thirty (30) minutes before/after the beginning or end of the adjusted school day.

9.3. The contract days for paraeducators (aides) shall be 180 school days, except for those days when school is not in session due to parent/teacher conferences, plus 7 paid holidays.

9.3.1 Paid holidays shall be those specified in 12.1.1.

9.3.2. A paraeducator will be considered full-time if he/she is scheduled for at least thirty-seven and one-half (37.5) hours per week. Each employee's individual work schedule will be established in advance by the building principal or designee, based on each employee's total contracted hours. In cases of an unscheduled late start or early dismissal, employee work schedules will be adjusted to "make up" the time, as determined by the building principal. The hours can be made up any time before the end of the school year, as determined by the building principal.

At the request of the paraeducator, and with approval of the supervisor, time off without pay may be granted at times when students are not in attendance.

9.3.3. Approved hours of work, beyond contracted hours, shall be paid at the employee's contracted hourly rate. Requests for additional time shall be made in writing on a district provided form, and must be approved by the building principal or designee. Employees requested to work additional time shall be afforded reasonable advance notice.

**ARTICLE 10  
COMPENSATION**

Please note that the definition for compensation will still under interpretation. The following chart is a guide to how the district is interpreting salary and wages for its employees under this contract.

The parties agree to a 2.1% increase in pay for the 2017-18 school year. The parties will reopen the agreement in the spring of 2018 for the purpose of negotiating base wages for the 2018-19 school year. Although the parties understand that the definition of "base wages" as stated in House File 291 (which amended Chapter 20) has yet to be resolved, the following schedule reflects the parties' agreement about the application of salary and wages for the 2017-18 school year:

**10.3. Nurses' Salary Schedule • Grinnell-Newburg Schools • 2017-2018  
\$32,515 Base Pay + \$5,235 TQ per FTE (BA/BS only)**

| Step | Lane    |        |         |        |         |        |
|------|---------|--------|---------|--------|---------|--------|
|      | RN      |        | RN+30   |        | RN+BS   |        |
| 1    | 87.70%  | 28,516 | 97.70%  | 31,767 | 107.70% | 40,254 |
| 2    | 89.70%  | 29,166 | 99.70%  | 32,417 | 109.70% | 40,904 |
| 3    | 91.70%  | 29,816 | 101.70% | 33,068 | 111.70% | 41,554 |
| 4    | 93.70%  | 30,467 | 103.70% | 33,718 | 113.70% | 42,205 |
| 5    | 95.70%  | 31,117 | 105.70% | 34,368 | 115.70% | 42,855 |
| 6    | 97.70%  | 31,767 | 107.70% | 35,019 | 117.70% | 43,505 |
| 7    | 99.70%  | 32,417 | 109.70% | 35,669 | 119.70% | 44,155 |
| 8    | 101.70% | 33,068 | 111.70% | 36,319 | 121.70% | 44,806 |
| 9    | 103.70% | 33,718 | 113.70% | 36,970 | 123.70% | 45,456 |
| 10   | 105.70% | 34,368 | 115.70% | 37,620 | 125.70% | 46,106 |
| 11   | 107.70% | 35,019 | 117.70% | 38,270 | 127.70% | 46,757 |
| 12   | 109.70% | 35,669 | 119.70% | 38,920 | 129.70% | 47,407 |
| 13   | 111.70% | 36,319 | 121.70% | 39,571 | 131.70% | 48,057 |
| 14   | 113.70% | 36,970 | 123.70% | 40,221 | 133.70% | 48,708 |
| 15   | 115.70% | 37,620 | 125.70% | 40,871 | 135.70% | 49,358 |
| 16   | 115.90% | 37,685 | 125.90% | 40,936 | 135.90% | 49,423 |
| 17   | 116.10% | 37,750 | 126.10% | 41,001 | 136.10% | 49,488 |
| 18   | 116.30% | 37,815 | 126.30% | 41,066 | 136.30% | 49,553 |
| 19   | 116.50% | 37,880 | 126.50% | 41,131 | 136.50% | 49,618 |
| 20   | 116.70% | 37,945 | 126.70% | 41,197 | 136.70% | 49,683 |
| 21   | 116.90% | 38,010 | 126.90% | 41,262 | 136.90% | 49,748 |
| 22   | 117.10% | 38,075 | 127.10% | 41,327 | 137.10% | 49,813 |
| 23   | 117.30% | 38,140 | 127.30% | 41,392 | 137.30% | 49,878 |
| 24   | 117.50% | 38,205 | 127.50% | 41,457 | 137.50% | 49,943 |
| 25   | 117.70% | 38,270 | 127.70% | 41,522 | 137.70% | 50,008 |
| 26   | 117.90% | 38,335 | 127.90% | 41,587 | 137.90% | 50,073 |
| 27   | 118.10% | 38,400 | 128.10% | 41,652 | 138.10% | 50,138 |
| 28   | 118.30% | 38,465 | 128.30% | 41,717 | 138.30% | 50,203 |
| 29   | 118.50% | 38,530 | 128.50% | 41,782 | 138.50% | 50,268 |
| 30   | 118.70% | 38,595 | 128.70% | 41,847 | 138.70% | 50,333 |

10.3.1. The administration shall evaluate incoming personnel for placement on the salary schedule. Placement may not reflect all prior experience or educational attainment.

10.4. Paraeducators' (Aides') Salary Schedule • Grinnell-Newburg Schools • 2017-2018  
**\$10.12 Base/Sub pay**

| Step | Lane     |              | Generalist |              | Specialized |              |
|------|----------|--------------|------------|--------------|-------------|--------------|
|      | Standard |              |            |              |             |              |
| 1    | 1.109    | <b>11.22</b> | 1.134      | <b>11.47</b> | 1.164       | <b>11.78</b> |
| 2    | 1.134    | <b>11.47</b> | 1.159      | <b>11.73</b> | 1.189       | <b>12.03</b> |
| 3    | 1.159    | <b>11.73</b> | 1.184      | <b>11.98</b> | 1.214       | <b>12.28</b> |
| 4    | 1.184    | <b>11.98</b> | 1.209      | <b>12.23</b> | 1.239       | <b>12.54</b> |
| 5    | 1.209    | <b>12.23</b> | 1.234      | <b>12.49</b> | 1.264       | <b>12.79</b> |
| 6    | 1.234    | <b>12.49</b> | 1.259      | <b>12.74</b> | 1.289       | <b>13.04</b> |
| 7    | 1.259    | <b>12.74</b> | 1.284      | <b>12.99</b> | 1.314       | <b>13.30</b> |
| 8    | 1.284    | <b>12.99</b> | 1.309      | <b>13.25</b> | 1.339       | <b>13.55</b> |
| 9    | 1.309    | <b>13.25</b> | 1.334      | <b>13.50</b> | 1.364       | <b>13.80</b> |
| 10   | 1.334    | <b>13.50</b> | 1.359      | <b>13.75</b> | 1.389       | <b>14.06</b> |
| 11   | 1.359    | <b>13.75</b> | 1.384      | <b>14.00</b> | 1.414       | <b>14.31</b> |
| 12   | 1.384    | <b>14.00</b> | 1.409      | <b>14.26</b> | 1.439       | <b>14.56</b> |
| 13   | 1.409    | <b>14.26</b> | 1.434      | <b>14.51</b> | 1.464       | <b>14.81</b> |
| 14   | 1.434    | <b>14.51</b> | 1.459      | <b>14.76</b> | 1.489       | <b>15.07</b> |
| 15   | 1.459    | <b>14.76</b> | 1.484      | <b>15.02</b> | 1.514       | <b>15.32</b> |
| 16   | 1.463    | <b>14.80</b> | 1.488      | <b>15.06</b> | 1.518       | <b>15.36</b> |
| 17   | 1.467    | <b>14.84</b> | 1.492      | <b>15.10</b> | 1.522       | <b>15.40</b> |
| 18   | 1.471    | <b>14.89</b> | 1.496      | <b>15.14</b> | 1.526       | <b>15.44</b> |
| 19   | 1.475    | <b>14.93</b> | 1.5        | <b>15.18</b> | 1.53        | <b>15.48</b> |
| 20   | 1.479    | <b>14.97</b> | 1.504      | <b>15.22</b> | 1.534       | <b>15.52</b> |
| 21   | 1.483    | <b>15.01</b> | 1.508      | <b>15.26</b> | 1.538       | <b>15.56</b> |
| 22   | 1.487    | <b>15.05</b> | 1.512      | <b>15.30</b> | 1.542       | <b>15.60</b> |
| 23   | 1.491    | <b>15.09</b> | 1.516      | <b>15.34</b> | 1.546       | <b>15.64</b> |
| 24   | 1.495    | <b>15.13</b> | 1.52       | <b>15.38</b> | 1.55        | <b>15.68</b> |
| 25   | 1.499    | <b>15.17</b> | 1.524      | <b>15.42</b> | 1.554       | <b>15.72</b> |
| 26   | 1.503    | <b>15.21</b> | 1.528      | <b>15.46</b> | 1.558       | <b>15.77</b> |
| 27   | 1.507    | <b>15.25</b> | 1.532      | <b>15.50</b> | 1.562       | <b>15.81</b> |
| 28   | 1.511    | <b>15.29</b> | 1.536      | <b>15.54</b> | 1.566       | <b>15.85</b> |

10.4.1. The administration shall evaluate incoming personnel for placement on the salary schedule. Placement on the salary schedule will reflect educational attainment. Placement may not reflect all prior experience.

10.4.2. Paraeducator Salary Schedule Lanes

10.4.2.1. "Standard" requires no certification.

10.4.2.2 "Generalist" requires State of Iowa Paraeducator Generalist Certificate or an Associate's degree with coursework taken in education, early childhood, or child development.

10.4.2.3. "Specialized" requires State of Iowa Paraeducator Generalist Certificate with Level II Area of Concentration or any BA degree.

Teachers' Schedule • Grinnell-Newburg Schools • 2017-2018

\$32,515 Base Pay + \$5,235 TQ per FTE (BA/BS only)

| Step | Lane   | BA       | BA+15    | BA+30    | MA     | MA+15    | MA+30    | MA+45    | PhD    |          |
|------|--------|----------|----------|----------|--------|----------|----------|----------|--------|----------|
| 1    | 7.70%  | \$40,254 | \$40,741 | \$41,879 | 16.70% | \$44,318 | \$45,456 | \$46,594 | 31.20% | \$47,895 |
| 2    | 8.70%  | \$40,579 | \$41,717 | \$42,855 | 19.70% | \$45,293 | \$46,432 | \$47,570 | 34.20% | \$48,870 |
| 3    | 11.70% | \$41,554 | \$42,692 | \$43,830 | 22.70% | \$46,269 | \$47,407 | \$48,545 | 37.20% | \$49,846 |
| 4    | 14.70% | \$42,530 | \$43,668 | \$44,806 | 25.70% | \$47,244 | \$48,382 | \$49,520 | 40.20% | \$50,821 |
| 5    | 17.70% | \$43,505 | \$44,643 | \$45,781 | 28.70% | \$48,220 | \$49,358 | \$50,496 | 43.20% | \$51,796 |
| 6    | 21.20% | \$44,643 | \$45,781 | \$46,919 | 32.20% | \$49,358 | \$50,496 | \$51,634 | 46.70% | \$52,935 |
| 7    | 24.70% | \$45,781 | \$46,919 | \$48,057 | 35.70% | \$50,496 | \$51,634 | \$52,772 | 50.20% | \$54,073 |
| 8    | 28.20% | \$46,919 | \$48,057 | \$49,195 | 39.20% | \$51,634 | \$52,772 | \$53,910 | 53.70% | \$55,211 |
| 9    | 31.70% | \$48,057 | \$49,195 | \$50,333 | 42.70% | \$52,772 | \$53,910 | \$55,048 | 57.20% | \$56,349 |
| 10   | 35.20% | \$49,195 | \$50,333 | \$51,471 | 46.20% | \$53,910 | \$55,048 | \$56,186 | 60.70% | \$57,487 |
| 11   | 39.20% | \$50,333 | \$51,471 | \$52,772 | 50.20% | \$55,211 | \$56,349 | \$57,487 | 64.70% | \$58,787 |
| 12   | 43.20% | \$51,471 | \$52,772 | \$54,073 | 54.20% | \$56,511 | \$57,649 | \$58,787 | 68.70% | \$60,088 |
| 13   | 47.20% | \$52,772 | \$54,073 | \$55,373 | 58.20% | \$57,812 | \$58,950 | \$60,088 | 72.70% | \$61,388 |
| 14   | 51.20% | \$54,073 | \$55,373 | \$56,674 | 62.20% | \$59,112 | \$60,250 | \$61,388 | 76.70% | \$62,689 |
| 15   | 53.70% | \$55,373 | \$56,674 | \$57,974 | 66.20% | \$60,413 | \$61,551 | \$62,689 | 80.70% | \$63,990 |
| 16   | 54.00% | \$55,308 | \$56,609 | \$57,910 | 70.40% | \$61,714 | \$62,852 | \$64,055 | 84.90% | \$65,355 |
| 17   | 54.30% | \$55,406 | \$56,707 | \$58,008 | 74.60% | \$63,144 | \$64,282 | \$65,420 | 89.10% | \$66,721 |
| 18   | 54.60% | \$55,503 | \$56,804 | \$58,106 | 77.10% | \$64,510 | \$65,648 | \$66,786 | 93.30% | \$68,086 |
| 19   | 54.90% | \$55,601 | \$56,902 | \$58,208 | 77.80% | \$64,737 | \$65,875 | \$67,014 | 94.00% | \$68,314 |
| 20   | 55.20% | \$55,698 | \$57,000 | \$58,307 | 78.60% | \$64,998 | \$66,136 | \$67,274 | 94.80% | \$68,574 |

10.5. Teachers' Schedule (Continued)

| Step | Lane   | BA       | BA+15  | BA+30  | MA       | MA+15  | MA+30    | MA+45  | PhD      |        |          |        |          |        |          |
|------|--------|----------|--------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|
| 21   | 55.50% | \$55,796 | 63.00% | 70.70% | \$60,738 | 78.90% | \$63,404 | 84.10% | \$65,095 | 87.60% | \$66,233 | 91.10% | \$67,371 | 95.10% | \$68,672 |
| 22   | 55.80% | \$55,893 | 63.30% | 71.00% | \$60,836 | 79.20% | \$63,502 | 84.40% | \$65,193 | 87.90% | \$66,331 | 91.40% | \$67,469 | 95.40% | \$68,769 |
| 23   | 56.10% | \$55,991 | 63.60% | 71.30% | \$60,933 | 79.50% | \$63,599 | 84.70% | \$65,290 | 88.20% | \$66,428 | 91.70% | \$67,566 | 95.70% | \$68,867 |
| 24   | 56.40% | \$56,088 | 63.90% | 71.60% | \$61,031 | 79.80% | \$63,697 | 85.00% | \$65,388 | 88.50% | \$66,526 | 92.00% | \$67,664 | 96.00% | \$68,964 |
| 25   | 56.70% | \$56,186 | 64.20% | 71.90% | \$61,128 | 80.10% | \$63,795 | 85.30% | \$65,485 | 88.80% | \$66,623 | 92.30% | \$67,761 | 96.30% | \$69,062 |
| 26   | 57.00% | \$56,284 | 64.50% | 72.20% | \$61,226 | 80.40% | \$63,892 | 85.60% | \$65,583 | 89.10% | \$66,721 | 92.60% | \$67,859 | 96.60% | \$69,159 |
| 27   | 57.30% | \$56,381 | 64.80% | 72.50% | \$61,323 | 80.70% | \$63,990 | 85.90% | \$65,680 | 89.40% | \$66,818 | 92.90% | \$67,956 | 96.90% | \$69,257 |
| 28   | 57.60% | \$56,479 | 65.10% | 72.80% | \$61,421 | 81.00% | \$64,087 | 86.20% | \$65,778 | 89.70% | \$66,916 | 93.20% | \$68,054 | 97.20% | \$69,355 |
| 29   | 57.90% | \$56,576 | 65.40% | 73.10% | \$61,518 | 81.30% | \$64,185 | 86.50% | \$65,875 | 90.00% | \$67,014 | 93.50% | \$68,152 | 97.50% | \$69,452 |
| 30   | 58.20% | \$56,674 | 65.70% | 73.40% | \$61,616 | 81.60% | \$64,282 | 86.80% | \$65,973 | 90.30% | \$67,111 | 93.80% | \$68,249 | 97.80% | \$69,550 |
| 31   | 58.50% | \$56,771 | 66.00% | 73.70% | \$61,714 | 81.90% | \$64,380 | 87.10% | \$66,071 | 90.60% | \$67,209 | 94.10% | \$68,347 | 98.10% | \$69,647 |
| 32   | 58.80% | \$56,869 | 66.30% | 74.00% | \$61,811 | 82.20% | \$64,477 | 87.40% | \$66,168 | 90.90% | \$67,306 | 94.40% | \$68,444 | 98.40% | \$69,745 |
| 33   | 59.10% | \$56,966 | 66.60% | 74.30% | \$61,909 | 82.50% | \$64,575 | 87.70% | \$66,266 | 91.20% | \$67,404 | 94.70% | \$68,542 | 98.70% | \$69,842 |
| 34   | 59.40% | \$57,064 | 66.90% | 74.60% | \$62,006 | 82.80% | \$64,672 | 88.00% | \$66,363 | 91.50% | \$67,501 | 95.00% | \$68,639 | 99.00% | \$69,940 |
| 35   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |
| 36   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |
| 37   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |
| 38   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |
| 39   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |
| 40   | 59.70% | \$57,161 | 67.20% | 74.90% | \$62,104 | 83.10% | \$64,770 | 88.30% | \$66,461 | 91.80% | \$67,599 | 95.30% | \$68,737 | 99.30% | \$70,037 |

10.5.1. The administration shall evaluate all incoming personnel for placement on the salary schedule.

10.5.2. The salary schedule includes HF 499 Phase II dollars only. Should funding related to said legislation be modified during the life of this Contract an appropriate adjustment will automatically be made. The Iowa Legislature eliminated the Phase I allocation and code language in 2009-10. Should Phase I funding be restored, the salary schedule will be automatically adjusted. Should any other State funding be allocated for teachers' salaries in 2012-13 or after, bargaining for those salary funds shall be reopened.

Teacher Quality Basic Allocation- Legislated minimums will be met, and remaining funds will be equally divided. GNEA will review and approve the distribution schedule prior to payment. Distribution to occur in twelve equal payments, with each payment added to the monthly contractual pay. Should the district not receive the expected legislated salary supplements, remaining monthly payments will be equally reduced so that the adjusted allocation received is paid. If overpayment has already occurred at the time of the reduced allocation, monthly payments will be suspended and equal amounts withheld from remaining paychecks until the overpayment has been recovered.

10.5.3 Teachers who have achieved National Board Certification will be paid at the educational lane one higher than their educational attainment.

#### 10.6 Contract Days

The GNEA Master Contract will continue unchanged at 195 days. Additional days may be added, dependent upon legislative action, for staff development.

#### 10.7 GNEA/District Committee

The parties agree to continue to meet regularly during the 2017-18 and 2018-19 school years to discuss issues of mutual interest.

#### 10.8 Professional Development Days for Teachers Less Than Full Time

All teachers will attend full days of professional development.

**ARTICLE 11  
FINALITY AND EFFECT**

- 11.1 This Master Contract supersedes and cancels all previous agreements between the District and the Association or any employee in the bargaining unit, unless expressly stated to the contrary herein.
- 11.2 Should editing or clarification of an intent of this Contract be necessary, such editing or clarification will be carried out by the Superintendent and the Association President. Such editing and clarification will require mutual consent of the two persons.
- 11.3 Parts of this Contract found to be contrary to the Code of Iowa shall be declared null and void. All other parts of the Contract shall continue in force as ratified by the Board and the Association.
- 11.4 Notices

Whenever any notice is required to be given by either of the Parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter to the following designated persons or to such other persons as may be designated.

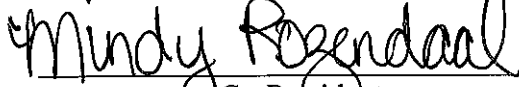
11.4.1. If by the Association, to the Superintendent.

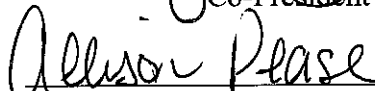
11.4.2. If by the Board, to the Association President.

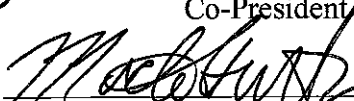
11.5. Signature Clause

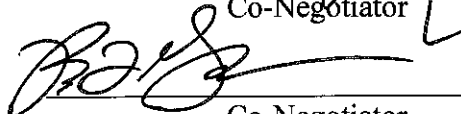
In witness whereof the parties hereto have caused this Master Contract Addendum to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 10<sup>th</sup> day of May 2017.

GRINNELL-NEWBURG  
EDUCATION ASSOCIATION

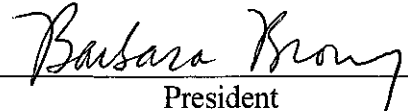
  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-Negotiator

  
\_\_\_\_\_  
Co-Negotiator

GRINNELL-NEWBURG  
BOARD OF EDUCATION

  
\_\_\_\_\_  
President

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



**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT  
Grievance Report Form**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_  
Building \_\_\_\_\_ Assignment \_\_\_\_\_

If additional space is needed attach an additional page to this form. Always give specific sections of the Master Contract when applicable.

**LEVEL II**

1. Date cause of grievance occurred \_\_\_\_\_

2. Statement of grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Relief sought \_\_\_\_\_  
\_\_\_\_\_

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

4. Date received by Principal \_\_\_\_\_

5. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

6. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**LEVEL III**

1. Date received by Superintendent \_\_\_\_\_

2. Disposition by Superintendent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEVEL IV**

1. Date submitted to Arbitration \_\_\_\_\_

2. Disposition and Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date