

Master Contract Agreement

CLASSIFIED STAFF

2025-2028

for 2025-2026 between Grant Wood AEA and
the Grant Wood Education Association



GRANT WOOD
AREA EDUCATION AGENCY

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ARTICLE 1
RECOGNITION

A. UNIT

The Board hereby recognizes the Grant Wood Education Association as the certified exclusive bargaining representative for all classified personnel as set forth in the PERB certification instrument, Case Number 2031, issued by the PERB on the 6th day of November 1981, or as amended, employed by the Board of Directors of the Grant Wood Area Education Agency, including those on leave, and as otherwise agreed upon by the parties.

1. Included

All full-time, regular part-time, and restricted part-time classified staff employees of Grant Wood AEA including those identified in Article 4.

2. Excluded

Executive Assistants
Administrative Assistant-Human Resources
Administrative Specialist-Payroll/Benefits
Administrative Specialist-Human Resources
Temporary employees, Third-Party At-Will Employees, and all other persons excluded by Section 4 of the Public Employment Relations Act, including those employed less than 4 months.

B. DEFINITIONS

1. Association - The Grant Wood Education Association

2. Agency - The Grant Wood Area Education Agency

3. Agency Center - A facility designated by the Board for the purpose of conducting Agency business and as an employee base. The current Agency Centers are located in Cedar Rapids and Coralville, Iowa.

4. Bargaining Unit - The classified staff personnel employed by the Board for which the Association has been certified by PERB as exclusive bargaining representative under Case No. 2031, as amended.

5. Board - The Board of Directors of the Grant Wood Area Education Agency

6. Day - A day upon which the Agency's Business Office is scheduled to be open.

7. Designee - References in this Agreement to the officers and/or agents of the Agency, the Association or the Board shall include the duly authorized designees of such officers and/or agents.

8. EAB - Iowa Employment Appeal Board

9. Employee - All full-time, regular part-time and restricted part-time classified personnel within the bargaining unit represented by the Association.

10. PERB - The Iowa Public Employment Relations Board

11. Full-Time Employee - Person whose normal work year includes two thousand eighty (2,080) hours.

12. Regular Part-time Employee - A person whose normal work year includes at least one thousand forty (1,040) hours but less than two thousand eighty (2,080) hours.

13. Restricted Part-time Employee - A person whose normal work year is restricted to less than one thousand forty (1,040) hours per Agency year.

- 1 14. Temporary Employee - A person who is projected to work less than 600 hours in a work year
- 2 on an identified project or projects or to substitute for another employee or employees.
- 3
- 4 15. Work Year - The period from July 1 to June 30.
- 5

6 **C. NEW JOB CATEGORIES**

- 7 1. Within ten (10) work days of the initial posting of an hourly wage job not identified in A
- 8 above, the Director of Human Resources shall provide the Association with written notice
- 9 setting forth the job category, job description, job classification, and seniority classification,
- 10 and whether or not the job is to be included within the bargaining unit.
- 11
- 12 2. Within ten (10) days of receipt of said notice, the Association shall provide the Director of
- 13 Human Resources with notice if in its judgment it disagrees such job shall be included or
- 14 excluded from the bargaining unit. The Association shall also indicate if it agrees with the job
- 15 category, job classification, and/or seniority classification identified by the Agency.
- 16
- 17 3. In the event the parties are unable to agree as to the proper bargaining classification, job
- 18 classification and/or seniority classification, the Agency shall within five (5) days schedule a
- 19 meeting with the Association President in an attempt to resolve the issue.
- 20
- 21 4. In the event the parties are unable to agree as to the inclusion/exclusion of any job within
- 22 the bargaining unit, either party, on notice to the other may petition PERB for a ruling.
- 23
- 24 5. The Director of Human Resources shall post electronically a list of the vacancies that occur in
- 25 the bargaining unit for a period not less than five (5) days. Each vacancy shall be posted on
- 26 the Agency web site at least five (5) days.
- 27

28 **D. ASSOCIATION RIGHTS**

- 29 1. The Agency will provide one (1) bulletin board at each functioning Agency Center for the
- 30 exclusive use of the Association in posting notices of activities and matters of Association
- 31 interest or concern.
- 32
- 33 2. The Board will extend to the Association the privilege of using its voice mail, e-mail,
- 34 interoffice mail, and inter-school mail delivery service.
- 35
- 36 3. The Association’s use of these Agency resources shall follow the Agency’s established
- 37 guidelines, procedures and/or Board policies.
- 38
- 39

40 **ARTICLE 2**

41 **PROCEDURE FOR NEGOTIATIONS**

- 42
- 43 A. Both parties agree to meet at reasonable times and places to negotiate in a good faith effort to
- 44 reach agreement in accordance with Chapter 20 of the Iowa Code, 2024 (Public Employment
- 45 Relations Act) except as modified in Paragraph B.
- 46
- 47 B. The Association and the Agency agree that the impasse procedures set forth in Section 20.20
- 48 through 20.22, Code of Iowa, will apply except as specifically modified herein.
- 49
- 50 The Association and the Agency agree to eliminate fact-finding as provided in Section 20.21,
- 51 Code of Iowa, from their impasse procedure and use arbitration as provided by PERB rules.
- 52
- 53 The Association and the Agency agree to waive the April 15 deadline as specified in Chapter 20,
- 54 Code of Iowa, and use in its place the May 31 deadline as used in the (non-administrative)
- 55 professional employees’ impasse procedure.
- 56
- 57 C. Requests from the Association for the initial negotiation meetings shall be made in writing to the
- 58 Director of Human Resources. Requests from the Board shall be made to the President of the
- 59 Association.

- 1 D. Within ten (10) days of the date of the request, a mutually convenient time and place for a
2 meeting shall be established. The meeting shall take place within a reasonable time thereafter.
3 Additional meetings shall be agreed upon by the negotiations representatives as may be
4 necessary to complete an agreement.
5
- 6 E. Negotiations shall not occur during the employee's work day unless by mutual agreement.
7
- 8 F. ARTICLES tentatively agreed to shall be initialed by each party and dated.
9
- 10 G. Neither party in negotiations shall have any control over the selection of the bargaining
11 representatives of the other party. The parties mutually pledge that their representatives shall
12 have all the necessary power and authority to make proposals, counter-proposals and to reach
13 tentative agreement on items being negotiated. If mediation is requested, the services of the
14 Public Employment Relations Board (PERB) will be used. Or, alternatively, the parties may select
15 other mediation services, such as Federal Mediation and Conciliation Services (FMCS), by mutual
16 agreement.
17
18

ARTICLE 3
GRIEVANCE PROCEDURE

A. DEFINITIONS

- 23 1. A "grievance" is a claim by an employee, a group of employees or the Association that there
24 has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
25
- 26 a. For those claims that do not meet the definition of "grievance" under Paragraph A(1) of
27 this ARTICLE, an employee may refer to the Board's Complaint Procedure for guidance
28 (Policy #4119 and Administrative Regulation #4119A).
29
- 30 2. A "grievant" is the person or persons or the Association making the complaint.
31

B. PURPOSE

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

C. PROCEDURES

- 44 1. Level One – An employee with a potential grievance shall first discuss it with the employee's
45 immediate supervisor with the objective of resolving the matter informally. Such discussion
46 shall occur within ten (10) days of the event giving rise to the potential grievance or from the
47 date the grievant might reasonably have ascertained its occurrence, whichever is later. If the
48 matter cannot be resolved informally, the supervisor and the employee shall sign a grievance
49 report (attached as Appendix B) indicating that a Level One meeting has occurred and the
50 date of its occurrence.
51
- 52 2. Level Two – If the employee is dissatisfied with the supervisor's response, the employee may
53 file the completed grievance report with the director of the employee's supervisor (Director of
54 Student Services or Director of Teaching and Learning), who serves as the Level Two
55 Administrator, within ten (10) days of the Level One meeting. The written grievance report
56 shall state the nature of the grievance, the provisions in the Agreement believed at that time
57 to have been violated and the remedy requested. The written grievance report shall be signed
58 by the employee and a copy shall be forwarded to the Association President by the Level Two
59 Administrator. A meeting to discuss the grievance shall be held within ten (10) days of the

1 date the written grievance report is filed and shall include: the grievant, the Association
2 representative and the Level Two Administrator. The Level Two Administrator shall schedule
3 the meeting and notify the parties. A decision on the grievance shall be communicated in
4 writing to the grievant and to the Association within five (5) days of the meeting.
5

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

18 **D. CONDITIONS**

- 19 1. An employee who is a grievant may be represented by the Association at all stages of this
20 grievance procedure. When an employee is not represented by the Association, the
21 Association shall have the right to have a representative present at all meetings after Level
22 One and shall be notified by the Level Two Administrator or Chief Administrator in advance of
23 each grievance meeting.
24
25 2. A copy of all decisions after Level One shall be concurrently submitted to the grievant and the
26 Association President.
27
28 3. The Association shall have the right to grieve any resolution of an employee's grievance if such
29 resolution is inconsistent or contrary to the provisions of this Agreement.
30
31 4. No reprisals shall be taken by the Board against any employee by reason of participation in
32 this grievance procedure.
33
34 5. When it is required that an employee attend a meeting during the work day, the employee
35 shall be released without loss of compensation.
36
37 6. All meetings under this procedure shall be conducted in private unless all of the persons
38 involved therein shall otherwise agree.
39
40 7. Any investigation or other processing of any grievance shall be conducted as to result in no
41 interference with or interruption of the instructional program and/or work activities of any
42 employee provided any meeting scheduled during the employee work day shall not occasion
43 any loss of pay by the employee.
44
45 8. This grievance procedure constitutes the sole and exclusive method for the disposition of any
46 and all grievances between the parties and the employees and shall constitute the sole and
47 exclusive remedy.
48
49 9. All documents dealing with the processing of a grievance shall be filed in a separate file and
50 shall not be kept in the personnel file of any employee. The separate grievance file shall be
51 open to the grievant at reasonable hours and available for copying by the grievant.
52

53 **E. LIMITATION**

54 If the Association or any employee files any claim in any form other than under the procedure
55 outlined in this ARTICLE, the Agency shall not be required to process the same claim or set of facts
56 through the grievance procedure.
57
58
59

ARTICLE 4
JOB CLASSIFICATION

A. WAGE SCHEDULE PLACEMENT

Bargaining unit positions shall be classified for wage schedule placement on Schedule A, as follows:

<u>Classification</u>	<u>Job Category</u>
6	Certified Occupational Therapy Assistant (COTA) Early ACCESS Service Coordinator Graphics Designer SEMS Operator Superintendent, Buildings & Grounds Technology Support Technician Technology Systems Specialist
5	Accounts Payable Technician Accounts Receivable Technician Administrative Assistant/Registrar IMS Operator Maintenance Technician
4	Administrative Assistants (All) MIIP Administrative Assistant Operations Associate Paraeducators (All) Program Associate Team Leader-Circulation/Distribution
3	Audiometrist Printing Technician
2	Library Associate Media Services Support Associate Production Printer Science Center Technician
1	Clerk Custodian Materials Distribution Associate Receptionist Van Driver

ARTICLE 5
WORK HOURS

A. WORK DAY

1. The normal work day shall consist of no more than eight (8) consecutive hours per day. Van drivers may be required to work up to nine hours per day.
2. Since program responsibilities and timing of job assignments vary, employees may request and/or be assigned an adjusted or flex schedule.

B. WORK WEEK

1. The work week shall consist of no more than forty (40) hours. For purposes of calculating weekly pay, the normal work week shall begin on Monday of each week.

- 1 2. The Agency shall attempt to give reasonable notice if any employee is required to work on a
2 weekend or holiday. If an employee is required to work on a weekend or holiday, he/she
3 shall receive compensatory time or overtime pay in accordance with ARTICLE 6.
4

5 **C. BREAK TIME**

6 Within every four (4) hours of scheduled work employees may have a fifteen (15) minute break
7 period available. The break period is paid time.
8

- 9 1. Unused break time shall not be used for a) adjusting the daily work schedule, b) earning
10 overtime or c) accruing compensatory time.
11
12 2. Unused break time does not accumulate as time worked and does not result in additional
13 pay.
14
15 3. During a break period, employees shall not leave the work site.
16

17 **D. MEALS**

18 Lunch Periods

- 19 1. The work schedule for all hourly staff who work more than six (6) hours during the work day
20 shall include a mid-day lunch period of at least thirty (30) minutes.
21
22 2. All lunch periods are unpaid except for paraeducators assigned to off-site programs who are
23 routinely assigned responsibilities during that period.
24
25 3. Lunch periods shall not be used for adjusting the daily work schedule.
26

27 Supper Periods

28 All supper periods shall be at least thirty (30) minutes and unpaid. However, an employee with
29 consent of his/her immediate supervisor may elect to eliminate or extend this period.
30

31 **E. EMERGENCY CLOSINGS**

- 32 1. In the event of the closing of an Agency Center, a message will be shared through agency-
33 wide email and personal phone numbers provided by staff (staff shall be responsible for
34 providing the Agency with a current phone number).
35
36 2. An employee scheduled to work during the time the Agency Center was closed will be
37 required to make up the work time missed while the Agency Center was closed.
38
39 3. With supervisor approval, options for making up the work time include: calendar change,
40 emergency leave, personal leave or leave without pay. Full-time employees also have the
41 option to use vacation or work a longer day for a period of time within the same five-day
42 work week. In the event an employee performs assigned or approved work during a closing,
43 the amount of time spent performing such services is recognized and considered as work
44 time.
45
46 4. Make-up time worked during the five-day work week shall not result in more than forty (40)
47 total hours of work time for the week and shall not count toward hours worked for overtime
48 or compensatory time purposes.
49
50 5. On assigned make-up days leave may be granted for appropriate reasons.
51
52
53
54
55
56
57
58

ARTICLE 6
OVERTIME

- 1
2
3
4 A. Overtime shall be defined as assigned work in excess of a normal forty (40) hour week.
5
6 1. Overtime pay will be at the rate of one and one half (1-1/2) times the staff member's normal
7 hourly rate.
8
9 2. Compensatory time may be computed at a rate of one and one half (1-1/2) hours of
10 compensatory time off for each hour worked in excess of a forty (40) hour week.
11
12 3. Only with the mutual consent of the employee and his/her immediate supervisor will
13 compensatory time be granted in lieu of overtime pay.
14
15 4. No more than eighty (80) hours of compensatory time may be accrued. Any overtime hours
16 worked beyond the maximum accrual must be paid at the overtime rate.
17
18 5. Scheduling of compensatory time shall be by mutual consent of the employee and his/her
19 immediate supervisor.
20
21 B. The Agency shall attempt to give at least twenty-four (24) hours' notice before the overtime is to
22 commence.
23
24 C. Only time actually worked over forty (40) hours per week shall be considered when computing
25 overtime benefits and/or compensatory time (e.g., vacation time, holidays, paid leave time and
26 compensatory time used do not count toward actual hours worked). In addition, assigned hours
27 worked during a paid holiday or scheduled vacation shall also be computed at the overtime rate.
28
29 D. The assignment of additional work hours is determined by Agency need(s). For those occasions
30 when employees wish to adjust their daily work schedule for personal reasons, rather than work-
31 related reasons, requests for such adjustments may be submitted to the supervisor. Upon
32 supervisor approval, options for supporting schedule adjustments for personal reasons may
33 include applicable, available paid leave or flexible scheduling within a 40-hour work week. These
34 requests, therefore, do not involve overtime or compensatory time.
35
36

37
38 **ARTICLE 7**
39 **LEAVE PROVISIONS**

40 **A. TERMS AND CONDITIONS**

- 41 1. Both the employees and the Agency are expected to comply with all notice requirements in
42 this ARTICLE. Where notice requirements are not specified, as much advance notice as is
43 reasonably possible will be provided. Circumstances may arise where strict compliance with
44 the notice requirements is impossible. In such cases, the parties will make a reasonable effort
45 to accommodate the situation.
46
47 2. All leave requests shall be subject to approval.
48
49 3. An accounting of accumulated leave shall be available for each employee and accessible
50 online.
51
52 4. Regular part-time employees will receive leave on a prorated basis.
53
54 5. Eligible employees must be actively working to accrue leave benefits. For leave benefits that
55 accrue based on paid time completed per pay period, such leave shall not accrue when an
56 employee is on leave without pay. Leave benefits for employees on extended leave of
57 absence (which may include paid and/or unpaid leave) for more than thirty (30) days shall be
58 prorated based on hours worked.

1 **B. ASSOCIATION LEAVE**

2 An Illness/Disability Bank of forty-five (45) days will be provided by the Grant Wood Education
3 Association. If, under unusual circumstances, all forty-five (45) days in the bank have been
4 exhausted, additional days for the bank may be made available by mutual agreement of the
5 Agency and Association.
6

7 An employee, whose illness/disability leave is exhausted, through catastrophic illness or injury,
8 may apply for part or all of the forty-five (45) days. This application should be submitted to the
9 Executive Committee of the Grant Wood Education Association. The Association shall reimburse
10 the Agency for actual costs related to use of the Illness/Disability Bank. Such reimbursement
11 shall occur by costing the amount against the following year's total compensation/benefit
12 package for this employee group.
13

14 The Association and its affiliates shall hold harmless and defend the Board with respect to any
15 action or suit concerning such Illness/Disability Bank, provided that the Board shall have acted in
16 accordance with the terms of this ARTICLE.
17

18 **C. ADOPTION LEAVE**

19 Upon written notification to the Director of Human Resources that formal adoption procedures
20 have been initiated (notification shall include documentation of emergency placement, home
21 visit(s) or authorization of adoption), a full-time employee may be granted up to five (5) days of
22 leave without loss of pay to process and secure the adoption of a child. This leave shall be
23 utilized for the purposes of meeting with legal representatives, adoption service representatives,
24 any official accreditation visits, or traveling to pick up the child. Adoption leave shall be taken in
25 increments of thirty (30) minutes.
26

27 **D. BEREAVEMENT LEAVE**

28 Upon written notification to the employee's immediate supervisor and the Human Resources
29 Office, bereavement leave may be provided in the event of a family member's death. Full-time
30 and regular part-time employees hired to work at least one thousand three hundred thirty
31 (1,330) hours each work year may be granted up to:
32

- 33 1. Five (5) days of leave without loss of pay in the event of the death of an employee's spouse,
34 child, parent, brother, sister, members of the employee's immediate household, or individuals
35 for whom the employee has legal guardianship, and
36
- 37 2. Three (3) days of leave without loss of pay in the event of the death of an employee's son-in-
38 law, daughter-in-law, sister-in-law, brother-in-law, father-in-law, mother-in-law, grand-
39 parents, grandchildren, aunt, uncle, step-parents, or stepchildren.
40

41 Bereavement leave may be available up to two (2) weeks following the family member's death to
42 support timely care and/or attention to urgent matters at the time of loss. Up to one (1) day of
43 the available leave may be used up to two (2) months following the date of loss for attendance at
44 the funeral/service.
45

46 For part-time employees, the leave period includes scheduled work (paid) and non-work (unpaid)
47 days as reflected on the current individual employment calendar.
48

49 Employee requests for consideration of bereavement leave for other persons or additional leave
50 shall be submitted in writing to the Director of Human Resources. Other persons may be
51 approved in limited situations where a unique relationship of established custodial, supervisory or
52 decision-making care existed with the deceased individual as determined at the sole discretion of
53 the Chief Administrator. Additional leave of absence without loss of pay may be granted at the
54 sole discretion of the Chief Administrator.
55

56 **E. EMERGENCY LEAVE**

57 Each full-time and regular part-time employee may be granted up to three (3) days of emergency
58 leave with pay per year by the Director of Human Resources in the event of emergency situations
59 beyond the control of the employee. This leave shall not exceed twenty-four (24) hours per year.

Situations qualifying for emergency leave are (a) events that call for immediate or prompt action and cannot be attended to outside of work hours, (b) inclement weather, and (c) events which are not covered by any other provision of the Agreement. Emergency leave shall be taken in increments of thirty (30) minutes.

Employee requests for consideration of additional emergency leave shall be submitted in writing to the Director of Human Resources. Additional emergency leave may be granted at the discretion of the Chief Administrator.

F. ILLNESS/DISABILITY LEAVE

1. Leave Days Granted

The number of days of paid illness/disability leave will accrue for eligible employees based on the number of paid hours completed each pay period.

ANNIVERSARY YEAR	DAYS EARNED PER COMPLETED PAY PERIOD	FULL-TIME EMPLOYEES' PROJECTED ANNUAL RATE
1st	.5000	13 days
2nd	.5385	14 days
3rd	.5769	15 days
4th	.6154	16 days
5th	.6538	17 days
6th & thereafter	.6923	18 days

Definition

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

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

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

Medical Statements

At the discretion of the Agency, an employee may be required to provide reasonable evidence (i.e., a physician certification) to the Human Resources Office that confirms the medical necessity for illness/disability leave. Any expense involved in providing such medical evidence shall be the responsibility of the employee. In the event a required certification with sufficient information is not received in the Human Resources Office by the timeline for when the evidence is to be provided, paid leave is not available for the period of time the needed evidence was not presented.

Employees absent for multiple days for medical reasons may be required to file a medical statement with the Human Resources Office before returning to work. This statement must verify that the employee is able to adequately perform assigned job responsibilities.

Maximum Non-Personal Illness/Disability Leave Days

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

1 2. Accumulation of Illness/Disability Leave

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

5
6 a. For individuals who began continuous employment prior to July 1, 2017, unused
7 illness/disability leave shall accumulate from year to year to a maximum of two hundred
8 (200) days. Individuals with two hundred (200) days of accumulated personal
9 illness/disability leave on July 1 shall be granted sixteen (16) hours of additional leave
10 with pay to be taken during that contract year.

11
12 b. For individuals who begin continuous employment July 1, 2017, or later, unused
13 illness/disability leave shall accumulate from year to year to a maximum of one hundred
14 twenty (120) days. Individuals with one hundred twenty (120) days of accumulated
15 personal illness/disability leave on July 1 shall be granted eight (8) hours of additional
16 leave with pay to be taken during that contract year.

17
18 3. Leave of Absence

19 Employees who exhaust all accumulated personal illness/disability leave may be granted, upon
20 request, a leave of absence without pay during the balance of the employee's work year.
21

22 4. Notice of Anticipated Medical Leave

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

35 5. Leave Notice

36 The employee must indicate on the leave form whether the leave was for personal or non-
37 personal illness/disability. An employee need not state on the Agency leave form the specific
38 nature of the illness for which an illness/disability leave is requested. If the leave is for a
39 work-related injury, the employee must report this on the leave form.
40

41 **G. LEAVE WITHOUT PAY**

42 1. This section deals with unpaid leaves of absence that may be either full-time or partial leaves.
43

44 a. Full-Time Unpaid Leave

45 A full-time unpaid leave is one where the employee is absent on all scheduled work days
46 during an interval of time. Examples include an employee who is full-time and who is on
47 leave for the first half of the work year or for the full work year. A person who works half-
48 time would also be on a full-time unpaid leave of absence if he/she is absent on all
49 scheduled work days for the first half of the work year or full work year.
50

51 b. Partial Unpaid Leave

52 A partial unpaid leave of absence is one where the employee works some scheduled work
53 days during a prescribed period and schedules other days or parts of days as unpaid
54 extended leave days.
55

56 2. Appropriate Reasons for Leave

57 A full-time unpaid leave of absence may be granted for personal illness that makes it
58 impossible or difficult for the employee to discharge the duties of the employee's job or for
59 illness that necessitates the full-time presence of the employee in the home. Unpaid leave of

1 absence may be granted for other reasons at the discretion of the Chief Administrator. Such
2 full-time unpaid leaves of absence may be granted for up to one (1) full work year. Typically,
3 the leave shall not continue beyond the end of the work year for which the leave was granted.
4

5 3. Duration

6 If such full-time unpaid leave of absence commences during the first half of the work year, it
7 may extend to either January 2, or the end of the work year (June 30). If such leave
8 commences during the second half of the work year, it may extend to the end of the work
9 year.
10

11 4. Leave Decisions

12 Partial unpaid leave of absence with prorated salary and benefits, for reasons identified above;
13 and/or, full or partial unpaid leave for reasons other than those identified above, shall be
14 granted or withheld at the sole discretion of the Chief Administrator.
15

16 5. Continuing Leave

17 All employees on extended unpaid leave are to notify the Chief Administrator of their
18 employment intentions for the following work year. Employees on leave must provide this
19 notification in writing no later than May 1. On or before April 1, the Human Resources Office
20 shall send to all employees on extended leave a written reminder of the timelines by certified
21 mail. Employees on leave shall be responsible for providing Human Resources with a current
22 address.
23

- 24 a. For those employees requesting the continuation of an unpaid leave of absence for the
25 following work year, or portion thereof, the Chief Administrator shall render a written
26 decision on the written request no later than June 1.
27
- 28 b. For those employees requesting a change in employment status (number of hours in their
29 normal work year) for the following work year, the Chief Administrator shall render a
30 written decision on the written request no later than June 1.
31
- 32 c. If no written notice is received from an employee by May 1, it will be understood that the
33 employee does not intend to return from leave. No written notice from the employee will
34 constitute either: 1) a resignation from employment if the employee is on full-time leave;
35 or 2) a change in employment status to reflect resignation from that part of employment
36 for which the employee is on leave, if the employee is on part-time leave.
37

38 **H. DURATION OF PAID LEAVE AND/OR LEAVE WITHOUT PAY**

39 Leave requests and return from leave will be considered at the sole discretion of the Agency on a
40 case-by-case basis and, unless otherwise provided by law, duration of and return from leave will
41 be guided by general parameters that include:
42

- 43 1. When an extended leave is 12 work weeks or less, upon return from leave the employee will
44 return to a similar assignment held prior to the leave.
45
- 46 2. If an extended leave is approved for a period of more than 12 work weeks, the absence
47 created by the leave will be treated as a vacancy and the position may be filled.
48
- 49 3. When the extended leave is more than 12 work weeks, the Agency will determine upon an
50 employee's return to service (or notice of return to service) what, if any, comparable work is
51 available.
52
- 53 a. The Agency's considerations when determining comparable work may include:
54 1) employee's skill set;
55 2) employee's fit with the service needs of an available assignment/opening;
56 3) additional training needs; and
57 4) employee's interests regarding the available work.

- b. In the event the Agency determines no comparable work is available due to full staffing or other reason(s), the Agency in its discretion may continue an employee's extended leave unless and until comparable work becomes available during the work year in which the leave occurs. The continuation of leave will typically not extend beyond the end of the work year.
 - c. In the event an employee returning from leave refuses the available work for any reason, it will be understood the employee does not intend to return from leave. An employee's work refusal will constitute either:
 - 1) a resignation from employment if the employee is on full-time leave; or
 - 2) a change in employment status to reflect resignation from that part of employment for which the employee is on leave, if the employee is on part-time leave.
4. The Chief Administrator may at his/her discretion, grant variations and/or renewals to such leaves, and an employee may return to work prior to the scheduled end of leave if his/her position has not been covered.

I. MILITARY LEAVE

- 1. Employees shall be entitled to the military leave benefits provided under Section 29A.28, Code of Iowa, 2025, and the Uniformed Services Employment and Reemployment Rights Act (USERRA), which includes a leave of absence for the period of active service without loss of seniority, salary placement, and without loss of pay during the first thirty (30) days of such leave of absence. Proof of service must be returned to the Human Resources Office before any salary or wage reimbursement is paid.
- 2. Employees subject to state or federal military reserve duty shall make a reasonable effort to arrange for reserve military training at times which involve the least interruption of program services.
- 3. An employee returning from military service shall be offered a position for which the employee is qualified as determined by the sole and exclusive judgment of the Chief Administrator.

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

J. PERSONAL LEAVE

Each continuing full-time and regular part-time employee may be granted up to two (2) days (not to exceed sixteen (16) hours) of personal leave each Agency year without loss of pay.

Notification through the online leave system of intention to use personal leave will automatically attest that the employee is not taking the leave for job interviews or outside employment. Personal leave shall be taken in increments of thirty (30) minutes.

A portion of unused personal leave may carry over to the following year. Up to one-half of the personal leave granted for the current year is eligible for carryover and may not be carried forward more than one year. The maximum personal leave available in a year shall not exceed twenty-four (24) hours for full-time staff (for regular part-time staff personal leave is not to exceed three work days based upon their normal work day).

K. PROFESSIONAL GROWTH LEAVE

1. Provisions

The Agency will support each full-time and regular part-time employee, whose position does not require licensure, with at least the equivalent of an employee's single work day for professional growth opportunities each year.

c. Current employees shall receive the same hourly increase at least once every three years, without regard to Agency years of service. When different hourly increases will be granted based on Agency years of service, the increase will be based on the formula outlined below. An hourly increase to the 2024-25 hourly wage will be provided as follows:

- 1) New employees in their beginning year of Agency service (staff hired between February 1 - June 30, 2025) in a bargaining unit position receive a \$.55 per hour increase, consistent with the initial placement wage of a new employee as established in APPENDIX A.
- 2) First through fifth year of continuous service (staff hired between February 1, 2020 - January 31, 2025) in a bargaining unit position receives a \$.60 per hour increase.
- 3) Sixth through tenth year of continuous service (staff hired between February 1, 2015 - January 31, 2020) in a bargaining unit position receives a \$.60 per hour increase.
- 4) Eleventh through fifteenth year of continuous service (staff hired between February 1, 2010 - January 31, 2015) in a bargaining unit position receives a \$.65 per hour increase.
- 5) Any continuous service beyond sixteen years (staff hired prior to January 31, 2010) in a bargaining unit position receives a \$.65 per hour increase.

<1	1 through 5	6 through 10	11 through 15	16 or more
\$.55 per hour	\$.60 per hour	\$.60 per hour	\$.65 per hour	\$.65 per hour

2. New Employees

- a. Each new employee shall be placed in a job classification identified in ARTICLE 4: JOB CLASSIFICATION.
- b. The initial placement wage of a new employee for 2025-26 is set forth in APPENDIX A.
- c. One (1) wage step shall be credited for each two (2) full-time equivalent years of experience, as approved by the Agency, up to a maximum of five (5) wage steps.
- d. Military experience may be allowed to a maximum of two (2) years.

3. For 2026-27

- a. Hourly wage increases for the 2026-27 work year shall be determined by increasing the 2025-26 total package costs (including annual wages for the 2025-26 employees as of December 2025 and the mandatory and negotiated fringe benefits for 2025-26) by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change in AEA weighted enrollment based on the October 2025 certified count. In addition:
 - 1) If SSA for 2026-27 is 2% or more, the monies available for the total package increase will not be less than 2.25%.
 - 2) If SSA for 2026-27 is less than 2%, the monies available for the total package increase will not be less than 1.5%.
- b. Total monies from a package increase shall first be used to pay the costs of benefit increases.
- c. The initial wage placement of a new employee in 2026-27 will be adjusted in APPENDIX A, and the increase to the placement schedule shall not exceed the hourly wage increase provided to current employees for 2026-27.

4. For 2027-28

- a. Hourly wage increases for the 2027-28 work year shall be determined by increasing the 2026-27 total package costs (including annual wages for the 2026-27 employees as of December 2026 and the mandatory and negotiated fringe benefits for 2026-27) by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change in AEA weighted enrollment based on the October 2026 certified count. In addition:

2025-26 Classified Agreement

- 1) If SSA for 2027-28 is 2% or more, the monies available for the total package increase will not be less than 2.25%.
- 2) If SSA for 2027-28 is less than 2%, the monies available for the total package increase will not be less than 1.5%.

b. Total monies from a package increase shall first be used to pay the costs of benefit increases.

c. The initial wage placement of a new employee in 2027-28 will be adjusted in Appendix A, and the increase to the placement schedule shall not exceed the hourly wage increase provided to current employees for 2027-28.

B. CREDIT FOR EDUCATION

1. Each employee shall receive a wage differential for education according to the following schedule. This differential shall take effect on July 1st. Notice of intent to receive this differential must be filed in writing with the Director of Human Resources. Evidence of the additional credits must be filed with the Human Resources Office on or before October 1.

2. This differential shall be in addition to the wage placement pursuant to the other provisions of this ARTICLE.

*** Four-year college degree (Minimum of ninety-six (96) semester hours)
Ten (\$.10) cents hourly

*** Three (3) years college (Minimum of seventy-two (72) semester hours)
Eight (\$.08) cents hourly

*** Two (2) years college (Minimum of forty-eight (48) semester hours) or business school degree. (Minimum of eighteen (18) full weeks)
Six (\$.06) cents hourly

*** One (1) year college (Minimum of twenty-four (24) semester hours)
Four (\$.04) cents hourly

C. SHIFT DIFFERENTIAL

If an employee's normal work hours are required to be adjusted two (2) or more hours before or after the normal starting or ending time, the employee shall receive an additional \$.20 per hour.

D. WAGE ADJUSTMENTS

1. Market Factor Differential

a. When competitive employment conditions restrict the Agency's ability to hire employees into any job category, a market factor differential may be established for that job category. The continuation of any market factor will be established with each new master contract. The market factor in effect for the duration of this contract is:

Certified Occupational Therapy Assistant	\$5.00/Hour
Paraeducator	\$0.60/Hour

Once a market factor differential is provided to an employee, the differential will be retained for the duration of time the employee remains in that job category unless and until the employee's wage is otherwise adjusted through re-classification of the wage placement schedule (in the event the wage placement schedule is changed, an eligible employee will receive either the market factor differential or the adjusted wage placement, whichever is higher).

2. Wage Schedule Adjustment

Individuals hired for administrative assistant roles after July 1, 2025, shall receive a wage of \$17.50 per hour, or wage schedule placement, whichever is higher.

3. Paraeducator Wage Adjustment for Designated Off-Site Programs
 Paraeducators assigned to a designated off-site program on a full-time basis (100% of their regular work hours) for the entire work year following their assignment to the program as a regular employee shall receive an additional \$.40 per hour (this adjustment shall not be available for employees assigned to the program on a temporary or substitute basis). The designated off-site programs eligible for this wage adjustment include: Off-Site Behavior Program, Foundation 2 and Linn County Detention Center.

4. Wage Placement Schedule for Technology Systems Specialist (2025-26):

0-3 years	4-7 years	8-11 years	12-14 years	15+ years
\$24.15	\$24.90	\$25.65	\$26.40	\$27.15

Initial placement is based on full-time equivalent years of direct and related advance-level experience, as approved by the Agency.

Following initial placement, each employee will receive the annual wage increase as established for the bargaining unit and may be eligible for advancement to the next wage tier following a combination of a) three (3) years of successful Agency service in the role of Technology Systems Specialist and b) acquired training and/or certifications approved by the Agency.

E. EMPLOYEES OFF SCHEDULE

Employees may be placed off the hiring schedule only by mutual consent of the Agency and the Association.

F. PAY DATES

Agency paydays shall be every other Friday. Each paycheck shall be for the pay period ending two (2) weeks prior to the payday. When a payday falls on a holiday, the employee shall be paid on the previous day.

1. Effective July 1, 2020, all employees shall have their wages paid as a direct deposit into a financial institution designated by the employee.

ARTICLE 9
PAID HOLIDAYS

A. All full-time employees may be eligible to receive up to eleven (11) paid holidays, to be paid at the employee's assigned hourly rate. Regular part-time employees may receive holiday benefits for their normal work hours (FTE for which the employee was hired) which occur during their work year.

These holidays may include:

- HOLIDAY
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Winter Break (6 dates as designated on the Agency holiday calendar)
- Memorial Day

B. Eligible employees must be actively working to receive paid holidays.

1. As a general rule, when a holiday occurs during an unpaid leave the employee is not eligible to receive holiday pay.

- 2. If, however, a holiday occurs while an employee is off work on unpaid leave for thirty (30) days or less due to a certified illness, the employee is eligible to receive holiday pay when the leave is related to the certified medical reason(s).
 - 3. When a holiday occurs while an employee is on extended leave for more than thirty (30) days (paid and/or unpaid), the employee is not eligible for holiday pay.
 - 4. When an employee does not return to their regular work hours following an extended leave of more than thirty (30) days, holiday pay is prorated based on the employee's established return-to-work schedule (for an 'established' schedule, the two or four weeks preceding the holiday period will be considered and the calculation that provides the higher proration for holiday pay will be used).
- C. New employees who take a holiday(s), and then quit or are dismissed during the first twelve (12) weeks of employment shall have reimbursement for such holidays deducted from their last paycheck(s).

ARTICLE 10
VACATIONS

A. FULL-TIME EMPLOYEES

- 1. Full-time employees who have been employed for at least one (1) year with the Agency shall be entitled to vacation benefits. Other employees shall not be eligible for paid vacation benefits. Accrual rates will be based on the employee's anniversary date of full-time employment.
- 2. Employees in their first year of full-time employment with the Agency and with more than six (6) months of service may request up to five (5) days of accrued vacation prior to their one-year anniversary date.
- 3. Employees who resign or who are dismissed before their initial anniversary date are not entitled to vacation benefits. Employees who resign or are dismissed in their first year of full-time employment who have used vacation before their initial anniversary date shall have reimbursement for such vacation deducted from their last paycheck(s). Employees who resign or who are dismissed after their initial anniversary date will be credited accrued vacation benefits.
- 4. Eligible employees must be actively working to accrue vacation benefits.
 - a. Vacation benefits will not accrue when an employee is on leave without pay.
 - b. Vacation benefits for employees on extended paid leave of absence for more than thirty (30) days shall be prorated based on hours worked.
 - c. As applicable, vacation benefits accrue with each pay period. The accrued rate shall be based on the following table:

<u>Anniversary Year</u>	<u>Hourly Accrual Rate Per Pay Period</u>	<u>Projected Annual Vacation Days</u>
0 - 5	3.0770	10
6 - 10	4.6154	15
11	4.9231	16
12	5.2308	17
13	5.5385	18
14	5.8462	19
15	6.1539	20

1 5. Vacation benefits may not be carried forward more than twelve (12) months beyond the end
2 of the anniversary year in which they are accrued.

3
4 6. Vacation shall be taken in increments of thirty (30) minutes.

5
6 **B. REGULAR AND RESTRICTED PART-TIME EMPLOYEES**

7 Regular part-time and restricted part-time employees may request up to five (5) successive days
8 annually for vacation purposes. The work hours missed for this purpose must be made up as
9 assigned by the immediate supervisor. Make-up days must be accomplished within the same
10 work year.

11
12 **C. SCHEDULING**

13 Employees are to submit requests for vacation to the supervisor with as much advance notice as
14 is reasonably possible. Vacation schedules are subject to approval by the supervisor and are to
15 be scheduled at a time that will not adversely affect work schedules and/or program services.
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ARTICLE 11
COMPLIANCE CLAUSES AND DURATION

- A. This Agreement shall remain in full force and effect for a period of July 1, 2025, through June 30, 2028.
 - 1. This Agreement shall be in force for all ARTICLES.
 - 2. Any individual agreement between the Board and an employee shall be subject to this Agreement.
- B. This 2025-28 Agreement constitutes the full and complete agreement between the Agency and the Grant Wood Education Association for the 2025-28 contract years. Any matters relating to the current contract, whether or not referred to in this Agreement, shall not be open for negotiation during the 2025-28 term of this Agreement unless mutually agreed upon in writing.
- C. A sufficient, mutually agreed upon number of copies of the Agreement shall be printed by the Agency with the Association and the Agency sharing equally the cost of said printing. The Association and the Agency shall each be separately responsible for distributing copies of the Agreement to their respective constituencies. However, the Agency will provide each new employee with a copy of the Agreement within five (5) days from the date such new employee reports to work.
- D. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision(s) of this Agreement either party shall do so by email or at such other address as may be designated by a party in written notification to the other party.
 - 1. If by Association, to the Director of Human Resources.
 - 2. If by Board, to the President(s) of Association.
- E. If any provision of this Agreement shall be held by a Court of competent jurisdiction to be invalid, all other provisions shall continue in full force and effect.
- F. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by their respective Chief Negotiators, all on the 12th day of March, 2025.

GRANT WOOD EDUCATION ASSOCIATION

GRANT WOOD AREA EDUCATION AGENCY

By Marcia Hamilton
President

By Randy Dan
Board President

By Elizabeth Crenshaw
Chief Negotiator

By Jacqui K. Finreder
Chief Negotiator

APPENDIX A

2025-26 Classified Wage Placement Schedule

Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
6	\$20.10	\$20.30	\$20.50	\$20.70	\$20.90	\$21.15
5	\$17.30	\$17.50	\$17.70	\$17.90	\$18.10	\$18.35
4	\$16.90	\$17.10	\$17.30	\$17.50	\$17.70	\$17.95
3	\$16.50	\$16.70	\$16.90	\$17.10	\$17.30	\$17.55
2	\$16.10	\$16.30	\$16.50	\$16.70	\$16.90	\$17.15
1	\$15.70	\$15.90	\$16.10	\$16.30	\$16.50	\$16.75

6 Certified Occupational Therapy Assistant (COTA)
 Early Access Service Coordinator
 Graphic Designer
 SEMS Operator
 Supt, Buildings & Grounds
 Technology Support Technician
 Technology Systems Specialist

5 Accounts Payable Technician
 Accounts Receivable Technician
 Administrative Assistant/Registrar
 IMS Operator
 Maintenance Technician

4 Administrative Assistants (All)
 MIIP Administrative Assistant
 Operations Associate
 Paraeducators (All)
 Program Associate
 Team Leader-Circulation/Distribution

3 Audiometrist
 Printing Technician

2 Library Associate
 Media Services Support Associate
 Production Printer
 Science Center Technician

1 Clerk
 Custodian
 Materials Distribution Associate
 Receptionist
 Van Driver

**APPENDIX B
GRIEVANCE REPORT**

Name of Grievant(s) or Association

Level One

A. Date of Level One Meeting _____

Signature of Immediate Supervisor

Date

Signature of Grievant(s) or Association

Date

Level Two

A. Date Potential Violation Occurred _____

B. Provision(s) of Contract Potentially Violated: _____

C. Nature of Grievance Claim: _____

D. Remedy Sought: _____

Signature of Grievant(s) or Association

Date

E. Date of Level Two Meeting _____

F. Decision by Level Two Administrator: _____

Signature of Level Two Administrator

Date

Level Three

A. _____
Signature of Grievant(s)

Date received by Administration

B. Date of Level Three Meeting _____

C. Decision by Chief Administrator: _____

Signature of Chief Administrator

Date