

Master Contract Agreement

CONTRACTED 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 professional personnel as set forth in the PERB certification instrument, Case Number 340, issued by the PERB on the 8th day of December, 1975, or as thereafter amended, employed by the Board of Directors of the Grant Wood Area Education Agency, and as otherwise agreed upon by the parties.

1. Included

All full-time and part-time professional personnel including:

- Adapted Physical Education Consultants
- Audiologists
- Autism Consultants
- Behavior Consultants
- Career Education Consultants
- CART Early Care Specialists
- Curriculum Consultants
- Early ACCESS Educators
- Early Education Consultants
- Media Assistants
- Media Specialists
- Mentoring Consultants
- Occupational Therapists
- Physical Therapists
- Professional Learning Consultants
- School Counselor Consultants
- School Improvement Consultants
- School Psychologists
- School Social Workers
- Special Education Consultants
- Speech-Language Pathologists
- Teachers: Off-Site Programs
- Teachers of the Deaf/Hard of Hearing
- Technology Consultants

2. Excluded

All non-professional and all other professional personnel, including the following professional personnel:

- Chief Administrator
- Associate Regional Administrator
- Directors of Teaching and Learning
- Director of Business Services
- Director of Communications
- Director of Human Resources
- Director of Student Services

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- 1 Coordinator of Educational/Information Technology Services
- 2 Coordinator of Talent Management
- 3 Early Education Administrator
- 4 IDEA Compliance and Support Manager
- 5 Regional Administrators
- 6 Supervisors
- 7 Board Secretary
- 8 Application Developers
- 9 Communications Specialist
- 10 Computer Services Consultants
- 11 Data Analyst/Systems Consultants
- 12 District Technology Services Leads
- 13 Financial Accounting Assistants
- 14 Network Administrators
- 15 Programmers
- 16 Technology Support Program Leads
- 17 Substitutes and Paraprofessionals; Temporary Employees, Third-Party At-Will Employees, and all
- 18 those excluded by Section 4 of the Public Employment Relations Act. Amendments to the
- 19 certified unit shall be made by the Public Employment Relations Board.

- 20
- 21 **B. DEFINITIONS**
- 22 1. Agency - The Grant Wood Area Education Agency
- 23
- 24 2. Association - The Grant Wood Education Association
- 25
- 26 3. Agency Center - A facility designated by the Board for the purpose of conducting Agency business
- 27 and as an employee base. The current Agency Centers are located in Cedar Rapids and Coralville,
- 28 Iowa.
- 29
- 30 4. Bargaining Unit - The professional personnel employed by the Board for which the Association
- 31 has been certified by PERB as the bargaining representative under Case No. 340, as amended.
- 32
- 33 5. Base Contract Year - Base contract year consists of the calendar days between the employee's
- 34 initial and final work days during a contract year, as approved by the supervisor.
- 35
- 36 6. Designee - References in this Agreement to the officers and/or agents of the Agency, the
- 37 Association or the Board shall include the duly authorized designees of such officers and/or
- 38 agents.
- 39
- 40 7. Board - The Board of Directors of the Grant Wood Area Education Agency.
- 41
- 42 8. Day - A day upon which the Agency's Business Office is scheduled to be open.
- 43
- 44 9. EAB - Iowa Employment Appeal Board
- 45
- 46 10. Employee - All full-time and part-time professional personnel within the bargaining unit
- 47 represented by the Association.
- 48
- 49 11. PERB - The Iowa Public Employment Relations Board

1 12. Substitutes - A temporary employee filling in for another employee during the school year for a
2 period less than ninety (90) work days in one assignment.

3
4 13. Temporary Employees - An employee projected to work less than ninety (90) full time equivalent
5 work days per year on a special project(s) and not issued an individual employment contract by
6 the Agency.

7
8 **C. ASSOCIATION RIGHTS**

9 1. The Agency will provide one (1) bulletin board at each functioning Agency Center for the
10 exclusive use of the Association in posting notices of activities and matters of Association interest
11 or concern.

12
13 2. The Board will extend to the Association the privilege of using its voice mail, email, interoffice
14 mail, and interschool mail delivery service.

15
16 3. The Association's use of these Agency resources shall be consistent with the Agency's established
17 guidelines, procedures and/or Board policies.

18
19
20 **ARTICLE 2**

21 **PROCEDURE FOR NEGOTIATIONS**

22
23 **A.** Both parties agree to meet at reasonable times and places to negotiate in a good faith effort to
24 reach agreement in accordance with Chapter 20 of the Iowa Code, 2025 (Public Employment
25 Relations Act).

26
27 **B.** Requests from the Association for the initial negotiation meetings shall be made in writing to the
28 Director of Human Resources. Requests from the Board shall be made to the President of the
29 Association.

30
31 **C.** Within ten (10) days of the date of the request, a mutually convenient time and place for a meeting
32 shall be established. The meeting shall take place within a reasonable time thereafter. Additional
33 meetings shall be agreed upon by the negotiations representatives as may be necessary to complete
34 an agreement.

35
36 **D.** Negotiations shall not occur during the employee's work day unless by mutual agreement.

37
38 **E.** ARTICLES tentatively agreed to shall be initialed by each party and dated.

39
40 **F.** Neither party in negotiations shall have any control over the selection of the bargaining
41 representatives of the other party. The parties mutually pledge that their representatives shall have
42 all the necessary power and authority to make proposals, counter-proposals and to reach tentative
43 agreement on items being negotiated. If mediation is requested, the services of the Public
44 Employment Relations Board (PERB) will be used. Or, alternatively, the parties may select other
45 mediation services, such as Federal Mediation and Conciliation Services (FMCS), by mutual
46 agreement.

ARTICLE 3
GRIEVANCE PROCEDURE

A. DEFINITIONS

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

B. PURPOSE

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

C. PROCEDURES

1. Level One - An employee with a potential grievance shall first discuss it with the employee's immediate supervisor with the objective of resolving the matter informally. Such discussion shall occur within ten (10) days of the event giving rise to the potential grievance or from the date the grievant might reasonably have ascertained its occurrence, whichever is later. If the matter cannot be resolved informally, the supervisor and the employee shall sign a grievance report (attached as Appendix D) indicating that a Level One meeting has occurred and the date of its occurrence.
2. Level Two - If the employee is dissatisfied with the supervisor's response, the employee may file the completed grievance report with the director of the employee's supervisor (Director of Student Services or Director of Teaching and Learning), who serves as the Level Two Administrator, within ten (10) days of the Level One meeting. The written grievance report shall state the nature of the grievance, the provisions in the Agreement believed at that time to have been violated and the remedy requested. The written grievance report shall be signed by the employee and a copy shall be forwarded to the Association President by the Level Two Administrator. A meeting to discuss the grievance shall be held within ten (10) days of the date the written grievance report is filed and shall include: the grievant, the Association representative and the Level Two Administrator. The Level Two Administrator shall schedule the meeting and notify the parties. A decision on the grievance shall be communicated in writing to the grievant and to the Association within five (5) days of the meeting.
3. Level Three - If the grievance has not been satisfactorily resolved, the grievant may file a copy of the grievance report with the Chief Administrator within ten (10) days of the decision at Level Two. Within ten (10) days after such written grievance is filed, the grievant, the Association

1 representative, and the Chief Administrator shall meet to seek to resolve the grievance. With
2 prior notification, the meeting may also include the UniServ Director for the Association and/or
3 the Director of Human Resources for the Agency. In this case, as much advance notice as is
4 reasonably possible is to be provided to the other party. The Chief Administrator shall schedule
5 the meeting and notify the parties. The Chief Administrator shall communicate a decision in
6 writing to the grievant and to the Association within five (5) days of such meeting. The Chief
7 Administrator's written decision shall represent the end of the process.
8

9 **D. CONDITIONS**

- 10 1. An employee who is a grievant may be represented by the Association at all stages of this
11 grievance procedure. When an employee is not represented by the Association, the Association
12 shall have the right to have a representative present at all meetings after Level One and shall be
13 notified by the Level Two Administrator or Chief Administrator in advance of each grievance
14 meeting.
15
16 2. A copy of all decisions after Level One shall be concurrently submitted to the grievant and the
17 Association President.
18
19 3. The Association shall have the right to grieve any resolution of an employee's grievance if such
20 resolution is inconsistent or contrary to the provisions of this Agreement.
21
22 4. No reprisals shall be taken by the Board against any employee by reason of participation in this
23 grievance procedure.
24
25 5. When it is required that an employee attend a meeting during the work day, the employee shall
26 be released without loss of compensation.
27
28 6. All meetings under this procedure shall be conducted in private unless all of the persons
29 involved therein shall otherwise agree.
30
31 7. Any investigation or other processing of any grievance shall be conducted as to result in no
32 interference with or interruption of the instructional program and/or work activities of any
33 employee provided any meeting scheduled during the employee work day shall not occasion
34 any loss of pay by the employee.
35
36 8. This grievance procedure constitutes the sole and exclusive method for the disposition of any
37 and all grievances between the parties and the employees and shall constitute the sole and
38 exclusive remedy.
39
40 9. All documents dealing with the processing of a grievance shall be filed in a separate file and shall
41 not be kept in the personnel file of any employee. The separate grievance file shall be open to
42 the grievant at reasonable hours and available for copying by the grievant.
43

44 **E. LIMITATION**

45 If the Association or any employee files any claim in any form other than under the procedure
46 outlined in this ARTICLE, the Agency shall not be required to process the same claim or set of facts
47 through the grievance procedure.
48
49

ARTICLE 4
JOB CATEGORY

A. CURRENT JOB CATEGORIES

Job categories of Agency employees are as listed in ARTICLE 1, A(1).

B. NEW JOB CATEGORIES

1. When a new professional job category not identified in ARTICLE 1, A(1), is identified for posting, the Director of Human Resources will provide the Association with written notice within ten (10) days of the initial posting. The written notice will set forth the job category title and job description and whether or not the job category is to be included within the bargaining unit.
2. Within ten (10) days of receipt of such notice, the Association shall provide the Director of Human Resources with notice if in its judgment it disagrees such job category should be included or excluded from the bargaining unit.
3. In the event the parties do not agree as to the proper job classification, the Agency shall within five (5) days schedule a meeting with the Association President in an attempt to resolve the issue.
4. In the event the parties are unable to agree as to the inclusion/exclusion of any job category within the bargaining unit, either party on notice to the other may petition the PERB for a ruling.

C. JOB VACANCIES

The Director of Human Resources shall post electronically a list of the vacancies that occur in the bargaining unit for a period not less than five (5) days. Each vacancy shall be posted on the Agency web site at least five (5) days.

ARTICLE 5
WORK HOURS

A. WORK DAY

An employee's normal work day at the assigned Agency Center is from 8 a.m. to 4:30 p.m., with one-half hour for lunch. It is recognized, however, that employees are contracted for a professional service that often does not lend itself to a specifically-defined day. Therefore, employees shall accept the responsibility for the completion of their day's work load as demanded by their professional assignment. The employee's normal work day shall be eight (8) hours and shall include time necessary for work-related travel between work locations (travel to and from work is commute time and not counted as part of the work day).

Each employee will provide weekly schedule information to the employee's supervisor, which is subject to supervisor approval.

B. FLEXIBLE SCHEDULE (FLEX TIME) COMPENSATORY HOURS

Due to the nature of professional services rendered by employees, it is also recognized that employees may work over forty (40) hours in one week. When direct client service interactions are

1 needed outside normal work hours, those situations may be eligible for altering the work day (flex
2 time) or earning compensatory time.

3
4 Employees shall notify their supervisor of the intent to work or the need to have worked additional
5 hours for direct service client interactions and record that time on their submitted weekly schedule.
6 When feasible, employees are to flex their work day rather than accrue compensatory time. Flex
7 scheduling and earning or using compensatory time are subject to the approval of the supervisor.
8 Employees planning to utilize compensatory time shall provide advance notice to their supervisor
9 for approval.

10
11 Flex and/or compensatory time is to be used in a manner that ensures quality service is maintained
12 and not compromised. Compensatory time is to be earned and used in increments of thirty (30)
13 minutes. Employees may not take more than sixteen (16) compensatory hours consecutively.

14
15
16 **ARTICLE 6**
17 **EMPLOYEE WORK YEAR**
18

19 **A. STANDARD CONTRACT YEAR**

20 The Board shall establish the base standard contract year (number of contract days) for each job
21 category. Nothing in this Agreement shall preclude the Agency and any employee from entering
22 into a written agreement calling for a shorter or longer work year. Such altered work year
23 agreement(s) shall establish no precedent with regard to other employees within the same or other
24 job categories.

25
26 Altered contracts will continue in effect from contract year to contract year unless the Chief
27 Administrator gives written notice to the contrary to the affected employee on or before the date
28 on which individual employment contracts are issued for the following work year, in which event the
29 employee so notified will return to the base standard contract year as described above.

30
31 **B. ALTERATIONS**

32 Any alterations in the base standard contract year shall be at the individual employee's per diem
33 rate.

34
35 **C. CALENDAR CHANGE**

36 The individual employee's base contract year shall be reflected in the employee's calendar. Whole
37 day changes outside the base contract may be requested by the employee and/or directed by the
38 supervisor.

39
40 **D. ADDED WORK DAYS**

41 Voluntary added days will be offered to those individuals qualified to perform the service based on
42 the following criteria:

- 43
44 1. Offered first to those individuals currently assigned to the client or project.
45 2. If the employee currently assigned declines, the opportunity will be available to other staff
46 within the same region/program where the service is needed.
47 3. If other staff within the same region/program decline, the added days may be offered to other
48 qualified staff (i.e., those having the specific skills necessary to fill the needs).

1 Level of pay will be at the employee’s base per diem rate on the date the added days are worked.

2
3 Added days are viewed as temporary in nature; not to be construed as continuing to subsequent
4 years; not to include paid leaves; and not to be counted for seniority and experience credit.

5
6 **E. EMERGENCY CLOSINGS**

7 In the event of the closing of an Agency Center, a message will be shared through agency-wide email
8 and personal phone numbers provided by staff (staff shall be responsible for providing the Agency
9 with a current phone number). An employee scheduled to work during the time the Agency Center
10 was closed will be required to make up the work time missed while the Agency Center was closed.
11 Options for making up the work time include: calendar change, emergency leave, personal leave,
12 leave without pay or use of compensatory time that has been previously earned and approved by
13 the supervisor. In the event an employee performs assigned or approved work during a closing, the
14 amount of time spent performing such services is recognized and considered as work time.

15
16 **F. NON-REQUIRED WORK DAYS**

17 Employees shall not be required to schedule work days Memorial Day, Labor Day, Thanksgiving Day
18 and the following day, Winter break, or New Year’s Day.

19
20 **G. PRORATED FRINGE BENEFITS**

21 Fringe benefits and/or Board contributions extended to employees under this Agreement shall be
22 on a prorated basis for those employees contracted for less than the base standard contract year for
23 their job categories. During the contract year, for each increment of nineteen (19) added days,
24 employees shall be granted additional prorated benefits, up to full-time benefits.

25
26
27 **ARTICLE 7**
28 **LEAVE PROVISIONS**

29
30 **A. TERMS AND CONDITIONS**

- 31 1. Both the employees and the Agency are expected to comply with all notice requirements in this
32 ARTICLE. Where notice requirements are not specified, as much advance notice as is reasonably
33 possible will be provided. Circumstances may arise where strict compliance with the notice
34 requirements is impossible. In such cases, the parties will make a reasonable effort to
35 accommodate the situation.
- 36
- 37 2. All leave requests shall be subject to approval.
- 38
- 39 3. An accounting of accumulated leave shall be available for each employee and accessible online.
- 40
- 41 4. Part-time employees will receive leave on a prorated basis.
- 42
- 43 5. Employees must be actively working to accrue leave benefits. Leave benefits for employees on
44 extended unpaid leave of absence of nineteen (19) days or more, or extended paid leave of
45 absence (which may or may not also include unpaid leave) for more than thirty (30) days, shall
46 be prorated based on days worked.
- 47
48
49

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 Agency
5 and Association.

6
7 An employee, whose illness/disability leave is exhausted, through catastrophic illness or injury, may
8 apply for part or all of the forty-five (45) days. This application should be submitted to the Executive
9 Committee of the Grant Wood Education Association. The Association shall reimburse the Agency
10 for actual costs related to use of the Illness/Disability Bank. Such reimbursement shall occur by
11 costing the amount against the following year's total compensation/benefit package for this
12 employee group.

13
14 The Association and its affiliates shall hold harmless and defend the Board with respect to any action
15 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 utilized
23 for the purposes of meeting with legal representatives, adoption service representatives, any
24 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 Office,
29 bereavement leave may be provided in the event of a family member's death. A full-time employee
30 may be granted up to:

- 31
- 32 1. Five (5) days of leave without loss of pay in the event of the death of an employee's spouse,
33 child, parent, brother, sister, members of the employee's immediate household, or individuals
34 for whom the employee has legal guardianship, and
35
 - 36 2. Three (3) days of leave without loss of pay in the event of the death of an employee's son-in-
37 law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparents,
38 grand-children, aunt, uncle, stepparents, stepchildren.

39
40 Bereavement leave may be available up to two (2) weeks following the family member's death to
41 support timely care and/or attention to urgent matters at the time of loss. Up to one (1) day of the
42 available leave may be used up to two (2) months following the date of loss for attendance at the
43 funeral/service.

44
45 Employee requests for consideration of bereavement leave for other persons or additional leave
46 shall be submitted in writing to the Director of Human Resources. Other persons may be approved
47 in limited situations where a unique relationship of established custodial, supervisory or decision-
48 making care existed with the deceased individual as determined at the sole discretion of the Chief

1 Administrator. Additional leave of absence without loss of pay may be granted at the sole discretion
2 of the Chief Administrator.

3
4 **E. EMERGENCY LEAVE**
5 Each full-time employee may be granted up to twenty-four (24) hours of emergency leave with pay
6 per year by the Director of Human Resources in the event of emergency situations beyond the
7 control of the employee.

8
9 Situations qualifying for emergency leave are (a) events that call for immediate or prompt action
10 and cannot be attended to outside of work hours, (b) inclement weather, and (c) events which are
11 not covered by any other provision of the Agreement. Emergency leave shall be taken in increments
12 of thirty (30) minutes.

13
14 Employee requests for consideration of additional emergency leave shall be submitted in writing to
15 the Director of Human Resources. Additional emergency leave may be granted at the discretion of
16 the Chief Administrator.

17
18 **F. ILLNESS/DISABILITY LEAVE**

19 **1. Leave Days Granted**

20 Each employee may be granted leave without loss of pay for illness or disability as follows,
21 effective the first day of the employee's contract.

22	First year of employment	13 days
23	Second year of employment	14 days
24	Third year of employment	15 days
25	Fourth year of employment.....	16 days
26	Fifth year of employment	17 days
27	Sixth and each succeeding	
28	year of employment.....	18 days

29
30 **Definition**

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

36
37 Up to five (5) days of non-personal (family) illness leave is available for parental leave for an
38 adoption or birth of a child. Parental leave must be taken in consecutive days at the time the
39 employee's child is born and immediately following the birth or adoption. This leave is non-
40 cumulative.

41
42 Employee requests for consideration of non-personal illness/disability leave for other persons
43 shall be submitted in writing to the Director of Human Resources. Under extenuating
44 circumstances, non-personal illness/disability leave may be used for persons not listed in this
45 definition at the sole discretion of the Chief Administrator.

46
47 **Medical Statements**

48 At the discretion of the Agency, an employee may be required to provide reasonable evidence
49 (i.e., a physician certification) to the Human Resources Office that confirms the medical

1 necessity for illness/disability leave. Any expense involved in providing such medical evidence
2 shall be the responsibility of the employee. In the event a required certification with sufficient
3 information is not received in the Human Resources Office by the timeline for when the
4 evidence is to be provided, paid leave is not available for the period of time the needed
5 evidence was not presented.

6
7 Employees absent for multiple days for medical reasons may be required to file a medical
8 statement with the Human Resources Office before returning to work. This statement must
9 verify that the employee is able to adequately perform assigned job responsibilities.

10
11 Maximum Non-Personal Illness/Disability Leave Days

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

14
15 Added Days Benefit

16 Employees contracted beyond one hundred ninety (190) days shall be granted one (1) additional
17 day of personal illness/disability leave for each increment of nineteen (19) days of additional
18 employment.

19
20 2. Accumulation of Illness/Disability Leave

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

24
25 a. For individuals who began continuous employment prior to July 1, 2017, unused
26 illness/disability leave shall accumulate from year to year to a maximum of two hundred
27 (200) days. Individuals with two hundred (200) days of accumulated personal
28 illness/disability leave on July 1 shall be granted sixteen (16) hours of additional leave with
29 pay to be taken during that contract year.

30
31 b. For individuals who begin continuous employment July 1, 2017, or later, unused
32 illness/disability leave shall accumulate from year to year to a maximum of one hundred
33 twenty (120) days. Individuals with one hundred twenty (120) days of accumulated
34 personal illness/disability leave on July 1 shall be granted eight (8) hours of additional leave
35 with pay to be taken during that contract year.

36
37 3. Leave of Absence

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

40
41 4. Notice of Anticipated Medical Leave

42 An employee must give written notice of any anticipated medical leave to his/her immediate
43 supervisor at the earliest possible date. In all cases, and especially in cases of elective surgery
44 and similar situations, the parties will cooperate in scheduling the required medical leave so as
45 to minimize the impact of the employee's absence on the Agency's responsibility to the persons
46 and organizations being served. In the case of medical leave due to pregnancy, the employee
47 will notify her immediate supervisor no later than the end of the fourth month of pregnancy.
48 Prior to the beginning of the sixth month of pregnancy, the employee, her physician and her
49 immediate supervisor, will establish the beginning date of the medical leave. Any conflicts as to

1 the beginning date of such medical leave or required revisions will be at the discretion of the
2 employee's physician and communicated as soon as possible to the employee's immediate
3 supervisor.
4

5 5. Leave Notice

6 The employee must indicate on the leave form whether the leave was for personal or non-
7 personal illness/disability. An employee need not state on the Agency leave form the specific
8 nature of the illness for which an illness/disability leave is requested. If the leave is for a work-
9 related injury, the employee must report this on the leave form.
10

11 **G. LEAVE WITHOUT PAY**

12 1. This section deals with unpaid leaves of absence that may be either full-time or partial leaves.
13

14 a. Full-Time Unpaid Leave

15 A full-time unpaid leave is one where the employee is absent on all scheduled work days
16 during an interval of time. Examples include an employee whose contract is full-time and
17 who is on child-rearing leave for the first half of the work year or for the full contract year.
18 A person contracted to work half-time would also be on a full-time unpaid leave of absence
19 if he/she is absent on all scheduled work days for the first half of the work year or full work
20 year.
21

22 b. Partial Unpaid Leave

23 A partial unpaid leave of absence is one where the employee works some scheduled work
24 days during a prescribed period and schedules other days or parts of days as unpaid
25 extended leave days.
26

27 2. Appropriate Reasons for Leave

28 A full-time unpaid leave of absence may be granted for personal illness that makes it impossible
29 or difficult for the employee to discharge the duties of the employee's job or for illness that
30 necessitates the full-time presence of the employee in the home. Unpaid leave of absence may
31 be granted for other reasons at the discretion of the Chief Administrator. Such full-time unpaid
32 leaves of absence may be requested and granted for up to one (1) contract year or any part
33 thereof. Typically the leave shall not continue beyond the end of the contract year for which the
34 leave was granted.
35

36 3. Duration

37 If such full-time unpaid leave of absence commences during the first half of the contract year, it
38 may extend to either January 2, or the end of the contract year (June 30). If such leave
39 commences during the second half of the contract year, it shall extend to the end of the
40 contract year.
41

42 4. Leave Decisions

43 Partial unpaid leave of absence with prorated salary and benefits, for reasons identified above;
44 and/or, full or partial unpaid leave for reasons other than those identified above, shall be
45 granted or withheld at the sole discretion of the Chief Administrator.
46
47
48
49

1 5. Continuing Contracts

2 An employee on extended unpaid leave of absence may be issued a contract for the next
3 contract year at the same time as other employees are issued contracts and shall be required to
4 respond at the same time and in the same manner as other employees, except as stated herein.

5
6 All employees on extended unpaid leave are to notify the Director of Human Resources of their
7 employment intentions for the following year. Employees on leave must provide this
8 notification in writing no later than February 1. On or before January 10, the Human Resources
9 Office shall send to all employees on extended leave a written reminder of the timelines by U.S.
10 mail. Employees on leave shall be responsible for providing Human Resources with a current
11 address.

- 12
13 a. For those employees requesting the continuation of an unpaid leave of absence for the
14 following contract year, or portion thereof, the Chief Administrator shall render a written
15 decision on the written request no later than March 1.
16
17 b. For those employees requesting a modification in their contract for the following contract
18 year, the Chief Administrator shall render a written decision on the written request no later
19 than March 1.
20
21 c. If no written notice is received from an employee by February 1, it will be understood that
22 the employee does not intend to return from leave. No written notice from the employee
23 by February 1 will constitute either: 1) a resignation from employment and termination of
24 the employee's contract if the employee is on full-time leave; or 2) a modification of the
25 contract to reflect resignation from that part of employment for which the employee is on
26 leave, if the employee is on part-time leave.

27
28 **H. DURATION OF PAID LEAVE AND/OR LEAVE WITHOUT PAY**

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

- 32
33 1. When an extended leave is 12 work weeks or less, upon return from leave the employee will
34 return to a similar assignment held prior to the leave.
35
36 2. If an extended leave is approved for a period of more than 12 work weeks, the absence created
37 by the leave will be treated as a vacancy and the position may be filled.
38
39 3. When the extended leave is more than 12 work weeks, the Agency will determine upon an
40 employee's return to service (or notice of return to service) what, if any, comparable work is
41 available.
42
43 a. The Agency's considerations when determining comparable work may include:
44 1) employee's skill set, licensure;
45 2) employee's fit with the service needs of an available assignment/opening;
46 3) additional training needs; and
47 4) employee's interests regarding the available work.
48

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- 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 contract year in which the leave occurs. The continuation of leave will typically not extend beyond the end of the contract 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 and termination of the employee's contract if the employee is on full-time leave; or
 - 2) a modification of the contract 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 holds or may soon be granted proper licensure/ certification.
- 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 employee may be granted up to 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. Unused personal leave shall accumulate as illness/disability leave.

K. PROFESSIONAL LEAVE

- 1. Provisions
During the contract year each full-time employee may be granted a total sum not to exceed Four Hundred dollars (\$400.00) for reimbursement of approved expenses limited to job-related professional activities/expenses only.

1 2. Usage

2 a. Application for use of professional leave monies shall be made to the immediate supervisor
3 and the supervisor's director for consideration. If approved, professional leave monies may
4 be used to reimburse conference and workshop expenses for activities that occur outside of
5 agency work time (specifically on non-contract days or while on personal leave);
6 professional organization dues (except NEA, ISEA, ECUU and GWEA); license fees and/or
7 licensure/certification renewal. Professional leave monies may be used to reimburse course
8 tuition (note: courses for which tuition is reimbursed using professional leave monies
9 cannot be used for salary schedule advancement).

10
11 b. Professional leave monies may be used to purchase: professional journals and books;
12 professional leave monies available for these purchases shall not exceed \$400 per work
13 year.

14
15 Note: Reimbursement of approved eligible purchases listed in this paragraph, i.e. K(2)(b),
16 will be treated as taxable income.

17
18 3. Accrual

19 An employee may carry over from one contract year to the next, unused expense allotments
20 provided that the maximum accrued amount at the end of the previous contract year (through
21 June 30) is One Thousand Two Hundred Dollars (\$1,200.00). For example, an individual having
22 One Thousand Two Hundred Dollars (\$1,200.00) accrued on June 30, would be able to carry over
23 the maximum One Thousand Two Hundred Dollars (\$1,200.00) and have a total of One
24 Thousand Six Hundred Dollars (\$1,600.00) available on July 1 (\$1,200.00 plus new \$400.00).
25 Professional leave monies that have been carried over, however, may not be used to exceed the
26 maximum levels of reimbursement provided under K(2)(b) of this ARTICLE.

27
28 4. Unused Days or Expenses

29 There shall be no obligation on the part of the Agency to reimburse employees for unused
30 expenses except as specifically provided above.

31
32 5. Timelines

33 Written application for professional leave dollars shall be submitted to the supervisory office
34 and date stamped at least fifteen (15) days prior to the professional event. Upon properly filing
35 written application on the appropriate form, an administrative decision shall be provided to the
36 employee within ten (10) days. Failure to provide such a decision shall automatically grant the
37 leave requested.

38
39 **L. RELIGIOUS LEAVE**

40 Available personal leave, leave without pay, or calendar change may be granted to any employee
41 whose affiliation requires the observance of a holiday other than those scheduled in the Agency
42 calendar.

ARTICLE 8
SALARY SCHEDULE PLACEMENT

A. CONTRACT BASE

Salaries, as established by the schedule, shall be for one hundred ninety (190) days of service and a salary shall be adjusted by 1/190th of the schedule salary for each day that a contractual term deviates from one hundred ninety (190) days of service.

B. INITIAL SALARY PLACEMENT

The Chief Administrator shall determine which coursework and experiences are accepted as education and experience credit for initial salary schedule placement. For accepted education and experiences, the provisions of B(1) and B(2) shall apply as approved by the Agency. For any completed coursework and/or college degree that has been awarded, the Agency has sole discretion and authority to determine which hours of coursework or credit will be accepted and eligible for salary schedule placement purposes.

1. EDUCATION LANES

Accepted education credit, as approved by the Agency, shall be eligible for salary schedule placement as follows:

- a. Coursework will be accepted only from fully accredited institutions of higher learning (North Central or equivalent geographic accrediting association).
- b. Accepted education credit will be allowed on the basis of the highest college degree received at the time the contract offer is issued by the Agency unless otherwise specified within the individual employment contract:
 - 1) BA level applies to an undergraduate degree granted by a college on the basis of a typical four (4) year program of studies (120 semester hours) approved by the college.
 - 2) BA+15 level applies for those employees who have completed a minimum of fifteen (15) approved semester hours beyond the BA degree. The BA+15 level also applies for those employees in occupational therapy, physical therapy, or nursing completing a five (5) year program of studies approved by the college which included a bachelor's degree in that area and which also satisfied professional licensing requirements.
 - 3) MA level applies to a degree beyond the BA level that has been granted by a college on the basis of a program of studies approved by the college and requiring an employee to complete a minimum of thirty (30) semester hours of credit beyond the BA degree.
 - 4) MA+15 level applies to an employee who has completed a minimum of fifteen (15) approved semester hours beyond the MA level.
 - 5) MA+30 level applies to an employee who has completed a minimum of thirty (30) approved semester hours beyond the MA level. This applies to employees hired after July 1, 2011. Previous placement procedures are not affected for those employees hired before July 1, 2011.

- 1 6) MA+45 level applies to an employee who has completed a minimum of forty-five (45)
2 approved semester hours beyond the MA level. This applies to employees hired after
3 July 1, 2011. Previous placement procedures are not affected for those employees hired
4 before July 1, 2011.
- 5
- 6 7) Clinical doctorate level applies to a clinical doctoral degree in an area of special
7 education support (i.e., audiology, occupational therapy, physical therapy, speech-
8 language pathology) granted by a college on the basis of a program of studies approved
9 by the college and requiring an employee to complete a minimum of ninety (90)
10 semester hours of credit beyond the BA degree.
- 11
- 12 8) Doctorate level applies to a Doctor of Philosophy degree or Doctor of Education degree
13 granted by a college on the basis of a program of studies approved by the college.
- 14

15 **2. EXPERIENCE INCREMENTS**

16 Accepted experience credit, as approved by the Agency, shall be eligible for salary schedule
17 placement as follows:

- 18
- 19 a. General education experiences may be allowed on a year-for-year basis to an unlimited
20 maximum.
 - 21 1) Individuals hired with zero, one, or two years of education experience shall be placed at
22 Step Three (3) of the salary schedule.
- 23
- 24 b. Military experience may be allowed to a maximum of two (2) years.
- 25
- 26 c. Additional experience in a position related to an individual's functions within the Agency or
27 in another agency may be allowed at the discretion of the Chief Administrator.
- 28
- 29 d. If an individual's total experience includes a fractional part of a year, such fractional part will
30 be allowed as a full year of experience if equivalent to four and one-half (4-1/2) months (90
31 days) or more of service; less than four and one-half (4-1/2) months (90 days) of service
32 shall not be considered in the determination of experience increments.
- 33
- 34 e. For current employees working less than ninety (90) days, the days worked shall be
35 considered cumulative until a step increase is granted. The step increase will be granted in
36 the year which follows the attainment of at least ninety (90) days. The calculation of days
37 toward the next step begins in the year the step increase is granted.
- 38

39 After completion of the first contract year, an employee's salary schedule placement shall not be
40 reduced except in cases of deliberate misrepresentation.

41

42 **C. EXTENDED MASTERS DEGREE**

43 For education accepted by the Chief Administrator, present employees and those subsequently
44 hired who hold a master's degree from a fully accredited institution of higher learning, which
45 required more than thirty-six (36) hours of credit, will be given credit toward higher education lane
46 placement for each hour required by their degree which exceeds the thirty-six (36) hour MA base.
47 The Agency, however, has sole discretion and authority to determine which hours of coursework or
48 credit will be accepted and eligible for higher education lane placement.

1 **D. COURSEWORK ACCEPTANCE FOR SALARY SCHEDULE ADVANCEMENT**

2 Following completion of the first contract year, the Chief Administrator has sole discretion and
3 authority to determine which coursework is accepted as education credit for advancement on the
4 salary schedule. Such coursework shall be submitted in accordance with paragraph E below. The
5 employee shall be responsible for promptly providing the Human Resources Office with such
6 information as the Chief Administrator requires in verifying the individual's eligibility status.
7

8 **E. SALARY AMENDMENT AND TIMELINES**

9 Contract offers shall be based on an individual's education and experience accepted and approved
10 by the Chief Administrator at the time of issuance by the Agency. The contractual salary shall be
11 amended to a higher education lane if the Chief Administrator is advised by the employee that the
12 approved additional credits will be secured by September 1 of that contract year and if evidence of
13 the additional credits is submitted by the employee to the Human Resources Office on or before
14 October 1.
15

16 **F. PAYDAYS**

17 Agency paydays shall be every other Friday. The Agency's first scheduled payday typically shall be
18 the second pay period in August, and each new employee hired after the first scheduled payday
19 shall be paid beginning with the first regular payday following the employee's first date of
20 employment.
21

- 22 1. When a payday falls on a day the Agency's business office is not scheduled to be open, the
23 employee shall be paid on the previous day.
- 24 2. Effective July 1, 2020, all employees shall have their wages paid as a direct deposit into a
25 financial institution designated by the employee.
26

27 **G. NEW EMPLOYEES**

28 New employees will be advised of their placement on the salary schedule and assigned Agency
29 Center.
30
31

32 **ARTICLE 9**
33 **SALARY**
34

35 **A. SALARY TERMS AND CONDITIONS**

- 36 1. Each eligible employee advances one (1) yearly experience step.
37
- 38 2. For purposes of computations, salaries shall be based on the standard contract year of one
39 hundred ninety (190) days.
40

41 **B. FOR 2025-26**

- 42 1. The total monies available for the base salary schedule for the contract year 2025-26 were
43 determined by a total package increase of 2.5%, with total monies from the package increase
44 first used to pay the costs of benefit increases, and the remaining monies used for salary step
45 advancement and/or distribution on the base salary schedule.
46
- 47 2. The base salary schedule for the contract year 2025-26 is attached as Appendix A. Appendix A
48 and Appendix B will subsequently be updated each following contract year under the terms of
49 the Agreement.

1 3. The base salary for 2025-26 shall be Forty Two Thousand One Hundred Fifty Five Dollars
2 (\$42,155.00).

3
4 3. Employees who are not eligible to receive Teacher Salary Supplement (TSS) dollars shall be paid
5 according to Appendix A.
6

7 **C. FOR 2026-27**
8

9 1. The total monies available for the base salary schedule for the contract year 2026-27 shall be
10 determined by increasing the 2025-26 total package costs (including salaries for the 2025-26
11 employees as of December 2025 and the mandatory and negotiated fringe benefits for 2025-26)
12 by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change
13 in AEA weighted enrollment based on the October 2025 certified count. In addition:

- 14
15 a. If SSA for 2026-27 is 2% or more, the monies available for the total package increase will not
16 be less than 2.25%.
17 b. If SSA for 2026-27 is less than 2%, the monies available for the total package increase will
18 not be less than 1.5%.
19

20 2. Total monies from C(1) above shall first be used to pay the costs of benefit increases, with the
21 remaining monies to be used for salary step advancement and/or distribution on the base salary
22 schedule.
23

24 **D. FOR 2027-28**
25

26 1. The total monies available for the base salary schedule for the contract year 2027-28 shall be
27 determined by increasing the 2026-27 total package costs (including salaries for the 2026-27
28 employees as of December 2026 and the mandatory and negotiated fringe benefits for 2026-27)
29 by the combined percentage of Regular Program Supplemental State Aid (SSA) and the change
30 in AEA weighted enrollment based on the October 2026 certified count. In addition:

- 31
32 a. If SSA for 2027-28 is 2% or more, the monies available for the total package increase will not
33 be less than 2.25%.
34 b. If SSA for 2027-28 is less than 2%, the monies available for the total package increase will
35 not be less than 1.5%.
36

37 2. Total monies from D(1) above shall first be used to pay the costs of benefit increases, with the
38 remaining monies to be used for salary step advancement and/or distribution on the base salary
39 schedule.
40

41 **E. TEACHER SALARY SUPPLEMENT (TSS)**

42 A combined salary schedule is comprised of the base salary schedule and the TSS salary schedule.
43 The combined salary schedule for the contract year 2025-26 is attached as Appendix B. The
44 combined salary schedule for the contract year 2025-26 will be determined by combining the TSS
45 salary schedule, under the calculation method established in this section, with the applicable base
46 salary schedule as calculated in accordance with the applicable paragraph of this Article (Paragraphs
47 B-D).
48

2025-26 Contracted Agreement

1 Employees eligible to receive TSS funds shall be paid according to Appendix B. An eligible employee
2 is defined by law and applies only to employees who are actively working.

3
4 TSS funds available for distribution shall be based on the preliminary amount of TSS funds
5 anticipated for the following work year, less the Phase II amount of \$271,585 already included in the
6 base salary schedule.

7
8 The formula for distributing the TSS funds appropriated by the Iowa General Assembly shall be as
9 follows:

- 10
11 1. It will first be determined the minimum salary requirements of Iowa Code Section 284.7 have
12 been met.
- 13
14 2. All TSS funds allocated to the Agency, adjusted for the Agency's FICA and IPERS costs, will be
15 equally distributed among eligible staff.
- 16
17 3. For purposes of distribution, TSS funds will be based on 190-day contracts. Distributions will be
18 prorated accordingly for those eligible employees contracted to work less than 190 days.
- 19
20 4. The total full-time equivalent (FTE) by which the funds are distributed each year shall be based
21 on the actual FTE of staff working on October 1 of the prior work year. If October 1 falls on a
22 day the Agency is not open, the FTE will be based on the next day the Agency is open.
- 23
24 5. In the event the amount of TSS funds disbursed for the work year is greater or less than the
25 allocation received, the positive or negative balance shall be carried forward to adjust the
26 allocation for the following calculation.

ARTICLE 10
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 Hamblen
President

BY Randy Dan
Board President

BY Jessica Roman
Chief Negotiator

BY JACKIE K. SHREVE
Chief Negotiator

APPENDIX A
2025-26 SALARY SCHEDULE
Base Salary

	BA	BA+15	MA	MA+15	MA+30	MA+45	CIDoc	Doc
Step 1	\$42,155	\$43,983	\$46,642	\$48,469	\$50,297	\$52,025	\$53,953	\$55,780
Step 2	\$43,654	\$45,482	\$48,140	\$49,968	\$51,796	\$53,524	\$55,451	\$57,279
Step 3	\$45,153	\$46,980	\$49,639	\$51,467	\$53,295	\$55,022	\$56,950	\$58,778
Step 4	\$46,651	\$48,479	\$51,138	\$52,966	\$54,793	\$56,521	\$58,449	\$60,277
Step 5	\$48,150	\$49,978	\$52,637	\$54,464	\$56,292	\$58,020	\$59,948	\$61,775
Step 6	\$49,649	\$51,477	\$54,135	\$55,963	\$57,791	\$59,519	\$61,446	\$63,274
Step 7	\$51,148	\$52,975	\$55,634	\$57,462	\$59,290	\$61,017	\$62,945	\$64,773
Step 8	\$52,646	\$54,474	\$57,133	\$58,961	\$60,788	\$62,516	\$64,444	\$66,272
Step 9	\$54,145	\$55,973	\$58,632	\$60,459	\$62,287	\$64,015	\$65,943	\$67,770
Step 10	\$55,644	\$57,472	\$60,130	\$61,958	\$63,786	\$65,514	\$67,441	\$69,269
Step 11	\$57,143	\$58,970	\$61,629	\$63,457	\$65,285	\$67,012	\$68,940	\$70,768
Step 12	\$58,641	\$60,469	\$63,128	\$64,956	\$66,783	\$68,511	\$70,439	\$72,267
Step 13	\$60,140	\$61,968	\$64,627	\$66,454	\$68,282	\$70,010	\$71,938	\$73,765
Step 14	\$61,639	\$63,467	\$66,126	\$67,953	\$69,731	\$71,509	\$73,437	\$75,264
Step 15	\$63,138	\$64,966	\$67,625	\$69,452	\$71,280	\$73,018	\$74,946	\$76,763
Step 16	\$64,637	\$66,465	\$69,124	\$70,951	\$72,729	\$74,507	\$76,435	\$78,262
Step 17	\$66,136	\$67,964	\$70,623	\$72,450	\$74,278	\$76,016	\$77,944	\$79,761
Step 18	\$67,635	\$69,463	\$72,122	\$73,949	\$75,727	\$77,505	\$79,433	\$81,260
Step 19	\$69,134	\$70,962	\$73,621	\$75,448	\$77,276	\$79,014	\$80,942	\$82,759
Step 20	\$70,633	\$72,461	\$75,120	\$76,947	\$78,725	\$80,503	\$82,431	\$84,258
Step 21	\$72,132	\$73,960	\$76,619	\$78,446	\$80,274	\$82,012	\$83,940	\$85,757
Step 22	\$73,631	\$75,459	\$78,118	\$80,045	\$81,723	\$83,501	\$85,439	\$87,256
Step 23	\$75,130	\$76,958	\$79,617	\$81,544	\$83,272	\$85,010	\$86,938	\$88,755
Step 24	\$76,629	\$78,457	\$81,116	\$83,043	\$84,721	\$86,509	\$88,437	\$90,254
Step 25	\$78,128	\$80,056	\$82,615	\$84,542	\$86,270	\$88,008	\$89,936	\$91,753
Step 26	\$79,627	\$81,555	\$84,114	\$86,041	\$87,719	\$89,507	\$91,435	\$93,252
Step 27	\$81,126	\$83,054	\$85,613	\$87,540	\$89,268	\$91,006	\$92,934	\$94,751
Step 28	\$82,625	\$84,553	\$87,112	\$89,039	\$90,717	\$92,505	\$94,433	\$96,250
Step 29	\$84,124	\$86,052	\$88,611	\$90,538	\$92,266	\$94,004	\$95,932	\$97,749
Step 30	\$85,623	\$87,551	\$90,110	\$92,037	\$93,715	\$95,503	\$97,431	\$99,248

APPENDIX B
2025-26 SALARY SCHEDULE
Combined Base Salary & TSS

	BA	BA+15	MA	MA+15	MA+30	MA+45	CIDoc	Doc
Step 1	\$48,358	\$50,186	\$52,845	\$54,672	\$56,500	\$58,228	\$60,156	\$61,983
Step 2	\$49,857	\$51,685	\$54,343	\$56,171	\$57,999	\$59,727	\$61,654	\$63,482
Step 3	\$51,356	\$53,183	\$55,842	\$57,670	\$59,498	\$61,225	\$63,153	\$64,981
Step 4	\$52,854	\$54,682	\$57,341	\$59,169	\$60,996	\$62,724	\$64,652	\$66,480
Step 5	\$54,353	\$56,181	\$58,840	\$60,667	\$62,495	\$64,223	\$66,151	\$67,978
Step 6	\$55,852	\$57,680	\$60,338	\$62,166	\$63,994	\$65,722	\$67,649	\$69,477
Step 7	\$57,351	\$59,178	\$61,837	\$63,665	\$65,493	\$67,220	\$69,148	\$70,976
Step 8	\$58,849	\$60,677	\$63,336	\$65,164	\$66,991	\$68,719	\$70,647	\$72,475
Step 9	\$60,348	\$62,176	\$64,835	\$66,662	\$68,490	\$70,218	\$72,146	\$73,973
Step 10	\$61,847	\$63,675	\$66,333	\$68,161	\$69,989	\$71,717	\$73,644	\$75,472
Step 11	\$63,346	\$65,173	\$67,832	\$69,660	\$71,488	\$73,215	\$75,143	\$76,971
Step 12	\$64,844	\$66,672	\$69,331	\$71,159	\$72,986	\$74,714	\$76,642	\$78,470
Step 13	\$66,343	\$68,171	\$70,830	\$72,657	\$74,485	\$76,213	\$78,141	\$79,968
Step 14	\$68,142	\$69,970	\$72,628	\$74,456	\$76,284	\$78,012	\$79,939	\$81,767
Step 15	\$69,056	\$70,883	\$73,542	\$75,370	\$77,198	\$78,926	\$80,853	\$82,681
Step 16	\$69,970	\$71,797	\$74,456	\$76,284	\$78,112	\$79,839	\$81,767	\$83,595
Step 17	\$70,883	\$72,711	\$75,370	\$77,198	\$79,026	\$80,753	\$82,681	\$84,509
Step 18	\$71,797	\$73,625	\$76,284	\$78,112	\$79,939	\$81,667	\$83,595	\$85,423
Step 19	\$72,711	\$74,539	\$77,198	\$79,026	\$80,853	\$82,581	\$84,509	\$86,337
Step 20	\$73,625	\$75,453	\$78,112	\$79,939	\$81,767	\$83,495	\$85,423	\$87,250
Step 21	\$74,539	\$76,367	\$79,026	\$80,853	\$82,681	\$84,409	\$86,337	\$88,164
Step 22	\$75,453	\$77,281	\$79,939	\$81,767	\$83,595	\$85,323	\$87,250	\$89,078
Step 23	\$76,367	\$78,194	\$80,853	\$82,681	\$84,509	\$86,237	\$88,164	\$89,992
Step 24	\$77,281	\$79,108	\$81,767	\$83,595	\$85,423	\$87,150	\$89,078	\$90,906
Step 25	\$78,194	\$80,022	\$82,681	\$84,509	\$86,337	\$88,064	\$89,992	\$91,820
Step 26	\$79,108	\$80,936	\$83,595	\$85,423	\$87,250	\$88,978	\$90,906	\$92,734
Step 27	\$80,022	\$81,850	\$84,509	\$86,337	\$88,164	\$89,892	\$91,820	\$93,648
Step 28	\$80,936	\$82,764	\$85,423	\$87,250	\$89,078	\$90,806	\$92,734	\$94,561
Step 29	\$81,850	\$83,678	\$86,337	\$88,164	\$89,992	\$91,720	\$93,648	\$95,475
Step 30	\$82,765	\$84,503	\$87,161	\$88,989	\$90,817	\$92,545	\$94,472	\$96,300

**APPENDIX C
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