

MASTER CONTRACT

2015-2016

Between the

Atlantic Community School District

and the

Atlantic School District Employees Association

July, 2015

Table of Contents

Article 1 -- PREAMBLE	6
Article 2 -- RECOGNITION	6
Article 3 -- GRIEVANCE PROCEDURES	6
Section 1: Definition	6
Section 2: Purpose	6
Section 3: Year-end Grievance.....	6
Section 4: Time Limit	7
Section 5: Level One (Informal)	7
Section 6: Level Two	7
Article 4 -- DUES DEDUCTIONS	9
Section 1: Authorization	9
Section 2: Deduction Payments.....	9
Section 3: Prorated Deductions.....	9
Section 4: Duration	9
Section 5: Employment Termination	9
Article 5 -- OTHER VOLUNTARY DEDUCTIONS.....	9
Article 6 -- HOURS	9
Section 1: Basic Work Week	9
Section 2: Basic Work Day	9
Section 3: Break Time	10
Section 4: Snow Days and Emergency School Closings	10
Section 5: Notification of Hours and Issuance of Letters of Assignment	10
Article 7 -- WAGES	10
Section 1: Pay Rate Schedule.....	10
Section 2: Overtime Work	11
Section 3: Method of Payment.....	11
Article 8 -- INSURANCE.....	11
Section 1: Types of Coverage.....	11
Section 2: Coverage	12
Section 3: Description Information.....	12

Article 9 -- HOLIDAYS	12
Section 1: All Full-Time, Twelve-Month Employees	12
Section 2: Other Hourly Employees.....	13
Section 3: Bus Drivers	13
Section 4: Computations For Irregular Hours.....	13
Article 10 -- VACATIONS.....	13
Section 1: Eligibility and Accumulation.....	13
Section 2: Vacation Pay.....	14
Section 3: Vacation Schedules	14
Article 11 -- SICK LEAVE	14
Section 1: Accumulation of Benefits.....	14
Section 2: Verification Of Illness or Injury	14
Section 3: Reporting Sick Leave	14
Section 4: Part-Time Employees.....	15
Section 5: Job Related Illness or Injury	15
Section 6: Extended Sick Leave.....	15
Article 12 -- TEMPORARY LEAVES OF ABSENCE.....	15
Section 1: Paid Leave	15
Section 2: Employee Sick Leave Bank.....	16
Article 13 -- EXTENDED LEAVES OF ABSENCE	17
Section 1: Requests For Extended Leaves	17
Section 2: Conditions For Granting Leave.....	17
Section 3: Conditions Upon Return From Leave.....	17
Section 4: Status While On Leave	18
Section 5: Family and Medical Leave Act	18
Article 14 -- SENIORITY.....	18
Section 1: Seniority Defined	18
Section 2: Classifications.....	18
Section 3: Seniority Listing.....	18
Section 4: Seniority Lost	18
Section 5: Seniority Placement on Salary Schedule.....	18
Section 6: Seniority Regarding Transportation During District Sponsored Trips	18

Article 15 -- TRANSFERS	19
Section 1: Vacancy Defined	19
Section 2: Posting of Vacancies	19
Section 3: Classifications.....	19
Section 4: Notification of Decision	20
Section 5: Placement On Schedule	20
Article 16 -- PROCEDURES FOR STAFF REDUCTIONS	20
Section 1: Notification of RIF	20
Section 2: Selection of Employees To Be Reduced.....	20
Section 3: Effective Date of Reductions-In-Force.....	20
Section 4: Recall Rights	20
Section 5: Benefits	21
Article 17 -- EMPLOYEE EVALUATION PROCEDURES.....	21
Section 1: Notification	21
Section 2: Formal Evaluations.....	21
Section 3: Formal Evaluation Procedures.....	21
Section 4: Remediation.....	21
Section 5: Appeal	21
Section 6: Evaluation File Review	22
Section 7: Personnel File.....	22
Section 8: Reproduction of Contents of File.....	22
Article 18 -- PHYSICAL EXAMINATIONS.....	22
Section 1: New Employees.....	22
Section 2: Examinations.....	22
Section 3: Transportation	22
Article 19 -- SAFETY PROVISIONS.....	23
Section 1: Protective Devices	23
Section 2: Unsafe and Hazardous Conditions.....	23
Section 3: OSHA Requirements.....	23
Article 20 -- MISCELLANEOUS	23
Section 1: Activity Passes.....	23
Section 2: Duration and Compliance	23

Section 3: Severability..... 23
Section 4: Printing Expenses..... 24
Section 5: Signature Clause..... 24
ARTICLE 21 -- SALARY SCHEDULE..... 1

Article 1 -- PREAMBLE

Whereas, the board and the association recognize and declare that providing a quality education for the students of the Atlantic Community School District is their mutual desire, and

Whereas, the board and the association have agreed to negotiate in good faith, and

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

Article 2 -- RECOGNITION

The Board of Education of the Atlantic Community School District (hereinafter referred to as "the Board") hereby recognizes the Atlantic School District Employees Association (hereinafter referred to as "the Association"), an affiliate of the Iowa State Education Association and the National Education Association, as the certified, exclusive and sole bargaining representative for all personnel as set forth in PERB certification instrument Case No. 494 issued by PERB on the 20th day of October, 1975.

Article 3 – GRIEVANCE PROCEDURES

Section 1: Definition

A. Grievance

A grievance is an allegation by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of any provision of this Master Contract Agreement.

B. Aggrieved Person

An aggrieved person is the person or persons making the complaint.

C. Party of Interest

A "party of interest" is the person or persons making the complaint and any person, or their representative who might be required to take action or against whom action might be taken in order to resolve the complaint.

D. Group of Employees

A group of employees shall be defined as the entire staff of a building or a district wide cross section of employees with a common assignment or interest.

Section 2: Purpose

- A. The purpose of this Article is to provide for a mutually acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of this Master Contract Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Section 3: Year-end Grievance

- A. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to the party in interest, the time limits set forth herein may be reduced by mutual consent of the Superintendent and the Association so that the grievance procedure may be

exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

Section 4: Time Limit

- A. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.
- B. It is agreed that an investigation, handling or processing of any grievance by the grieving employee or by the Association shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities. Any departure from this provision shall be by mutual agreement.

Section 5: Level One (Informal)

- A. An employee with a grievance shall first discuss it with the principal or immediate administrative supervisor with the objective of resolving the matter informally. Such discussions shall commence within fifteen (15) school days of the alleged occurrence of the grievance.

Section 6: Level Two

- A. If, as a result of the informal discussion with the principal or immediate administrative supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure on his/her own or through the Association not later than ten (10) school days following discussion with the principal or immediate administrative supervisor, on the form set forth in Exhibit 1. The grievance form shall be available from the Association representative in each building and said form shall be signed by the grievant. The grievance form shall be delivered to the appropriate principal or immediate administrative supervisor. A copy of the grievance will be provided to the Association by the Administration.
- B. The appropriate principal or immediate administrative supervisor shall indicate his/her disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and the Association.
- C. If the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Three within ten (10) school days.

Section 7: Level Three

- A. The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the meeting of the parties, the Superintendent or his/her designee shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and the Association.
- B. If the Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition of the grievance has been made within the time limits of this section, the Association shall transmit the grievance to Level Four within ten (10) school days of the report from Level Three.

Section 8: Level Four

- A. If within ten (10) school days following the formal third step the Association submits a request to the Superintendent to enter into arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within ten (10) school days, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of seven (7) potential arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days. Then the parties shall have one (1) school day alternately to remove until one (1) name remains. The person whose name remains shall be the arbitrator.
- B. The arbitrator so selected shall confer with the Superintendent and the Association and hold hearings promptly and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions of the issues submitted. The arbitrator's decision shall have no power to alter, add to, or detract from the specific provisions of the Agreement. No decision of the arbitrator shall in any way be derogation of the powers, duties, and rights established in the Board by constitutional provisions, statute, ordinance, or special legislative acts. The decision of the arbitrator shall be submitted to the Superintendent and the Association and shall be final and binding on the parties.
- C. The costs of the services of the arbitrator will be borne equally by the Board and the Association.
- D. If the grievant files any claim or complaint in any forum other than under the grievance procedure of this Master Contract Agreement, then the school district shall not be required to process the same claim or set of facts through this grievance procedure.

Section 9: Representation and Privacy

- A. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond.
- B. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with procedures set forth in the Section on arbitration.
- C. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. The Association shall have access to the Grievance File.
- D. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties of interest, and their designated or selected representative, heretofore referred to in this ARTICLE.

Article 4 -- DUES DEDUCTIONS

Section 1: Authorization

Any employee who is a member of the Association (or who has applied for membership) may annually sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form of the deduction shall be as set forth in Exhibit B attached hereto and incorporated herein by this reference.

Section 2: Deduction Payments

Pursuant to a deduction authorization, the Board shall deduct one-eighteenth (1/18) of the total dues from the regular salary check of the employee who is paid every two (2) weeks beginning with the first pay period in September and continuing for eighteen (18) consecutive pay periods. The Board shall deduct one-ninth (1/9) of the total dues from the regular salary check for each employee who is paid monthly beginning with the September pay period and continuing for nine (9) consecutive months.

Section 3: Prorated Deductions

Employees who begin deductions after September shall have the total dues prorated on the basis of the remaining months of employment through May.

Section 4: Duration

Such authorization shall continue in effect for a period of one year unless revoked in writing by a thirty (30) day notice to the Board.

Section 5: Employment Termination

In the event an employee leaves the employ of the school before having sufficient dues deducted to meet his/her total amount of dues, the school shall not be responsible or liable in any way for the collection of said dues.

Article 5 -- OTHER VOLUNTARY DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for any other plans or programs approved by the Board.

Article 6 -- HOURS

Section 1: Basic Work Week

The basic work week for all employees (except transportation, custodial, grounds and maintenance personnel) shall be Monday through Friday. Transportation, custodial, grounds and maintenance personnel may also be assigned Saturday duties on a regular basis.

Section 2: Basic Work Day

- A. The basic work day for secretaries and aides shall be scheduled during the hours of 7:00 a.m. and 5:00 p.m.
- B. The basic work day for transportation, custodial, maintenance, and grounds personnel shall be scheduled as the needs of the district dictate. A reasonable effort shall be made to schedule each such employee's work day so that he/she performs services in a single block of time for that day, whenever possible.

- C. The basic work day for food service personnel shall be scheduled between the hours of 6:00 a.m. and 3:00 p.m.

Section 3: Break Time

All employees who work at least eight (8) hours per day shall be entitled to two fifteen-minute break times each day. All employees working less than eight (8) hours per day but more than four (4) hours per day shall receive one fifteen-minute break time. All employees working overtime will be entitled to an additional fifteen-minute break time for every four (4) hours of overtime worked.

Section 4: Snow Days and Emergency School Closings

- A. In the event the administration finds it necessary to call off school because of inclement weather or some other emergency, all food service employees, aides, and secretaries shall be compensated pursuant to the following:
- B. Every employee shall be paid for the amount of time he/she works on that day.
- C. Every employee who is either at work or who is already on the road traveling to work when the planned closing is first broadcast on the local radio stations shall be guaranteed the opportunity to work at least two hours on that day. If there is no work available for the employee in his/her normal work area, he/she may be reassigned to other duties during such two hour period. In the event the employee does not wish to be reassigned, he/she may elect to waive his/her right to two hours of work under this paragraph.
- D. An employee and his/her immediate supervisor may mutually agree that the employee remain on his/her regular duty for more than the two (2) hour period, in which case, the employee will be paid for all hours worked.
- E. Notwithstanding any provision above to the contrary, no employee shall receive more hours of work than he/she would have received in his/her normal work day (unless mutually agreed to by the employee and his/her immediate supervisor).

Section 5: Notification of Hours and Issuance of Letters of Assignment

The employer shall notify all employees of the assignment of hours to be worked and shall issue a letter of assignment to all employees not later than June 15 each year. The letter of assignment issued shall be for the year that shall begin on July 1 of that year and continue until June 30 of the following year.

Article 7 -- WAGES

Section 1: Pay Rate Schedule

- A. The pay rates for support staff employees shall be those reflected in Exhibit A attached hereto and incorporated herein by this reference.
- B. Severe and Profound para-educators are defined as employees who assist behavior and medically fragile Level III students.
- C. In the absence of the Head Cook on a daily basis, the individual identified to fill in for the Head Cook shall receive the pay of the Head Cook lane that corresponds with the individual's current step, according to the salary schedule. This adjustment shall be made on a daily basis on those occasions whenever the Head Cook is absent. The Employee shall perform all duties of the Head Cook to receive additional pay.

Section 2: Overtime Work

If any employee is requested or required to work overtime hours, the following conditions shall apply:

1. Time and one-half will be paid for all hours worked in excess of forty (40) hours in one (1) calendar week.
2. The decision as to whether or not any employee is required or requested to work overtime hours shall rest exclusively with the Board or its administrative designees.
3. Food service employees who work at special activities approved by the Food Service Director shall receive fifty cents (\$0.50) per hour additional pay.

Section 3: Method of Payment

All employees currently being paid by direct deposit and all employees hired after June 30, 2014, will be paid by direct deposit. A schedule of pay days will be provided to staff at the beginning of each school year. This schedule will ensure employees will be paid on or before every second Friday of each month.

Employees who currently are paid by check may continue to do so by written request to the district office. If an employee wishes to continue to be paid by check, checks for the employees shall be available in the employees' regularly assigned building by 11:00 a.m. on pay day. In the event there is no school on pay day, checks can be picked up in the Central Office or mailed if prior arrangements have been made. In the event the pay day falls on a holiday when the district office is closed, the employee shall be paid on the preceding Central Office work day.

Article 8 -- INSURANCE

Section 1: Types of Coverage

The Board agrees to provide the following district-paid insurance programs to eligible employees:

A. Health and Major Medical

The Atlantic Community School District shall make available health insurance under the same program as provided to certified staff members of the district for the benefit of each twelve-month employee, and shall pay the premium for a single membership for all regular full time twelve month employees. All regular full time twelve-month employees will receive \$50.00 per month to be applied toward the cost of family insurance or a tax sheltered annuity.

Employees who select family (i.e., dependent) coverage may elect to have the cost of the difference in premium between single and family coverage deducted from their paychecks. The district agrees to continue to offer the deduction as part of a salary reduction (pre-tax) plan.

Employees who do not qualify for district-paid insurance premiums shall (if permitted by the insurance carrier) have the option of purchasing health and major medical insurance under the district's group plan by paying the premiums themselves.

B. Disability Insurance

Each twelve-month employee shall be provided long-term disability insurance under the same program and benefits as are provided to the certificated staff members in the district.

C. **Liability Insurance**

All employees shall be insured under the district's tort liability insurance policy which shall cover employees in their job-related performance of duties and employee vehicles when required to be used for job-related reasons.

Section 2: Coverage

The district-provided insurance programs for disability insurance and health and major medical insurance shall be provided for twelve (12) consecutive months commencing on July 1 and ending on June 30 provided the employee is (and continues to be) in the employ of the school district. The district shall provide new, eligible employees with coverage on their first day of service to the district or on the first day the employee is eligible under the terms and conditions of the appropriate insurance plan.

Section 3: Description Information

Each fall, the Board shall provide each covered employee with a description of the health and major medical insurance coverage provided herein.

Article 9 -- HOLIDAYS

Section 1: All Twelve-Month Employees

A. All full-time, 12-month employees shall receive time-off with pay for the following holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Friday after Thanksgiving
5. Christmas Eve
6. Christmas Day
7. Day after Christmas
8. New Year's Eve
9. New Year's Day
10. Good Friday (if school is not in session)
11. Memorial Day

B. All part-time 12 month employees shall receive time off with pay for the same holidays listed in Section A. Pay will be pro-rated depending upon the contract hours each employee works.

C. No employee shall be required to perform duties on any of the above paid holidays, except in cases of emergency.

D. When graduation exercises are held on Memorial Day weekend, a custodian may elect to work on Memorial Day. In such event, the custodian and the administration shall mutually agree to another day in June or July which the custodian may take to compensate him/her for such time. This arrangement is agreed to so that the custodian will have the opportunity to have a three-day weekend which he/she missed because of his/her work schedule associated with graduation exercises.

Section 2: Other Hourly Employees

Para-Educators, Food Service Workers, Non-Twelve Month Custodians, Attendance and Guidance Secretaries

- A. Other hourly employees shall receive the following paid holidays:
 - 1. Labor Day
 - 2. Thanksgiving Day
 - 3. Friday after Thanksgiving
 - 4. Christmas Day
 - 5. New Year's Day
 - 6. Good Friday (if school is not in session)
- B. No hourly employee shall be required to perform duties on any of the above paid holidays.

Section 3: Bus Drivers

- A. Regular bus drivers shall receive four (4) hours waiting time pay for each of the following holidays:
 - 1. Labor Day
 - 2. Thanksgiving Day
 - 3. Friday after Thanksgiving
 - 4. Christmas Day
 - 5. New Year's Day
 - 6. Good Friday (if school is not in session)
- B. No bus driver shall be required to perform duties on any of the above paid holidays. Should a holiday fall on Saturday, the preceding Friday shall be considered the holiday. Should a holiday fall on a Sunday, the following Monday shall be considered the holiday. If school is in session on the Friday before Easter, the holiday will be taken in conjunction with Spring Break. A list of holiday dates will be provided at the beginning of each school year.

Section 4: Computations For Irregular Hours

If an employee does not work the same number of hours each day of the week, the computations for holiday pay shall be based upon the average daily hours per week. (For example, if an employee's scheduled hours were 7 hours on Monday, no hours on Tuesday, 8 hours on Wednesday, 6 hours on Thursday, and 7 hours on Friday, the average daily hours per week would be 5.6 and the employee's holiday pay would be computed on a 5.6-hour day.)

Article 10 -- VACATIONS

Section 1: Eligibility and Accumulation

- A. Years 1-10
All twelve-month employees, in their first through tenth year of employment, shall have two weeks (i.e. 10 work days) of paid vacation per year.
- B. Years 11-15
All twelve-month employees who have completed ten full years of employment shall have three weeks (i.e. 15 work days) of paid vacation per year, beginning with their eleventh year of employment.
- C. Years 16 and beyond

All twelve-month employees who have completed fifteen full years of employment shall have four weeks (i.e. 20 work days) of paid vacation per year, beginning with their sixteenth year of employment.

D. **Vacation Day Benefit**

Vacation benefits for eligible employees will be pro-rated the first year of employment, based on hire date. Vacation days will be advanced on July 1 of the current school year. Vacation days will need to be used by June 30 of the year that they are given and will not be carried over from year to year.

Section 2: Vacation Pay

Vacation pay shall be at the employee's hourly rate of pay in effect at the time the employee takes such vacation.

Section 3: Vacation Schedules

All vacation time for eligible employees may be taken in one block of time or on a single day basis throughout the year - subject to the approval by employee's supervisor. Vacation time shall be taken when school is not in session, subject to approval by employee's supervisor. Vacation days will not be paid as all overtime pay. If vacation days are approved at a time when it would result in all overtime pay, the vacation hours taken during said calendar week shall not count towards said forty (40) hours worked.

Article 11 -- SICK LEAVE

Section 1: Accumulation of Benefits

- A. All employees shall be given fifteen (15) sick leave days each school year for personal illnesses or injuries. Such days shall be credited to the employee on the first day of the school year (i.e., July 1) whether or not the employee reports for duty on that day. During the first year of employment, sick days shall be prorated based on hire date. Unused sick leave days shall be accumulated from year to year until a maximum of ninety (90) days has been accumulated.

- B. An accounting of the employee's accumulated sick leave shall be made annually to each employee. Such accounting shall be submitted to the employee on or before the date of his/her second paycheck in September.

Section 2: Verification Of Illness or Injury

The Board, through the superintendent or his/her designee, may request medical evidence confirming the validity of the employee's alleged illnesses or injuries when the employee has been on sick leave for more than three (3) days. Such request shall be made in a timely fashion. Prior to an employee returning to work from an alleged illness or injury, the district may request medical verification that the employee is capable of returning to his/her work responsibilities. In the event a request for information under the paragraph causes the employee to incur additional expenses not covered by health insurance, the district shall reimburse the employee for said expenses.

Section 3: Reporting Sick Leave

An employee in need of sick leave shall, in a timely manner, report such to his/her immediate supervisor.

Section 4: Part-Time Employees

A part-time (i.e., less than 40 hours per week) employee shall receive sick leave benefits prorated to match the number of regular contracted hours he/she works (e.g., an employee who is contracted for six (6) hours per day would receive fifteen (15) sick leave days at six (6) hours per day). During the first year of employment, sick days shall be prorated based on hire date.

Section 5: Job Related Illness or Injury

In the event the employee incurs a job related illness or injury, he/she may elect to take either the benefits provided by the sick leave article of this agreement or the benefits provided by Worker's Compensation (but not all or parts of both).

Section 6: Extended Sick Leave

In the event the employee has an illness or injury which results in his/her absence from the work place for an amount of time greater than that provided by the sick leave article of this agreement, the employee may be granted an extended leave at the discretion of the Board. Such extended leave, if granted by the board, shall be without pay and shall not be for more than one year from the time of commencement of said illness or injury. Additionally, the board may extend the school-provided health insurance benefits, if any, which the employee had under this agreement. Such extension shall also be for a maximum of one year from the time of commencement of said illness or injury.

Article 12 -- TEMPORARY LEAVES OF ABSENCE

Section 1: Paid Leave

In addition to sick leave (provided for elsewhere herein) each employee will be given the following leaves, with pay, each year:

A. Personal Leave

1. At the beginning of every contract year, each employee shall be credited with two (2) days to be used for the employee's personal reasons. An employee planning to use a personal leave day shall obtain the approval of his/her immediate supervisor at least one (1) day in advance, except in cases of emergency. Unused personal days may accumulate from year to year to a maximum of three (3) days.
2. Personal leave is prorated based on the employee's contracted hours. Personal leave may be taken only during the employee's regular scheduled work week. For purposes of personal leave, the regular scheduled work week is Monday through Friday or Tuesday through Saturday.
3. Application for use of personal leave days will be at the employee's discretion. Paid leave days must be used before unpaid leave days may be granted. Any unpaid leave days will be granted at the discretion of the Superintendent or designee.

B. Jury and Witness Leave

Any employee who is called for jury duty during work hours or who is required to appear as a witness in any judicial or administrative proceedings will be permitted to perform such services and will receive full pay for the reasonable and necessary time he/she is absent from work in such cause. The employee shall, however, have his/her

salary reduced by the amount of fees or remuneration (except mileage) he/she receives from the court or agency for such services.

C. Technical Training Leave

Any person who is already employed by the school district and is requested by the school to attend any training programs will be given the reasonable and necessary leave for such at his/her regular pay. This would include, but not be limited to, bus permit certification classes for contracted employees in non-transportation job classifications who are requested by the district to be licensed as substitute drivers. The district will pay registration fees for the para certification classes.

D. Serious Illness and Bereavement Leave

1. Family Illness

Employees may use up to seven (7) days of sick leave per year for family illness in the employee's immediate family. Upon written request, the Superintendent (or designee) at his or her discretion may extend the seven (7) day maximum due to extenuating circumstances. Immediate family shall be defined as spouse, child, grandchild, son-in-law, daughter-in-law, parent, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, guardianship or conservatorship or anyone living in the employee's household.

2. Bereavement Leave

A leave of up to five (5) days per year for each death in the immediate family of the employee will be granted. Immediate family shall be defined as spouse, child, grandchild, son-in-law, daughter-in-law, parent, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, guardianship or conservatorship or anyone living in the employee's household.

3. Other Funeral

Employees shall be granted up to one (1) additional day per year to use in the event of the death of a friend or relative outside the employee's immediate family (as defined above).

4. Association Leave

Up to four (4) days total shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organization. Such leave shall be granted at one-half pay. Notice shall be given to the employee's immediate supervisor at least three (3) days in advance, except in cases of emergency.

Section 2: Employee Sick Leave Bank

A. Sick Leave Bank

1. Creation

- Enrollment prior to September 30th or within 20 days of hire, whichever is first, each year
- A committee of three association members and three administrators will manage the Sick Leave Bank
- The association and/or administration will inform new employees of the Sick Leave Bank

2. Eligibility

- Any employee who receives paid leave

- Any employee who has enrolled and contributed a sick leave day to the Sick Leave Bank is eligible
 - Any employee not eligible for long-term disability who is a Sick Leave Bank member and who has depleted his/her sick, personal and vacation leave time
3. Contributions
- Each participant who elects to participate will contribute one sick leave day by September 30 or within 20 days of hire
 - At the end of each school year the unused days will be dissolved
 - The members may elect to continue participation by donating an additional day during the next open enrollment period.
4. Use
- The Sick Leave Bank may be used in cases of sickness or injury to the employee
 - The application to use the Sick Leave Bank must be made to the committee for three (3) to ten (10) days
 - Applications will be reviewed and applicants will be notified within three (3) business days of the request
 - Each year an accounting of the Sick Leave Bank will be given to the Association
 - All information of the origin of donated days and applications submitted will be kept confidential
 - The use of the Sick Leave Bank is not subject to the grievance process

Article 13 -- EXTENDED LEAVES OF ABSENCE

Section 1: Requests For Extended Leaves

The Board, upon request of the employee, may grant an unpaid extended leave of absence for such reasons as parental leave, union leave, military leave, public office leave, family illness leave, educational improvement leave, or other leave.

Section 2: Conditions For Granting Leave

Extended leaves of absence may be granted under the following conditions:

- A. The request for leave must be presented to the superintendent at least one week in advance of the board meeting at which the request will be considered; and,
- B. The leave, if granted, must be without compensation (i.e., neither salary nor benefits).
- C. The leave, if granted, will be valid for no more than one calendar year from the date of Board approval.

Section 3: Conditions Upon Return From Leave

Upon the employee's return from extended leave, the following conditions shall apply:

- A. The employee will be placed in the same or equivalent position he/she held immediately prior to the commencement of extended leave;
- B. The employee shall retain all unused sick leave which was accumulated immediately prior to the commencement of the extended leave; and,
- C. The employee shall retain all of the accumulated seniority rights and accumulated years of service which he/she had immediately prior to the commencement of said leave.

Section 4: Status While On Leave

During the time of an extended leave, the employee shall be treated as current employee for purposes of staff reduction and other employment decisions.

Section 5: Family and Medical Leave Act

Employees of the District are entitled to family medical leave to the extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 (FMLA) and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

Article 14 -- SENIORITY

Section 1: Seniority Defined

Seniority shall be defined as the length of continuous service within the district as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first day of work. Seniority shall accumulate without regard to whether the employee is full-time or part-time (e.g., A full-time employee after three years of service would have three (3) years of seniority. Similarly, a part-time employee after three years of service would have three (3) years of seniority, even though such employment was on a part-time basis.). In the event more than one individual has the same first day of work, the positions of said employees on the seniority list shall be determined by casting lots.

Section 2: Classifications

Seniority shall refer only to the employee's employment within the district. There shall be no distinction between classifications of employment (i.e. an employee who worked one year as a cook and then became a custodian for two years would have seniority of three years.).

Section 3: Seniority Listing

On or before December 1 of each year, the district shall prepare a seniority list of current employees and shall cause a copy of such to be presented to the Association membership by delivering a copy to the Association president.

Section 4: Seniority Lost

An employee shall lose seniority upon termination, resignation, or retirement.

Section 5: Seniority Placement on Salary Schedule

Each year of accumulated seniority shall automatically move the employee one year on the salary schedule in his/her job classification until the maximum is reached. Those employees who change job classifications shall retain their seniority placement on the salary schedule.

Section 6: Seniority Regarding Transportation During District Sponsored Trips

Whenever transportation is required for district-sponsored trips, preference will be given to current transportation employees in the classified bargaining unit prior to being offered to employees outside the classified bargaining unit.

District-sponsored trips will be offered based on the Transportation Seniority Classification list, with the most senior employee being offered the first opportunity and then rotating the opportunities through the seniority list. Changes to the seniority list based on rotation schedule may be made when the affected employees agree to change rotations. In an

emergency and/or unexpected situation, the Transportation Director may forego this process to provide immediate transportation for students and/or employees.

Article 15 -- TRANSFERS

Section 1: Vacancy Defined

- A. The District will have the right to make assignments and fill positions through employer initiated transfers.
- B. Any position which is not filled by an employer initiated transfer or eliminated will be determined by the District to be a vacancy. A newly created position which is not filled by employer initiated transfer will be determined by the District to be a vacancy.

Section 2: Posting of Vacancies

- A. All vacancies shall be posted in the principal's outer office area in each building when school is in session. When school is not in session, vacancies shall be posted in the superintendent's outer office. Employees who wish to be informed of vacancies that occur during the summer shall leave their names on file in the superintendent's office before the last day of school. Employees who leave their names on file at the superintendent's office shall be notified in writing of any vacancies that occur during the summer months.
- B. Vacancy postings shall contain the following information (if known at the time of the posting):
 1. Type of Work
 2. Location of Work
 3. Starting Date
 4. Rate of Pay
 5. Hours To Be Worked
 6. Qualifications and Requirements
- C. Posting of a vacancy shall be made at least five (5) days before the position is filled. Interested employees may apply in writing to the superintendent, or his/her designee, within the five (5) day posting period.

Section 3: Classifications

For purposes of determining transfers, the following classifications shall apply and all employees shall be determined to be in one of the following classifications:

1. Custodial & Maintenance
2. Secretaries
3. Food Service
4. Aides
 - a. Severe & Profound
 - b. Class 1 (certified)
 - c. Class 2
5. Transportation

If more than one employee within the affected classification requests a transfer to a vacancy, the District, in its sole and exclusive judgment, may transfer the employee most qualified for the vacancy. When the District determines two or more candidates have equal qualifications, the most senior employee may be assigned to the vacancy. The District reserves the right to deny transfers, and hire individuals from outside the District to fill a vacancy.

Section 4: Notification of Decision

Within ten (10) work days after the decision has been made, the employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the Association.

Section 5: Placement On Schedule

Employees shall not be placed on a lower step on the pay rate schedule due to a transfer.

Article 16 -- PROCEDURES FOR STAFF REDUCTIONS

Section 1: Notification of RIF

If the administration intends to recommend to the Board a reduction-in-force of any bargaining unit employees, the Association membership shall be notified by sending written notice to the president of the Association. Such written notice shall contain the following information (if known at the time of the notification):

1. The Reason(s) For the Reductions-In-Force
2. The Date the Reduction(s) Would Become Effective
3. The Classification(s) To Be Affected
4. The Employee(s) To Be Reduced
5. The Basis For Selection of the Employee(s) To Be Reduced

Section 2: Selection of Employees To Be Reduced

- A. In selecting the employee(s) to be reduced, the Board shall select the least senior member of the classification being reduced. The classifications shall be those reflected in Article 17 -- Transfers.
- B. The district may forego the use of seniority in the selection of employees to be reduced in those cases where the district can show that another employee's qualifications are superior to those of the most senior applicant's. The term qualifications shall include, but shall not be limited to, the job performance evaluations of employees.

Section 3: Effective Date of Reductions-In-Force

In the event the Board determines that it is necessary or desirable to reduce the number of employees in the school district, the Board's official action ordering such reduction shall not become effective for at least fourteen (14) calendar days from the date of such action. In the event the Board determines that it is necessary or desirable to reduce a department, the Board's official action ordering such reduction shall not become effective for at least sixty (60) calendar days from the date of such action.

Section 4: Recall Rights

Following a reduction-in-force, if a vacancy occurs in any bargaining unit classification, those employees who were reduced-in-force shall have rights of recall for one year from the effective date of such reduction. Said employees shall be recalled to vacancies in their classifications with the most senior qualified employee, as determined by the sole discretion of the Superintendent, being recalled first. Notice of recall shall be sent by certified mail to the last known address of said employee. If an employee fails to accept by certified mail or by delivery of a written acceptance to the district office the recall to employment within ten (10) days of receipt of such notice, he/she will be deemed to have waived his/her rights to recall.

Section 5: Benefits

All benefits to which an employee was entitled at the time of his/her layoff, including unused sick leave, will be restored to the employee upon his/her return to active employment. Additionally, the employee will be placed on the salary schedule at the position he/she would have been entitled to had there not been a layoff (except that no years of service or seniority will accumulate during the period of layoff).

Article 17 -- EMPLOYEE EVALUATION PROCEDURES

Section 1: Notification

Within thirty (30) days after the beginning of each school term, the district shall acquaint each employee with the evaluation procedures. The purpose of the orientation is to achieve mutual understanding of the evaluation system.

Section 2: Formal Evaluations

Continuing employees shall be formally evaluated at least once each year.

Section 3: Formal Evaluation Procedures

The appropriate supervisor shall evaluate each employee formally in writing. The following procedures shall be used:

A. Conference and Copy of Evaluation

A copy of each formal evaluation shall be given to the employee and a conference shall be held between the employee and the immediate supervisor. Only evaluation documents that have been signed and dated by both the employee and the appropriate supervisor shall be contained in the employee's evaluation file. No employee shall be required to sign a blank or incomplete evaluation form. Employees shall, however, sign all completed evaluation documents.

B. Responses

If the employee feels that his/her formal evaluation is incomplete, inaccurate, or unjust, he/she shall have fourteen (14) days to put his/her objections in writing and have such attached to the evaluation report to be placed in his/her evaluation file.

Section 4: Remediation

In the event an employee has deficiencies noted in his/her formal evaluation(s), the appropriate supervisor shall conference with the employee and assist him/her to improve his/her quality of work and/or to eliminate the deficiencies noted in the evaluation(s).

Section 5: Appeal

Employees' performance evaluation reports shall not be subject to the standard grievance procedure. Employees shall have the right to appeal their evaluation in accordance with the following procedure:

A. Any employee who believes his/her evaluation is inaccurate or unfair may within five (5) working days following the employee's oral evaluation make a written description of such inaccuracies and request a conference with his/her supervisor to discuss such inaccuracies.

B. If in the opinion of the employee such discussion does not resolve such inaccuracies, the employee may within five (5) working days following the discussion with the supervisor make a written appeal of such inaccuracies to the superintendent.

- C. Following receipt of the employee's written appeal, the superintendent will discuss the employee's evaluation inaccuracies with the employee and then with the employee's supervisor. The superintendent will make the final decision as to the validity of the alleged inaccuracies.

Section 6: Evaluation File Review

Each employee shall have the right during normal business hours to review the contents of his/her personnel file. A representative of the association, at the employee's request, may accompany the employee in this review.

Section 7: Personnel File

- A. The employee shall have the right to respond to all materials contained in his/her personnel file and to any materials to be placed in said file in the future. Such employee responses shall become a part of said file.
- B. Any complaints that are directed toward an employee which are placed in the employee's personnel file shall be brought to the attention of the employee by the administration or the appropriate supervisor.
- C. The employer shall maintain employee personnel files that contain all documents and information that relates to said employee's evaluations and other employment related documents.

Section 8: Reproduction of Contents of File

The employee shall, upon request and without charge, be provided one copy of any of the contents of his/her personnel file.

Article 18 -- PHYSICAL EXAMINATIONS

Section 1: New Employees

All new employees will be required to provide satisfactory evidence of physical fitness to perform duties assigned and freedom from communicable disease. The employee may select the physician to give the physical examination. A medical exam form will be provided by Central Office upon employment. The completed Health Statement for School Employment form must be returned to the secretary of the Board within thirty (30) days of the signing of the contract or before the employee's duties begin, whichever comes first. The initial medical exam is at the employee's expense.

Section 2: Examinations

The Board may at any time require a physical examination, as it deems necessary to determine an employee's fitness for employment. These examinations will be made available to the board. The board shall select the physician and pay all costs, if the cost is not covered by health insurance.

Section 3: Transportation

- A. All school employees (new or continuing) who are required to hold a CDL license and/or school bus permit will be required to have a physical examination every two (2) years. The district reserves the right to choose the medical provider and will pay the full cost of the physical.

- B. The district will utilize Iowa's Department of Transportation (DOT) physical form to determine physical fitness to perform assigned transportation duties. In accordance with board policy all transportation employees will also be required to pass an annual "physical assessment test" to determine agility and physical fitness to perform transportation duties.
- C. All information gathered from any medical exams is considered confidential and will be released only to the applicant/employee, health personnel, or supervisor on a need to know basis.

Article 19 -- SAFETY PROVISIONS

Section 1: Protective Devices

The board agrees to provide for each employee such special clothing, equipment and devices as may be needed to perform assigned duties in a reasonably safe manner. All such items shall be provided without charge to the employee.

Section 2: Unsafe and Hazardous Conditions

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which unreasonably endanger their health, safety, or welfare.

Section 3: OSHA Requirements

The district will take all reasonable and necessary steps to comply with the required OSHA rules and regulations related to employee safety.

Article 20 -- MISCELLANEOUS

Section 1: Activity Passes

The District shall provide activity passes to Atlantic Community School District activities for all employees and guest.

Section 2: Duration and Compliance

The duration of this agreement shall be from July 1, 2015 through June 30, 2016. During such period of time, any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement shall be controlling. Each individual employee contract when tendered to the employee shall be signed by the president of the Board and shall incorporate by written reference the terms and provisions of this agreement.

In the event an employee should desire to resign his/her contract, he or she shall be permitted to do so by providing written notice of such to the superintendent two weeks prior to such resignation becoming effective. Similarly, in the event the superintendent should desire to terminate an individual employee's contract, he or she shall be permitted to do so by providing written notice of such to the employee two weeks prior to such termination becoming effective. By mutual agreement of the parties, the two week notice requirement for resignation or termination may be waived.

Section 3: Severability

In the event any provision of this agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions of the agreement shall remain in full force and effect.

Section 4: Printing Expenses

The school district shall provide electronic copies of this agreement to all employees as soon as practical after the agreement is signed. The agreement will be available to all employees via the District website and provided to the regional UniServe office via email. Upon written request to the District Office, an employee will be provided a hard copy of the agreement at no charge to the employee or the local association.

Section 5: Signature Clause

In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective chief negotiators this ____ day of _____, 2015.

ATLANTIC SCHOOL DISTRICT
EMPLOYEES ASSOCIATION

ATLANTIC COMMUNITY SCHOOLS

By: _____
Association President

By: _____
Board President

Attest:

By: _____
Association's Chief Negotiator

By: _____
Board's Chief Negotiator

ARTICLE 21 -- SALARY SCHEDULE

2015-2016 Support Staff Salary Schedule

Step	Cust.	Cust.	Cust.	Cust	Bus	Bus	Bus	Bus		
	Head Maint.	Night	Day	Special/ Grounds	Assistant Mechanic	Route Drivers	Activity Drivers	Activity Waiting		
1 (First Year-Partial)	15.74	14.84	14.74	14.99	15.74	1,254	15.67	10.00		
2 After 1 (partial) Year	16.14	15.24	15.14	15.39	16.14	1,286	16.07	10.00		
3 (2-3 Years)	16.54	15.64	15.54	15.79	16.54	1,318	16.47	10.00		
4 (4-6 Years)	16.94	16.04	15.94	16.19	16.94	1,350	16.87	10.00		
5 (7-9 Years)	17.34	16.44	16.34	16.59	17.34	1,382	17.27	10.00		
6 (10 - 14 Years)	17.74	16.84	16.74	16.99	17.74	1,414	17.67	10.00		
7 (15 - 19 Years)	18.14	17.24	17.14	17.39	18.14	1,446	18.07	10.00		
8 (20 Years and over)	18.54	17.64	17.54	17.79	18.54	1,478	18.47	10.00		
Step	Para-Ed	Para-Ed	Para-Ed	Secretary	Secretary	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Cafeteria
	S&P (BD)	Class 1 (Certified)	Class 2 (Non-Cert)	Attend/ Guidance	Bldg	Head Cook	Cashier/ Bookkpr.	Bus Driver	Assistant	
1 (First Year-Partial)	13.76	13.31	12.86	13.11	14.10	13.43	12.36	14.52	11.74	
2 After 1 (partial) Year	14.16	13.71	13.26	13.51	14.50	13.83	12.76	14.92	12.14	
3 (2-3 Years)	14.56	14.11	13.66	13.91	14.90	14.23	13.16	15.32	12.54	
4 (4-6 Years)	14.96	14.51	14.06	14.31	15.30	14.63	13.56	15.72	12.94	
5 (7-9 Years)	15.36	14.91	14.46	14.71	15.70	15.03	13.96	16.12	13.34	
6 (10 - 14 Years)	15.76	15.31	14.86	15.11	16.10	15.43	14.36	16.52	13.74	
7 (15 - 19 Years)	16.16	15.71	15.26	15.51	16.50	15.83	14.76	16.92	14.14	
8 (20 Years and over)	16.56	16.11	15.66	15.91	16.90	16.23	15.16	17.32	14.54	