CHAPTER 1
BASIC AGREEMENT PROVISIONS

ARTICLE 1: RECOGNITION

Section A. Unit

The Board of Directors of the Community School District of Camanche recognizes the Camanche Education Association as the sole and exclusive negotiation agent for all full-time regularly employed personnel.

Section B. Definitions

1. The term "Board", as used in this agreement, shall mean the Board of Education of the Community School District of Camanche or its duly authorized representative.

2. The term "employees", as used in this agreement, shall mean all full time and regular part-time professional employees, including certified nurses, librarians, counselors, and classroom teachers; and including but not limited to department heads, and team leaders. EXCLUDED: Superintendent, administrative assistant, Principals, all non-professional employees, Activities Director, substitute teachers, and all others excluded by Section 4 of the Act.

ARTICLE 2: GRIEVANCES

Section A. Definitions

1. A "grievance" is a claim by an employee or the Association that there has been a violation, misapplication, or misinterpretation of any provisions of this Agreement.

2. Grievant – A "grievant" is the person or the Association filing the grievance.

Section B.

Grievance Processing - It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

Section C.

The grievant may be represented at all levels of the grievance procedure by himself, or at his option, by a representative or representatives selected or approved by the Association. The appropriate immediate supervisor and/or the Superintendent also have the right to representation at all levels of the grievance procedure.

Section D.

Procedure – Any grievance shall be processed in the following manner:

1. Level 1. The grievant shall attempt to resolve the grievance informally, within 15 school days of its occurrence or within 15 school days after a grievant could reasonably be expected to have been aware of the alleged violation, by informal discussion with the appropriate immediate supervisor. If grievances occur or are not completed within the school year, school days for purposes of this grievance procedure shall be interpreted to mean central office workdays. The

appropriate immediate supervisor will reply in writing to the grievant within five (5) school days after discussion of the grievance.

2. Level 2. If, after discussion with the grievant's appropriate immediate supervisor at Level 1, the grievance is not settled and the grievant wishes to appeal the grievance to Level 2, the grievant will reduce the grievance to writing and submit it to the appropriate immediate supervisor within ten (10) school days after receipt of appropriate immediate supervisor's written reply. The written grievance shall contain a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issues involved, the provisions of this Agreement involved, and the relief sought.

   At this point, a grievance resolution team (GRT) consisting of three (3) members appointed by administration, including the Superintendent, and three (3) members appointed by the Association, including the Association President, will be convened to attempt to resolve the grievance. One member from management and one member from Association will serve as the facilitator or recorder as agreed upon by the team. All members of the GRT will have been trained and be competent in the interest based problem solving process used in negotiations. The grievant and immediate supervisor will not be part of the GRT, but they are expected to meet with the GRT when necessary to provide information and to otherwise assist the GRT in its efforts to secure a resolution of the grievance locally through an interest based problem solving process.

   The GRT shall meet within ten (10) school days of receipt of the Level 2 grievance and shall issue a recommendation of resolution or report a lack of consensus in writing to the Association President and Superintendent within twenty (20) school days of the team's first meeting. It is the purpose of this team to review the history and facts surrounding the grievance. The GRT will use this information and problem solving process to attempt to resolve the grievance. The GRT may utilize the critical friend from IBB. If the GRT reaches consensus concerning the appropriate resolution of the grievance, it shall issue a written report that shall include a copy of the written grievance, history, facts, and documentation reviewed by the GRT. This report shall be the response to the written Level 2 grievance to the grievant and the appropriate immediate supervisor. If there is not consensus, the Superintendent shall provide a written answer to the grievant within ten (10) school days after receipt of the GRT report.

3. Level 3. Grievances not settled at Level 2 of the grievance procedure may be appealed to arbitration by the Association by written notice of a request for arbitration, submitted to the Superintendent or the Superintendent's designee, with fifteen (15) school days of receipt of the GRT report or the Superintendent's answer at Level 2. Within seven (7) school days of receipt of such request, representatives of the District and the Association shall attempt to select a mutually acceptable arbitrator. Failing to do so, they shall within seven (7) school days of such arbitration request, jointly request the Public Employment Relations Board to submit a list of five (5) arbitrators. Within five (5) school days after receipt of such list, the parties designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the seventh remaining person shall act as the arbitrator. The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence the parties desire to present, shall render a written opinion and award. The arbitrator shall have no authority to add to, subtract from, modify or amend any terms of this Agreement. A decision of the arbitrator shall, within the scope of the arbitrator's authority, be final and binding upon the parties. Upon mutual agreement of the District and the Association, grievances involving similar facts, issues, and contract provisions shall be consolidated for hearing and determination. The District and the Association will share equally any joint costs of the arbitration procedure, such as the fee

and expense of the arbitrator and the cost of the hearing room. Any other expense shall be paid by the party incurring them.

Should a grievance proceed to arbitration, the written report of the GRT will be submitted as a joint stipulation. No testimony will be provided regarding offers of settlement or options for resolution of the grievance that were developed during the GRT step of the grievance procedure.
Prior to convening of a GRT for those grievances arising from Article 3B (Employee Rights) or Article 15 (Teacher Evaluation Procedures), the grievant and the involved supervisor(s) must each complete their own interest base Level 2 waiver which affirms the following to the Association and the District:

a. That the grievant and involved supervisor(s) voluntarily elect to submit the grievance to the GRT process;

b. That participation by the grievant and involved supervisor(s) in the GRT process will not give rise to any claims whatsoever by the grievant or the involved supervisor(s) against participants in the process, including the Association and the Association's representatives as well as the District and the District's representative's. It is understood that lack of consensus by the GRT will result in a written answer by the Superintendent and that said written answer may be appealed to arbitration by the grievant, subject to approval of the Association. Also a decision of the grievant and/or involved supervisor(s) not to utilize the GRT for a 3B or Article 15 grievance will necessitate a written answer to the grievance by the Superintendent within ten (10) school days of when the grievant submitted the grievance in writing in accordance with timelines set forth in Level 2. The Superintendent's written answer in this instance could also be appealed to arbitration, subject to the approval of the Association.

Section E.

The failure of any grievant or the Association or its representatives to appeal a grievance to the next level with the time limits specified above shall bar further appeal, provided, however, the failure of the Employer's specified representatives to answer the grievance within applicable time limits shall constitute a denial and permit appeal to the next level, and provided further, any such time limits may be extended by mutual agreement.

Section F.

No reprisals. No reprisals of any nature shall be taken by the District against any grievant or his representatives because of their participation in the grievance procedure.

INTEREST BASED LEVEL 2 WAIVER

The undersigned grievant and involved supervisor(s) hereby voluntarily exercise their right to utilize an Interest-Based Alternative Grievance Procedure (Hereafter "GRT Procedure") to attempt to resolve their dispute arising under Article 3B (Employee Rights) OR Article 15 (Teacher Evaluation Procedures) of the master contract. In addition to opting for the GRT Procedure, the undersigned parties state as follow:

1. I have voluntarily elected to submit this grievance to the GRT Procedure.

2. My participation in this process will not rise to any claims whatsoever against other participants in the process.

3. I understand that should "assistance from" the grievance resolution team fail to resolve this matter at Level 2, the grievant may appeal the matter arbitration pursuant to Article 2 of the master contract, subject to the approval of Camanche Education Association.

_____	_____
Date	Date
_____	_____
Grievant	Supervisor

ARTICLE 3: RIGHTS

Section A. Employer Rights

The Board shall have, in addition to all powers, duties and rights established by constitutional provision, statute, ordinance, charter, or special act, the exclusive power, duty, and right to:

1. Direct the work of its public employees.

2. Hire, promote, demote, transfer, assign, and retain public employees in positions within the public agency.

3. Maintain the efficiency of governmental operations.

4. Determine and implement methods, means, assignments and personnel by which the public employer's operations are to be conducted.

5. Take such actions as may be necessary to carry out the mission of the public employer.

6. Initiate, prepare, certify, and administer its budget.

7. Exercise all powers and duties granted to the public employer by law.

Section B. Employee Rights

1. Rights and Protection in Representation
   It is recognized that the public employees of the Camanche Community School District shall enjoy all rights as guaranteed by state laws and the Constitutions of the United States and of Iowa. However, the enjoyment of these rights shall not be subject to the grievance procedure provision of this contract.

2. Association Identification
   No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

Section C. Association Rights

1. Use of Facilities
   The Association shall have the right to hold a reasonable number of meetings on school district property after regular school hours provided such meetings in no way interfere with any aspect of the instructional program. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association. As appropriate, given school district policy, such meetings will be scheduled with the Superintendent's office.

2. Communications
   The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, at least one of which shall be provided in each school building in areas designated for employee use, such as teacher's lounges and workrooms, but not in areas open to the public or students. The Association may use the district mail service and employee mailboxes for communications to employees. A copy of all materials passed through the school mail services will be sent to the Superintendent.

3. Access to Members
   Duly authorized representatives of the CEA and representatives of the affiliate, with permission of the Superintendent shall be permitted to transact official Association business on school property at all reasonable times (preparation periods, before and after school and at noon break), provided that this shall not interfere with or interrupt normal school operations.

4. Information
   The Association shall be furnished on request regularly and routinely prepared information concerning the financial condition of the school, including the adopted budget. In addition, the Board and the administration will grant reasonable requests for other readily available and pertinent information which may be relevant to negotiations. Nothing herein shall require the administrative staff to research and assemble information.

5. Released Time
   At the beginning of each school year and conditioned on being given advance notice of one (1) week, except in the case of emergency, the Board will credit to the Association paid and released time to a total of eight (8) days per year for the purpose of transacting official Association business by its officers and Association-authorized members.

6. Board Meetings
   The Board shall place on the agenda of each regular Board meeting an item for consideration under "new business" any matters brought to its consideration by the Association provided that such matters are made known to the Superintendent's office seven (7) days prior to said meeting. A copy of the School Board agenda will be sent to the president of the CEA at the time of mail out.

ARTICLE 4: PAYROLL DEDUCTIONS

Section A. Authorization

Any employee may sign and deliver to the Board an assignment authorizing payroll deduction of insurance and/or state annuity program and/or credit union and/or United Way and/or Tax Sheltered Annuity (TSA). This assignment must be executed within the period fifteen (15) days prior to the first day of September, December, March, or June, except that in the case of an employee hired in mid-school year, the same limits apply based on effective date of employment.

Section B. Duration

Such authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the District.

ARTICLE 5: SALARY

Section A. Hiring

1. New employees shall be placed on the Hiring Schedule while meeting State minimums.
   BA 0 Years= $50,000
   BA 12 Years= $62,000

2. Credit for Experience
   Credit on the employee salary schedule shall be given for previous outside experience in a duly accredited school upon initial employment. Such credit must be within the immediate years prior to employment in the district. Exceptions to credit for placement due to gaps in consecutive experience or in difficult to fill positions will be mutually agreed upon by the superintendent and the association's president.

Section B. Advancement

1. Experience
   Employees who work 100 days or more (paid holidays and paid leaves included within the 100 days) shall be granted the salary increases that were agreed upon through the IBPS process.

2. Education
   At the beginning of the school year, employees who are eligible to move to a higher educational lane shall be placed in the appropriate lane in accordance with the Hiring Schedule. Educational lane advancement shall be defined under Article 12, Section A.
   BA 15= $2,000, MA= $3,000

Section C. Method of Payment

1. Each employee shall be paid in either ten (10) or twelve (12) equal installments on the 25th of each month. All employees will have direct deposit with an electronic paystub sent each month.

2. Exceptions
   When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. With proper authorization the Business Office will forward paychecks to employees if they are absent on a designated payday.

3. Final Pay
   Each employee leaving the District shall have the option of receiving all or any part of his earned contracted salary on the tenth pay period of the in-school work year.

Section D. Extended Contract

Employees working on extended contracts will receive a per diem rate for extra days worked. That rate is 1/189 of the teaching salary. This does not apply to summer school, chaperoning duties, or coaching duties.

Section E.

Grade 5 - 12 employees assigned an extra teaching (not study hall coverage) period in addition to what the administration considers a normal teaching load (5 classes), will be compensated an additional $1,100.00 or fraction thereof depending on the length of the course.

Section F.

Salary employees who volunteer to sub during their prep time will be paid $20 for a 45-60 time block.

ARTICLE 6: SICK LEAVE

All employees shall be entitled to fifteen (15) sick days and to fifteen (15) sick days in subsequent years of employment as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year up to one hundred sixty-five (165) days. An employee on a leave of absence is not entitled to sick leave.

If an employee has 165 days of accumulated sick leave, he/she will also receive the 15 additional days at the start of the school year. However, the accumulative total at the end of the year can be no more than 165 days.

Employees may use up to their annual allotment of sick leave, fifteen (15) days per year with no accumulation, to be used for the illness of a spouse, children, parents of spouse, parents of employee, grandparents(employee and spouse), and employee's sibling. Employees may request for a non-listed family member to be covered under family leave to the Superintendent via email. These days, if used, shall be deducted from an employee's accumulated sick leave.

For information regarding paid holidays, refer to Article 9, Work Year, Section B.

For information regarding extended leave beyond an employees' accumulated sick days, refer to Article 8, #6.

ARTICLE 7: TEMPORARY LEAVES OF ABSENCE

Section A. Paid Leave

All full time employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year, except where specifically excluded:

1. Jury and Legal
   Any employee called for jury duty or subpoenaed to testify in a court of law during school hours shall be provided such time. In order that no one shall suffer financial loss because of such absence, the difference between his normal salary and the compensation for jury duty shall be paid.

2. Professional
   Professional leave days will be presented to the building principal for approval. The days should be allotted to each teacher in each building on a rotating basis, unless the CEA Executive Board and administration agree on a different allotment. Professional days shall be used for the purpose of:

   (a) Visitation to view other instructional techniques or programs.

   (b) Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

3. Bereavement
   In the case of each death in the immediate family, up to five (5) days of absence with full pay may be granted provided the funeral occurs during one of these consecutive work days; with the option of five (5) additional days taken from the employee's sick leave. The immediate family shall be construed to mean father or mother, spouse, son, daughter, brother, sister, or

father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

In the event of each death of an employee's aunt, uncle, niece, or nephew, spouse's grandparent, aunt, uncle, niece or nephew, the employee shall be granted up to two (2) days of leave. This leave shall not be accumulative and shall not be deducted from regular sick leave and is subject to approval by school administration.

For both of the above categories, adopted and step relatives are included in the leaves.

In the event of the death of an employee or student in the Camanche School District, the principal or immediate supervisor of said employee or student may grant to an appropriate number of employees sufficient time to attend the funeral.

A bereavement day for a friend or unlisted relative may be taken in exchange for one day of sick leave (may be taken in 1/2 day increments).

4. Personal Leave
   Each employee will be entitled to two (2) days a year of Personal Leave to be used at the employee's discretion. Personal days may accumulate. Employees may, at the end of each school year, sell back any unused Personal Leave days at $175.00 per day by notifying the Board Secretary by June 5 for a June 25 payment.

   Unused personal leave may be sold back for $175.00 per day; unused personal leave may be sold back at the rate of one personal day for two family or personal sick days.

   Employees may purchase an additional day annually at the current sub rate.

   One personal day may be granted per year in exchange for five (5) sick days if the employee has sick leave.

5. Military Leave
   Leaves of absence shall be granted to employees who are members of the National Guard or Military Reserve in cases of state or federal activation in accordance with Chapter 29A of the Code of Iowa.

6. Adoption/Foster Care Leave
   An employee may be granted a paid leave of absence, not to exceed a total of 10 days per school year in the case of the employee adopting a child or children or providing foster care. The days do not have to be used consecutively. Such paid leave days shall be charged to the employee's accrued sick leave. If both husband and wife are employees, each shall have the opportunity to use this provision.

ARTICLE 8: EXTENDED LEAVES OF ABSENCE

1. Employees may request extended leaves of absence without pay for a period of time to be terminated at the conclusion of the semester during which the leave commenced or for one additional semester following the conclusion of the semester in which the leave commenced. An employee shall file an application with the Superintendent. The application shall be reviewed by that office and will be submitted to the Board for their consideration.

Extended leaves of absence may be granted for health, professional study, to hold political office, or family responsibilities which may include child nurturing. The employee's service will resume either at the beginning of the fall or spring semester in accordance with the leave of absence agreement.

2. While on extended leave, the employee's interest in the retirement funds, accumulated sick leave and placement on the salary schedule shall be frozen. At the conclusion of the extended leave of absence, the salary and seniority of the employee will be in accordance with Article 5: Section B.1.

3. A request for early termination of the leave agreement and a reinstatement of position must be made in writing to the Superintendent at least thirty (30) days prior to the beginning of the new semester. The employer shall reserve the right to delay reinstatement until the beginning of the school semester following the request. Early reinstatement before the beginning of the new semester would be contingent upon an available vacancy.

4. All requests for leaves of absence shall carry affirmation of intention of the applicant to return to an assignment in the District upon termination of such leave.

5. The leave may be renewed upon application and approval by the Superintendent.

6. Refer to the Family and Medical Leave Act of 1993 for further details regarding extended leaves. (The administrative office has a copy for your reference.)

ARTICLE 9: WORK YEAR

Section A. In-School Work Year

1. Regular Contract
   The in-school work year for employees contracted on a nine (9) month basis (other than new personnel which may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty nine (189) days plus the required TQM day at the beginning of the year.

2. Elementary Work Day
   With administration's approval, PK-4 teachers will have the option of working in his/her classroom prior to the start of the 1st Teacher Quality Money-funded work day at a per diem rate up to a maximum of sixteen (16) hours.

3. Extended Contract
   The in-school work year of employees contracted on a twelve-month basis shall not exceed two hundred forty (240) days.

4. Definition of In-School Work Year
   The in-school work year shall include days in which pupils are in attendance, orientation days, paid holidays, in-service days, and any other days on which employee attendance is required.

Section B. Holidays

The regular and extended contract of employees shall include seven (7) paid holidays. Such holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and a one day spring break. No employee shall be required to perform duties on any of the above holidays.

Section C. Calendar

The present practice of having a committee of teachers to consult with the Superintendent on each year's calendar shall be continued.

ARTICLE 10: HOURS AND LOAD

Section A. Workday

1. The normal in-school day shall consist of not more than eight (8) hours.

2. On Wednesdays and on days preceding holidays or vacations, the employees' day shall end at the close of the pupils' day.

Section B. Meetings

1. Faculty Meetings
   Employees may be required to remain after the end of the regular workday, except in cases of emergency, for the purpose of attending faculty meetings one (1) day each month. Such meetings shall last no later than 4:30 p.m. If additional time is needed, students shall be dismissed early. Meetings shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school.

2. In addition to faculty meetings, employees are expected to attend open house or in-take parent-teacher conferences and parent-teacher conferences that occur at times other than normal working hours.

3. Notice and Agenda
   The notice and purpose of any meeting shall be given the employees at least one (1) school day prior to meetings, except in an emergency. Employees shall have the opportunity to suggest items for the agenda.

Section C. Preparation Time

In addition to a 30 minute duty free lunch period, each regular full time employee shall have a minimum of 200 minutes per normal week for the purpose of preparation. Preparation time shall be scheduled between 8:00 a.m. and 3:15 p.m. Prep time for middle and high school teachers shall be scheduled between the start of first period and the end of eighth period. The exact times in each building may vary from day to day due to early dismissals, late starts, or special programs.

ARTICLE 11: HEALTH AND SAFETY

Section A. Physical Fitness - Employees

Physical examinations shall be required of all certificated employees prior to their initial employment with the school district. If a physical examination is required by the district, the cost shall be borne by the district up to a maximum of one hundred fifty (150) dollars.

Section B. Protection of Employees

Unsafe and Hazardous Conditions - Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

Section C. Employee Facilities

Each school shall have the following facilities for employees:

1. Separate employee rest rooms for each sex and separate restrooms for students in each building.

2. Dining area for the exclusive use of employees during a lunch period.

ARTICLE 12: PROFESSIONAL LEARNING AND EDUCATIONAL IMPROVEMENT

Section A. Continuing College/University Education

Any professional employee who plans to enroll in a course or seminar at an accredited college or university may receive credit on the salary schedule for these hours provided they are graduate courses in the teacher's contract area or are courses that will improve one's teaching skill that have been previously approved by the Superintendent.

The employee must successfully complete the approved coursework prior to the commencement of the fall semester and a transcript of the course work must be furnished by September 5. In the event of late issuance of the transcript, satisfactory evidence to the Superintendent of completion of the course will be accepted. To receive credit for graduate hours past the master's degree, courses must be completed after requirements for the master's degree have been met.

Section B. Professional Conferences

The Board may provide, upon application by the employee and acceptance by the Superintendent, the necessary funds for employees who desire to attend a professional conference. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses, as well as cost of the substitute teacher needed to relieve the participant, with budgetary restraint.

Section C. In-Service Education as a Part of Work Year

An In-Service Committee with teacher representation shall be established for the purpose of making recommendations to the Board on the structure and content of the District's In-service Training program.

Section D. Additional Membership

Nothing in this Article shall be construed to prevent established committees from consulting with or appointing to sub-committees such additional employees, administrators, students, parents or other persons deemed desirable or appropriate. In the event professional consultants are needed, prior approval must be obtained from the Superintendent. The cost of approved consultants shall be paid by the Board.

ARTICLE 13: PRINTING

The final agreement shall be printed, if needed, at joint expense. The cost shall be divided equally between the Association and the District.

ARTICLE 14:

Section A. Duration Period

This agreement shall be effective July 1, 2025 and shall continue in effect until June 30, 2030.

Section B. Separability

Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law, then the Board and the Association shall consider a replacement for said provision. The remaining articles, sections, and clauses shall remain in full force and effect.

Section C. Signature

In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed theron, all on the _____ day of _____, 2025.

Camanche Education Association	Camanche Board of Education
_____	_____
President	President
_____	_____
Chief Negotiator	Chief Negotiator

Section D. Finality and Effect of Agreement

This agreement supersedes and cancels all previous collective bargaining agreements between the Board and the Association, unless expressly stated to the contrary herein. The Board and the Association for the life of this agreement, each voluntarily and unequivocally waives any right which might otherwise exist under law to negotiate over any matters during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in, this agreement.