Anthon-Oto CSD Anthon-Oto EA 7/1/2006 6/30/2007

ANTHON- OTO CSD/EA 06-07

ANTHON-OTO COMMUNITY SCHOOL

MASTER CONTRACT

JULY 1, 2006-JUNE 30, 2007

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ARTICLE 1

GENERAL CONTRACT PROVISIONS

A. Definitions

1. The term "Board", as used in this Agreement, shall mean the Board of Education of the Anthon-Oto Community School District or its duly authorized representatives.
2. The term "employee", as used in this Agreement, shall mean all employees represented by this Association in the bargaining unit as defined and certified by the Public Relations Board.
3. The term "certified employee", as used in this Agreement, shall mean all employees holding employment positions that were included in the bargaining unit as defined and certified by the Public Relations Board prior to May 14, 1987.
4. The term "classified employee", as used in this Agreement, shall mean all employees holding employment positions that were amended into the bargaining unit by the Public Relations Board on May 14, 1987, with the exception of the position of head custodian which is removed from the bargaining unit as of July 1, 1999.
5. The term "Association", as used in this Agreement, shall mean the Anthon-Oto Education Association or its duly authorized representatives or agents.

B. SEPARABILITY

Should any article, section, or clause of this Agreement be declared illegal by a court having competent jurisdiction, then such article, section, or clause shall be deleted from this Agreement to the extent it violates the law. The remaining articles, sections, and provisions shall remain in full force and effect. The Board and the Association then shall enter into negotiations to replace the invalid provisions within sixty (60) days.

ARTICLE 2

HOURS OF WORK

A. Arrival and Dismissal Time

1. Certified Employees

The regular workday shall begin at 7:45 a.m. and end at 3:45 p.m., except on days on which early dismissal occurs due to inclement weather, and days preceding holidays and vacation periods when the workday shall end five (5) minutes after the late bus students are with the duty person. On days of late arrival, due to inclement weather, employees will be required to report for duty the same number of minutes after 7:45 as the stated late start time of the school day. On Fridays, teachers who are not supervising students may leave at 3:30 unless an early dismissal occurs as stated above.

2. Classified Employees

The hours for classified employees will be set in their individual work contracts and/or by the requirements of the position as determined by the Board of Education.

B. Lunch Period

1. Certified Employees
Each elementary employee shall receive a duty-free lunch period of not less than one hundred (100) minutes per week.

Each middle school employee shall receive either a daily duty-free lunch period of not less than twenty (20) minutes or an additional daily preparation period.

2. Classified Employees
Classified employees shall have an unpaid lunch period of at least one-half hour as allowed by the position. Upon agreement by the classified employee and the District, this lunch period may be waived. In the event of unscheduled/scheduled late starts or early outs, classified employees may have a choice to waive the half-hour duty free lunch and be compensated with pay for this period.

ARTICLE 3

DUES DEDUCTIONS AND OTHER PAYROLL DEDUCTIONS

A. Authorization
Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of Association dues. PAC funds shall not be a part of these payroll deductions. The form of the assignment shall be set forth in Schedule A.

B. Regular Deduction
Pursuant to a deduction authorization which must be submitted by September 6 or the following Monday or Tuesday if September 6 falls on a weekend or holiday, the Board shall deduct the dues from the regular salary check of the employee equally over the ten (10) or twelve (12) monthly checks the employee receives during the "year" beginning with the September paycheck.

C. Contributions
Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance to the Association of additional contributions and/or donations.

D. Prorated Deduction
Employees who begin deduction after September shall have the total dues prorated on the basis of the remaining months of their contract.

E. Duration
Such authorization shall continue in effect from year to year unless revoked in writing by a

thirty (30) day notice to the Board and to the Association. The Association shall notify the Board immediately upon receipt of such notice.

F. Termination

Any employee who terminates employment prior to July shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefor.

G. Other Payroll Deductions

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union(s), savings bonds, charitable donations, insurances, or any other plans or programs jointly approved by the Association and Board. The provisions of this section shall not be subject to the grievance procedure.

H. Hold Harmless

The Association agrees to indemnify and hold harmless the Board, each individual member of the Board, and all agents of the Board against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions of the Agreement between the parties for payroll deductions.

ARTICLE 4

EVALUATION

The evaluation procedures in Section A through C only apply to certified employees.

A. Tier I, II, III Notification

By September 30th of each school year, a member of the administrative staff shall acquaint employees with the evaluation procedures, criteria, and instruments. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

B. Formal Evaluation

Tier I: Beginning Teacher

The purpose of the Tier I Cycle is to assist beginning teachers in becoming a contributing member of the Maple Valley or Anthon Oto Community School District staff. Focused upon the first two years of employment, it shall include the following components: mentoring, classroom observations, and evidence of meeting the Iowa Teaching Standards and Criteria for purposes of licensure.

Tier I: Classroom Observation

Tier I teachers will be formally observed by an evaluator at least three times at mutually agreed upon times. The first two formal observations will be conducted prior to February 1st of each contract year. The third formal observation and summative report will be completed no later than March 30th of each contract year. These observations will focus upon the Iowa

Teaching Standards and Criteria. Each observation will include a pre-conference and a feedback conference. The district will provide the Summative Evaluation Form.

Tier II: Probationary Career Teacher

The purpose of the Tier II, probationary career cycle, is to assist teachers new to the Maple Valley and Anthon Oto Community School District with becoming contributing members to our school community. Focused upon the first two years of employment in the Maple Valley and Anthon Oto Community School District, it shall include the following components: in-district mentoring, formal observation and meeting the Iowa Teaching Standards and Criteria.

Tier II: Probationary Career Teacher Classroom Observation

Tier II, probationary career teachers, will be formally observed by an evaluator at least two times per year, with at least one of these observation times being mutually agreed upon and the second observation time possibly unannounced. The first formal observation will occur prior to February 1st of each contract year. The second observation and a summative report will be completed by March 30th of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each formal (announced) observation will include a pre-conference and a feedback conference. The district will provide the Summative Evaluation Form.

Tier II: Career Teacher

The purpose of Tier II is to extend and enrich the professional learning and growth of all teachers and significantly impact organizational performance. Every three years, Tier II teachers shall create a professional development plan, known as the Individual Career Development Plan. Goals and action steps will be created with their building principal's input. This will be based upon the Iowa Teaching Standards and Criteria and upon individual teacher needs as mutually agreed upon by the teacher and his/her building principal. Tier II teachers shall annually review their Individual Career Development Plan by September 30th with their principal.

Tier II: Classroom Observation

Tier II teachers will be formally observed by an evaluator at least once during the three-year Individual Career Plan cycle. The observation will occur at a mutually agreed upon time. The formal observation shall occur prior to March 30th. Unannounced observations may occur at any time during the three-year period. These observations will focus on the Iowa Teaching Standards and Criteria. The observation will include a pre-conference and a feedback conference. Additional artifacts related to each teacher's annual Individual Career Development Plan may be used for further documentation.

1. A written copy of each evaluation shall be given to the employee. This evaluation will be discussed within seven (7) assigned working days of the formal observation, unless either party is not available. If neither party is available within the seven (7) assigned working day period, then the parties will agree to a mutually agreeable date. The evaluator and the employee shall each sign the evaluation(s). The employee's signature shall signify his/her awareness of the contents of the evaluation.
2. Should the employee desire, he/she has five (5) assigned working days for the above meeting to submit a written statement as to the written evaluation report and have it

attached to that evaluation.

C. Evaluation Files

The Board shall maintain one evaluation file for each employee. All of the above material shall be contained in this file. An employee shall have the right to review his evaluative material at times which do not interfere with the educational program or work assignment of the employee, in the presence of an Administrator. No evaluative material will be entered into an employee's file without complying with the above procedures.

D. Unsatisfactory Evaluation

An employee who receives an overall unsatisfactory evaluation for the current school year will not be entitled to any salary increase for the following school year. An unsatisfactory evaluation is when the box marked "progress noted, extend assistance timeline" is used at Tier III –Assistance Phase – Final Summary Form.

E. Classified Employees

Classified employees shall be evaluated once during the initial year of employment and at least once every three (3) years after the initial year. Nothing in this section shall be construed as precluding additional evaluations at the discretion of the supervisor or at the written request of the employee. At the beginning of employment as well as at the beginning of each school year in which they are scheduled to be evaluated, each classified employee shall be informed of the criteria by which the employee shall be evaluated. Such criteria must be reasonably related to their assigned employment duties. No evaluation shall be made arbitrarily, capriciously, or without basis in fact.

ARTICLE 5

STAFF REDUCTION

A. Coverage

All employees are covered including employees on extended leaves of absence.

B. Classification

1. Certified Employees

Employees shall be classified in the following manner for purposes of staff reduction, and shall be laid off in accordance with said classifications: K-5 and 6-8 grade levels. Reduction in the 6-8 classification shall be within curriculum departments where possible; however, in such cases where staff members may be in two departments the Board shall reduce staff in such a manner as to maintain the District's desired curriculum priorities. Reduction of staff members who may be in two grade levels will be reduced in such a manner as to maintain the District's desired curriculum priorities.

2. Classified Employees

Classified employees shall be classified and laid off as follows: principal's secretary, full-time custodian, part-time custodian, aides, and bus drivers.

C. Layoff Procedures

1. The Board shall first attempt to make all reductions in staff through attrition.

2. In the event attrition fails to accomplish the necessary reduction in staff, the least senior employee in said classification shall be terminated. No new or substitute appointments shall be made while there are laid off employees available who are qualified to fill vacancies. No involuntary transfer of staff shall be used to prevent the reinstatement of laid off employees.

3. For certified employees in those situations where seniority cannot be the sole criterion, academic preparation within said classification shall be considered. Should academic preparation be identical, the person laid off shall be determined by the drawing of lots.

4. Any dispute arising out of a decision relative to non-probationary teachers and classified employees made pursuant to the layoff provisions of this article shall be resolved through the grievance procedure set forth in this contract.

5. The effective date of layoff shall be the last contracted day on which the employee performs his/her services for the District.

D. Seniority

For the purposes of staff reduction seniority will be computed from a certified employee's most recent date of hire in the bargaining unit and from a classified employee's most recent date of hire and will begin to accrue as of that first day of hire. Seniority shall accrue during all paid leaves of absence and for a period of two years from the effective date of layoff. Seniority will not be broken by extended leaves of absence, but such time will not be counted in computing seniority. When seniority is equal between or among employees, ranking of those employees shall be based on the date an employee signed an individual contract with the District. If the dates on which employees signed individual contracts are identical, seniority shall be determined by the drawing of lots.

E. Recall Procedures

1. An employee shall be entitled to exercise recall rights on the first workday following the date of the final action by the Board to terminate his/her employment and for two (2) years thereafter.

2. Laid off employees and employees on extended leaves of absence whose positions have been terminated shall constitute one pool of employees for purposes of recall.

3. Recall to positions to be filled by members of the bargaining unit shall be in reverse order of layoff unless a more senior employee is on leave of absence, in which case that employee shall be offered the position first. However, recall shall be limited for certified employees to grades K-5 or a grade 6-8 curriculum department in which an employee had previously been employed by the District or to those areas of his/her major preparation. Classified employees shall be eligible to be recalled to any classification in which they have previously worked for the School District.

4. Employees who are offered recall shall have only one opportunity to accept or reject a job offer by the Board.

5. The Board shall notify an employee of recall in writing by certified or registered mail to the employee's address on file with the Board. An employee's failure to respond affirmatively in writing within seven (7) calendar days, excluding Saturdays, Sundays, and holidays, after receipt of the recall letter shall result in termination of the employee's recall rights. If a recall letter which is addressed to the address supplied by the employee and which contains the required postage is returned to the Board by the U.S. Postal Service, then the employee's recall rights shall terminate.

F. Benefits

1. A recalled certified employee shall be placed on the next highest step of salary schedule based upon step placement at the time of layoff. Classified employees shall be paid the rate which is applicable at the time of their recall. Recalled employees shall be entitled to restoration of sick leave benefits accumulated at the time of layoff and shall be entitled to horizontal advancement upon compliance with the appropriate procedures and standards.

2. Laid off employees shall retain their rights to file a grievance pursuant to Article 16 limited, however, to alleged violations of recall rights.

G. Notification

The Superintendent shall provide notice to each certified employee who may possibly be affected by a staff reduction within twenty (20) days of the time the Superintendent has information to determine that a staff reduction may be necessary, but in no case later than March 30. Such notice shall include specific reasons for reduction of staff. Written notice shall follow within five (5) days. The Superintendent shall provide notice to each classified employee who is to be laid off at least fourteen (14) days prior to layoff.

ARTICLE 6

TRANSFERS

A. Definitions

Section A through C are applicable to certified employees. The assignment of an employee to a different grade level, curriculum department, or building shall be considered a transfer.

B. Voluntary Transfers

1. Posting

Known existing full-time openings which will be available for the following school year shall be posted in each faculty lounge. The Superintendent or designee shall provide an individual employee with a list upon written request.

2. Filing Requests

An employee who desires a transfer may file a written statement of such desire with the Superintendent or designee. Such statement shall include the transfer sought by the employee. If an employee is interested in more than one type of transfer, the employee shall rank the respective transfer requests in order of preference. A transfer request shall remain in effect only for the school year in which the transfer is sought. A new request for transfer

must be made for each subsequent school year in which a transfer is sought.

3. Procedure
The Superintendent or designee shall determine whether a vacancy is to be filled by a current employee or a new applicant.

If a vacancy is to be filled by a current employee, and if more than one employee applies for the same position that is vacant, the Superintendent or designee shall compare the competing employees based on their teaching experience in both the area in which the vacancy is to be filled and other areas, the specific skills and qualifications required to fill the vacancy, their job performance, and their areas of academic preparation. If the employees seeking transfer are determined by the Superintendent or designee to be equally qualified for the vacancy, the person with the greatest seniority shall be transferred.

No request for voluntary transfer shall be denied arbitrarily, capriciously, or without basis in fact.

C. Involuntary Transfers

1. Use of Voluntary Requests
The Association and the Board agree that it is preferable to use voluntary transfer requests in filling positions. Where such requests better serve the needs of the District, the provisions of this section shall apply.

2. Notice
Notice of an involuntary transfer shall be given to an employee within seven (7) calendar days prior to such transfer.

3. Procedure
In making an involuntary transfer the Superintendent shall compare all employees certified to fill the vacancy based on: their teaching experience in both the area in which the vacancy is to be filled and other areas, the specific skills and qualifications required to fill the vacancy, their job performance, and their areas of academic preparation. If in the judgment of the Superintendent the employees certified to fill the vacancy are determined to be equally qualified, the person with the least seniority shall be transferred.

4. Meeting
An involuntary transfer shall be made only after a meeting between the employee involved, the Association representative (if requested by the employee), and the Superintendent at which time the employee shall be given written reason(s) therefor.

5. No involuntary transfer shall be made arbitrarily, capriciously, or without basis in fact.

D. Classified Employees

1. Posting
Any vacancy in the positions of full-time custodian, part-time custodian, or bus driver shall be posted for ten (10) working days before the position is filled.

2. Procedure
The Superintendent shall have the right to determine whether a vacancy is to be filled by a new or current employee.

Employees who are qualified by successful work experience within the District in a position for which a vacancy is posted in accordance with Article 6(D) 1 may apply for the position. If more than one qualified employee applies, the vacancy shall be offered to the employee who is best qualified for the vacancy by experience and job performance. If experience and job performance are equal, the vacancy shall be offered to the employee with most seniority.

If no employee applies for the position, the Superintendent may fill the position with a new applicant.

No involuntary transfer shall be made arbitrarily, capriciously, or without basis in fact.

ARTICLE 7

HOLIDAYS & VACATIONS

A. Certified Employees
The regular contract work year shall consist of 187 working days.

B. Non-Work Days
The following days shall be designated non-work days:
1. New Year's Day
2. President's Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day
6. Friday following Thanksgiving
7. Friday before Easter

C. School Closing
In addition, the Board will not schedule work from December 24 through and including January 1 of each year.

D. Make-Up Days
Other exceptions to Section B and C may be made by mutual agreement between the Association and the Board.

E. Classified Employees
1. The work year for classified employees will be determined by the Board and as agreed to by the individual classified employee and the Board.

2. Holidays
No classified employees except the principal's secretary, and the full-time custodian shall receive holiday pay. Classified employees who are eligible to receive holiday pay shall

receive eight (8) hours of pay at their regular rate for each full holiday and four (4) hours of pay at their regular rate for each half-day holiday.

The principal's secretary shall receive the same holidays as the certified employees. The full-time custodian shall receive the following holidays: New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, one-half day on Christmas Eve, Christmas, and one-half day on New Year's Eve. When holidays fall on a weekend, the holiday shall be observed on the workday closest to the holiday.

3. Vacation

The only classified employee to receive a paid vacation according to the following schedule shall be the full-time custodian.

Length of Service	Number of Days
During 1st Year	None
After 1st Year	5 Days
After 3 Years	10 Days
After 5 Years	11 Days
After 7 Years	12 Days
After 9 Years	13 Days
After 11 Years	14 Days

Vacation is non-cumulative and must be taken during the summer with the following exceptions: (1) Up to two (2) days may be taken during Christmas recess. (2) Up to three (3) days may be taken during the school year. One custodian must be on duty if vacation time is used during Christmas recess or during the school year.

ARTICLE 8

LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave for personal illness or disability of a full time or part time employee or for the illness or disability of a member of the immediate family shall be credited annually to employees who report for duty on the following basis. Immediate family as used in this section shall mean spouse or children, including anyone the employee has legal guardianship of. (*Note* - part time employees shall receive a pro-rated portion of the days in this section using a forty (40) hour week as full time. Further, employees starting their employment after the commencement of the year shall have their sick leave prorated to the date on which their employment started.):

First year	10 days
Second year	11 days
Third year	12 days
Fourth year	13 days
Fifth year	14 days

Sixth & subsequent years 15 days

The above amounts shall apply only to consecutive years of employment in the Anthon-Oto Community School District. Unused leave shall be cumulative from year to year to a maximum of one hundred twenty (120) days.

2. A total of ten (10) days per year of sick leave may be used in the event of serious illness of a parent, or a stepparent. (Parent sick leave may not accumulate) The administration may require a doctor's written statement or other evidence confirming the necessity for such leave.
3. Employees' unused personal and unused sick leave days will be printed on the monthly paycheck stub.
4. Employees shall attempt to make appointments in the afternoon. Sick leave may be used in minimum increments of one hour. Any part of an hour will count as one hour.Employees shall notify their supervisor at least 24 hours in advance of any Medical or Dental appointments.

B. Bereavement Leave

a. A leave of not more than five (5) days for each occurrence shall be granted in case of the death of the following relatives of the employee: spouse, child, son-in-law, daughter-in-law, parent, father or mother-in-law, brother, sister, brother or sister-in-law, grandparent, grandchild.
b. A leave of not more than two (2) days for each occurrence shall be granted in case of the employee's aunt or uncle.
c. A leave of not more than one (1) day for each occurrence up to a maximum of three (3) days per year shall be granted without loss of pay for attendance at the funeral of a relative of the employee not listed in (a) or (b) above or a person whose personal relationship to the employee was in fact equivalent to ties of blood or a long-time friend.
d. In the event of the death of an employee or a student in the School District, the principal shall grant sufficient time to attend the funeral to such number of employees as the principal deems appropriate.
e. The minimum leave of one-half (1/2) day increments will be used for items A., B., and C. above.

C. Personal

a. Each employee shall be granted two (2) days of paid personal leave and one (1) day of unpaid personal leave which may be used for any purpose at the discretion of the employee. One day of unused personal leave may be carried over to accumulate to three personal days for the next year and anytime over the one day will be put into the employee's sick leave. Personal leave may be used in minimum increments of one (1) hour. Any part of an hour will count as one hour.

b. Requests for personal leave shall be made one (1) week in advance of the date of the employee's intended absence. In the event of an emergency which prohibits prior approval, permission may be secured from the Principal or Superintendent by telephone or in person.

c. Should the number of personal leave requests occurring on one day cause a staffing problem, the principal shall have the discretion to grant only those requests for which substitutes may be obtained (on a first come first served basis). No paid personal leaves shall be granted for

the day immediately preceding or following a holiday or vacation period. No personal leave shall be allowed or recognized during any form of work stoppage. No paid personal leave will be granted for Parent-Teacher conferences. Employees will make every effort not to use personal leave on scheduled Teacher- Inservice days/times.

D. Jury Duty and Court Appearance

Any employee who is subpoenaed for jury duty during school hours by any person or party, and any employee who is subpoenaed by any person or party to appear in any court or administrative proceeding shall be provided leave for such duty and appearances.

The School District shall pay the employee the difference between the fees or remuneration granted by the court or subpoenaing party and the regular School District pay.

The employee must notify the Superintendent or his/her designee within two (2) working days following the date of receipt of notice.

E. Sick Leave Bank

1. Employees who have accumulated more than 60 days of sick leave may contribute up to five days to a sick leave bank by notifying the District in writing by September 15th the number of days that they wish to contribute. The District shall promptly notify the Association of the total number of days that were contributed to the sick leave bank. There shall be no carryover of sick leave bank days from one year to the next. If there are days remaining in the sick leave bank at the end of the school year, employees who contributed sick leave days to the sick leave bank shall not have any of the remaining days returned to them.
2. The use of sick leave days from the bank shall be limited to employees who have used all of their accumulated sick leave days and the employee or a member of their immediate family suffers from a serious and long term illness as determined by the Superintendent, Board President, and the Association President or their designee. If more than one employee becomes eligible for the sick leave bank, all days in the sick leave bank shall be divided equally among all eligible employees.

F. Association Leave

Up to two (2) days each for two (2) employees shall be available with pay for representatives of the Association to attend the ISEA delegate assembly. Notice shall be given to the employee's principal at least one (1) week in advance, except in cases of emergency. The Association shall reimburse the School District for the cost of the substitute teacher for said days.

G. Professional

Certified employees shall be granted two (2) paid professional days per year to attend professional meetings and/or visit schools if approved in advance by the principal.

H. Unpaid Leave

1. Absence without pay may be authorized by the principal or Superintendent, for purposes considered urgent and/or necessary. For such absences, deductions from the employee's salary will be made monthly in accordance with the School District's pay deduction regulations. Requests for unpaid leave shall be made in the same manner as requests for

personal leave in (C) of this Article.

2. Absence without pay will be granted for the following reasons: as an extension of sick leave after all accrued sick leave has been exhausted, for the graduation or wedding of a child, to attend a real estate closing concerning the employee's residence, to attend an IRS audit of the employee's tax return, to meet with an attorney, to attend professional meetings, seminars, and conferences, to attend the funeral of a friend (not to exceed one (1) day unless there are exceptional circumstances), or as an extension of bereavement leave (not to exceed the maximum number of days which are required to be granted with pay). The principal shall be authorized to deny repetitive requests for unpaid leave which fall into the same category.

3. Requests for unpaid leave shall be subject to the conditions set out in (C) of this Article.

I. Extended Leaves

An employee who has exhausted all sick leave available shall be granted a leave of absence without pay up to one (1) year because of personal illness or disability. The Board shall base its decision as to the issue of illness or disability and the length of leave therefore on the recommendation of the employee's physician and a physician selected by the Board if the Board so desires.

At its discretion the Board may renew the leave from year to year.

J. Job Related Injury

Employees who are absent due to injuries which are compensable under the Iowa Worker Compensation Law shall have the option of either receiving their worker compensation benefits alone or receiving such benefits plus the difference between such benefits and their regular salary for the period equal to their accumulated sick leave benefits. Employees choosing the latter option shall have their sick leave benefits reduced by one-quarter day for each day of absence due to a job-related injury.

K. Pre-Determined Temporary Disability

Sick leave benefits for pre-determined temporary disability leave shall be granted for the period of medical confinement (as hereinafter defined) occurring during the time of the regular contract work period pursuant to the following provisions:

1. Except as hereafter modified, all policies, rules and regulations applicable to employees who are granted sick leave shall be applicable to employees applying for pre-determined temporary disability leave. Sick leave benefits for pre-determined temporary disability leave, to the extent of an employee's accumulated earned sick leave, shall be paid only during the time of medical confinement which shall be the time medically indicated for termination and recommencement of duties as provided in paragraph (3) hereof.

2. An employee shall notify the Superintendent or Superintendent's designee as soon as the necessity for taking sick leave becomes known to the employee. When possible, said notice shall be given at least two (2) weeks prior to the anticipated date of the leave.

3. Following a pre-determined temporary disability leave, the employee shall furnish a

statement from his/her physician setting forth the date that he/she became incapacitated due to personal illness and unable to perform his/her normal teaching duties, and the date that such incapacity terminated. Sick leave benefits, to the extent of accumulated sick leave earned, shall be paid only for such period of incapacity.

The determination, whether the employee is capable of returning to work following the pre-determined temporary disability, and whether his/her health and work efficiency will be adversely affected, shall be made in consultation with the employee, his/her principal (or supervisor), the Superintendent, and the employee's physician, and may also be in consultation with a physician of the School District's own choosing. Said consultations shall be at the District's expense.

L. Parental

All employees may be granted parental leave by the Board. The employee shall notify the Board as soon as the employee foresees any necessity to alter employment commitments as a result of parental leave.

Extended leave without pay for up to one (1) year may be granted by the Board upon the request of the employee.

In cases of adoption of a child, these policies shall apply where appropriate.

M. Association

A leave of absence without pay for up to four (4) years may be granted by the Board to any employee for the purpose of serving as an officer of the Association, its affiliates, or on its staff.

N. Military

Leave of absence may be granted by the Board for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave as provided in Chapter 29A, Code of Iowa. On the completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken.

Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the Superintendent or designated representative and return to employment within ninety (90) days after termination of such military service.

O. Public Office

A leave of absence without pay not to exceed six (6) years may be granted by the Board to any employee, upon application, for the purpose of campaigning for, or serving in, a public office.

P. Family Illness

A leave of absence without pay for up to two (2) years shall be granted by the Board for the purpose of caring for a chronically or seriously sick or injured member of the employee's

immediate family. Additional leave may be granted at the discretion of the Board.

Q. Educational Improvement

A leave of absence without pay of up to two (2) years may be granted by the Board to any employee, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities.

R. Good Cause

Other extended leaves of absence without pay may be granted, upon request in writing, by the Board for good reason.

S. Conditions

1. All extended leaves will be at least one (1) semester in length. Notice of, or request for, extended leave shall be given thirty (30) days prior to the commencement date of the leave. All extended leaves of absence shall commence, and return shall be, at the beginning of the school year or at mid-year, except where the circumstances giving rise to the leave are not subject to the employee's control, e.g. illness, in which case the leave shall commence on such date as circumstances necessitate.

2. An employee whose individual employment contract includes extra-curricular duties compensated under Schedule D of this Agreement, and who has been granted an extended leave of absence, may be required upon return to fulfill the same extra-curricular duties as he/she performed upon beginning the leave, but the Board shall neither be required to make said duties available to the employee nor to compensate him/her as provided in the employee's individual contract, unless the Board requires him/her to perform such duties.

3. The employee shall have the opportunity to continue all fringe benefits for the length of the leave at the employee's own expense, subject to the approval of the insurance carrier.

T. Return Rights

1. At the conclusion of any extended leave of absence, an employee shall be restored to his/her former position or to another position included in the bargaining unit if, in the judgment of the administration, restoration to former position would cause unnecessary disruption of the educational process.

2. An employee shall retain all benefits earned prior to the extended leave of absence.

3. An employee returning to employment after an extended leave on one (1) year or more shall be placed on the salary schedule one (1) step beyond the step at which the employee was paid by the District at the point of taking the leave, up to the maximum step of the lane in which the employee is placed.

U. Report Form

Upon return from any absence from work, each employee will complete a brief report form indicating the time and date(s) absent and the reason for the absence. The completion of this form will assure accuracy of absence reporting and should not prove to be an unreasonable burden to the employee. This report form will be available at the Business Managers office.

The employee will be required to return the completed and signed from to the Principal within five (5) working days of his/her return to work.

ARTICLE 9

SALARY

A. Salary Schedules

The salary of each certified employee covered by the certified salary schedule is set forth in Schedule B or Schedule C, which is attached hereto and made a part hereof.

The salary of each classified employee covered by the classified salary schedule is set forth in Schedule D which is attached hereto and made a part hereof.

B. Placement of Salary Schedule B/C

1. Credit for Experience

Upon initial employment, credit up to and including the fifth (5th) step of the appropriate salary lane on the salary schedule shall be given for previous outside teaching experience in a duly accredited school district. The Superintendent may grant further credits for additional years of such experience. The Superintendent may also grant up to two steps of additional credit beyond the actual number of years of teaching experience.

2. Returning to the District

Any employee with previous teaching experience in the Anthon-Oto Community School District shall upon returning to the system be given credit as set out in item "B(1) above.

C. Advancement on Salary Schedule B/C

1. Increments

Employees on the regular salary schedule shall be granted one (1) incremental or vertical step on the schedule for each year of service, upon the return of a signed contract modification on or before the date stated in the modification, until the maximum of their education classification is reached. However, the Board shall have the prerogative of withholding such vertical advancement from a probationary employee whose overall performance is not satisfactory, based upon the employee's formal and informal written evaluations and the failure of the employee to correct major deficiencies (e.g. in areas such as discipline, preparation for assignments, knowledge of subject matter, and relationship with the Administration, teachers and students) noted in said evaluation. A year of service consists of employment in the Anthon-Oto School District for ninety (90) consecutive days or more in one (1) school year.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. In order to change lanes on the salary schedule, employees must file their request to do so on or before May 1 of the year preceding the lane change. Such request shall indicate the lane in which

the employee wishes to be placed. The employee shall file a detailed description of courses intended to be used for such advancement by May 1. All requests will be subject to review by the Superintendent before presentation to the Board for its acceptance. Each employee filing such a request shall be notified in writing of the result of Board action on his/her request. If such request is granted, the employee shall file an official transcript of credits no later than October 1 of the year for which he/she seeks a lane change. A staff member shall not make less from one year to the next due to switching salary lanes. Any yearly change of Salary Schedule B/C shall not cause any certified employee a pay cut.

Employees who fail to meet either the May 1 or October 1 deadlines set out above shall not be entitled to a lane change until the succeeding school year, unless the failure to submit an official transcript is caused by the college or university.

D. Extended Contract

Any certified employee whose full-time assignment exceeds the regular employee work year shall be additionally compensated in the proportionately additional amount (i.e., per diem of the current year's salary).

E. Method of Payment

1. Pay Periods

Twelve-month employees shall be paid in twelve (12) equal installments on the 15th of each month. Installments will be adjusted for non-scheduled overtime and for compensatory time.

Certified employees may elect to be paid in ten (10) or twelve (12) equal installments on the 15th of each month. Employees shall be paid in twelve (12) installments unless they notify the Board Secretary in writing by August 15 of each year that they are electing to be paid in ten (10) installments.

Hourly employees shall be paid on the 15th of the month for the prior month's hours worked.

2. Exception

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.

3. Summer Checks

Summer paychecks that are not picked up on the stated pay day shall be mailed at sometime after 12:00 noon of the pay day to an address designated by the employee.

4. Final Pay

Employees who are leaving the District and who have completed their duties shall have the option of receiving all of their remaining salary in the June paycheck. Notice of the election of such option shall be given before May 1 of that school year.

F. Phase II

If the Legislature appropriates and the District receives Phase II monies, such monies shall be paid to each employee as per the Phase II Plan negotiated between the Association and the

District.

ARTICLE 10

INSURANCE

A. Definitions

1. Single Premium
   "Single premium" shall be defined as the premium necessary to insure an individual employee.

2. Family Premium
   "Family premium" is defined as the premium necessary to insure a family.

3. Full-Time Employee
   "Full-time employee" shall mean certified employees who are employed on a full-time basis which is considered to be 180 days or more and classified employees who are employed on a full-time basis which is considered forty (40) hours per week or more for a full year (52 weeks).

4. Part-Time Employee
   "Part-time employee" shall mean certified employees who are under contract for less than a full day for 180 days or more per year or for less than 180 days per year and classified employees who are employed for fewer than forty (40) hours per week for 52 weeks per year or for fewer than 52 weeks per year.

B. Types

1. Health, Accident, and Major Medical
   The District shall pay the full single to any new certified staff of $465.33. Teachers who are employed fifty percent time or more, will receive a proportionate amount toward either single or family coverage, as compared to their employment-time ratio. No cash payment will be made to the person(s) not in the school group health insurance plan. Certified staff who were employed prior to 2006-2007 school year may receive family or single insurance as long as they remain on salary schedule B, and the district shall pay the full family, or current premium of $1,163.33. Once the employee moves to single insurance coverage and selects schedule C, they will not be allowed to ever switch back to family insurance and schedule B.

   Deadline to switch from schedule B to schedule C must be made in writing to the Superintendent by August 1st of current year.

2. Disability
   Each full-time employee shall be covered by a long term disability insurance program paid by the Board.

   Each part-time certified employee who works in excess of 50% time shall be covered by a long term disability insurance program paid by the Board based on the policy in effect for the

1998-99 school year.

C. Coverage
The Board provided insurance programs shall be in effect beginning September 1 and shall remain in effect until August 31 of the following year. Employees new to the District shall be covered by Board provided insurance no later than one (1) month after initial employment and such programs shall remain in effect until the next August 31.

D. Description of Insurance
The Board will request that the insurance carrier provide each employee a brochure of the group insurance certificate within two (2) months after each change in policy benefits and, for new employees, within two (2) weeks after commencement of coverage.

E. Continuation of Coverage
In the event that an employee absent, due to illness or injury, has exhausted sick leave accrual, the above-mentioned insurance coverage shall continue throughout the balance of the year. The Board shall continue to make contributions for premiums under the above insurance programs for employees on paid leave of absence.

To the extent permitted by the insurance carriers involved, employees on non-paid leave of absence for a period of one (1) month or longer shall have the option to continue any or all of the above Board paid programs by paying the premiums themselves.

ARTICLE 11

SUPPLEMENTAL PAY

A. Extra-Curricular Activities
Employees assigned extra-curricular activities shall be compensated in accordance with Schedule E, which is attached hereto and made a part hereof. Should new activities be instituted during the duration of this Agreement, the Board and Association shall immediately negotiate an appropriate percentage for the new position.

B. Expenses of Traveling Employees
Employees who are required to use their own car to conduct school business that is authorized and directed by the Superintendent or Principal shall be reimbursed at the state rate per mile.

C. Extra Duty Assignments
1. Volunteers shall be sought from the employees to staff extra-curricular Elementary and middle school events that are held at the Anthon facility. Employees who volunteer, or who are assigned, for such events will be compensated at a rate of $10.00 per event.
2. All full-time employees may be assigned up to six (6) extra duties.
3. All part-time employees may be assigned up to four (4) extra duties.
4. Employees assigned to an extra duty are required to find a substitute if they are unable to do the assigned duty.

ARTICLE 12

HEALTH

A. New Employee Physicals
A new employee shall furnish evidence of physical fitness to perform duties assigned and freedom from communicable disease on a form provided by the Board, at the time of signing his/her contract.

B. Additional Physicals
Required physical examinations to perform the employees' job description shall be paid by the Board.

ARTICLE 13

SAFETY

A. Protective Devices
Such special clothing, equipment, and devices as are required by law shall be provided to the employee at the Board's expense.

B. Unsafe or Hazardous Conditions
When in the judgment of the employee an unsafe or hazardous condition exists and presents a clear and present danger to the students in his/her charge or to himself/herself, said condition will be reported promptly to the principal or immediate supervisor in writing. Upon delivery of said written notice, the employee shall be relieved of any and all liability or evaluative accountability for any subsequent injury or accident arising from the existence of the unsafe or hazardous condition.

C. Adverse Weather

1. Weather shall be determined to be adverse on all days when the District has made a decision that the school is to be closed and that students are not to report to their respective buildings.

2. When the District has determined that the school is to be closed and students are not to report to their respective buildings due to adverse weather, bargaining unit members, with the exception of the custodial staff, need not report for work and shall not be penalized for failing to report.

ARTICLE 14

NON-TEACHING COACHES

The Anthon-Oto Education Association and the Board of Directors of the Anthon-Oto Community School are in agreement that persons hired to fill coaching positions, who are not current teaching staff members and who are temporary public employees as defined by Iowa Code section 20.4 (5), will not become part of the bargaining unit. This is to facilitate the

filling of coaching positions as provided in the separate coaching contract law, Iowa Code section 279.19A.

ARTICLE 15

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim that there has been a violation, misinterpretation, or a misapplication of any provision of this Agreement.

2. Grievant

A "Grievant" is the employee, group of employees, or the Association filing a grievance.

3. Party in Interest

A "party in interest" is the grievant or any person, including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the complaint.

4. Days

"Days" shall mean employee workdays, except as otherwise indicated.

B. General Provisions

1. Time Limits

The number of days, indicated at each level, shall be considered as a maximum. The time limits specified may, however, be extended by mutual agreement. The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.

2. Year-End Grievance

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, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of twenty (20) calendar days thereafter. Any arbitration hearing scheduled under this provision shall be held no later than August 1 of the year which the grievance was filed.

3. Exceptions

In matters dealing with alleged violations in those areas over which a principal has no authority to grant the appropriate relief, and in the case of all grievances involving a classified employee, the grievance shall be initiated at Step 2.

4. Individual Rights

Grievants may be represented at any step of the procedure set out in Section C of this Article by themselves and/or, at their option, by an Association representative chosen by the

Association.

C. Processing Grievance

1. First Step (Principal)

The parties in interest acknowledge that it is preferable to resolve problems through informal discussion. If the employee believes that a grievance exists, the employee, hereinafter the grievant, shall complete, deliver, and file with the principal the written Grievance Form set forth in Schedule E (Grievance Form) within ten (10) days of the act or condition giving rise to the grievance.

A meeting to discuss the grievance shall be held at the request of either the grievant or the principal. The principal shall make a decision on the grievance, enter such decision on the Grievance Form, and communicate such decision in writing to the grievant and the Superintendent within the ten (10) days after receipt of the Grievance Form.

2. Second Step (Superintendent)

In the event that a grievance has not been satisfactorily resolved at the First Step, the grievant shall file a copy of the Grievance Form with the Superintendent within ten (10) days of receipt of the principal's written decision at the First Step or within ten (10) days after the act or condition giving rise to the grievance if the grievance is initiated at Step 2.

A meeting to discuss the grievance shall be held at the request of either the grievant or Superintendent. The Superintendent shall file an answer within ten (10) days of receipt of the grievance and shall communicate such answer in writing to the grievant and the principal.

3. Third Step (Board of Education)

In the event that a grievance is not satisfactorily resolved at the Second Step, either the grievant or the Board of Education shall have the option to request a hearing before the Board of Education on the unresolved grievance within ten (10) days after the decision at the Second Step. Such hearing shall be held at the request of either the grievant or Board of Education within ten (10) days from the date of request.

If a hearing is held, the Board of Education shall file an answer within ten (10) days from the date of the hearing and shall communicate such answer in writing to the grievant and Superintendent.

4. Fourth Step (Binding Arbitration)

Initiation of Fourth Step

(1) If the Third Step option has been utilized and a grievant is not satisfied with the disposition of the grievance at the Third Step, or if no decision has been rendered within ten (10) days after the date of the Third Step hearing, the grievant may request in writing that the Association submit the grievance to arbitration.

(2) If the Third Step option has not been utilized and if the grievant is not satisfied with the disposition of the grievance at the Second Step, or if no decision has been rendered within ten (10) days after the Superintendent received the grievance, the grievant may request in writing that the Association submit the grievance to arbitration.

b. If the Association determines that the grievance has merit, it may, by written notice to the Superintendent within ten (10) days after receipt of the request from the grievant, submit the grievance to binding arbitration. The notice shall be signed by the Association President and the grievant.

c. A request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.

d. The arbitrator selected will confer with the representatives of the Superintendent and Association and will issue a decision not later than thirty (30) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator.

e. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator, in the decision, shall not amend, nullify, ignore, or add to the provisions of the Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

f. The costs for the services of the arbitrator, including per diem expenses, if any travel and subsistence expenses, and the cost of any hearing room shall be borne equally by the board and the Association. All other costs will be borne by the party incurring them.

D. Exclusive Grievance Form

A grievance shall be filed only on the Grievance Form, Schedule F, attached hereto.

ARTICLE 16

DURATION AND SIGNATURE CLAUSE

A. DURATION

This agreement shall be effective July 1, 2006 and shall continue in effect until June 30, 2007.

B. SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiations chairperson, and their signatures placed thereon, all on the 3rd day of April, 2006.

FOR THE ASSOCIATION

Its President

Its Negotiations Chairperson

FOR THE BOARD

Its President

Its Negotiations Chairperson

SCHEDULE "A"

DUES DEDUCTION AUTHORIZATION FORM

Authorization for Payroll Deduction for
Anthon-Oto Education Association Dues

_____

First Name Initial Last Name

I hereby request and authorize the Anthon-Oto Board of Education, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues, which amount is to be remitted each month for me and on my behalf to the treasurer of the Anthon-Oto Education Association-ISEA-NEA.

It is understood that this authorization shall begin with the October payroll period following this date and shall continue through July from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to my employer and to said organization.

PAC funds shall not be a part of these payroll deductions.

Date_____ Signature_____

Social Security No._____

SCHEDULE "B"

EFFECTIVE;
July 1, 2006 to June 30, 2007

The Base Pay For 2006-2007 Shall Be $22,142

Year	Bachelors	Bachelors + 15 hours	Masters	Masters + 15 Hours
1	1.00	1.04	1.08	1.12
2	1.04	1.08	1.12	1.16
3	1.08	1.12	1.16	1.20
4	1.12	1.16	1.20	1.24
5	1.16	1.20	1.24	1.28
6	1.20	1.24	1.28	1.32
7	1.24	1.28	1.32	1.36
8	1.28	1.32	1.36	1.40
9	1.32	1.36	1.40	1.44
10	1.36	1.40	1.44	1.48
11		1.44	1.48	1.52
12		1.48	1.52	1.56
13		1.52	1.56	1.60
14			1.60	1.64
15			1.64	1.68
16				1.72
17				1.76

Staff on this salary schedule shall receive a $200 career increment the first year they pass the top of their salary lane, a $200 increment the second year, a $200 increment the third year and a $200 increment the fourth year for a maximum of $800.

This Schedule is based on 187 contract days. Any days beyond the stated contract days shall be paid per diem.

SCHEDULE "C"
EFFECTIVE;
July 1, 2006 to June 30, 2007
The Base Pay For 2006-2007 Shall Be $25,795

Year	Bachelors	Bachelors + 12 hours	Bachelors +24 hours	Masters	Masters + 15 Hours	Masters +30 hours
1	1.00	1.04	1.08	1.12	1.16	1.20
2	1.04	1.08	1.12	1.16	1.20	1.24
3	1.08	1.12	1.16	1.20	1.24	1.28
4	1.12	1.16	1.20	1.24	1.28	1.32
5	1.16	1.20	1.24	1.28	1.32	1.36
6	1.20	1.24	1.28	1.32	1.36	1.40
7	1.24	1.28	1.32	1.36	1.40	1.44
8	1.28	1.32	1.36	1.40	1.44	1.48
9	1.32	1.36	1.40	1.44	1.48	1.52
10	1.36	1.40	1.44	1.48	1.52	1.56
11		1.44	1.48	1.52	1.56	1.60
12		1.48	1.52	1.56	1.60	1.64
13		1.52	1.56	1.60	1.64	1.68
14			1.60	1.64	1.68	1.72
15			1.64	1.68	1.72	1.76
16				1.72	1.76	1.80
17				1.76	1.80	1.84
18					1.84	1.88
19					1.88	1.92
20						1.96
21						2.00

Staff on this salary schedule shall receive a $200 career increment the first year they pass the top of their salary lane, a $200 increment the second year, a $200 increment the third year and a $200 increment the fourth year for a maximum of $800

This Schedule is based on 187 contract days. Any days beyond the stated contract days shall be paid per diem.

SCHEDULE "D"

The Board of Education shall have the authority to establish starting salaries or hourly rates of pay for the classified employees.

The following increases in the hourly rates of pay will occur:

At the completion of the first year of employment (12 calendar months), a $.25 per hour increase will be granted.

At the completion of the second year of employment (12 calendar months), a $.15 per hour increase will be granted.

At the completion of the third year of employment (12 calendar months), a $.10 per hour increase will be granted.

For the 2006-07 school year, the hourly rates of pay will increase 3.94% for all employees except the janitorial position that takes insurance.

The total package for the janitorial position that is offered insurance shall be increased 3.94% for the 2006-07 school year.

For the 2006-07 school year, the hourly salaries for the bus drivers will increase 3.94%.

All bus drivers after two complete years of continuous service will be paid the same yearly salary for driving the regular routes. The beginning route pay will be $9,700. If a driver is making more than the beginning wage they will be grandfathered at that rate until they resign from the district.

An activity shuttle driver between Anthon to Mapleton that has his or her bus license will receive the bus shuttle pay for driving regardless weather driving a bus or van.

The classified employees covered by the above and all others shall be part of the annual negotiations process.

Extra-curricular driving that does not cause a driver to miss the regular route shall be paid at a rate of $10.34 per hour from the time of leaving the parking lot until the bus is returned to the bus barn. If the driver misses a regular route, the rate shall be $8.59 per hour. (There is no dock for missing regular route to drive extra-curricular trips.)

Regular Route Drivers also receive $8 per week for bus cleaning, paid monthly. If a Driver is gone for a week or more, they will not receive the $8.00.

Regular route drivers who complete the school year and obtain their own substitutes shall receive a bonus of $150 at the end of the school year.

In case of sick leave, personal leave, or bereavement leave as outlined in ARTICLE 8, the regular route driver(s) will be paid for the entire day missed including their daily shuttle if scheduled to drive a shuttle that day.

With Administrative approval, not subject to Grievance, or death of an immediate family member as defined in ARTICLE 8, the school district will obtain a substitute driver upon immediate notification. (This would not affect the bonus the driver receives at the end of the year for obtaining his/her own substitute. The bus drivers would still be required to obtain their own substitutes in all other circumstances.)

Regular Route Drivers and Special Education Drivers would constitute the same classification for counting years of experience.

Drivers will be reimbursed for the cost of any new endorsement required by the State. However, if a bus or chauffer endorsed driver is terminated or quits his/her position prior to one full year of service, they will reimbursed the school district for any money spent for the new endorsement, bus driver physical, and cost(s) associated with obtaining the bus driver or chauffer's license.

The Board shall issue contracts to all bus driver and chauffer endorsed staff who transport students on a regular basis. The contract shall reflect the driver agreements and other items.

The standard non-regular route driver rate of pay will be 25 cents per mile one-way plus $5.25.

SCHEDULE "E"
SUPPLEMENTAL PAY SCHEDULE

Generator Base $22,142 or 25,795

Position	Years of Service /% of Base							
Middle School Activities	1	2	3	4	5	6	7	8
Athletic Director	9.50	9.75	10.00	10.25	10.50	10.75	11.00	11.25
Head FB,VB,BB,WR,TR	4.25	4.50	4.75	5.00	5.25	5.50	5.75	6.00
Any Asst.	3.25	3.50	3.75	4.00	4.25	4.50	4.75	5.00
Cheerleading	2.25	2.50	2.75	3.00	3.25	3.50	3.75	4.00
Vocal Music	3.25	3.50	3.75	4.00	4.25	4.50	4.75	5.00
Play	1.75	2.00	2.25	2.50	2.75	3.00	3.25	3.50
Memory Book	2.25							
Operetta	3.50							

Miscellaneous Duties:
Refer to Article 11 C for pay schedule

Generator Base:
The generator base shall be the same as the base pay of Schedule"B/C".

Other Provisions:
When changing between head-assistant/assistant-head coach in the same sport, and/or the same sport from girls-boys/boys-girls, years of experience coaching that sport will carry over to the new position.

SCHEDULE "F"
GRIEVANCE FORM

Anthon-Oto Education Association/Anthon-Oto Community School District

Grievance #_____

Date Filed:_____

_____
Name of Grievant

_____

FIRST STEP

A. Date of the Act or Condition Giving Rise to the Grievance

_____

B. Section(s) of Contract in Dispute_____

_____

C. Statement of Grievance_____

_____
_____
_____
_____
_____

D. Relief Sought_____

_____
_____
_____
_____
_____

_____ _____
Signature of Grievant Date

DISPOSITION BY PRINCIPAL OR
IMMEDIATE SUPERVISOR

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Principal or Immediate Supervisor

Date

SECOND STEP

A. _____ _____

Signature of Grievant | Date Received by Superintendent

B. DISPOSITION BY SUPERINTENDENT_____

_____

_____

C. _____ _____

Signature of Board President | Date

THIRD STEP

A. _____ _____

Signature of Grievant | Date Received by Board

B. DISPOSITION BY BOARD_____

_____

_____

C. _____ _____

Signature of Board President | Date

FOURTH STEP

A. _____ _____

Signature of Grievant | Signature of Association President

B. _____ _____

Date Superintendent Notified of Submission to Arbitration | Received by, on behalf of the Anthon-Oto Community School District

C. _____ _____

Date American Arbitration Association Requested to Send List of Arbitrators | Date Copy of Request to American Arbitration Association Sent to Superintendent of Schools