

MASTER CONTRACT

BETWEEN THE

BALLARD COMMUNITY SCHOOL DISTRICT

AND THE

BALLARD EDUCATION ASSOCIATION

2018-2019

Table of Contents

PREAMBLE.....	3
ARTICLE 1 – RECOGNITION.....	3
ARTICLE 2 – LEAVES OF ABSENCE.....	3
ARTICLE 3 – ADVISORY COMMITTEE.....	5
ARTICLE 4 – SCHEDULES.....	6
ARTICLE 5 – DURATION.....	8

PREAMBLE

THIS AGREEMENT is entered into this 21st day of May 2018, by and between the Ballard Community School District, Huxley, Iowa, hereinafter referred to as the “Employer,” and the Ballard Education Association hereinafter referred to as the “Association.” Throughout this Agreement wherever the word “Act” appears, this refers to Chapter 20 of the Code of Iowa entitled “Public Employment Relations Act.”

It is the intent of the Employer and Association to provide a quality education program for children of the School District and to have a desirable, harmonious, productive relationship. The parties further recognize that attainment of this is a joint responsibility of the students, the parents, the teachers, administrators, other district employees, board and community.

ARTICLE 1 – RECOGNITION

The Employer hereby recognizes the Association as the exclusive bargaining representative for all regular full-time certificated teachers, and regular part-time certificated teachers, including guidance counselors, librarians, and nurses. Excluded from representation and coverage are these positions and duties: superintendent, assistant superintendent, principals, Director of Teaching and Learning, associate principals, assistant principals, teacher aides, teacher associates, library interns, substitute teachers, and all non-certificated (non-professional) employees and all others excluded by section 4 of the Act.

The term “Association” shall mean the Ballard Education Association or its duly authorized representatives.

The term “Employer” shall mean the Ballard Community School District or its duly authorized representatives.

ARTICLE 2 – LEAVES OF ABSENCE

A. Sick Leave

- 1. Regular full-time employees will be granted leaves of absence for employee illness or injury with full pay in the following amounts:

1st year of employment	10 work days
2nd year of employment	11 work days
3rd year of employment	12 work days
4th year of employment	13 work days
5th year of employment	14 work days
6th and subsequent years of employment	15 work days

A regular part-time employee will be granted sick leave on a pro rata basis of the above schedule according to the time worked.

- 2. The maximum accumulated sick leave days shall be one hundred ten (110) work days, which may be carried forward and added to the next years’ allotment, with one hundred twenty-five (125) maximum days allowed to be used in a work year.

3. Sick leave earned and accumulated shall apply to consecutive years of employment in the Ballard Community School District. A newly hired employee coming into the Ballard Community School District who has taught the previous year will be allowed to transfer in one-third (1/3) of their accumulated sick leave, with a maximum of fifteen (15) transferable days.
4. The employee shall notify the Building Principal in advance in cases where the employee anticipates the illness or medical condition will result in temporary disability of more than five (5) work days.
5. In order to qualify for payment, the Employer has the right to require such medical evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the Building Principal not later than 7:00 A.M. on the day of the absence. If possible, notification should be given the previous day.
6. Sick leave cannot be used where deferment of treatment of medical service would be possible at a time other than during the school year.

B. Family Leave

In case of illness or accident which requires a member of the employee's immediate family to be in communication with a licensed medical doctor, the employee may be granted up to eight (8) work days leave with pay. Immediate family shall be limited to the employee's spouse, children, parents, siblings, grandchildren and grandparents. Said eight (8) work days are not cumulative from one contract year to the next. Time used will be deducted from accumulated sick leave. Upon written request the employee may be granted additional days of family leave at the discretion of the Superintendent.

C. Personal Leave

Employees are allowed (2) days per year, accumulative to four days (including the current year allotment), to conduct activities that cannot be conducted outside the normal work day. Except in the case of an emergency situation, application for personal leave shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the office of the Building Principal. Should a situation occur where it would not be possible to make application for prior approval, the necessity for securing prior approval shall be waived. However, the employee shall be expected to notify the Principal. Personal leave days shall not be recognized as the day immediately preceding or immediately following a legal holiday, or school vacation period, or school recess, or during the first or last week of the school year, or vacation. Exceptions to these limitations may be made by the Superintendent.

D. Professional Leave

Each employee may request paid leave of absence to attend educational meetings or to make visitations to view instructional techniques or programs. Full pay will be granted if the absence is approved by the administration. Registration and mileage fees or transportation may be paid by the District if such expenses are approved by the administration. Every effort will be made to pay such expenses. If the leave of absence is approved, but expenses are not approved, the employee may attend with full pay and pay the expenses himself/herself. If the administration requires an employee to attend, registration shall be paid by the District and the employee will be reimbursed for mileage if transportation is not provided.

E. Bereavement Leave

In the event of a death in the employee's family (father, stepfather, mother, stepmother, father-in-law, mother-in-law, spouse, child, stepchild, sister, brother, legal dependent, sister-in-law, brother-in-law, aunt, uncle, grandparents, grandchild, niece, nephew) the Employer shall grant leave totaling as many days as necessary but not more than five (5) days with pay for attendance at the funeral and for other purposes directly arising out of said death. The employee will be granted one (1) additional day with pay for attendance of a funeral for someone other than those listed above. Said bereavement leave used will not be deducted from the employee's accumulated sick leave.

F. Jury Duty Leave

An employee required to serve as a juror shall receive regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees except mileage and parking allowance, received for such duty to the District. When released from duty during working hours in the A.M., the employee will report to work the P.M. schedule.

G. Other Leaves

Under extenuating circumstances, the Superintendent may decide to grant additional paid days of leave which would be deducted from the employee's sick leave. The Superintendent's decision is final in these matters.

H. Unpaid Leave

In the event that an employee requests a leave of absence or an extended leave of absence from work without pay, said request will be made in writing stating the reason(s) and sent to the administration. The administration will consider each such request on its individual merits before rendering their decision.

ARTICLE 3 – ADVISORY COMMITTEE

An advisory committee will be established by the Ballard Board of Education consisting of teachers and administrators. There will be at least equal representation of teachers and administrators who serve on the committee. Teachers on the committee will be determined by the Ballard Education Association (BEA), with the number set by the Board.

The committee will be advisory only, providing input and recommendations to the Board on work matters contained in the employee handbook pertaining to teachers. Discussion topics will be initially selected by the Board, but the Board may take input from teachers and administrators in the committee regarding other topics to be discussed. The Board reserves the right to seek input on handbook or other work-related items from any teachers or administrators employed by the District through any means, including but not limited, to staff meetings, focus groups, and surveys.

Topics contained in the Master Contract will not be subject to the committee. The BEA maintains exclusive bargaining rights over said topics.

ARTICLE 4 – SCHEDULES

Pay Periods

Each employee will be paid in twelve (12) equal installments on the 20th of each month unless the employee is paid under a special federal program, the first of which will be made on September 20, 2018.

Employees who are new to the teaching profession may at their option, elect to receive ½ (50%) of the first salary installment on the first Friday of September. The balance of the contracted salary shall be paid at the next scheduled pay day.

When a pay date falls on or during a school holiday or weekend, employees will receive their paychecks on the last previous work day. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

Employees shall have the option, in extenuating circumstances and upon approval of the Employer, to receive all of their earned, contracted salary on the last pay period of the in-school work year.

Salary Schedule – Base salary of \$31,635

	BA	BA+12	BA+24	MA(BA+36)	MA+12	MA+24	MA+36
Salary	\$ 33,889.98	\$ 35,217.46	\$ 36,544.95	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90
TSS Indexed	\$ 2,869.83	\$ 2,982.24	\$ 3,094.65	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 1	\$ 38,243.81	\$ 39,683.70	\$ 41,123.60	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20
Salary	\$ 33,889.98	\$ 35,217.46	\$ 36,544.95	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90
TSS Indexed	\$ 2,869.83	\$ 2,982.24	\$ 3,094.65	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 2	\$ 38,243.81	\$ 39,683.70	\$ 41,123.60	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20
Salary	\$ 33,889.98	\$ 35,217.46	\$ 36,544.95	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90
TSS Indexed	\$ 2,869.83	\$ 2,982.24	\$ 3,094.65	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 3	\$ 38,243.80	\$ 39,683.70	\$ 41,123.60	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20
Salary	\$ 35,217.46	\$ 36,544.95	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90	\$ 43,182.39
TSS Indexed	\$ 2,982.24	\$ 3,094.65	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30	\$ 3,656.71
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 4	\$ 39,683.70	\$ 41,123.60	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20	\$ 48,323.10
Salary	\$ 36,544.95	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90	\$ 43,182.39	\$ 44,509.88
TSS Indexed	\$ 3,094.65	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30	\$ 3,656.71	\$ 3,769.13
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 5	\$ 41,123.60	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20	\$ 48,323.10	\$ 49,763.00
Salary	\$ 37,872.44	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90	\$ 43,182.39	\$ 44,509.88	\$ 45,837.36
TSS Indexed	\$ 3,207.06	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30	\$ 3,656.71	\$ 3,769.13	\$ 3,881.54
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 6	\$ 42,563.50	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20	\$ 48,323.10	\$ 49,763.00	\$ 51,202.90
Salary	\$ 39,199.93	\$ 40,527.41	\$ 41,854.90	\$ 43,182.39	\$ 44,509.88	\$ 45,837.36	\$ 47,164.85
TSS Indexed	\$ 3,319.48	\$ 3,431.89	\$ 3,544.30	\$ 3,656.71	\$ 3,769.13	\$ 3,881.54	\$ 3,993.95
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 7	\$ 44,003.40	\$ 45,443.30	\$ 46,883.20	\$ 48,323.10	\$ 49,763.00	\$ 51,202.90	\$ 52,642.80
Salary	\$ 40,527.41	\$ 41,854.90	\$ 43,182.39	\$ 44,509.88	\$ 45,837.36	\$ 47,164.85	\$ 48,492.34
TSS Indexed	\$ 3,431.89	\$ 3,544.30	\$ 3,656.71	\$ 3,769.13	\$ 3,881.54	\$ 3,993.95	\$ 4,106.36
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 8	\$ 45,443.30	\$ 46,883.20	\$ 48,323.10	\$ 49,763.00	\$ 51,202.90	\$ 52,642.80	\$ 54,082.70
Salary	\$ 41,854.90	\$ 43,182.39	\$ 44,509.88	\$ 45,837.36	\$ 47,164.85	\$ 48,492.34	\$ 49,819.83
TSS Indexed	\$ 3,544.30	\$ 3,656.71	\$ 3,769.13	\$ 3,881.54	\$ 3,993.95	\$ 4,106.36	\$ 4,218.78
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 9	\$ 46,883.20	\$ 48,323.10	\$ 49,763.00	\$ 51,202.90	\$ 52,642.80	\$ 54,082.70	\$ 55,522.60

	BA	BA+12	BA+24	MA(BA+36)	MA+12	MA+24	MA+36
Salary	\$43,182.39	\$44,509.88	\$45,837.36	\$47,164.85	\$48,492.34	\$49,819.83	\$51,147.31
TSS Indexed	\$ 3,656.71	\$ 3,769.13	\$ 3,881.54	\$ 3,993.95	\$ 4,106.36	\$ 4,218.78	\$ 4,331.19
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 10	\$48,323.10	\$49,763.00	\$51,202.90	\$52,642.80	\$54,082.70	\$55,522.60	\$56,962.50
Salary	\$44,509.88	\$45,837.36	\$47,164.85	\$48,492.34	\$49,819.83	\$51,147.31	\$52,474.80
TSS Indexed	\$ 3,769.13	\$ 3,881.54	\$ 3,993.95	\$ 4,106.36	\$ 4,218.78	\$ 4,331.19	\$ 4,443.60
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 11	\$49,763.00	\$51,202.90	\$52,642.80	\$54,082.70	\$55,522.60	\$56,962.50	\$58,402.40
Salary	\$45,837.36	\$47,164.85	\$48,492.34	\$49,819.83	\$51,147.31	\$52,474.80	\$53,802.29
TSS Indexed	\$ 3,881.54	\$ 3,993.95	\$ 4,106.36	\$ 4,218.78	\$ 4,331.19	\$ 4,443.60	\$ 4,556.01
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 12	\$51,202.90	\$52,642.80	\$54,082.70	\$55,522.60	\$56,962.50	\$58,402.40	\$59,842.30
Salary	\$47,164.85	\$48,492.34	\$49,819.83	\$51,147.31	\$52,474.80	\$53,802.29	\$55,129.78
TSS Indexed	\$ 3,993.95	\$ 4,106.36	\$ 4,218.78	\$ 4,331.19	\$ 4,443.60	\$ 4,556.01	\$ 4,668.43
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 13	\$52,642.80	\$54,082.70	\$55,522.60	\$56,962.50	\$58,402.40	\$59,842.30	\$61,282.20
Salary	\$48,492.34	\$49,819.83	\$51,147.31	\$52,474.80	\$53,802.29	\$55,129.78	\$56,457.26
TSS Indexed	\$ 4,106.36	\$ 4,218.78	\$ 4,331.19	\$ 4,443.60	\$ 4,556.01	\$ 4,668.43	\$ 4,780.84
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 14	\$54,082.70	\$55,522.60	\$56,962.50	\$58,402.40	\$59,842.30	\$61,282.20	\$62,722.10
Salary	\$49,819.83	\$51,147.31	\$52,474.80	\$53,802.29	\$55,129.78	\$56,457.26	\$57,784.75
TSS Indexed	\$ 4,218.78	\$ 4,331.19	\$ 4,443.60	\$ 4,556.01	\$ 4,668.43	\$ 4,780.84	\$ 4,893.25
TSS Stipend	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 15	\$55,522.60	\$56,962.50	\$58,402.40	\$59,842.30	\$61,282.20	\$62,722.10	\$64,162.00
Salary		\$52,474.80	\$53,802.29	\$55,129.78	\$56,457.26	\$57,784.75	\$59,112.24
TSS Indexed		\$ 4,443.60	\$ 4,556.01	\$ 4,668.43	\$ 4,780.84	\$ 4,893.25	\$ 5,005.66
TSS Stipend		\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 16		\$58,402.40	\$59,842.30	\$61,282.20	\$62,722.10	\$64,162.00	\$65,601.90
Salary			\$55,129.78	\$56,457.26	\$57,784.75	\$59,112.24	\$60,439.73
TSS Indexed			\$ 4,668.43	\$ 4,780.84	\$ 4,893.25	\$ 5,005.66	\$ 5,118.08
TSS Stipend			\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 17			\$61,282.20	\$62,722.10	\$64,162.00	\$65,601.90	\$67,041.80
Salary				\$57,784.75	\$59,112.24	\$60,439.73	\$61,767.21
TSS Indexed				\$ 4,893.25	\$ 5,005.66	\$ 5,118.08	\$ 5,230.49
TSS Stipend				\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 18				\$64,162.00	\$65,601.90	\$67,041.80	\$68,481.70
Salary				\$59,112.24	\$60,439.73	\$61,767.21	\$63,094.70
TSS Indexed				\$ 5,005.66	\$ 5,118.08	\$ 5,230.49	\$ 5,342.90
TSS Stipend				\$ 1,484.00	\$ 1,484.00	\$ 1,484.00	\$ 1,484.00
Step 19				\$65,601.90	\$67,041.80	\$68,481.70	\$69,921.60

Nurse Salary Schedule

	RN	RN+30		RN	RN+30
Step 1	\$26,889.75	\$28,471.50	Step 8	\$34,889.45	\$36,941.77
Step 2	\$28,032.56	\$29,681.54	Step 9	\$36,032.27	\$38,151.81
Step 3	\$29,175.38	\$30,891.58	Step 10	\$37,175.08	\$39,361.85
Step 4	\$30,318.19	\$32,101.62	Step 11	\$38,317.89	\$40,571.89
Step 5	\$31,461.01	\$33,311.66	Step 12	\$39,460.71	\$41,781.93
Step 6	\$32,603.82	\$34,521.69	Step 13	\$40,603.52	\$42,991.97
Step 7	\$33,746.64	\$35,731.73	Step 14		\$44,202.00

ARTICLE 5 – DURATION

This agreement shall remain in force and effect from August 16, 2018 to June 30, 2019.

Notices

Whenever notice is required to be given by either of the parties to this Agreement to the other, either party shall do so by registered letter to the following:

If by Association, to:

Administration Office
Attention: Superintendent
Ballard Community School District
509 North Main Avenue
Huxley, IA 50124

If by Employer, to:

President
Ballard Education Association

Copies of Agreement

This agreement shall be given to all employees (either hard copy or electronic version) now employed and hereafter employed within thirty (30) days of the agreement signing. The employer shall provide the association with ten (10) additional hard copies.

Signature Clause

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective negotiating committees and their respective chief negotiators, and their signatures placed thereon all on the 21st day of May, 2018.

BALLARD EDUCATION ASSOCIATION

BALLARD COMMUNITY SCHOOL DISTRICT

By _____
President

By _____
Board President

By _____
Chief Negotiator

By _____
Chief Negotiator