



# MASTER CONTRACT

Bellevue Education Association  
and  
Bellevue Community School District  
Board of Education

Years:

2024-2025  
2025-2026  
2026-2027

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## CHAPTER I: BASIC PROVISIONS

### Article I: Preamble

The Board of Directors of the Bellevue Community School District, hereinafter referred to as the "Board," and the Bellevue Education Association, hereinafter referred to as the "Association," recognizes that the aim of the public schools is to provide a quality education program for children and youth of the School District. The parties further recognize that attainment of this educational objective is a joint responsibility of the Board, the administration and supervisory staff, the professional teaching personnel of the district, the parents of the students, and the community at large.

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

### Article II: Recognition

The Board of Directors of the Bellevue Community School District, hereinafter referred to as the "Board," recognizes the Bellevue Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed personnel, hereinafter referred to as "employees," except for the Superintendent, Principals, Assistant Principals, and all other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, discipline, evaluate, or process grievances of other employees or having the responsibility to make recommendations thereon.

The unit described in the above certification is as follows:

- All certified personnel including teachers, guidance counselors, registered nurses, and Title I teachers.
- Excluded: All bus drivers, cooks, custodians, secretaries, aides, superintendents, principals, vice principals, bus mechanics, uncertified personnel, and all others excluded under Section 4 of the Act.

### DEFINITIONS

- The term "Board," as used in this agreement, shall mean the Board of Education of the Bellevue School District or its duly authorized representative.
- The term "employee" as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
- The term "Association" as used in this agreement, shall mean the Bellevue Education Association or its duly authorized representative.
- PERA means the "Public Employment Relations Act."

### **Article III: Procedure for Negotiations**

Board Statement: The Board recognizes the commitment to bargaining collectively under the Code of Iowa Section 20. In order to eliminate duplication of procedures and processes, the ground rules agreed upon to guide the process shall stand instead of procedures throughout the duration of the negotiation process.

*\* Each party (Bellevue Education Association and the Bellevue Community School District) may open one language item each year provided the items have gone through the Labor Management Committee process.*

### **Article IV: Impasse Procedures--Agreement of Parties**

#### **MEDIATION:**

In the absence of an impasse agreement between parties or the failure of either party to utilize its procedures, 120 days prior to the certified budget submission date, the PERA board shall, upon the request of either party, appoint an impartial and disinterested person to act as mediator. It shall be the function of the mediator to bring the parties together to effectuate a settlement of the dispute, but the mediator may not compel the parties to agree.

#### **BINDING ARBITRATION:**

If an impasse persists after mediation, the parties may continue to negotiate or the PERA board shall have the power, upon request of either party, to arrange for arbitration, which shall be binding. The request for arbitration shall be in writing and a copy of the request shall be served upon the other party. From a list of five (5) PERB arbitrators the parties shall, within three (3) days of receipt of said list, meet and determine by lot which party shall have the right to remove the final name. The parties shall alternately thereafter strike names from the list until only one remains, who shall be the arbitrator. The two parties shall agree to submit the dispute to a single arbitrator. The parties may continue to negotiate all offers until an agreement is reached or a decision rendered by the arbitrator.

The submission of the impasse items to the arbitrator shall be limited to those issues upon which the parties have not reached agreement. With respect to each such item, the arbitrator's award shall be restricted to the final offers on each impasse item submitted by the parties to the arbitrator.

The public employer and employees' organization shall each pay the fees and expenses incurred by the arbitrator selected. The fee and expenses of the arbitrator and all other costs of arbitration shall be shared equally.

The arbitrator shall at no time engage in an effort to mediate or otherwise settle the dispute in any manner other than that prescribed in this section.

The arbitrator may hold hearings and administer oaths, examine witnesses and documents, take testimony and receive evidence, issue subpoenas to compel the attendance of witnesses and the production of records. The arbitrator may petition the district court at the seat of government or of the county in which any hearing is held to enforce the order compelling the attendance of witnesses and the production of records.

Within fifteen (15) days after his/her first meeting the arbitrator shall accept the most reasonable offer, in his/her judgment, of the final offers on each impasse item submitted by the parties.

The selections by the arbitrator and items agreed upon by the public employer and the employee organization shall be deemed to be the collective bargaining agreement between the parties.

The determination of the arbitrator shall be final and binding. The arbitrator shall give written explanation for his/her selection and inform the parties of his/her decision.

## **Article V: Grievance Procedure**

The purpose of this procedure is to provide a prompt, orderly method of securing, at the lowest possible level, an equitable solution to grievances. Both parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Section 1. A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

Section 2. (a) Every employee, group of employees, or association covered by this Agreement shall have the right to present grievances in accordance with these procedures. The employee may bring the Association into the grievance at any time by furnishing a written statement indicating this desire to the superintendent or his/her designee.

(b) The failure of an employee 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. The time limits, however, may be extended or reduced by mutual agreement.

(c) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee 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 employee or of the teaching staff.

Section 3. (a) First step - An attempt shall be made to resolve any grievance in informal, verbal, discussion between complainant and his/her principal.

(b) Second step - If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific cause or causes of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) school days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent within fifteen (15) school days after receipt of the grievance.

(c) Third Step - In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within fifteen (15) school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within fifteen (15) school days after such written grievance is filed, the superintendent or his/her designee shall file an answer, and communicate it in writing to the employee and the principal and Association.

(d) Fourth Step - In the event the grievance has not been satisfactorily resolved at the third step, the aggrieved employee may file, within five (5) school days of the superintendent's written decision at the third step, a final appeal to the Bellevue CSD School Board. The Board's decision is final and binding.

## **Article VI: Rights**

### **A. ASSOCIATION RIGHTS**

#### **1. MEETINGS:**

The Association and its members shall have the right to hold a reasonable number of meetings on school district property, outside school hours, provided such meetings in no way interfere with any phase of the instructional process. Should there accrue costs to the district as a result of such meetings they shall be borne by the Association. Any such meetings shall be cleared with the building principal according to district policy. Use of equipment normally used by the faculty shall be extended provided the use is reasonable.

## 2. COMMUNICATIONS:

The Association shall have the right to post and communicate via email and similar forms all Association announcements and material on the bulletin boards in the areas designated for employee use provided the areas are not open to the student or public. The Association may post only those materials that relate to official business as a negotiating agent of the teaching staff, and said postings must be approved by the building principal according to district policy.

The Association may use the district mail service provided there is no cost to the district. The use of employee mailboxes shall be granted provided the volume of announcements is reasonable and related to the conduct of the negotiating agents business on behalf of the members of the negotiating unit only.

## 3. BOARD MEETINGS:

The Board recognizes the employee organization as the sole and exclusive bargaining representative in the district and shall recognize its designee at regular board meetings in accordance to the status accorded all other groups in the school family or in the community who have an interest in the schools.

## 4. LEAVE OF ABSENCE:

Full-time officers and staff of the Association who are employed by the Board shall be granted, upon request, and provided a qualified and certified replacement is available, an unpaid leave of absence and shall receive credit toward annual salary increments, provided the duration of said leave does not extend beyond two complete terms of school.

## 5. FINANCIAL INFORMATION:

The Association shall be furnished on request regularly and routinely prepared information concerning the financial condition of the school including the annual financial statement and the adopted budget. Nothing herein shall require the administrative staff to research and assemble information.

## B. EMPLOYEE RIGHTS

Employees shall have the right to:

1. Organize, form, join, or assist any employee organization.
2. Negotiate collectively through representatives of their own choosing.
3. Engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection insofar as any such activity is not prohibited by this act or any other law of the state.
4. Refuse to join or participate in the activities of employee organizations including the payment of any dues, fees or assessments, service fees of any type.
5. Employees may option for a nine (9) month pay period if they wish. Said option to be made known prior to July 1 of each contract year.

## C. MANAGEMENT RIGHTS

It is expressly understood and agreed that all functions, rights, powers or authority of the Administration of the School District and the Board of Directors which are not specifically limited by the express language of this Agreement are retained by the Board of Education provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this agreement.

## D. LABOR MANAGEMENT COMMITTEE

The joint Labor Management Committee will be comprised of representatives from management and labor. The management representative will be the Superintendent. There will be no more than 5 labor (employee) representatives representing the two educational centers in the district.

The purpose of this committee is to collaboratively discuss employment matters not referred to in the master contract and other matters mutually agreed upon. While the issues will be discussed, the

Board of Education will have final decision-making ability. In the event an agreement cannot be reached by the Labor Management Committee, the district shall inform the association what will be presented to the board prior to the board meeting.

*\* Each party (Bellevue Education Association and the Bellevue Community School District) may open one language item each year provided the items have gone through the Labor Management Committee process.*

#### **E. RECALL**

All rights to recall shall be based upon the same procedures involved in the reduction as stated in the Master Handbook for the Bellevue Community School District. No right to recall shall remain after the third year of the layoff (Chapter I, Article I, B in Master Handbook

Notice to recall shall be posted each year as soon as possible. If a recall takes place while school is not in session, notice shall be mailed to the Association or designee and to the interested employee, who is the subject of recall, by registered mail. Terminated employees must furnish current address and inform school district annually prior to March 15 of interest to return.

Should a teacher subject to recall fail to indicate interest or fail to respond to the following notification within two (2) weeks, he or she forfeits all rights to future recall.

Upon exercising his/her recall rights, any employee shall be given back his/her prior experience rating in the district. They shall also get all benefits and salaries pursuant to the current salary schedule at the time of recall.

## **CHAPTER II: BASIC EMPLOYMENT CONDITIONS**

### **Article VII: Employee Hours and Load**

#### **A. ARRIVAL AND DISMISSAL:**

Employees shall be in the building no later than 15 minutes prior to the first class. High school and middle school employees may leave 15 minutes after the students have left their building except when a conference is scheduled with a parent or student, or a meeting is called that requires the employee's presence. Employees may leave after the students have left when early dismissal takes place prior to holidays, conferences, and on Fridays. Employees who are sponsoring or sponsors of a school activity may leave immediately after the final student bell provided the employee is directly involved with students of said activity.

#### **B. TEACHING LOAD:**

The daily teaching and preparation load of all employees in the system shall be set at 7 hours and 10 minutes. A duty-free lunch period of not less than 25 minutes shall be available to all employees. Playground duty may be covered by associates. A teacher shall not be assigned lunch duty or to playground duty before the contract day, during their duty-free lunch, or at the end of the contract day. Teachers covering extra duty per request of an administrator shall be granted extra duty pay.

#### **C. PREPARATION:**

Classroom teachers shall have, in addition to their lunch period, a duty-free daily preparation period of a duration equal to a regular class period, except in the case of the implementation of innovative scheduling. When scheduling inequities exist between the various grade levels the equitability of prep-time between levels of instruction need not reflect an absolute equity in minutes. If an employee is asked to work during his or her preparation period, he/she shall be compensated at the rate extra duty pay. An employee under contract to work an additional period will be paid that portion of the contract allotted to each period of the schedule.

D. LEAVING:

Employees may leave the building without requesting permission during their scheduled duty-free lunch periods and with permission during their preparation time.

E. FIELD TRIPS:

Field trips are to be considered an extension of the regular day on which they were scheduled, and any time required beyond the regular day shall be without extra remuneration.

F. MEETINGS:

The administration may call meetings before or after school, as deemed necessary, provided such meetings are pertinent to teaching or supplemental duties. Meetings called before or after the regular school day that do not involve early dismissal, or delayed starts, will attempt to conclude in 1 hour, and shall be counted toward a maximum total of 22 meetings.

G. CONTRACT YEAR:

The contract year shall be established at 188 days.

H. TRAVELING EMPLOYEES:

An employee using his/her automobile in the performance of their duties shall be reimbursed for all such travel at the State maximum rate per mile for all driving between the two assignments. All schedules will be reviewed at the beginning of each year, or semester, and any deviation from the pre-determined schedule must be with administrative approval.

I. PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY:

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Employees shall report all unsafe or hazardous conditions at once. The building principal shall then determine as to whether such employees can safely perform said duties.

J. PROFESSIONAL DEVELOPMENT:

Professional development requires that teachers and the district engage in a deliberate process that includes the following:

1. Team planning and identification of staff development needs in advance of the implementation of any program.;
2. Establishing professional development goals and pathways collaboratively with building leadership teams and district leadership teams, along with the Teacher Quality Committee;
3. Developing agreed upon professional development plans for staff based on individual, grade/content area, building, and district needs and priorities.
4. Reflection of professional learning activities through building level teams, district leadership teams, and teacher quality committee feedback;
5. Designing future months and years professional development based on the reflections of learning and needs both staff and administration.

Membership on leadership teams is mutually agreed upon by the association and the administration.

Membership of the committees shall include equitable representation from the elementary school, middle school, and high school whenever possible and practical.

## **Article VIII: Special Assignments**

- A. Any assignment, in addition to the normal contract work schedule of an employee and covered under the extra-curricular salary schedule shall not be considered obligatory but shall be considered voluntary in nature. Exceptions to this provision shall be made only when such assignments are left unfilled by voluntary means. In those cases, the following procedures shall be kept in mind in numerical order:

1st Consideration - Any unique qualifications possessed by a staff member: such as certification, or experience in the area being considered.

2<sup>nd</sup> Consideration - Will be used if a reduction or replacement or addition to an area is being considered, if all other qualifications are considered equal.

3<sup>rd</sup> Consideration - All teachers who come in contact with high school students for one or more periods each semester as part of their regular teaching assignment shall be assigned class sponsorships on a rotating basis. This shall include the Teacher-Librarian and the Guidance Counselor. Assignments shall be made to assure each teacher an interval between such assignments equal to that given all other available teachers in this category.

### Exceptions:

- First year teachers shall not be given assignments.
- Teachers who are in contact with middle school students for 4 or more periods each semester are eligible for the middle school class sponsor position
  - o Teachers who are in this position are not in the high school sponsorship rotation.
- The employee's responsibility in the assigned extra-curricular area is exclusive and complete as to the requirements of said assignment, but does not encompass legal liability unless negligence is shown. Reassignment shall be contingent upon evaluation of performance. Gross dereliction of duty shall be noted and become a part of the employee file.

- B. Mentor training will be offered each year on an "as need" basis to qualified teachers. A mentor shall be assigned a single mentee; however, an additional assignment would be possible on a "need and agreement" basis. Mentorships will be rotated whenever possible. A mentorship could be dissolved by either partner provided an alternative is available. The interaction and assistance provided to the new teacher will be confidential.

- C. Student-Teacher supervision shall be considered a voluntary responsibility.

- D. Special assignments shall be posted after March 1 of each year, or as they occur.

## **CHAPTER III: LEAVES**

### **Article IX: Sick**

Sick leave is defined as the absence of an employee from the regularly assigned duties as a result of the employee's illness, injury or disability for which the employee does not lose pay or other benefits. Routine physicals, dental checkups or eye appointments are not considered 'sick' leave. Sick leave shall accumulate at the rate of 15 days per year for all employees and to a total of 145 days.

In the cases of family illness up to 10 sick leave days of non-confinement care shall be granted in any one year and be subtracted from the employee's accumulated sick leave. Family illness is intended for the care of the employee's children, parents, spouse, and other household members. More days of family leave may be

granted at the sole discretion of the superintendent, and shall be charged against the employee's accumulated days of sick leave.

A sick leave bank shall be maintained to be used in the event an employee does not have sufficient sick leave accumulated to be covered under the disability provisions of the insurance program. Each full-time teacher shall contribute one (1) sick leave day to the bank each year and the District shall match each day contributed to the bank. The teacher's sick leave contribution shall not disqualify the teacher for an award under Article X, paragraph H. It is understood that all personal leave shall be exhausted before using days from the sick leave bank. When the bank is depleted, it shall not be replenished in a given year. On June 30 of each year, any remaining, unused sick leave bank days shall not be carried over to next year. The sick bank leave may not be used in consecutive years by the same individual.

## **Article X: Temporary**

### **A. PERSONAL:**

At the beginning of every school year, each employee shall be credited with 2 days with pay, to be used at the employee's personal discretion. An employee planning to use a personal day or days shall notify the principal at least 2 days in advance, unless approved by the administration. These personal days may accumulate to a maximum of 5 days. In the event an employee should use all leaves that might be applied against personal leave, said employee may borrow against his or her personal leave for a period not to exceed two years in advance provided that the employee signs the appropriate written authorization permitting the Bellevue School District to deduct from the employee's wages any amounts borrowed from the Bellevue School District in the event the employee separates from the District prior to working sufficient days to accrue the borrowed leave. Building principals may deny leave when, in their opinion, an excessive number of employees request leave simultaneously. Personal days may be granted before or after a regular holiday, or two weeks prior to the end of the year at the discretion of the building principal on a first come first serve basis. Such approval will be by the Superintendent or his/her designee and said decision shall not be grievable.

### **B. JURY AND LEGAL:**

Any employee called for jury duty during school hours, or who is subpoenaed to appear in any judicial proceedings shall be excused without loss of pay nor financial benefit. Mileage reimbursement shall not be considered a financial benefit.

### **C. ASSOCIATION:**

Up to 15 days shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliation organizations without loss of pay, provided there be no expenses accrued to the district. That said expenses, such as substitutes shall be paid by the Association. Substitute expenses shall be paid directly by the Association. Building principal may deny leave, when in his/her opinion, an excessive number of employees request leave simultaneously. Association leave days may be used in increments of one (1) hour with administrative approval.

### **D. PROFESSIONAL:**

Professional leave days may be used for any educational purpose at the discretion of the Board, Superintendent, Principal, or its designee. Professional leave shall not be denied for arbitrary or capricious reasons. Professional leave days shall not be charged against a teacher when students are involved. A professional leave day shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

See extra-curricular schedule for approved expenses.

E. MILITARY:

Shall be governed by Iowa Code Sections 29A.28 and 29A.43

F. BEREAVEMENT:

Up to five (5) days of leave shall be granted at any one time in the event of death or serious illness of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and any other member of the immediate household. These five (5) days may or may not be consecutive to allow for the employee to address family issues related to the death of the before-mentioned relatives. Leave must be used within 60 days, unless approved by the Superintendent.

In the case of critical care, non-confinement, additional days could be granted with doctor recommended approval.

Employees shall be granted one (1) working day leave of absence with pay in the event of death of a relative outside the employee's immediate family. This would include nieces/nephews/aunts/uncles as long as the building administrator approves.

Employees shall be granted one (1) working day of leave of absence with pay for a non-family member.

In the event of the death of an employee or student in the Bellevue 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.

In the event an employee should use all leaves that might be applied against bereavement, said employee may borrow against his or her personal leave for a period not to exceed two years in advance provided that the employee signs the appropriate written authorization permitting the Bellevue School District to deduct from the employee's wages any amounts borrowed from the Bellevue School District in the event the employee separates from the District prior to working sufficient days to accrue the borrowed leave.

G. EMERGENCY LEAVE:

Two (2) days of emergency leave may be granted. Emergency leave is defined as those occasions that cannot be anticipated. Emergency leave is granted by the superintendent or his/her designee. Emergency leave is not cumulative and shall be taken for no other reason.

H. UNUSED SICK LEAVE:

1. An employee that uses no sick days during the year may, provided all end-of-year requirements have been met, be granted leave from the last end of year work day or be paid 150% of sub pay if they work the final day.

I. UNPAID LEAVE:

Other temporary or extended leave of absences, not to exceed one year, and without pay, in the category of bereavement or personal or professional may be granted in writing by the Superintendent. Upon the employee's return from said leave the employee may assume his/her former position with all previous rights and privileges. The employee shall be entitled to all raises and increments upon said return. The employee shall have the opportunity to continue all fringe benefits during said leave at the employee's expense.

## **Article XI: Extended**

### **EXTENDED SICK LEAVE:**

All employees shall be eligible for extended sick leave subject to the following conditions:

1. Pregnancy is to be treated as any other illness under the provisions of sick leave and for a period of time that has been medically indicated by the employee's physician. Any leave beyond that covered by sick leave shall be without compensation. Benefits for the employee follow FMLA regulations and are maintained through the district for 12 weeks, but if an employee exceeds FMLA leave, benefits will continue at the employee's expense.

Notification shall be given as soon as the employee foresees any necessity to alter the terms of his/her employment, this notification to take place no later than 30 days before the request to leave.

Nothing in this statement shall deny, however, the employee his/her right to sick leave in the event the requirement cannot be met.

2. If extended leave is for medical reasons, the employee shall return to work no later than 15 working days after said illness unless the employee has requested additional sick leave and said extension is recommended by the employee's doctor in writing. If the employee, under a doctor's recommendation, is on extended sick leave and said employee wishes to resume teaching duties, enough time shall be provided the district to give proper notice of dismissal to anyone hired to fill in for the employee on leave. Said notice shall be no later than one (1) week prior to the requested return date, however, less notice shall be accepted under a doctor's signature.
3. In the case of adoption of an infant child, up to 5 days of parental leave may be granted by the Board or its designee.

### **EXTENDED LEAVE:**

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available and who is under the terms of the Insurance Agreement, shall be granted leave of absence without pay for the duration of one (1) year.

An employee on extended leave shall be offered a contract for the next year, and should said employee sign such a contract, in good faith, the employee shall be expected to meet all of the terms of the contract upon the commencement of the new contract period provided the employee has been released by a physician's statement. If the employee does not meet the teaching responsibility, the contract shall become null and void.

Pay: An employee who has been in the system at least one year, shall be entitled to all raise and increments if the employee serves at least 90 days of the school teaching year of 180 days. These days need not be continuous.

## CHAPTER IV: SALARY AND BENEFITS

### Article XII: Salary

#### A. BASE SALARY AND SALARY SCHEDULE:

The BA base for 2024-2025 will be \$38,379. The BA base for 2025-2026 and 2026-2027 will be negotiated.

Educational lanes shall be determined solely on the basis of hours earned prior to the awarding of the degree for which hired. Teachers moving beyond the MA lane must be acquiring hours in their contracted assignment areas, or have Administrative approval before salary consideration shall be approved. When a staff member is asked to gain additional certification all expenses of such certification shall be borne by the District. See salary schedule index, appendix A

#### B. EXTRA-CURRICULAR SALARY SCHEDULE: See appendix B

#### C. CAREER INCREMENT:

An employee who has reached the top of the salary schedule shall be given a career increment of 4% of the prevailing base salary. For purposes of computation of salary, either deduction or addition 1/188 of the base salary of the employee shall be used. In determining an additional month, 20 days shall be used.

#### D. ADDITIONAL DUTIES:

1. Employee compensation for administrative approved work that takes place during a teacher's preparation time or after school hours shall be set at the extra duty pay compensation rate per hour worked.
2. For purposes of computation of salary, either deduction or addition 1/188 of the base salary of the employee shall be used. In determining an additional month, 20 days shall be used.

#### E. METHOD OF PAYMENT:

Each employee shall be paid every other Friday, or 26 pay periods per year. Payment shall be by "direct deposit." Only one check per month shall reflect any additional pay or deduction other than those regularly allowed.

#### F. EXPERIENCE ALLOWED:

A teacher coming into the system with four or more years of experience shall be placed upon a mutually agreeable step for purposes of salary. In no case shall this represent less than five years of the earned experience. System seniority begins with the date of first hiring.

#### G. ADMINISTRATIVE TRANSFERS:

Administrators that reenter the teaching staff shall be awarded such seniority as previously earned while teaching within the system. Administrators may reenter the teaching ranks only through a position opening and not through a staff reduction or "bumping" procedure.

#### H. ACTIVITY PASS

Teachers may receive a "Teacher's Family Pass" good for all school sponsored events throughout the contract year. As an alternative to paying for a family activity pass, a teacher may elect to work as a supervisor or ticket-taker for a maximum of four (4) events. Said pass shall admit any or all of the teacher's family when presented.

Supervision responsibilities requiring a teacher shall be remunerated according to the supplemental schedule, except where said teacher is seeking a "family pass." Supervision responsibilities not requiring a teacher may be filled by Athletic, Music, or other volunteers provided said remuneration does not vest in the individual, but is endorsed to the appropriate activity.

### **Article XIII: Extra-Curricular Salary**

All extra-curricular pay shall be based upon the base salary where percentages are used to determine remuneration. See appendix: Extra-Curricular Salary Schedule.

## **CHAPTER V: EFFECT OF AGREEMENT**

### **Article XIV: Finality**

This Agreement supersedes and cancels all previous bargaining agreements between the School District and the Association or any employees, unless expressly stated to the contrary herein and constitutes the entire agreement between the parties, and concludes collective bargaining for its term, unless the two (2) parties mutually agree to reopen negotiations. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth by this Agreement.

### **Article XV: Compliance and Duration**

#### **A. COMPLIANCE BETWEEN INDIVIDUAL CONTRACTS AND COMPREHENSIVE AGREEMENT:**

Any individual contract between the Board and an individual employee heretofore and hereafter executed, shall be subject to and consistent with the terms and condition of this Agreement. Should an employee fail to return his/her annual contract/contracts on or before the 21-day statutory period said action shall be viewed as a resignation and the assignment shall be immediately posted as 'open'. Any extension of the 21-day period must be mutually agreed to in writing.

#### **B. SAVINGS:**

In the event that any provision of this Agreement shall become void or illegal during the term of this Agreement such provisions shall become inoperative, but all other provisions of this Agreement shall remain in force and effect for the duration of this Agreement. The parties shall enter into negotiations to reconsider the provisions upon request of either party.

#### **C. PRINTING AGREEMENT:**

Copies of this Agreement shall be printed and the costs of printing shared equally by the Board and Association. Format shall be mutually agreed upon and printing shall take place within 30 days of the signing of the Agreement. The Agreement shall be presented to all certified employees now employed or hereinafter employed. Additional copies shall be provided at cost.

#### **D. NOTICES:**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party:

1. If by the Association, to the Board at 1601 State Street, Bellevue, IA 52031.
2. If by the Board, to the Association at the address of the President.

#### **E. DURATION:**

This Agreement shall become effective on July 1, 2024 and shall continue in effect until June 30, 2027. Effective July 1, 2024, the parties have agreed to a 3.00% total package settlement for the 2024-2025 school year.

In witness thereof:  
For the Bellevue Education Association

Dated: \_\_\_\_\_

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Chief Negotiator)

For the Board of Education of the Bellevue Community School District

Dated: \_\_\_\_\_

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Chief Negotiator)

**CHAPTER VI: APPENDIX****A. SALARY SCHEDULE INDEX**

2024-2025 BA Base Salary \$38,379					2025-2026 and 2026-2027 BA Base Salary to be negotiated			
Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24
1	1	1.02	1.04	1.06	1.08	1.10	1.12	1.14
2	1.04	1.06	1.08	1.10	1.12	1.14	1.16	1.18
3	1.08	1.10	1.12	1.14	1.16	1.18	1.20	1.22
4	1.12	1.14	1.16	1.18	1.20	1.22	1.24	1.26
5	1.1658	1.1859	1.206	1.2322	1.2524	1.2663	1.2864	1.3266
6	1.206	1.2261	1.2462	1.2726	1.2928	1.3065	1.3266	1.3668
7	1.2462	1.2663	1.2864	1.313	1.3332	1.3467	1.3668	1.3869
8	1.2864	1.3065	1.3266	1.3534	1.3736	1.3869	1.407	1.4271
9	1.3332	1.3534	1.3736	1.4007	1.421	1.4342	1.4544	1.4746
10	1.3736	1.3938	1.414	1.4413	1.4616	1.4819	1.5022	1.5225
11	1.414	1.4342	1.4544	1.4819	1.5022	1.5225	1.5428	1.5631
12	1.4544	1.4746	1.4948	1.5225	1.5428	1.5631	1.5834	1.6037
13	1.4948	1.515	1.5352	1.5631	1.5834	1.6037	1.624	1.6443
14	1.5352	1.5554	1.5756	1.6037	1.624	1.6443	1.6646	1.6849
15	1.5756	1.5958	1.616	1.6443	1.6646	1.6849	1.7052	1.7255
16				1.6849	1.7052	1.7255	1.7458	1.7661
17					1.7458	1.7661	1.7864	1.8067

**B. EXTRA-CURRICULAR SALARY SCHEDULE – Base 2024-2025: \$31,650 2025-2026 & 2026-2027 Base to be negotiated**

<b>Level I</b>	YR 1-2	YR 3-4	YR 5-6	YR 7+
Activities Director	18			
Basketball Boys or Girls	13.5	14.5	16.0	17.0
Football	13.5	14.5	16.0	17.0
Wrestling	13.5	14.5	16.0	17.0
Band (Marching, Pep, Jazz, etc.)	12.0	13.0	14.0	15.0
Vocal Music	12.0	13.0	14.0	15.0
<b>Level II</b>				
Baseball Boys	9.5	10.5	12.0	13.0
Softball Girls	9.5	10.5	12.0	13.0
Varsity Track Boys or Girls	9.5	10.5	12.0	13.0
Varsity Soccer Boys or Girls	9.5	10.5	12.0	13.0
Volleyball Girls	9.5	10.5	12.0	13.0
Varsity/JV Cheerleader sponsor	9.0	9.5	10.0	10.5
Asst. Boys/Girls Basketball	8.5	9.0	11.0	12.0
Asst. Football	8.5	9.0	11.0	12.0
Asst. Wrestling	8.5	9.0	11.0	12.0
Yearbook	8.0	9.0	10.0	11.0
Speech	7.0	8.0	9.0	10.0
Drama Director	6.0	6.0	7.0	8.0
Student Council – High School	4.0	6.0	7.0	8.0
Dance Team	6.0	6.5	7.0	7.5
Asst. Music	6.0	6.0	6.0	7.0
Asst. Volleyball/Softball/Baseball	5.5	6.5	8.5	9.5
Asst. Soccer (1 unit)	5.5	6.5	8.5	9.5
Asst. Track Boys/Girls	5.5	6.5	8.5	9.5
Cross Country Boys or Girls	5.5	6.0	6.5	7.0
Golf - Boys or Girls	5.5	6.0	6.5	7.0
Bowling Boys or Girls	5.5	5.5	5.5	5.5
Newspaper	5.0	5.0	5.0	6.0
FBLA	5.0	5.0	5.0	5.0
Robotics (2 units)	5.0	5.0	5.0	5.0
<b>Level III</b>				
Girls Varsity Chaperone	3.0	3.0	3.0	3.0

Drama Asst. (2 units)		2.0	2.0	2.0	2.0
Junior Class Sponsor (2 units)		2.0	2.0	2.0	2.0
F.F.A./F.C.C.L.A.	2.0	2.0	2.0	2.0	
Pep Club		2.0	2.0	2.0	2.0
Safety Patrol (Elementary)		2.0	2.0	2.0	2.0
National Honor Society		1.0	1.0	1.0	1.0
Class Sponsor (8 units) 7,8,9,10,12		1.0	1.0	1.0	1.0
TAG		1.0	1.0	1.0	1.0

#### Level IV

MS Football (2 units)		4.5	5.0	5.5	6.0
MS Basketball Girls or Boys (4 units)		4.5	5.0	5.5	6.0
MS Wrestling		4.5	5.0	5.5	6.0
MS Track Boys or Girls		4.5	5.0	5.5	6.0
MS Softball/Baseball		4.5	5.0	5.5	6.0
MS Volleyball (2 units)		4.5	5.0	5.5	6.0
MS Cheerleaders		2.0	2.0	2.0	2.0
MS Speech		2.0	2.0	2.0	2.0
MS Student Council		1.0	1.5	2.0	2.5
Extra Duty Pay \$25 per hour					
Supervision, Selling Tickets or Chaperon		\$11	\$11	\$11	\$11
ICN Monitor (per hour)		Supervision Rate			

1. A unit is equivalent to one person.
2. Any staff currently in a coaching position shall not regress from their pay. This will only affect new positions filled.
3. When a single individual assumes responsibility for the head coach of two similar activities (boy/girl), the percentage for pay for the second position shall be reduced by 2%
4. Determination of the need for assistant positions shall be made at the beginning of the season, with contract consideration given to the person last holding the position. Should this person decline, the opening shall be posted.
  - a. When the number of student participants justifies the hiring of a 2<sup>nd</sup> coach, and a 2<sup>nd</sup> coach is not available, the percentage of pay for the second position shall be reduced by 2%.
  - b. When the numbers require combining Assistant High School Wrestling and Middle School Wrestling positions, the Assistant Wrestling rate plus 2% will be contracted.
  - c. When the numbers in a Middle School activity necessitate an assistant, the rate shall be set at 50% of the head coach's percentage.
5. Baseball and Softball coaches will be paid \$25 for performing maintenance and administrative duties for each home game.

#### C. REIMBURSABLE EXPENSES

1. Reimbursable Expenses: Guidelines
  - a. Persons are expected to share a room whenever possible.
  - b. All expenses incurred by district employees must be presented to the building principal for reimbursement purposes within 30 days of the date of the expense.
2. Extra-Curricular Pay: All extra month programs are subject to review on a year to year basis. All Activity Assignments are subject to participation. When few students are involved the positions shall not be filled. When contests cannot be scheduled the position shall not be filled. A tenured coach assuming a coaching responsibility in which he/she has experience shall be placed on the yr. 4 schedule and the following year move to the 5-6 yr. schedule.

#### D. NURSE'S SALARY SCHEDULE

The dollar amount for the schedule shall be determined by multiplying each index factor times the teacher's beginning salary schedule base.

Step	RN	RN + 30	RN with BS or PH
1	.65	.75	.9200
2	.68	.78	.9500
3	.71	.81	.9800
4	.74	.84	1.0100
5	.77	.87	1.0558
6	.80	.90	1.1016
7	.83	.93	1.1474
8	.86	.96	1.1932
9	.89	.99	1.2390
10	.92	1.02	1.2848
11	.95	1.05	1.3306
12	.98	1.08	1.3764
13	1.01	1.11	1.4222
14	1.04	1.14	1.4680
15			1.5138

#### *NURSE'S SALARY:*

*The nurse's salary schedule shall prevail for both purposes of salary and seniority.*

E. GRIEVANCE REPORT

# \_\_\_\_\_

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

\_\_\_\_\_  
Date Filed

School District \_\_\_\_\_

Building \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

**LEVEL II**

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract of Policy Violated \_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal  
or Immediate Supervisor

\_\_\_\_\_  
Date

**LEVEL III**

A. \_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Date Received by Superintendent

B. Disposition by Superintendent or designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

**LEVEL IV**

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Signature of Assoc. President

B. \_\_\_\_\_  
Date Submitted to Arbitration                      Date Received by Arbitrator

C. Disposition and Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee                      Date

**F. TEACHERS SALARY SUPPLEMENT FUNDS**

In the event of a reduction in the Teachers Salary Supplement per pupil amount, the District and the Association shall negotiate a recalculation of the distribution of the Teachers Salary Supplement funds.