

**2023-2026**

**MASTER CONTRACT**

between the

KEOKUK COMMUNITY SCHOOL DISTRICT

and the

KEOKUK EDUCATION ASSOCIATION

## **TABLE OF CONTENTS**

<b>SECTION 1: INTRODUCTION---</b>	<b>PAGE 3</b>
<b>SECTION 2: GRIEVANCE PROCEDURE---</b>	<b>PAGE 3</b>
<b>SECTION 3: WAGES AND SALARIES---</b>	<b>PAGE 5</b>
<b>SECTION 4: EMPLOYMENT AND ASSIGNMENT---</b>	<b>PAGE 5</b>
<b>SECTION 5: EMPLOYEE WORK YEAR---</b>	<b>PAGE 6</b>
<b>SECTION 6: EMPLOYEE HOURS AND LOAD---</b>	<b>PAGE 7</b>
<b>SECTION 7: SENIORITY PROVISIONS---</b>	<b>PAGE 8</b>
<b>SECTION 8: SICK LEAVE---</b>	<b>PAGE 8</b>
<b>SECTION 9: SICK LEAVE BONUS---</b>	<b>PAGE 9</b>
<b>SECTION 10: TEMPORARY LEAVES OF ABSENCE---</b>	<b>PAGE 10</b>
<b>SECTION 11: EXTENDED LEAVES OF ABSENCE---</b>	<b>PAGE 12</b>
<b>SECTION 12: LEAVES OF ABSENCE PROCEDURES---</b>	<b>PAGE 13</b>
<b>PROCEDURE TITLE: LEAVE PROCEDURES---</b>	<b>PAGE 13</b>
<b>SECTION 13: FILE REVIEW---</b>	<b>PAGE 15</b>
<b>SECTION 14: DURATION---</b>	<b>PAGE 16</b>
<b>SECTION 15: LABOR MANAGEMENT COMMITTEE---</b>	<b>PAGE 16</b>
<b>SECTION 16: SCHEDULE A – SALARY SCHEDULE</b>	
<b>SCHEDULE B – EXTRA DUTY WAGE SCHEDULE</b>	
<b>SCHEDULE C – EXTRA DUTY WORK DAYS</b>	

## SECTION 1: INTRODUCTION

The Keokuk Community School District (“District”) states that it desires to employ quality staff who are able to provide a quality education for the students of the District.

A. Applicability

This contract shall apply to all teachers, instructional coaches, guidance counselors, media specialists, home school instructors, student service coordinators, school nurses, and all others employed in a professional capacity. It does not apply to the superintendent, principals, assistant principals, the business manager, any administrative directors or coordinators, non-professional employees, or any substitute employees.

B. Effective Dates

This contract/handbook shall be effective from July 1, 2023, through June 30, 2026. This contract/handbook shall be effective upon being approved or accepted by the Board of Directors of the Keokuk Community School District or its duly authorized representatives. It shall be in effect unless it is modified using appropriate procedures, including providing notice to all Association members (employees) covered by this contract.

C. Savings Clause

Should any section or language of contract be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this contract to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

D. Definitions

1. The term “Board” as used in this contract/handbook, shall mean the Board of Education of the Keokuk Community School District or its duly authorized representatives.
2. The term “employee” as used in this contract, shall mean Association members (all teachers, instructional coaches, guidance counselors, media specialists, home school liaisons, student service coordinators, school nurses, and all others employed in a professional capacity). The term does not mean the superintendent, principals, assistant principals, the business manager, any administrative directors or coordinators, non-professional employees, or any substitute employees.

E. This contract replaces all and any previous contracts and MOU’s in its entirety. Any item not stated in this contract will be addressed in the handbook.

## SECTION 2: GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A “grievance” is a claim by an employee or a group of employees that there has been a violation, misinterpretation, or misapplication of any of the provisions of this contract/handbook.

2. Aggrieved Person

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

B. Purpose and Scope

Any aggrieved person covered by this contract/handbook shall have the right to present grievances in accordance with these procedures. The failure of the aggrieved person 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 may be extended by mutual agreement.

C. Procedure

1. Representation

Any aggrieved person may be represented at all stages of the grievance procedure by the Association, or by a representative of their choice.

2. **First Step**

An attempt shall be made to resolve any grievance in informal discussion between complainant and his or her principal.

3. **Second Step**

If the grievance cannot be resolved informally, the aggrieved party and/or Association shall file the grievance in writing within fifteen (15) school days of the event giving rise to the grievance 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 specifically the remedy requested. The principal shall make a decision on the grievance and communicate it in writing to the aggrieved party within ten (10) school days after receipt of the grievance.

4. **Third Step**

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved party and/or Association shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent's Office. Within ten (10) days, after such written grievance is filed, the aggrieved and the Superintendent or his/her designee, as well as any representatives of the parties, shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the aggrieved party and the principal.

5. **Fourth Step**

District Employee Relations Board

In the event the grievance has not been satisfactorily resolved in the third step, the aggrieved party and/or Association shall file, within five (5) school days of the superintendent's decision, their desire to meet with the District Employee Relations Board within ten (10) days. This board shall consist of two school board members, the superintendent, another administrator, and two KEA members.

6. **Fifth Step**

Full Board

In the event the grievance has not been satisfactorily resolved in the fourth step, the aggrieved party and/or Association shall file, within five (5) school days of the District Employee Relations Board decision, their desire to meet with the full school board to address the matter at the date of their next board meeting. Their decision will be final in the matter.



D. Miscellaneous

1. End of Year Grievance

In the event that a grievance is filed at such a time that it cannot be processed through all steps in the grievance procedure by the end of the school year, the time limit set forth can be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of thirty (30) calendar days thereafter, unless mutually extended.

2. No Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any aggrieved person, any representative, or any other participant in the grievance procedure by reason of such participation.

3. Separate Grievance File

All documents communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

### SECTION 3: WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule A under Section 14, which is attached hereto and made a part thereof. Said salary shall be paid as defined herein to all employees that have fulfilled their contract obligations.

The salary schedule will be reflective of the parties' agreement for the 2023-2024 school year.

1. Eligible Employees will receive step advancement, lane advancement, and career increment, as reflected on Schedule A. Schedule A from the 2022-2023 contract will have two steps added to lanes BA+15, MA, and MA+20.
2. There will be \$100 added to the generator base on Schedule A.
3. The employees on Lane MA+30 will receive an increase not derived from the base increase. Those employees will receive an increase for the 2023-2024 school year of \$1,300 added to their wages.

For the 2024-2025 school year, the parties agree to a total package increase of 2.75%, except that if supplemental state aid is less than 2% or more than 4%, the District and the Association will reopen the contract.

For the 2025-2026 school year, the parties agree to a total package increase of 2.50%, except that if supplemental state aid is less than 2% or more than 4%, the District and the Association will reopen the contract.

B. Extra Duty

The Board and the Association agree that the extracurricular activities and/or extra duty listed in Schedule B are official school sponsored activities. All extracurricular activities and/or extra duty activities shall be compensated according to the rate of pay stated in Schedule B. These

rates are set and are not derived from the wages. The amounts will be reviewed periodically and any changes to the schedule will be agreed upon by the Board and the Association.

#### **SECTION 4: EMPLOYMENT AND ASSIGNMENT**

**A. Assignment of Employees Notice**

The District shall notify all personnel covered by this contract/handbook of their assignments for the upcoming school year as soon as practical but no later than May 15<sup>th</sup>.

**B. Assignment Criteria**

In order to assure that pupils are served by employees working within their areas of competence, employees shall only be assigned areas for which they hold endorsements and/or authorizations issued by the Iowa Department of Education and/or a license as issued by the Iowa Board of Educational Examiners and/or Iowa Board of Nursing. All assignments will have no adverse effect on the quality of the educational programs of the District.

#### **SECTION 5: EMPLOYEE WORK YEAR**

**A. Work Year**

**1. Regular Contract**

The in-school work year for employees is one hundred eighty-five (185) days set pursuant to the district's school calendar, exclusive of extended contract days.

**2. Extended Contract**

The in-school work year of employees contracted on a twelve-(12) month basis shall not exceed two hundred thirty-five (235) days. Contracts with extended days beyond the one hundred eighty-five (185) days shall be as arranged by the administrator with equal consideration given to both the needs of the school district and the employee.

**3. Definition of In-School Work Year**

The in-school work year shall include days when pupils are in attendance, in-service days, and any other days which employee attendance is required within the one hundred eighty-five (185) day regular contract.

**4. Non-Attendance**

Employee attendance shall not be required whenever student attendance in a given building or system wide is not required due to inclement weather or the loss of essential utilities. In the event of a late start due to inclement weather or loss of essential utilities, employee attendance shall be required 1/2 hour prior to the announced student start time.

**5. Holidays**

If the extended contract of any employee is in excess of fifteen calendar (15) days and such employee is scheduled to work during the week of the Independence Day Holiday, it shall include one (1) paid holiday. This day is to be Independence Day. No employee shall be required to perform duties on the above holiday whether it is a paid or an unpaid holiday. The holidays in the school calendars are unpaid holidays for regular school year contracted employees. No employee shall be required to perform duties on any of the holidays and vacations in the school calendars below. Employees with extra duty assignments and/or contracts that may require summer and other vacation commitments are excluded from this limitation.



6. In the event students are short hours and staff are short days due to inclement weather, the district reserves the right to require staff to make up any time missed.
7. Teachers will be responsible for working one hundred eighty-five (185) days each year. If a snow day is issued and school is not in session, and the students are not required to make up hours at the end of the year, teachers will have the flexibility to make up those days on the following dates if a snow day has occurred prior to the dates listed below provided that the day is not scheduled for professional development or school is not in session:

MLK Day  
President's Day  
Good Friday

This will be done by making prior arrangements with the immediate supervisor. To be counted as a full work day, a teacher must work 8 hours. If the time is not made up prior to the end of the school year, the teacher will be required to add those days to the end of the contract year to total the 185 days. If the snow days exceed the number of hours that students must be in session, the days/hours will be added to the end of the year, and will be required by the teacher to work that day(s)/hours at that time.

## **SECTION 6: EMPLOYEE HOURS AND LOAD**

### **A. Workday**

1. The normal workday of all regular (non-extended contract) employees shall consist of eight (8) hours from 7:30 a.m. to 3:30 p.m.
2. On Fridays and the day before all holidays specified in the school calendar, regular (non-extended contract) employees may leave five (5) minutes after the last bus leaves or last students are dismissed, whichever is later.
3. On the last student attendance day of the school year the teachers will work until 3:30 p.m.
4. Building supervision will be assigned by administrators as needed.

### **B. Schedule**

1. **Lunch Periods**  
Employees shall have a daily, uninterrupted, duty-free lunch period of at least thirty (30) minutes. Employees may leave the building without requesting permission during their scheduled duty-free lunch period. Any employee leaving during lunch will notify the building administrator/secretary for safety reasons.
2. **Prep/Break Time**
  - a. On regular school days, all employees shall, in addition to their lunch period, have daily prep/break time of not less than thirty (30) minutes, with the recommended time being forty (40) minutes, during which they shall not be assigned to any other duties. Any employee not scheduled for forty (40) minutes can make arrangements with the building administrator for the additional time to equal a total of forty (40) minutes. Employees needing to leave the building during prep time will notify administrator/secretary for safety reasons.

- b. The practice of using an employee as a substitute is undesirable. In those cases where regular substitutes are not available, employees may be assigned such duty and paid at the rate of \$25 per class period.

C. Meetings

1. Faculty

Employees may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings two (2) days per month. Such meetings shall not exceed sixty (60) minutes. If additional meetings are needed, administrators shall develop mutually acceptable methods of providing comparable release time for employees outside the student instructional day. Meetings shall not be called on Fridays after school or on any day after school immediately preceding any holiday or other day after school upon which employee attendance is not required at school, except in emergency circumstances.

2. Other

Each employee may be required to attend up to three (3) afternoon or evening meetings each year as a regular duty within the terms and conditions of their annual employment. Such meetings shall be limited to Parent-Teacher Association meetings or other groups and committees concerned with school-community problems or activities.

## SECTION 7: SENIORITY PROVISIONS

A. Definition

Seniority shall be defined as the length of continuous employment in years or in parts thereof from the last day of hire as an employee of the Keokuk Community School District.

In those cases where employees have the same number of years of service, the date the initial contract of employment was signed by the employee shall govern seniority. If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of this contract shall be determined by chance as conducted by the Administration.

Part-time employees shall have their seniority determined by a sum of the partial annual contracts under which they have been employed since their last date of hire.

An involuntary loss of employment due to staff reduction shall not be considered a break in continuous employment if recalled within the time limits outlined in this contract. Approved leaves provided for under this contract shall not be considered a break in continuous employment.

Any employee that voluntarily resigns shall forfeit all rights to seniority. Upon re-employment an employee shall begin accruing seniority from the date the contract of re-employment is signed by the employee.

Not later than November 1 of each school year the Superintendent or his/her designee shall provide all employees covered by this contract with a list of the name of each employee, the last



date of hire, and current assignment. In addition, a copy of such list shall be clearly posted in each school office and faculty lounge by November 1. Employees and/or Association shall be granted thirty (30) calendar days to verify and/or correct this information.

## **SECTION 8: SICK LEAVE**

### **A. Definition**

Sick leave shall be defined as a leave of absence for medically related disability with full pay.

### **B. Accumulative Benefits**

All employees under continuing contract shall be granted leave for personal illness or injury in the amount of 15 days annually.

Employees on part-time or partial year contracts shall earn sick leave days at a fractional rate equivalent to their part-time or partial year contract.

Said leave shall be available to an employee as of the first official day of said school year regardless of whether the employee reports for duty on that day.

Unused sick leave days shall be accumulated from year to year to a maximum of one hundred twenty (120) days. Those with more than 120 days as of June 30, 2018, will retain their balance but will not be able to accrue additional days until the balance is less than 120.

When an employee is separated from Keokuk Community School District, he or she forfeits all unused sick leave.

### **C. Extended Leave**

An employee unable to work because of personal illness or disability and has exhausted all sick leave available can request a leave of absence without pay for the duration of the remaining current contract year. Such leave can be requested for renewal for one (1) contract year immediately following the initial request, if the initial request is approved. The granting of all extended leave is at the sole discretion of the Superintendent or his/her designee. An employee shall maintain the same position on the salary schedule and retain sick leave accumulation and other earned benefits during the extended leave. An employee may be required to pay his/her share of health insurance benefits and to reimburse the District for the District's share of health insurance benefits during the extended leave. When the employee returns from said extended leave, he/she shall be placed in any open position for which the employee is qualified, as determined by the District.

### **D. Immediate Family Illness**

Employees shall be granted ten (10) days per year of immediate family illness leave for illness, hospitalization, or surgery of an immediate family member defined as the spouse, the children, and/or the parents, of the employee and/or the employee's spouse. This leave is deducted from the employee's accumulated sick leave. The granting of all immediate family illness leave is at the sole discretion of the Superintendent or his/her designee. The District may require proof of the immediate family member's illness, hospitalization, or surgery.

E. Verification

The District may require a statement from the employee's physician for absences of three (3) or more consecutive days or absences for multiple usage for the same illness.

## **SECTION 9: SICK LEAVE BONUS**

Any employee who uses zero (0) or one (1) sick days between July 1<sup>st</sup> and December 31<sup>st</sup> is entitled to a \$250 bonus payable March 1<sup>st</sup>. Any employee who uses two (2) sick days during that time period is entitled to a \$100 bonus, payable March 1<sup>st</sup>. Any employee who uses zero (0) or one (1) sick days between January 1<sup>st</sup> and June 30<sup>th</sup> is entitled to a \$250 bonus payable on September 1<sup>st</sup>. Any employee who uses two (2) sick days during that time period is entitled to a \$100 bonus, payable on September 1<sup>st</sup>. This bonus will not be affected by the use of personal or professional days. Sick day for purposes of this Section is defined as personal or family illness leave.

## **SECTION 10: TEMPORARY LEAVES OF ABSENCE**

A. Definitions

1. A temporary leave of absence is a temporary, non-accumulative leave of absence with full pay that is available to an employee as of the first official day of said school year regardless of whether the employee reports for duty on that day

B. Personal Leave

1. Annual Benefit

At the beginning of every school year, each employee shall be credited with three (3) days to be used for the employee's personal business. A personal day may be used for any purpose at the discretion of the employee. A personal day may not be taken during a professional development ("PD") day or during parent/teacher conferences. An employee planning to use a personal leave day(s) shall notify his/her principal at least two (2) days in advance, except in cases of emergency. When five (5) such leaves on a given day have been recorded, the administration may deny all further requests for personal leave. Such leaves shall be granted on a first come, first served basis.

- 1a. Teachers who have completed their 15<sup>th</sup> year with the Keokuk Community School District will receive an extra personal day annually for a total of 4 personal days starting at the beginning of their 16<sup>th</sup> school year. The carryover allotment and maximum balances will remain the same.
2. Up to two unused personal days may be carried over to the next year with no more than five days accumulating. Any days not used or carried over will be paid out at the rate of \$150 per day, up to two days.
3. Unpaid leave days, beyond allotted personal days will not be granted without administrative approval.

C. Jury and Legal Leave

1. Jury Leave



Any employee called for jury duty during school hours shall be provided such leave as is necessary. Any fees or remuneration the employee receives during such leave above actual expenses shall be turned over to the Keokuk Community School District.

2. Legal Leave

Any employee who is required by subpoena to appear in any judicial or administrative proceeding shall be provided such leave as is necessary, not to exceed five (5) days per year. This leave is not available if the employee is named as a party in the legal proceeding. Any fees or remuneration the employee receives during such leave above actual expenses shall be turned over to the Keokuk Community School District.

D. Association Leave

At the beginning of every school year, a total of up to thirty (30) days shall be available to the KEA for representatives of the Association to attend conferences and conventions or other activities of the local, state, and national affiliated organizations. Such leave cannot be used for any political purpose. There will be no carry-over of unused Association days. The Association shall pay for any substitute.

E. Professional Leave

1. Annual Benefit

At the beginning of every school year, each employee shall be credited with a maximum of four (4) days to be used for the employee to attend professional conferences. Employees may, at the sole discretion of administration, be credited with more than four (4) days to be used for the employee to attend professional conferences. Professional leave days shall be used for educational purposes to attend professional conferences at the discretion of and approved by the principal.

2. Other Expenses

The Board agrees to provide the necessary and reasonable funds for employees who desire to attend professional conferences. Travel, meals, lodging and registration fees shall be deemed appropriate expenses as well as cost of the substitute if required. District vehicles should be used, if available. If no school vehicles are available, then mileage shall be reimbursed if approved at the District Office prior to the travel at the current rate per mile stated in Board policy. If a school vehicle is available and the employee chooses to take their personal vehicle, mileage will not be reimbursed. A maximum of thirty dollars (\$30) per full day meal allowance shall be provided. Expenses submitted for reimbursement will be done with a Travel Reimbursement form, including all itemized receipts for reimbursement. The form is to be approved by the employee's principal and the Central Office designee. Receipts that are not itemized will not be reimbursed.

F. Funeral Leave

At the beginning of every school year, each employee shall be credited with the following funeral leave:

(a) Up to five (5) days per occurrence for a funeral for the employee's immediate family (defined as the employee's spouse, children or parents);

(b) Up to two (2) days per occurrence for a funeral for the employee's extended family (defined as the grandchildren, grandparents, and siblings of employee and/or employee's

spouse). A third day may be given with the superintendent's approval, with the day coming out of the employee's accumulated sick leave.

(c) One (1) day per occurrence up to two times for any other person's funeral. This day can be taken in 2 hour increments.

Each employee is entitled to take up to a total of five (5) days of funeral leave each school year for the categories (b) and (c) combined. Category (a) will not be limited.

**G. Parental Leave**

At the beginning of every school year, each employee shall be credited with five (5) days to be used for parental leave, which may be used at the time of the birth of a child or the adoption of a child into the immediate family. Such days shall be limited to the day of labor and/or delivery and the day the mother and/or child are released from the hospital and/or for other good causes. Such leave will be deducted from the employee's accumulated sick leave.

**SECTION 11: EXTENDED LEAVES OF ABSENCE**

**A. Military Leave**

An employee shall be granted a leave of absence 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 thirty (30) days of such leave. On completion of such military service, the employee shall be entitled to resume employment without loss of salary or benefits that would have been received had such leave not been taken. An employee whose military service exceeds a continuous period of six (6) months shall make application for reinstatement to the Superintendent or his/her designee and return to employment within ninety (90) days after termination of such military service.

**B. Educational Improvement Leave**

An employee may be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in study at an accredited college or university in a program reasonably related to the employee's professional responsibilities. An employee may be required to pay his/her share of health insurance benefits and to reimburse the District for the District's share of health insurance benefits during the leave. When the employee returns from said leave, he/she shall be placed in any open position for which the employee is qualified, as determined by the District. When the employee returns from said leave, he/she shall receive an appropriate salary, considering the employee's actual service and improved educational attainment. The employee shall maintain the same benefits as the employee would have been awarded had the employee taught in the District during such leave and retain earned sick leave accumulation.

**C. Sabbatical Leave**

**1. Leave Benefit**

An employee who has completed at least seven (7) full school years of service at the Keokuk Community School District may be granted a leave of absence without pay for up to one (1) year for study, including study in another area of specialization; for travel;



or for reasons of value to the school system. An employee may be required to pay his/her share of health insurance benefits and to reimburse the District for the District's share of health insurance benefits during the leave.

2. Requests for Leave

An employee requesting sabbatical leave shall submit said request to the Superintendent or his/her designee no later than January 1 of the school year preceding the school year for which the leave is requested. Any action by the Board must be taken no later than March 1 of the school year preceding the school year for which the leave is requested.

3. Remuneration

During the period of sabbatical leave, an employee may engage in remunerative employment and may accept grants or fellowships.

4. Return to Work

When the employee returns from said leave, he/she shall be placed in any open position for which the employee is qualified and certified. When the employee returns from said leave, he/she shall receive the appropriate salary, considering the employee's actual service and improved educational attainment. The employee shall maintain the same benefits as the employee would have been awarded had the employee taught in the District during such leave and retain earned sick leave accumulation.

D. Good Cause Leave without Pay

An employee may be granted a leave of absence without pay for any good cause authorized by the Superintendent or his/her designee. Such leave may be granted for purposes which the Superintendent or his/her designee considers necessary and/or appropriate. The employee shall apply for such leave in advance whenever possible. An employee may be required to pay his/her share of health insurance benefits and to reimburse the District for the District's share of health insurance benefits during the leave. When the employee returns from said leave, he/she shall be placed in any open position for which the employee is qualified and certified, as determined by the District.

E. Family Medical Leave Act

In Accordance with the Family Medical Leave Act (FMLA) eligible employees may take up to twelve (12) work weeks of unpaid, job-protected, leave in any contract year for certain medical and/or family medical related reasons. The District may require the leave to run concurrently with unpaid FMLA leave. Employees are eligible if they have been employed for at least twelve months and have worked a minimum of 1,250 hours over the last twelve (12) months. The FMLA will be ran in accordance with the Board Policy. Contact Human Resources Department if you have questions regarding FMLA.

## **SECTION 12: LEAVES OF ABSENCE PROCEDURES**

A. Application of Leave Procedures

Any leave procedures outlined in this section shall apply to any leaves outlined in any section of this contract/handbook.

B. Requests for Leave

1. Employees with foreseeable leaves of absence shall complete a leave request using the District's Leave Request application prior to such leaves of absence.
2. Employees with unforeseeable leaves of absence, except for daily sick leave usage, shall complete a leave request using the District's Leave Request application as soon as possible after learning of the need for the leave.
3. Employees shall notify the Superintendent or his/her designee of leave cancellations. Except in emergencies, such notifications shall occur at least twenty-four (24) hours prior to the scheduled leave of absence.

## **PROCEDURE TITLE: LEAVE PROCEDURES**

Board Policy controls all absences of school district employees. The procedures below defines and explains the process by which all employees obtain official approval for any and all absences.

The process begins with the immediate supervisor with final approval by the superintendent or designee except for personal illness or family illness which begins with the call to the sick leave recorder.

The categories of employees and the title of their immediate supervisor for leave purposes are listed below:

### EMPLOYEE CATEGORY    SUPERVISOR'S TITLE

Teacher Associates.....	Principal(s)
Assistant Principals.....	Principal
Cafeteria Employees.....	Cafeteria Mgr./Food Service Supervisor
Central Office.....	Superintendent
Custodial Employees.....	Principal (school year)/Maintenance & Custodial Supervisor (summer)
Maintenance Employees.....	Maintenance & Custodial Supervisor
Principals.....	Superintendent
Secretaries and Clerks.....	Principal
Superintendent.....	President of the Board of Education or Central Office
Administrator	
Supervisors/Directors.....	Superintendent
Teachers.....	Principal(s)
Transportation Employees.....	Transportation Supervisor

1. All employees are to utilize the District leave request forms to apply for all leaves except sick leave which is explained below. Such leave requests are submitted first to the employee's immediate supervisor.
2. An immediate supervisor's signature only indicates awareness of a leave application. The supervisor may state an opinion concerning the validity of the request, but the opinion does not bind the school district or that supervisor to final approval or disapproval.
3. Leaves may be taken in one-eighth (1/8) day increments outside the student day (days and times when students are not in school) and within the student day if no substitute is required (at the administrator's



discretion) and in one-fourth (1/4) day increments within the student day including PLC times. Leaves occurring during previously unscheduled early release or late start days will not be adjusted. They will be adjusted if school is canceled.

4. The deduction of a day's wages from the employee's monthly pay check shall be the district's control over unauthorized leaves or improper use of leave procedures, but multiple unauthorized leaves or unpaid leaves could result in suspension and/or termination.

5. Employees shall notify the Central Office of leave cancellations. Except in emergencies, such notification shall occur at least twenty-four (24) hours prior to the scheduled leaves of absence.

6. Minor illness that requires sick leave can only be granted to employees that request such leave through the District's Leave Request application by 6:30 a.m.

7. Illness occurring after 6:30 a.m. or during the workday must be reported by contacting the immediate supervisor who then contacts the Central Office. Child illness leaves are requested in the same manner as listed above.

8. Major illness which is classified as illness, hospitalization or temporary disability that can be anticipated or that is of three (3) workdays or more in duration requires the filing of a leave request supported by the statement(s) of one or more physicians. The physician's statement must indicate not only that the employee is unable to work until the date indicated, but that the employee will be able to assume their full and complete duties after the indicated date. The physician's statement is crucial to the granting of the leave. The employee must contact their immediate supervisor in this case. The employee will be required to submit a release from their doctor before returning to work.

9. Leave requiring financial reimbursement by the school district shall be subject to the following conditions:

- a) The administrator is responsible for the allocation of funds within the school or department travel account.
- b) A purchase order must be generated and attached to the leave request if the District is to pre-pay expenses (20 days minimum must be allowed for processing).
- c) Staff members should complete a travel reimbursement form and have it approved by his or her immediate supervisor. When the travel code funds are exhausted, expense paid leave for the school or department must cease.
- d) The maximum amount allowed to be reimbursed for meals shall be \$50.00 per day – itemized receipts must be submitted with the travel invoice to the Central Office upon return from the leave. The form must be signed by the principal or supervisor for the employee to obtain reimbursement. A maximum estimated gas cost must be placed on the travel reimbursement even if a school vehicle is to be used.
- e) School vehicles are to be used for out-of-district travel. Employees may choose to use their personal vehicle but will not be reimbursed mileage.

## **SECTION 13: FILE REVIEW**

### **A. Personnel File Review**

1. Each employee shall have the right at any time to review the contents of his/her personnel file and may request a representative of the Association to accompany them. The employee shall indicate in writing (or signed form) to be placed in said file that the employee has examined the same. Examination of the employee's central office file shall take place in the Superintendent's Office. The employee's central office file shall be the only personnel file maintained on any employee.
2. The Board or its Administrative Representative, including building principals, shall not establish any separate personnel file which is not available for the employee's inspection.
3. Only those personnel who have an official right and reason for doing so may inspect an employee's file. Parties examining the files shall record name, date and purpose for examination. This log shall be retained in the file examined.
4. Items within the personnel folder shall be removed only by the Superintendent or his/her designee and all adverse evaluations and/or complaints shall be removed from the file after they are older than five (5) years of age.
5. Anonymous material placed in an employee's file prior to the execution of this Agreement shall at such employee's request be removed there from, and in any event, shall be given no weight or consideration for any purpose whatever.

#### B. Personnel File Contents

1. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file.
2. A copy of any complaint directed toward an employee which is placed in said personnel file is to be promptly called to the employee's attention and signed by the source.
3. Employee evaluations as defined in the handbook including the employee's response to the evaluation shall be included in the personnel file except if such an evaluation is not upheld in the grievance process.
4. No other material derogatory to an employee's conduct, service, character or personality shall be placed in the file unless it is signed by the source. The burden of proof and documentation shall be the responsibility of the writer of such materials and if such materials are proven to be untrue or unsubstantiated, they shall be removed.
5. The foregoing provisions are not applicable to confidential credentials from college or university placement offices.
6. Except as defined herein the contents of the personnel folder shall be determined by the administration.

#### C. Personnel File Reproduction

The employee shall have the right to reproduce any of the contents of said file excluding Section B-5 above.

### **SECTION 14: DURATION**

This agreement shall be effective July 1, 2023, and shall continue in force and effect until June 30, 2026.

### **SECTION 15: LABOR MANAGEMENT COMMITTEE**



1. The District and Association agree to establish a joint Labor Management Committee. The purpose of this committee is to collaboratively discuss and make decisions regarding employment matters not referred to in the master contract and other matters mutually agreed upon. This group will consist of two members from each Labor Group and three from Administration.

### Signature Clause

In witness thereof, the parties hereto have caused this Master Contract to be signed by their representatives, and their signatures placed thereon on this 15<sup>th</sup> day of May, 2023

For the Association:

By: Nancya Brisham  
President  
Keokuk Education Association

By: Stacie Beethunje  
Chief Negotiator  
Keokuk Education Association

For the Board:

By: By d. H. L.  
President  
Keokuk Board of Directors

By: Russ Derr  
Chief Negotiator  
Keokuk Board of Directors

## SCHEDULE A: KEA SALARY SCHEDULE

<b>2023-2024 KEA SALARY SCHEDULE</b>						
STEP	NURSES	NURSE BSN	BA	BA+15	MA	MA+20
18						
17						\$74,093 1.94
16					\$70,920 1.85	\$72,330 1.89
15					\$69,157 1.80	\$70,568 1.84
14				\$61,049 1.57	\$67,395 1.75	\$68,805 1.79
13				\$59,639 1.53	\$65,632 1.70	\$67,042 1.74
12		\$56,466 1.44	\$56,466 1.44	\$58,229 1.49	\$63,869 1.65	\$65,280 1.69
11	\$40,955 1.00	\$55,056 1.40	\$55,056 1.40	\$56,819 1.45	\$62,107 1.60	\$63,517 1.64
10	\$40,250 0.98	\$53,646 1.36	\$53,646 1.36	\$55,409 1.41	\$60,344 1.55	\$61,754 1.59
9	\$39,545 0.96	\$52,236 1.32	\$52,236 1.32	\$53,999 1.37	\$58,582 1.50	\$59,992 1.54
8	\$38,840 0.94	\$50,826 1.28	\$50,826 1.28	\$52,588 1.33	\$56,819 1.45	\$58,229 1.49
7	\$38,135 0.92	\$49,416 1.24	\$49,416 1.24	\$51,178 1.29	\$55,056 1.40	\$56,466 1.44
6	\$37,430 0.90	\$48,006 1.20	\$48,006 1.20	\$49,768 1.25	\$53,294 1.35	\$54,704 1.39
5	\$36,725 0.88	\$46,595 1.16	\$46,595 1.16	\$48,358 1.21	\$51,531 1.30	\$52,941 1.34
4	\$36,020 0.86	\$45,185 1.12	\$45,185 1.12	\$46,948 1.17	\$49,768 1.25	\$51,178 1.29
3	\$35,315 0.84	\$43,775 1.08	\$43,775 1.08	\$45,538 1.13	\$48,006 1.20	\$49,416 1.24
2	\$34,609 0.82	\$42,365 1.04	\$42,365 1.04	\$44,128 1.09	\$46,243 1.15	\$47,653 1.19
1	\$33,904 0.80	\$40,955 1.00	\$40,955 1.00	\$42,718 1.05	\$44,480 1.10	\$45,890 1.14
BASE		\$	34,578			
Phase II		\$	675			
TQ		\$	5,702			
CAREER INC.		\$	3,525			

**SCHEDULE B: EXTRA-CURRICULAR ACTIVITY PAY**  
**SECTION 1: WAGES**

<b>Units</b>	<b>510.00</b>	<b>Extra Duty</b>
14.5	7,395.00	HS Head Track (Combined Boys/Girls)
14.5	7,395.00	HS Wrestling (Combined Boys/Girls)
13	6,630.00	HS Accompanist
12	6,120.00	HS Head Football
12	6,120.00	HS Head Girls Basketball
12	6,120.00	HS Head Boys Basketball
11.5	5,865.00	HS Head Boys Wrestling
11.5	5,865.00	HS Head Girls Wrestling
11.5	5,865.00	HS Head Girls Track
11.5	5,865.00	HS Head Boys Track
11.5	5,865.00	HS Head Volleyball
11.5	5,865.00	HS Band/K-12 & Program Coord
10.5	5,355.00	MS Activities Coordinator
10	5,100.00	HS Head Boys Soccer
10	5,100.00	HS Head Girls Soccer
10	5,100.00	HS Head Baseball
10	5,100.00	HS Head Softball
10	5,100.00	Head Bowling
8.5	4,335.00	HS Vocal Music
7.25	3,697.50	Head Cross Country
7.25	3,697.50	Head Swimming
7.25	3,697.50	Head Girls Golf
7.25	3,697.50	Head Boys Golf
7.25	3,697.50	Head Girls Tennis
7.25	3,697.50	Head Boys Tennis
7.25	3,697.50	HS Assistant Football
7.25	3,697.50	HS Assistant Boys Basketball
7.25	3,697.50	HS Assistant Girls Basketball
7.25	3,697.50	HS Assistant Volleyball
7.25	3,697.50	HS Assitant Wrestling
7.25	3,697.50	HS Assistant Track
7.25	3,697.50	HS Assistant Soccer
7.25	3,697.50	HS Assistant Baseball
7.25	3,697.50	HS Assistant Softball
7.25	3,697.50	HS Assistant Marching Band
6.5	3,315.00	K-12 Band

6.25	3,187.50	Detention Study Hall (After School)
6.25	3,187.50	HS Yearbook Sponsor
6.25	3,187.50	MS Athletic Event Coordinator
5.75	2,932.50	Little Feather Director
5.75	2,932.50	Winter Guard/Color Guard
5	2,550.00	MS Accompanist
5	2,550.00	HS Drama Head (fall/spring)
4.25	2,167.50	HAW Bus Loading Supervisor
4.25	2,167.50	HS Speech Head Individual Events
4.25	2,167.50	HS Speech Head Large Group Events
4.25	2,167.50	HS Assistant Cross Country
4.25	2,167.50	HS/MS Assistant Cross Country
4.25	2,167.50	HS Assistant Swimming
4.25	2,167.50	HS Assistant Golf
4.25	2,167.50	HS Assistant Boys Tennis
4.25	2,167.50	HS Assistant Girls Tennis
4.25	2,167.50	HS Assistant Bowling
4.25	2,167.50	Head 7th Football
4.25	2,167.50	Head 8th Football
4.25	2,167.50	Head 7th Volleyball
4.25	2,167.50	Head 8th Volleyball
4.25	2,167.50	Head 7th-8th Boys/Girls Cross Country
4.25	2,167.50	Head 7th Boys Basketball
4.25	2,167.50	Head 8th Boys Basketball
4.25	2,167.50	Head 7th Girls Basketball
4.25	2,167.50	Head 8th Girls Basketball
4.25	2,167.50	Head 7th-8th Wrestling
4.25	2,167.50	Head 7th-8th Boys Track
4.25	2,167.50	Head 7th-8th Girls Track
4.25	2,167.50	Head 7th-8th Boys/Girls Soccer
4.25	2,167.50	MS Softball Head
4.25	2,167.50	MS Vocal Music
4	2,040.00	HS Cheerleading Sponsor - Winter
4	2,040.00	HS Jazz Band
3.75	1,912.50	HS Student Council
3.25	1,657.50	Lunchroom Duty (in lieu of duty free lunch)
3.25	1,657.50	Assistant 7th Football
3.25	1,657.50	Assistant 8th Football
3.25	1,657.50	Assistant 7th-8th Boys/Girls Cross Country
3.25	1,657.50	Assistant 7th Boys Basketball
3.25	1,657.50	Assistant 8th Boys Basketball
3.25	1,657.50	Assistant 7th Girls Basketball
3.25	1,657.50	Assistant 8th Girls Basketball



3.25	1,657.50	Assistant 7th-8th Wrestling
3.25	1,657.50	Assistant 7th-8th Boys Track
3.25	1,657.50	Assistant 7th-8th Girls Track
3.25	1,657.50	Assistant 7th-8th Boys/Girls Soccer
3.25	1,657.50	Assistant 7th Volleyball
3.25	1,657.50	Assistant 8th Volleyball
3.25	1,657.50	MS Softball Assistant
3.25	1,657.50	MS Jazz Band
2.75	1,402.50	HS National Honor Society
2.75	1,402.50	Junior/Senior Event Sponsor
2.75	1,402.50	Junior Class Sponsor
2.75	1,402.50	MS Cheerleading Sponsor (1 position)
2.75	1,402.50	HS Cheerleading Sponsor - Fall
2.75	1,402.50	HS Speech Assistant (Individual Events)
2.75	1,402.50	HS Speech Assistant (Large Group Events)
2.5	1,275.00	Elementary Patrol Supervisor
2.25	1,147.50	HS Science Activities
2.25	1,147.50	MS Student Council
2.25	1,147.50	ACT Prep
2.25	1,147.50	HS Creative Writing
2.25	1,147.50	MS Math Club (1 position)
2.25	1,147.50	MS Science Club (1 position)
2.25	1,147.50	MS Memory Book
2.25	1,147.50	Fall Weightroom Supervision
2.25	1,147.50	Winter Weightroom Supervision
2.25	1,147.50	Spring Weightroom Supervision
2.25	1,147.50	Summer Weightroom Supervision
2.25	1,147.50	Gay/Straight Alliance Club
2.25	1,147.50	HS Art Club
2.25	1,147.50	Mini Feathers Director (MS)
2.25	1,147.50	HS Drama Assistant (fall/spring)
2.25	1,147.50	HS Pep Band
1.5	765.00	HS Cheerleading Sponsor - JV
1.5	765.00	Sophomore Class Sponsor
1.5	765.00	Freshman Class Sponsor

**SCHEDULE B: EXTRA-CURRICULAR ACTIVITY PAY  
SECTION 2: WORK DAYS**

<b>Class I Jobs</b>	<b>Work Days</b>	<b>Regular Season</b>	<b>Tournament</b>	<b>Start/End Dates</b>
HS Boys/Girls Cross Country	83	73	10	Week 6 –Monday/Week 17--Saturday
HS Volleyball	97	77	20	Week 6—Monday/Week 19—Saturday
HS Football	104	79	25	Week 6—Monday/Week 20--Saturday
HS Girls Swimming	90	82	8	Week 7—Monday/Week 18—Saturday
HS Boys Swimming	97	89	8	Week 19—Monday/Week 32—Saturday
HS Boys/Girls Bowling	110	101	9	Week 19—Monday/Week 34—Saturday
HS Girls Basketball	118	100	18	Week 19—Monday/Week 35—Saturday
HS Wrestling	97	89	8	Week 20—Monday/Week 33—Saturday
HS Boys Basketball	118	98	20	Week 20—Monday/Week 36—Saturday
HS Boys Track	97	87	10	Week 33—Monday/Week 46—Saturday
HS Girls Track	97	87	10	Week 33—Monday/Week 46—Saturday
HS Boys Golf	76	60	16	Week 37—Monday/Week 47—Saturday
HS Girls Golf	80	63	17	Week 37—Monday/Week 48—Saturday
HS Boys Tennis	76	59	17	Week 37—Monday/Week 47—Saturday
HS Girls Tennis	83	61	22	Week 37—Monday/Week 48—Saturday
HS Boys Soccer	83	70	13	Week 37—Monday/Week 48—Saturday
HS Girls Soccer	82	71	11	Week 38—Monday/Week 49—Saturday
HS Baseball	90	77	13	Week 44—Monday/Week 4—Saturday
HS Softball	75	59	16	Week 45—Monday/Week 3—Saturday
MS Football	40			1 <sup>st</sup> week of school—Monday/Week 15--Friday
MS Volleyball	40			1 <sup>st</sup> week of school—Monday/Week 15--Friday
MS Cross Country	43			1 <sup>st</sup> day of school/Week 15
7 <sup>th</sup> Boys' Basketball	42			Week 16—Monday/Week 24--Friday
8 <sup>th</sup> Boys' Basketball	35-40			1 <sup>st</sup> day after winter break/Week 33 or 34--Friday
7 <sup>th</sup> Girls' Basketball	35-40			1 <sup>st</sup> day after winter break/Week 33 or 34--Friday
8 <sup>th</sup> Girls' Basketball	42			Week 16—Monday/Week 24--Friday
MS Wrestling	52			Week 20—Monday/Week 32--Friday
MS Track	44			Week 37—Monday/Week 46--Friday