

MASTER CONTRACT

BETWEEN

THE POSTVILLE EDUCATION

SUPPORT

EMPLOYEES ASSOCIATION

AND

THE POSTVILLE COMMUNITY

SCHOOL DISTRICT

FOR THE

25-26, 26-27, 27-28,

28-29, and

2029-2030

SCHOOL YEARS

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ARTICLE I GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a claim by an employee, or a group of employees, that there has been a violation, misrepresentation, or misapplication of any provision of the agreement.

B. APPLICATION

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting employees, both parties agree that these proceedings will be confidential as may be appropriate at any level of procedure.

The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. The time limits may, however, be extended by mutual agreement.

The school district shall not be required to process any grievance beyond level one (informal) unless it is submitted on the proper form as listed in Schedule A.

In the event, a grievance is filed at such time that it cannot be processed through the maximum extension of the steps in this grievance procedure by the end of the school year, every effort shall be made by the parties involved to expedite the grievance procedure process.

It is agreed by both parties to make every effort to avoid interference with or interruption of the instructional program or assigned duties in the handling or processing of any grievance.

C. PROCEDURES

1. Level One – Immediate Supervisor (informal)

Any employee with a potential grievance shall notify his/her immediate supervisor within ten (10) days from the date of the occurrence of the event giving rise to the grievance. An attempt shall be made to resolve any grievance in informal verbal discussion between

the aggrieved party and his/her immediate supervisor.

If the grievance still exists ten (10) formal days after the notification of the immediate supervisor, the aggrieved party may invoke the formal grievance procedure by filing of the formal, written grievance (on the form set forth in Schedule A). Said grievance shall be filed with the Association and building principal within five (5) days of the disposition of the grievance through level one of the grievance procedure.

2. Level Two – Building Principal (formal)

The appropriate principal or designee shall indicate the disposition of the grievance in writing within five (5) days of the presentation of the formal grievance; one copy to the aggrieved party, one copy to the Association and one copy to the Superintendent.

If the aggrieved party or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) day period, the grievance shall be transmitted to level three.

3. Level Three - Superintendent

The Superintendent or designee shall meet with the aggrieved party and the Association within five (5) days of receipt of the grievance. Within ten (10) days of receipt of the grievance, the Superintendent or designee shall indicate his disposition of the grievance in writing; one copy to the aggrieved party, one copy to the Association, and one copy to the Principal.

If the aggrieved party or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) day period, the grievance shall be transmitted to level four.

4. Level Four – School Board

If the Association determines that the grievance is meritorious, it may submit the grievance to the School Board for final decision. The procedure shall be initiated within five (5) days of the Superintendent's disposition by filing a "Notice of Appeal" with the School Board secretary. A copy of the notice shall be delivered at the same time to the Superintendent.

The School Board shall issue its decision not later than thirty (30) calendar days from the date it received the "Notice of Appeal." The School Board decision shall be in writing and their supporting reasons shall be given.

The decision of the School Board, if made in accordance with its jurisdiction and authority, shall be accepted as final by the parties and both will abide by it.

The School Board, in its decision, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The School Board's authority shall be strictly limited to deciding only the issue or issues presented by the District and the aggrieved party; and its decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

D. MEETINGS AND HEARINGS

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives.

E. RIGHTS OF EMPLOYEE TO REPRESENTATION

Any aggrieved employee under this procedure shall be represented at all stages of the grievance procedure by him, or at his/her option, accompanied by a representative selected or approved by the Association.

G. GROUP GRIEVANCE

If in the judgment of the Association, a grievance affects a group of employees, the Association may submit such a grievance by filing the appropriate form with the Superintendent directly and the processing of such grievance shall be commenced at level three. The grievance filed under this procedure must be filed within ten (10) days from the date of the occurrence of the event giving rise to the grievance.

ARTICLE II JOB CLASSIFICATION

The following shall be the job classifications for the members of the bargaining unit.

A. Custodian

- a) Custodian (Full-time)
- b) Custodian (Part-time)

B. Food Service

- a) Cooks (Full-time/Part-time)
- b) Part-time Kitchen Help

C. Secretaries

- a) Elementary Secretary
- b) Secondary Secretary

D. Paraprofessional

- a) Full-time
- b) Part-time

ARTICLE III
WAGES

A. WAGE INCREASE

- The hourly wage for the 25-26 contract year shall be increased by 1.00 dollar per hour.
- The hourly wage for the 26-27 contract year shall be increased by .75 cents per hour.
- Future years of the contract will be negotiated.

B. STARTING WAGE

The Board may, at its discretion, hire an employee at a higher wage based on skills and experience for hard-to-fill positions.

C. PAY PERIODS

Each employee shall be paid in twenty-four (24) installments on the 15th and 30th of each month starting in September of each contract year. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

D. OVERTIME

Employees will not be authorized to serve more than forty (40) hours in any week without prior approval of their immediate supervisor or Superintendent.

Staff members will only be paid time and a half for hours that they work over 40 in a workweek. Paid time off for vacation, sick leave, holidays, etc. does not count towards the 40 hours in a workweek.

E. PAYMENT OF WAGES

Employees shall only be paid for work actually performed as assigned.

F. STAFF MEETINGS

Staff meetings commencing before or after individual employees normal assigned working hours shall be paid at each individual employee's hourly wage.

ARTICLE IV HOURS

A. LOST WORK HOURS

In the event, the district delays the start of the school day or shortens the length of the regularly scheduled school day for reasons including, but not limited to, professional development for teachers or for weather-related conditions, paraprofessionals may work, with prior approval by the building administrator, during the regularly scheduled school hours to meet their daily assigned hours.

If school is canceled prior to the regular start of the school day, the employee will not be paid for the day and will not have the ability to make up that day's time during the regular week. This day will be made up and worked at a later date.

B. BREAK TIME

Each full-time employee shall have one fifteen (15) minute break with full pay during the first half of his/her shift and one fifteen (15) minute break with full pay during the second half of his/her shift, each of which shall be at a time approximately in the middle of the half shift within which it occurs and exact time to be assigned by the immediate supervisor. Employees working less than full-time, and more than four hours shall have one fifteen (15) minute break, as assigned by the supervisor, approximately in the middle of their shift.

ARTICLE V JOINT LABOR-MANAGEMENT COMMITTEE

The Association and the District agree to establish a joint Labor-Management Committee. The purpose of this committee is to collaboratively discuss and make recommendations regarding employment matters not referred to in the Master Agreement and other matters mutually agreed upon. Prior to the Board modifying any portion of the handbook, a committee consisting of two Association members, the Superintendent or his/her designee and the School Business Official or his/her designee will discuss the potential changes and the rationale for those proposed changes.

ARTICLE VI LEAVES

A. SICK LEAVE

All employees will be granted school days sick leave according to the following schedule:

Years of Employment	Number of Days of Sick Leave
First	10
Second	11
Third	12
Fourth	13
Fifth	14
Sixth	15
Subsequent Years	15

Unused sick leave is accumulated to 120 days. The Board may, in each instance, require such reasonable evidence as it may require confirming the necessity of sick leave.

A day for sick leave purposes for employees shall be defined as the individual employee's normal assigned working hours.

All employees working less than 30 hours/week and employed in the current school year who return for the following school year, will be at the second year of service for purposes of accumulation of sick leave.

B. SICKNESS IN THE FAMILY

Six (6) sick leave days will be granted yearly from accumulated sick leave for illness/health issues of an immediate family member consisting of spouse, mother, father, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister, brother, and grandchild. This leave is allowed if administering care to the sick individual or going to doctor/dental appointments.

C. HEALTH CRISIS LEAVE

At the beginning of each school year, each employee who is employed more than twenty (20) hours per week shall be granted without loss of pay one (1) day in the event of a surgery or any serious illness or injury in the immediate family. The immediate family should be defined as spouse, mother, father, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, and grandchild.

D. ADDITIONAL LEAVE

Additional days shall be granted at the discretion of the Superintendent. Each request for additional days shall be considered on its own merit insofar as length of time and loss of pay.

E. BEREAVEMENT

Death in the family shall be reason for not more than five (5) days in any one school year without loss of pay to any employee employed more than twenty (20) or more hours per week. Family consists of spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, grandparents, grandchildren, great-grandparents, grandparents-in-law and family friend.

F. PERSONAL

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal business. A personal business day may be used for any purpose at the discretion of the employee provided they state the reason.

A third day of personal leave may be taken without pay.

Employees desiring to use said personal leave shall apply as far in advance as possible. Personal leave may accumulate to five (5) days.

G. JURY AND LEGAL

Any employee called for jury duty during school hours shall be provided each time with pay. Any fees or remuneration the employee receives during such time shall be turned over to the school district.

H. FAMILY MEDICAL LEAVE

Employees of the District are entitled to family medical leave to the extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act.

ARTICLE VII VACATIONS

All twelve (12) month full-time employees shall be provided with vacation using the following schedule:

Years of Employment	Vacation Days
1	5 days - Additional 2 after 8 months Employment
2-3 years	10 days
4-6	12 days
7-10	15 days
11-14	17 days
15+	20 days

ARTICLE VIII HOLIDAYS

All twelve (12) month employees shall receive the following paid holidays:

- a) Labor Day
- b) Thanksgiving Day
- c) Friday following Thanksgiving
- d) Christmas Day
- e) One (1) day during the school Christmas break
- f) New Year's Day
- g) Good Friday
- h) Memorial Day
- i) July 4

All nine (9) and ten (10) month employees will receive seven (7) paid holidays: New Year's Eve, New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, and Memorial Day. If school is finished prior to Memorial Day, no compensation will be given. Compensation will be given if school should dismiss after Memorial Day.

When a holiday falls on a Saturday or Sunday, the employees shall receive the proceeding Friday or succeeding Monday as a paid holiday. The Superintendent or his/her designee shall select a custodian or custodians to work such day(s) as need warrants.

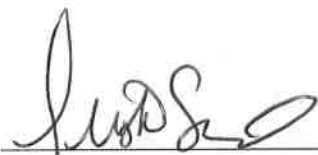
**ARTICLE IX
DURATION AND SIGNATURE**

A. DURATION PERIOD

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

B. SIGNATURE CLAUSE

In witness whereof, the parties have caused this Agreement to be signed by their respective presidents, attested by their respective Chief Negotiators, and their signature placed thereon, all on the 27th day of May, 2025.



By:
Association's Chief Negotiator
Postville Education Support Employee Association



By: Travis Koenig
Postville Community School District
Board President