

Bondurant-Farrar Community School District
300 Garfield St. S.W.
Bondurant, Iowa 50035

TEACHERS' COMPREHENSIVE CONTRACT AGREEMENT



2023 - 2026

Revised 03/06 /2023

COMPREHENSIVE CONTRACT AGREEMENT

**Between the Employer
BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT**

And

**The Employees Represented by
THE BONDURANT-FARRAR EDUCATION ASSOCIATION**

**Representing the
Board of Education:**

**Chad Carlson
Rich Powers
Cari Aylsworth**

**Representing the Bondurant-
Farrar Education Association:**

Alex Kitchen, Lead Negotiator

BOARD MEMBERS:

**Stacia Sannyt , President
Chris Freese , Vice President
Sue Ugolini
Garry Lenhart
Chris Freese
Kayla Vandehaar**

B.F.E.A. Representatives:

**Cindy Drummond
Alison Stewart
Megan Weaver
Andrew Golightly**

July 01, 2023 until Midnight, June 30, 2026

PREAMBLE

ARTICLE I - Recognition

ARTICLE II - Grievance Procedures

ARTICLE III - Wages and Salaries

ARTICLE IV - Additional Pay

Article IV- Appendix B

ARTICLE V - Leaves of Absence

ARTICLE VI - Hours, Vacations, and Holidays

ARTICLE VII - Health and Safety

COMPLIANCE CLAUSES AND DURATION

PREAMBLE

The Board of Directors of the Bondurant-Farrar Community School District, hereinafter referred to as the Employer, and the Bondurant-Farrar Education Association, recognize that the aim of the public schools is to provide a quality educational program for children and youth of the school district.

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

ARTICLE I - Recognition

- A. The Board of Directors of the Bondurant-Farrar Community School District, hereinafter referred to as the Employer, recognizes the Bondurant-Farrar Education Association, hereinafter referred to as the Association, as the sole and exclusive negotiating agent for: all employees set forth in PERB certification instrument (Case No. 304) and amended by PERB on April 10, 1990. (Case No. 3658)

ARTICLE II - Grievance Procedures

A. Definitions

A grievance is a claim that there has been an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement. A grievant is the employee making the complaint. The purpose of the grievance procedures is to secure, at the lowest possible level, solutions of complaints related to the Agreement. Both parties agree that these procedures shall be kept informal and confidential.

B. Process

1. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.
2. The failure of an 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, however, may be extended by mutual written agreement.
3. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher 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 teacher or staff. Compensated time will not be applicable to the grievance procedure.
4. The terms of these grievance procedures shall in no way negate the rights of any individual from meeting privately to process a grievance, at either the informal or formal states of the grievance procedures. This shall include, however, at the option of the aggrieved person, the right of accompaniment of representatives of their choosing. The Association may be present at all formal steps of the grievance procedure unless otherwise specified by the grievant. The supervisor, also, has the right of a representative of his/her choice at all formal steps of the grievance procedure.
5. If several employees have the identical complaint, those employees can file all names on one form as a "group grievance." The group grievance must be presented by one of the employees listed on the form.

C. Procedure

1. Step One

An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant, and his or her principal or designee. An aggrieved person must initiate Level One on any alleged grievance within thirty (30) calendar days from the time of the occurrence of the alleged violation. Failure to meet these

time limits shall act as a bar to any written appeal at any step under these procedures.

2. Step Two

If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing with the principal or designee. The grievance will be filed with the appropriate supervisor, and a copy of the grievance sent to the Association. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement allegedly violated, shall state the date of the alleged violation, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) working days from the date of the informal meeting in Step One. The principal or designee shall make a decision on the grievance and communicate it in writing to the teacher, Association, and the superintendent within ten (10) working days after receipt of the grievance.

3. Step Three

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within ten (10) working days of the principal's or designee's written decision at the second step, a copy of the grievance with the superintendent (or designee), completing that section of the form pertaining to this step in the procedure. Within ten (10) working days after such written grievance is filed, the aggrieved and superintendent (or designee) shall meet to resolve the grievance. The superintendent (or designee) shall file an answer within ten (10) working days of the third step grievance meeting, and communicate it in writing to the teacher, the principal or designee, and the Association stating the outcomes of the meeting.

4. Step Four

If the grievance is not resolved satisfactorily at Step Three, there shall be available a fourth step of impartial arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving teacher, to the superintendent within twenty (20) working days from receipt of the Step Three answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within ten (10) working days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) working days, the American Arbitration Association will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time with the Association making the first strike from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator shall be binding on the parties. Both the Employer and the Association reserve the right to reject the entire list one time. Expenses for the arbitrator's services shall be borne equally by the Employer and the Association. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before the completion of the Step Three meeting. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the

provisions of the Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Employer and the Association, and that decision must be based solely and only upon the interpretation of the meaning of application of the express relevant language of the Agreement.

D. Other Areas

1. No reprisals of any kind will be taken by the Employer against any bargaining unit member because of his/her participation in the grievance procedure.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not become a part of the employee's permanent evaluation records.
3. If the grievant files in any form or forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.
4. If a grievance is filed at the end of the second semester, working days in the above agreement will become "calendar" days, and the process will be completed during the summer months.

ARTICLE III - Wages and Salaries

A. Salary Schedules and Placement on Schedule

1. The salary of each employee covered by the regular salary schedule and who is eligible for Teacher Supplemental Salary payments is set forth in Schedule C, the Combined Salary Schedule for each respective year of this agreement. Schedule C is determined by the combination of the amounts set forth on Schedule A for each year plus the amount of “Years of Service” pay and Supplemental Salary Disbursements as further explained below.
2. Placement of newly hired employees shall be determined by the employer.

B. Advancement on the Salary Schedule - Educational Lanes

1. All semester credit/hours the employee is requesting to be applied toward advancement on the educational lanes of the salary schedule must be on the graduate level of the teaching assignment of the employee and/or course required by that employee as part of his/her approved advanced degree program (with the exception stated in #6 below). In order for graduate hours to be considered for advancement on the salary schedule, the employee must receive the approval of the superintendent or designee prior to enrollment in the course. The Employer shall have the sole responsibility of determining the validity of the hours to be recognized by educational lane advancement, and on its approval of the employee request, will place the employee on the advanced educational lane.
2. The employee must file, on forms provided by the Employer, intent to change educational lanes no later than the first day of the second semester of the preceding contract year in order to qualify for that change. The employee, who has timely filed for educational lane change, must submit course verification/transcripts to change educational lanes no later than September 1 of that contract year. All course work on lane changes must be substantiated by grade transcripts from an approved college, university, or Area Education Agency by September 1.
3. All hours earned toward educational lane advancement must be earned within a ten-(10) year period. All such hours must be earned while employed in the Bondurant-Farrar Community School District, unless otherwise agreed upon with the new employee at the time of employment.
4. Hours earned on lane changes past degree lane must be earned after receipt of the degree. Credit/hours earned beyond what’s necessary can be applied to movement on the salary schedule.
5. All hours earned on lanes past the BA must be N.C.A. accredited graduate hours or staff development approved by the superintendent/designee.

6. A maximum of six staff development credits will be allowed per educational lane change. The six credits must be earned subsequent to each lane change to count towards another lane change.

C. Experience Advancement on Salary Schedule

1. Employees, upon completion of satisfactory job performance for the year, shall advance one step within their lanes on the salary schedule for the next contract year up to the maximum steps. However, the Employer maintains the right to hold an employee who has performed less than satisfactorily (below average), in the Employer's evaluation, on his/her current step on the salary schedule. Those at the maximum step who perform less than satisfactorily (below average), may be held at the current salary.
2. An employee must teach a minimum of fifty-five (55) days of each semester to be eligible for advancement or salary increase.
3. Generally, an employee will make a maximum of one (1) vertical and one (1) horizontal step or lane change on Schedule A per contract year. Teachers may earn a maximum of 6 graduate hours per district semester, including the summer term. This equates to a maximum of 18 graduate credits per calendar year.
4. Employees are required to meet the certification requirements of the Board of Educational Examiners.

D. Method of Payment

1. Pay periods
 - a. Each employee shall be paid in twelve (12) installments on the 20th of each month.
 - b. An employee must use direct deposit. The employee will provide the Business Office with deposit information.
2. When a pay date falls on a weekend, "comp" day or holiday as defined in this Agreement, all direct deposits will be made on the workday preceding the "comp" day, weekend or holiday.

E. Extended "Non-teaching" Contract

For general extended contracts, pay will be a per diem rate of the current salary schedule. The employer determines time for employment.

F. Other Classroom Teaching

Other classroom teaching assignments (excluding federal programs) will be reimbursed at the rate of \$26 per hour.

G. Allocation of the Teacher Salary Supplement funds

1. For the current contract, the Years of Service payment categories for a full time employee are as agreed. Specifics follow:

a. Step 0-4:	\$700
b. Step 5-10:	\$1,300
c. Step 11 or more	\$1,400

The Years of Service payments for this current contract are determined by the placement adjustments agreed upon by the Bondurant – Farrar Education Association and the Bondurant – Farrar Community School District.

2. For the current contract, the Teacher Supplemental Salary Disbursement shall be \$5,000 per full-time employee and prorated for anything below 1.0 FTE.
3. Payments of TSS funds in the current contract are based upon an assumption of additional staff positions. In the event that there are TSS funds remaining from the current school year for any reason, such excess funds shall be carried forward and added to the amount to be disbursed in the following school year.
4. To the extent the District receives Teacher Salary Supplement (TSS) funds for the current school year, or has funds “carried over” from a prior year, the funds will be allocated as follows. First, the TSS fund amount is reduced by deducting an amount equal to the FICA and IPERS payments to be made on the salary payments arising from the TSS funds. The remaining amount is allocated to salaries with twenty percent (20%) of the TSS to be used for “Years of Service” payments, and eighty percent to be used for Teacher Supplemental Salary Disbursements. The Teacher Supplemental Salary Disbursements shall be uniform for all full time qualified employees, and prorated for employees who are less than full time.
5. If there is a reduction in the teacher salary supplement per pupil amount, such reduction shall be subject to the scope of negotiations in accordance with Iowa Code section 20.9. If TSS funds are eliminated, the Years of Service payments and Supplemental Salary payments shall not be required and will be subject to the scope of negotiations specified in section 20.9. (Section 284.3A, subsection 4 states that the teacher salary supplement district cost, as calculated under section 257.10; subsection 9, is not subject to a uniform reduction in accordance with section 8.31.)



**BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT
2023-2024 SALARY SCHEDULE A**

Step Increase \$775
Lane Increase \$1,075

Base Salary Increase:	\$720
------------------------------	--------------

STEP	LANE						
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
0	\$39,593	\$40,668	\$41,743	\$42,818	\$43,893	\$44,968	\$46,043
1	\$40,368	\$41,443	\$42,518	\$43,593	\$44,668	\$45,743	\$46,818
2	\$41,143	\$42,218	\$43,293	\$44,368	\$45,443	\$46,518	\$47,593
3	\$41,918	\$42,993	\$44,068	\$45,143	\$46,218	\$47,293	\$48,368
4	\$42,693	\$43,768	\$44,843	\$45,918	\$46,993	\$48,068	\$49,143
5	\$43,468	\$44,543	\$45,618	\$46,693	\$47,768	\$48,843	\$49,918
6	\$44,243	\$45,318	\$46,393	\$47,468	\$48,543	\$49,618	\$50,693
7	\$45,018	\$46,093	\$47,168	\$48,243	\$49,318	\$50,393	\$51,468
8	\$45,793	\$46,868	\$47,943	\$49,018	\$50,093	\$51,168	\$52,243
9	\$46,568	\$47,643	\$48,718	\$49,793	\$50,868	\$51,943	\$53,018
10	\$47,343	\$48,418	\$49,493	\$50,568	\$51,643	\$52,718	\$53,793
11	\$48,118	\$49,193	\$50,268	\$51,343	\$52,418	\$53,493	\$54,568
12	\$48,893	\$49,968	\$51,043	\$52,118	\$53,193	\$54,268	\$55,343
13	\$49,668	\$50,743	\$51,818	\$52,893	\$53,968	\$55,043	\$56,118
14	\$50,443	\$51,518	\$52,593	\$53,668	\$54,743	\$55,818	\$56,893
15	\$51,218	\$52,293	\$53,368	\$54,443	\$55,518	\$56,593	\$57,668
16	\$51,993	\$53,068	\$54,143	\$55,218	\$56,293	\$57,368	\$58,443
17	\$52,768	\$53,843	\$54,918	\$55,993	\$57,068	\$58,143	\$59,218
18	\$53,543	\$54,618	\$55,693	\$56,768	\$57,843	\$58,918	\$59,993
19	\$54,318	\$55,393	\$56,468	\$57,543	\$58,618	\$59,693	\$60,768
20	\$55,093	\$56,168	\$57,243	\$58,318	\$59,393	\$60,468	\$61,543
21	\$55,868	\$56,943	\$58,018	\$59,093	\$60,168	\$61,243	\$62,318
22	\$56,643	\$57,718	\$58,793	\$59,868	\$60,943	\$62,018	\$63,093
23	\$57,418	\$58,493	\$59,568	\$60,643	\$61,718	\$62,793	\$63,868
24	\$58,193	\$59,268	\$60,343	\$61,418	\$62,493	\$63,568	\$64,643
25	\$58,968	\$60,043	\$61,118	\$62,193	\$63,268	\$64,343	\$65,418
26	\$59,743	\$60,818	\$61,893	\$62,968	\$64,043	\$65,118	\$66,193
27	\$60,518	\$61,593	\$62,668	\$63,743	\$64,818	\$65,893	\$66,968
28	\$61,293	\$62,368	\$63,443	\$64,518	\$65,593	\$66,668	\$67,743
29	\$62,068	\$63,143	\$64,218	\$65,293	\$66,368	\$67,443	\$68,518
30	\$62,843	\$63,918	\$64,993	\$66,068	\$67,143	\$68,218	\$69,293
31	\$63,618	\$64,693	\$65,768	\$66,843	\$67,918	\$68,993	\$70,068
32	\$64,393	\$65,468	\$66,543	\$67,618	\$68,693	\$69,768	\$70,843
33	\$65,168	\$66,243	\$67,318	\$68,393	\$69,468	\$70,543	\$71,618
34	\$65,943	\$67,018	\$68,093	\$69,168	\$70,243	\$71,318	\$72,393
35	\$66,718	\$67,793	\$68,868	\$69,943	\$71,018	\$72,093	\$73,168



**BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT
2023-2024 SALARY SCHEDULE C**

TSS Amount \$5,000 Steps 0-4 \$700
 Steps 5-10 \$1,300
 Steps 11-35 \$1,400

STEP	LANE						
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
0	\$45,293	\$46,368	\$47,443	\$48,518	\$49,593	\$50,668	\$51,743
1	\$46,068	\$47,143	\$48,218	\$49,293	\$50,368	\$51,443	\$52,518
2	\$46,843	\$47,918	\$48,993	\$50,068	\$51,143	\$52,218	\$53,293
3	\$47,618	\$48,693	\$49,768	\$50,843	\$51,918	\$52,993	\$54,068
4	\$48,393	\$49,468	\$50,543	\$51,618	\$52,693	\$53,768	\$54,843
5	\$49,768	\$50,843	\$51,918	\$52,993	\$54,068	\$55,143	\$56,218
6	\$50,543	\$51,618	\$52,693	\$53,768	\$54,843	\$55,918	\$56,993
7	\$51,318	\$52,393	\$53,468	\$54,543	\$55,618	\$56,693	\$57,768
8	\$52,093	\$53,168	\$54,243	\$55,318	\$56,393	\$57,468	\$58,543
9	\$52,868	\$53,943	\$55,018	\$56,093	\$57,168	\$58,243	\$59,318
10	\$53,643	\$54,718	\$55,793	\$56,868	\$57,943	\$59,018	\$60,093
11	\$54,518	\$55,593	\$56,668	\$57,743	\$58,818	\$59,893	\$60,968
12	\$55,293	\$56,368	\$57,443	\$58,518	\$59,593	\$60,668	\$61,743
13	\$56,068	\$57,143	\$58,218	\$59,293	\$60,368	\$61,443	\$62,518
14	\$56,843	\$57,918	\$58,993	\$60,068	\$61,143	\$62,218	\$63,293
15	\$57,618	\$58,693	\$59,768	\$60,843	\$61,918	\$62,993	\$64,068
16	\$58,393	\$59,468	\$60,543	\$61,618	\$62,693	\$63,768	\$64,843
17	\$59,168	\$60,243	\$61,318	\$62,393	\$63,468	\$64,543	\$65,618
18	\$59,943	\$61,018	\$62,093	\$63,168	\$64,243	\$65,318	\$66,393
19	\$60,718	\$61,793	\$62,868	\$63,943	\$65,018	\$66,093	\$67,168
20	\$61,493	\$62,568	\$63,643	\$64,718	\$65,793	\$66,868	\$67,943
21	\$62,268	\$63,343	\$64,418	\$65,493	\$66,568	\$67,643	\$68,718
22	\$63,043	\$64,118	\$65,193	\$66,268	\$67,343	\$68,418	\$69,493
23	\$63,818	\$64,893	\$65,968	\$67,043	\$68,118	\$69,193	\$70,268
24	\$64,593	\$65,668	\$66,743	\$67,818	\$68,893	\$69,968	\$71,043
25	\$65,368	\$66,443	\$67,518	\$68,593	\$69,668	\$70,743	\$71,818
26	\$66,143	\$67,218	\$68,293	\$69,368	\$70,443	\$71,518	\$72,593
27	\$66,918	\$67,993	\$69,068	\$70,143	\$71,218	\$72,293	\$73,368
28	\$67,693	\$68,768	\$69,843	\$70,918	\$71,993	\$73,068	\$74,143
29	\$68,468	\$69,543	\$70,618	\$71,693	\$72,768	\$73,843	\$74,918
30	\$69,243	\$70,318	\$71,393	\$72,468	\$73,543	\$74,618	\$75,693
31	\$70,018	\$71,093	\$72,168	\$73,243	\$74,318	\$75,393	\$76,468
32	\$70,793	\$71,868	\$72,943	\$74,018	\$75,093	\$76,168	\$77,243
33	\$71,568	\$72,643	\$73,718	\$74,793	\$75,868	\$76,943	\$78,018
34	\$72,343	\$73,418	\$74,493	\$75,568	\$76,643	\$77,718	\$78,793
35	\$73,118	\$74,193	\$75,268	\$76,343	\$77,418	\$78,493	\$79,568

ARTICLE IV - Additional Pay

A. Extracurricular Activities

1. The Employer and the Association agree that the extracurricular activities listed in Article IV- Appendix B are official school-sponsored activities, and shall be compensated according to the rate of pay found in that schedule.
2. Payments will be made on the basis of experience in that position and paid starting on the BA Lane @ step zero (0) of the Schedule A Salary Schedule to a maximum of step Nineteen (19). However, employees shall not move more than one experience step in a year.
3. Persons being held on step for below average performance will remain on the same salary for the following year, unless otherwise agreed upon.
4. All contracts written for assignments in the Article will be written on separate contracts from the normal teaching contract, except journalism.

**Bondurant-Farrar Community School District
 Extra-Curricular Activities
 Article IV- Appendix B
 2022-2023**

2022-2023 B.A Base

14.00%
 14.00%
 12.00%
 10.00%

Head Varsity Coaches

Baseball, Basketball, Football
 Softball, Volleyball, Wrestling
 Soccer, Track
 Cross Country, Golf, Bowling

Assistant Varsity Coaches

8.00%
 7.00%
 7.00%
 6.00%

Basketball, Football, Wrestling
 Baseball, Golf, Soccer
 Softball, Track, Volleyball
 Cross Country, Bowling

Head Junior High Coaches

7.00%
 6.50%
 6.50%
 6.00%

Track (Co-Ed, One position)
 Baseball, Basketball, Football
 Softball, Wrestling
 Cross Country, Volleyball

Assistant Junior High Coaches

5.50%
 5.50%
 5.00%

Baseball, Basketball, Football
 Softball, Wrestling
 Cross Country, Volleyball, Track

Weight Room Supervisor

5.50%

High School, Middle School

* After one (1) coach is provided for each competitive sport, a ratio of 1 to 15 athletes will prompt consideration for additional staff.

Other Activities

11.50%	High School Instrumental Music
11.50%	High School Vocal Music (Includes Show/Select Choir)
10.50%	Auditorium Manager
10.50%	Future Farmers of America (FFA)
6.50%	Annual Advisor
6.00%	Assistant Marching Band Director
6.00%	Junior High Instrumental Music
6.00%	Speech (Individual)
6.00%	Speech (Large Group)
5.50%	Musical, School Play
5.00%	Special Olympics
5.00%	High School Student Council
4.50%	Assistant Speech (Individual)
4.50%	Assistant Speech (Large Group)
4.50%	Art (Contests)
8.50%	Dance Team Coach (Fall & Competition)
6.00%	Dance Team Assistant Coach
4.50%	Robotics Head Coach
4.25%	Junior High Cheerleading Coach
4.00%	Football Head Varsity Cheerleading Coach
4.00%	Junior High Student Council
4.00%	DECA
3.50%	Assistant Junior High Cheerleading Coach
3.50%	Accompanist, Choreographer, Color Guard, Drumline
3.50%	Crossing Guard, FCCLA, Journalism
3.50%	Musical Assistant, Summer Band
3.50%	Robotics Assistant Coach
3.50%	Variety Show
3.25%	Basketball Head Varsity Cheerleading Coach
3.25%	Wrestling Head Varsity Cheerleading Coach
3.00%	Junior High Vocal Music
2.50%	Football Assistant Varsity Cheerleading Coach
2.50%	Junior High FCCLA

Other (Paid by Stipend)

\$750.00	Elementary Yearbook
\$750.00	Intermediate School Yearbook
\$750.00	Junior High Yearbook
\$750.00	Garden Club Sponsor (two (2))
\$600.00	NHS Sponsor
\$600.00	Prom Sponsors for Junior Class (two (2))
\$600.00	Team PURL
\$500.00	Assistant Special Olympics
\$300.00	Junior Class Sponsor (three (3))
\$300.00	Senior Class Sponsor (three (3))

***Several of the positions listed above require no license, certification or endorsement. Supplementary amounts apply when the position is filled by a licensed teacher or certified coach.**

ARTICLE V - Leaves of Absence

A. Sick Leave

1. Sick leave will accumulate at the following rate:

(1) The first year of employment	=10 days
(2) The second year of employment	=11 days
(3) The third year of employment	=12 days
(4) The fourth year of employment	=13 days
(5) The fifth year of employment	=14 days
(6) The sixth and subsequent years of employment	=15 days

The above amounts apply only to consecutive years in the Bondurant-Farrar School District and unused portions shall be cumulative to one hundred-five (105) days with a carryover maximum of 90 days.

If an employee has accumulated the maximum of 90 days and uses at least 75 days in one year, the employee shall be granted thirty (30) days to start the next year.

2. The Employer reserves the right to require a physician’s statement or affidavit authenticating the illness.
3. Elective surgery should be scheduled so that minimal time will be lost from school.
4. The minimum unit of sick leave usage is a half-day.
5. Disability caused or contributed to by pregnancy or childbirth and recovery there from childbirth are considered temporary disabilities or illness and will be treated as such under existing sick leave policy. “Normal” or typical pregnancy leave is eight weeks unless a physician determines otherwise. Days of medical disability shall be determined by the employee’s physician.
6. A new employee cannot qualify for sick leave until he/she has reported and worked in the capacity for which they were contracted.
7. An employee may use up to ten(10) days of sick leave each year for illness of the employee’s spouse, child, or parent. Two of these ten days may be used for “Adoptive Leave” (necessary absence when adopting a child).

B. Bereavement Leave

Up to five (5) consecutive school days total leave per family member per year shall be granted for the death or critical illness of a spouse, child/stepchild, mother, father, brother, or sister. Up to five (5) consecutive school days total shall be granted for the critical illness or death of mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, stepmother, stepfather, stepsister, stepbrother, or step-grandparents or up to one (1) day of bereavement leave may be granted to attend the funeral of a person of unusually close relationship. (Intent is to have minimal time gone for this leave.)

C. Personal/Business Leave/Emergency Leave

1. Employees may be granted two (2) days of personal leave. One (1) additional day may be granted in case of an “extreme emergency” at the discretion of the superintendent or designee.
2. This leave will not be granted for the day immediately preceding or following a regularly scheduled break or holiday, or granted the day of pre-service workdays, workshop days, first or last day of a quarter, parent/teacher conferences, open house, or other parent/school functions. None of the above stated days in this paragraph may be taken as deduct.
3. Employees must submit a request on the employer’s online absence management system for Personal Leave at least five (5) days in advance except in case of emergency.
4. No more than two (2) employees per center, per day, may be granted for this leave.
5. The minimum unit of usage is a half-day.
6. The employee will have the option of cashing in 2 unused personal days for \$200, or 1 or 1.5 unused days for \$100. An employee who has unused leave may elect to carry over .5 or 1 day over to the next school year instead of cashing it in, but only one such day may be accumulated. In no event may an employee have more than 3 personal days available in any school year. Personal days will be paid out annually in July. If a teacher elects to carry over a personal day, the teacher must notify the payroll department of that election during the checkout process each school year.

D. Jury Duty

In the absence of extraordinary circumstances, employees may be excused for jury duty. No deductions from the employee’s compensation will be made during the term of jury service, provided that all jury fees received by any employee, excluding meals and travel

pay, are turned over to the school district. Employees are expected to report back to their working assignment during the normal workday when their presence is not required by jury duty. The employee will be paid by the District during jury duty if the Court payment is reimbursed to the District.

E. Subpoena

All employees must show the subpoena to their Administrator or supervisor as soon as possible so that the Administrator or supervisor may make arrangements to accommodate their absence. All employees are expected to report to work whenever the court schedule permits.

If the subpoena is not related to school district professional responsibilities, the employees will need to use a personal day. If all personal days have been exhausted, they may request approval for a deduction from emergency leave from the Superintendent. If the subpoena is related to the professional work of the District, professional leave may be used.

F. Professional Leave

Each employee may be allowed time for a short-term professional leave. Professional leave days shall be granted at the sole discretion of the Employer, and applications for such leave must be submitted on the online absence management system to the principal at least two (2) weeks in advance of the requested leave.

G. Leave Without Pay

1. Personal, Family Illness, Infant Care, Advanced Degree Work

A leave of absence without pay for up to one year may be granted for caring for a sick or injured member of the employee's immediate family or for caring for an infant in the first year following birth or for caring for a personal illness. Employees may request this leave as a part of the Family Medical Leave Act (FMLA) as stated in Board Policy Code No. 409.3. Other requests include advanced degree work. Approval is based on finding a suitable replacement, in the judgment of the Employer.

2. Rules Governing Leave

In all cases, leaves without pay will be granted at the discretion of the Employer, following a formal application by the employee. During such leaves without pay, the employee's seniority and the employee's interest in the retirement funds, accumulated sick leave, and placement on the salary schedule shall be frozen. At the conclusion of the extended leave of absence, the salary of the employee shall be the salary stated on the salary schedule for the step for which the employee was appointed at the time of the beginning of the leave. An employee who is granted a leave of absence for a regular school year must indicate an intention to return by March 1st of that contract year.

3. Requests for unpaid leaves of absence (deduct) during the school year must be approved by both the building principal and the superintendent. Unpaid leave requests for more than three consecutive days must be approved through administrative channels. More than one such request per academic year will generally not be approved. Deduct days should be requested very sparingly and only for unique and unusual circumstances and will be granted only if a sub is available.

H. Association Leave

Up to four (4) days total shall be available for representatives of the Association to attend conference(s) or convention(s) of the state and national organization. The association shall pay for the cost of the substitute for a representative using such a leave, providing a substitute is hired. The days of exclusion found under Article VI, C.2, or Personal/Business/Emergency Leave, apply to Association Leave with the exception of the first and last quarter days.

I. Contractual Leave

Each employee will be allowed Contractual Leave. This leave is to be used whenever the employee will miss school while fulfilling duties assigned under this contract. Whenever possible, this leave should be approved by the superintendent at least two weeks in advance.

ARTICLE VI - Hours, Vacations, and Holidays

A. Hours

1. The regular in-school workday shall consist of eight (8) hours which shall include twenty-two (22) or more minutes of a lunch period. Extensions beyond the regular hours shall be with at least a prior days' notice by the Employer. Emergency situations, as determined by the building principal, may mandate deviations from the eight (8) hour day.

Note: It is recognized that the total school program includes open houses, parent meetings , faculty meetings, and other similar programs. In these instances, employees will be working more than an eight (8) hour day.

2. Employees may be allowed to leave on Fridays or prior to holidays after the last scheduled bus leaves and their responsibilities have been concluded. In these instances, the employee may be working less than an eight (8) hour day.
3. The principal, at his/her discretion, may allow an employee to leave the building prior to the end of the workday when the employee is to return to school for a non-salaried activity.
4. The individual teacher contracts establish the length of the school year. Compensated days include teaching, in-service, workdays, parent/teacher conferences, and paid holidays. At the discretion of the Employer, in-service days, workdays, and vacation periods, and/or weekdays in May and/or June, with the exception of holidays, may be converted into teaching days if the time is needed to make up unforeseen loss of time, such as weather or epidemics.

B. Vacations - Paid vacations are not applicable to this Agreement.

C. Holidays

1. No employee will be required to perform duties on any of the following paid holidays: Labor Day, Thanksgiving Day, December 25, January 1, and Memorial Day*. (***If school has not yet been dismissed for the summer.**)

D. Cancellations and Snow Day Adjustments

If school is canceled resulting in the loss of a student school day, the District may consider the hours calculation to determine if a day needs to be made up. Canceled days not covered by this adjustment will be made up at the end of the student school year.

ARTICLE VII - Health and Safety

- A. The employee is to file at the beginning of his/her service, a written medical report on forms provided by the District. The school physical exam form shall be used and returned to the Board Secretary prior to implementation of direct deposit. Upon receipt of actual total billing, the Employer will pay up to \$50 for the physical examination.

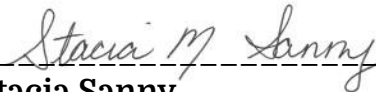
Teachers' Comprehensive Contract Agreement

COMPLIANCE CLAUSES AND DURATION

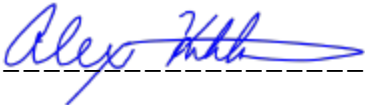
- A. The Employer and the Association, through good faith negotiations, have reached certain understandings. This Agreement supersedes and cancels all previous collective bargaining agreements between the Employer and the Association, unless expressly stated to the contrary herein, constitutes the entire Agreement between the parties, and concludes collective bargaining for its term.
- B. This Comprehensive Contract Agreement shall be in force and effect from July 01, 2023– June 30, 2026.
- C. This agreement was officially adopted by the Employer on the 6 day of March, 2023.



Alex Kitchen
Co-President
Bondurant-Farrar Education Association



Stacia Sanny
President, Board of Directors
Bondurant-Farrar Community School District



Alex Kitchen
Chief Negotiator
Bondurant-Farrar Education Association



Rich Powers
Superintendent
Bondurant-Farrar Community School District