

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

TEACHERS' COMPREHENSIVE CONTRACT AGREEMENT



2016 - 2020

Revised 04/08/2019

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**

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

Alex Kitchen , Chief Negotiator

**BOARD MEMBERS:
Chris Freese , President
Sue Ugulini, Vice President
Garry Lenhart
Tom Looft
Kristin Swift**

**B.F.E.A. Representatives:
Cindy Drummond

Alison Stewart
Megan Weaver**

July 01, 2019 until Midnight, June 30, 2020

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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 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 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. A two-year agreement was made for the 2016-2017 and 2017-2018 school years. The agreement is as follows:

2016-2017 - Year One changes

- A base increase of \$900, making the base salary \$34,720.
- A TSS Increase of \$149 per FTE to \$4,484.
- The district contribution for single insurance will increase by \$480 per year to \$5,856.
- The district contribution for family insurance will increase by \$600 per year to \$9,360.
- The district contribution for In Lieu of Insurance will increase by an additional \$120 per year to \$1,500.
- 1st year Cost of \$359,445 or 4.04% increase in the total package.

2017-2018 - Year Two changes

- Year Two will see an increase of 3.37% in the total package.
- The 2017-18 salary schedule will be developed once the insurance costs are finalized for the \$1500 deductible plan.

The two years combined will equal 7.41% overall.

2018-2019 - Agreement reached on 2/13/2017

- The 2018-2019 school year will see an increase of 2% in the total package.
- The 2018-2019 salary schedule will be developed once the insurance costs are finalized for the \$1500 deductible plan.

2019-2020 - Agreement reached on 9/13/2018

- The 2019-2020 school year will see an increase of 3.2% in the total package.
- This includes a district contribution increase by \$600 per year to both single and family health insurance.
- Additional changes and additions to Schedule B positions were agreed upon outside of this total package. These new positions include: junior high band, junior high vocal music, and high school auditorium manager.

2. 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.
3. 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. In order for 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. Multiple lanes may be advanced in any one year.
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.

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. Exceptions should be requested on the "intent to change" lanes forms.

4. All hours earned on lanes past the BA must be N.C.A. accredited graduate hours or staff development approved by the superintendent/designee.
5. 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.
6. 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 for 2016-2019. 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 for 2016-2019.

G. Allocation of the Teacher Salary Supplement funds

1. For the 2016-2017, 2017-2018, and 2018-2019 school years, the Years of Service payment categories for a full time employee are as agreed. Specifics follow:
 - i. Step 0-4: \$625
 - ii. Step 5-10: \$1,250
 - iii. Step 11 or more \$1,350

The Years of Service payments for 2016-2017 and 2017-2018 are determined by the placement adjustments agreed upon by the Bondurant – Farrar Education Association and the Bondurant – Farrar Community School District.

2. For the 2016-2017 school year the Teacher Supplemental Salary Disbursement shall be \$4,484 per full time employee and prorated for anything below 1.0 FTE.
3. Payments of TSS funds in the 2016-2017 and 2017-2018 school years are based upon an assumption of additional staff positions. In the event that there are TSS funds remaining from the 2016-17 or 2017-2018 school years 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 2016-17 and 2017-2018 school years, 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

2019-2020 SALARY SCHEDULE A

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

Base Salary Increase: \$333

LANE

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
0	\$35,828	\$36,903	\$37,978	\$39,053	\$40,128	\$41,203	\$42,278
1	\$36,603	\$37,678	\$38,753	\$39,828	\$40,903	\$41,978	\$43,053
2	\$37,378	\$38,453	\$39,528	\$40,603	\$41,678	\$42,753	\$43,828
3	\$38,153	\$39,228	\$40,303	\$41,378	\$42,453	\$43,528	\$44,603
4	\$38,928	\$40,003	\$41,078	\$42,153	\$43,228	\$44,303	\$45,378
5	\$39,703	\$40,778	\$41,853	\$42,928	\$44,003	\$45,078	\$46,153
6	\$40,478	\$41,553	\$42,628	\$43,703	\$44,778	\$45,853	\$46,928
7	\$41,253	\$42,328	\$43,403	\$44,478	\$45,553	\$46,628	\$47,703
8	\$42,028	\$43,103	\$44,178	\$45,253	\$46,328	\$47,403	\$48,478
9	\$42,803	\$43,878	\$44,953	\$46,028	\$47,103	\$48,178	\$49,253
10	\$43,578	\$44,653	\$45,728	\$46,803	\$47,878	\$48,953	\$50,028
11	\$44,353	\$45,428	\$46,503	\$47,578	\$48,653	\$49,728	\$50,803
12	\$45,128	\$46,203	\$47,278	\$48,353	\$49,428	\$50,503	\$51,578
13	\$45,903	\$46,978	\$48,053	\$49,128	\$50,203	\$51,278	\$52,353
14	\$46,678	\$47,753	\$48,828	\$49,903	\$50,978	\$52,053	\$53,128
15	\$47,453	\$48,528	\$49,603	\$50,678	\$51,753	\$52,828	\$53,903
16	\$48,228	\$49,303	\$50,378	\$51,453	\$52,528	\$53,603	\$54,678
17	\$49,003	\$50,078	\$51,153	\$52,228	\$53,303	\$54,378	\$55,453
18	\$49,778	\$50,853	\$51,928	\$53,003	\$54,078	\$55,153	\$56,228
19	\$50,553	\$51,628	\$52,703	\$53,778	\$54,853	\$55,928	\$57,003
20	\$51,328	\$52,403	\$53,478	\$54,553	\$55,628	\$56,703	\$57,778
21	\$52,103	\$53,178	\$54,253	\$55,328	\$56,403	\$57,478	\$58,553
22	\$52,878	\$53,953	\$55,028	\$56,103	\$57,178	\$58,253	\$59,328
23	\$53,653	\$54,728	\$55,803	\$56,878	\$57,953	\$59,028	\$60,103
24	\$54,428	\$55,503	\$56,578	\$57,653	\$58,728	\$59,803	\$60,878
25	\$55,203	\$56,278	\$57,353	\$58,428	\$59,503	\$60,578	\$61,653
26	\$55,978	\$57,053	\$58,128	\$59,203	\$60,278	\$61,353	\$62,428
27	\$56,753	\$57,828	\$58,903	\$59,978	\$61,053	\$62,128	\$63,203
28	\$57,528	\$58,603	\$59,678	\$60,753	\$61,828	\$62,903	\$63,978
29	\$58,303	\$59,378	\$60,453	\$61,528	\$62,603	\$63,678	\$64,753
30	\$59,078	\$60,153	\$61,228	\$62,303	\$63,378	\$64,453	\$65,528
31	\$59,853	\$60,928	\$62,003	\$63,078	\$64,153	\$65,228	\$66,303
32	\$60,628	\$61,703	\$62,778	\$63,853	\$64,928	\$66,003	\$67,078
33	\$61,403	\$62,478	\$63,553	\$64,628	\$65,703	\$66,778	\$67,853
34	\$62,178	\$63,253	\$64,328	\$65,403	\$66,478	\$67,553	\$68,628
35	\$62,953	\$64,028	\$65,103	\$66,178	\$67,253	\$68,328	\$69,403



BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT

2019-2020 SALARY SCHEDULE C

TSS Amount	\$4,484	Steps 0-4	\$625
		Steps 5-10	\$1,250
		Steps 11-35	\$1,350

LANE

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
0	\$40,937	\$42,012	\$43,087	\$44,162	\$45,237	\$46,312	\$47,387
1	\$41,712	\$42,787	\$43,862	\$44,937	\$46,012	\$47,087	\$48,162
2	\$42,487	\$43,562	\$44,637	\$45,712	\$46,787	\$47,862	\$48,937
3	\$43,262	\$44,337	\$45,412	\$46,487	\$47,562	\$48,637	\$49,712
4	\$44,037	\$45,112	\$46,187	\$47,262	\$48,337	\$49,412	\$50,487
5	\$45,437	\$46,512	\$47,587	\$48,662	\$49,737	\$50,812	\$51,887
6	\$46,212	\$47,287	\$48,362	\$49,437	\$50,512	\$51,587	\$52,662
7	\$46,987	\$48,062	\$49,137	\$50,212	\$51,287	\$52,362	\$53,437
8	\$47,762	\$48,837	\$49,912	\$50,987	\$52,062	\$53,137	\$54,212
9	\$48,537	\$49,612	\$50,687	\$51,762	\$52,837	\$53,912	\$54,987
10	\$49,312	\$50,387	\$51,462	\$52,537	\$53,612	\$54,687	\$55,762
11	\$50,187	\$51,262	\$52,337	\$53,412	\$54,487	\$55,562	\$56,637
12	\$50,962	\$52,037	\$53,112	\$54,187	\$55,262	\$56,337	\$57,412
13	\$51,737	\$52,812	\$53,887	\$54,962	\$56,037	\$57,112	\$58,187
14	\$52,512	\$53,587	\$54,662	\$55,737	\$56,812	\$57,887	\$58,962
15	\$53,287	\$54,362	\$55,437	\$56,512	\$57,587	\$58,662	\$59,737
16	\$54,062	\$55,137	\$56,212	\$57,287	\$58,362	\$59,437	\$60,512
17	\$54,837	\$55,912	\$56,987	\$58,062	\$59,137	\$60,212	\$61,287
18	\$55,612	\$56,687	\$57,762	\$58,837	\$59,912	\$60,987	\$62,062
19	\$56,387	\$57,462	\$58,537	\$59,612	\$60,687	\$61,762	\$62,837
20	\$57,162	\$58,237	\$59,312	\$60,387	\$61,462	\$62,537	\$63,612
21	\$57,937	\$59,012	\$60,087	\$61,162	\$62,237	\$63,312	\$64,387
22	\$58,712	\$59,787	\$60,862	\$61,937	\$63,012	\$64,087	\$65,162
23	\$59,487	\$60,562	\$61,637	\$62,712	\$63,787	\$64,862	\$65,937
24	\$60,262	\$61,337	\$62,412	\$63,487	\$64,562	\$65,637	\$66,712
25	\$61,037	\$62,112	\$63,187	\$64,262	\$65,337	\$66,412	\$67,487
26	\$61,812	\$62,887	\$63,962	\$65,037	\$66,112	\$67,187	\$68,262
27	\$62,587	\$63,662	\$64,737	\$65,812	\$66,887	\$67,962	\$69,037
28	\$63,362	\$64,437	\$65,512	\$66,587	\$67,662	\$68,737	\$69,812
29	\$64,137	\$65,212	\$66,287	\$67,362	\$68,437	\$69,512	\$70,587
30	\$64,912	\$65,987	\$67,062	\$68,137	\$69,212	\$70,287	\$71,362
31	\$65,687	\$66,762	\$67,837	\$68,912	\$69,987	\$71,062	\$72,137
32	\$66,462	\$67,537	\$68,612	\$69,687	\$70,762	\$71,837	\$72,912
33	\$67,237	\$68,312	\$69,387	\$70,462	\$71,537	\$72,612	\$73,687
34	\$68,012	\$69,087	\$70,162	\$71,237	\$72,312	\$73,387	\$74,462
35	\$68,787	\$69,862	\$70,937	\$72,012	\$73,087	\$74,162	\$75,237

ARTICLE IV - Supplemental Pay

A. Extracurricular Activities

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.

B. Expense of Employee Travel

1. When Employer requests employee to use his/her personal car, employee will be paid at the current rate according to Board Policy. Mileage will be paid to/from school to site, or home to site, whichever is less mileage.
2. Those employees who are expected to travel between buildings will receive a \$90 stipend, paid by semester (\$45/semester).
3. Mileage will be paid to/from school to site, or home to site, whichever is less mileage.

C. 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.

D. Persons being held on step for below average performance will remain on the same salary for following year, unless otherwise agreed upon.

E. All contracts written for assignments in the Article will be written on separate contracts from the normal teaching contract, except journalism. The Activities Director will perform evaluations for athletic coaching positions. The Activities Director or his designee will perform evaluations for non-athletic positions. These evaluations should be performed on district-approved evaluation forms made available to the coaches and advisors prior to the beginning of the respective activity.

**Bondurant-Farrar Community School District
 Extra-Curricular Activities
 Article IV- Appendix B
 2019-2020**

2019-2020 B.A Base

11.50%
 11.50%
 10.50%
 8.25%

Head Varsity Coaches

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

Assistant Varsity Coaches

8.00%
 7.00%
 7.00%
 6.00%

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

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%	Middle School 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)
4.50%	Robotics Head Coach
4.25%	Junior High Cheerleading Coach
4.00%	Football Head Varsity Cheerleading Coach
4.00%	Middle School Student Council
3.50%	Accompanist, Choreographer, Color Guard
3.50%	Crossing Guard, FBLA, 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%	Middle School Vocal Music
2.50%	Football Assistant Varsity Cheerleading Coach

Other (Paid by Stipend)

\$750.00	Elementary Yearbook
\$750.00	Middle School Yearbook
\$750.00	Garden Club
\$600	NHS Sponsor
\$600	Prom Sponsors for Junior Class (Two (2))
\$600	Team PURL
\$500	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.

Amendment: Article IV: Appendix B

Beginning July 1, 2014, the supplementary salary schedule will use **Schedule A** of this agreement to determine the compensation (Does not include Teacher Salary Supplement (TSS) Monies).

Steps are to be extended out to nineteen (19) and those employees having more than thirteen (13) years of experience (old agreement maximum years of experience) were awarded those years up to a maximum of nineteen (19) years of experience.

After experience is given and compensation is calculated using Schedule A, those employees that are to receive less money, for the same position, as they received during the 2013-14 school year will be given a one (1) time stipend to increase their compensation to equal what it was during the 2013-14 school year. Should an individual not be back to their 2013-14 wage by 2015-16, the one (1) time payment will continue to that year and future years until compensation is equal to or greater than the 2013-14 fiscal year.

ARTICLE V - Insurance

The Employer agrees to provide eligible employees the insurance protection as described in this Article. Employees who are contracted for 6/10 time or more but less than full-time throughout the entire school year shall be eligible and qualify for a pro-rata amount of contribution toward the health and major medical insurance benefit not to exceed the cost of a single plan. Only one employee member of a family may claim the maximum H/MM family benefit. Employees may opt a salary benefit in lieu of health and major medical insurance as defined in A.1.b below.

A. Medical/Dental Insurance

1. Medical

The Employer shall make available a health and major medical Insurance offering equivalent to the Copay 500, Copay 1000, and Copay Select 1500 plans offered in the 2016-2017, 2017-2018, and 2018-2019 school years, with any modifications required by the carrier.

a. Employees Selecting a Health and Major Medical Plan

Eligible employees who select to participate in a Health and Major Medical Plan shall pay the cost of the insurance coverage less the following employer contributions:

2019-2020 School Years Employer Contributions:	
Single Plan	\$538
Family Plan	\$830

b. Employees who elect no Health & Major Medical Insurance

Eligible employees who elect not to participate in the group health and major medical insurance plans shall receive \$125 per month in additional salary in 2019-2020. Employee's requesting cash in lieu of Health Insurance coverage must provide evidence of other coverage as dictated by the Affordable Care Act.

c. Insurance for married couples both working for Bondurant-Farrar

One employee-spouse pays the Family Contribution. The other employee-spouse will receive In-Lieu of money. The District will apply this benefit pre-tax toward the Family Contribution.

2. Dental

a. Employees will be given an opportunity to purchase a dental plan through payroll deduction.

b. For employees who elect a dental plan, the District will pay \$25 per month with the employee paying the balance.

3. Long-Term Disability Insurance

All full-time employees who are less than 69 years and 9 months of age will be covered by a long-term disability insurance policy. The program will have a waiting period of three (3) calendar months and covers 60% of covered monthly compensation and other conditions as specified by the carrier. The Employer shall pay the premium.

4. Term Life Insurance

A \$25,000 term life insurance program will be offered and provided at District expense. Per insurance carrier, at age 65, benefits are reduced by 33%. At age 70, benefits are reduced again by 23%.

ARTICLE VI - 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 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 contracted.
7. An employee may use up to five (5) days of sick leave each year for illness of the employee's spouse, child, or parent. Two of these five 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 spouse, child, 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/trimester, 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 a full day of unused leave may carry that day over to the next 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 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 by June 1 of each 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 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, 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 and by the Board of Education. 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 III or Personal/Business/Emergency Leave apply to Association Leave with the exception of the first and third 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 VII - 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/teacher conferences, 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, 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 cancelled resulting in the loss of a student school day, the District will count the Spring Parent/Teacher conference days as a student day, if permitted to do so by the Iowa Department of Education rules. If the Spring Parent/Teacher conference days are not used as a makeup day, the school calendar will be adjusted to reduce one day of in-service training. Cancelled days not covered by this adjustment will be made up at the end of the student school year.

ARTICLE VIII - 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.

ARTICLE IX - Evaluation Procedure

- A. Notification -- Within two (2) weeks of the beginning of each school year, the building principal or appropriate supervisor shall acquaint each new employee under his/her supervision with the evaluation procedures, standards, and instruments. The purpose of this orientation is to achieve mutual understanding of the evaluation system.
- B. A new or probationary employee shall be formally (in writing) evaluated at least once a year during probationary employment. A non-probationary employee shall be formally evaluated (in writing) at least once every three years.
- C. The formal evaluations (written) required in B above shall consist of observing the employee's regular duties a minimum of twenty (20) or more consecutive minutes.
- D. Evaluation of employees shall also be based on observation of school-related activities, records of attendance, punctuality, and performance on assigned duties.
- E. A conference shall be held with the employee within ten (10) working days following the formal evaluation, if possible, but no later than fifteen (15) working days. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.
- F. If the employee feels his/her written evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.
- G. The substance of overall (summary) unsatisfactory evaluation may be challenged through the grievance procedure.

ARTICLE X - Staff Reduction Procedures

- A. If, in the judgment of the Employer, a reduction in staff is necessary, the Employer will attempt to accomplish the same by attrition.
- B. If further reduction is necessary, layoffs shall be made within the following categories: Grades PK-6, and 7-12 within curricular areas. It is the intention of the parties that these categories shall be considered separate units.
- C. Normally, seniority shall be the governing factor; however, other criteria, as determined by the Employer, may override seniority.
 - 1. Educational qualifications, including certification, college hours, degrees, and areas of study.
 - 2. Experience and abilities in the positions involved, as determined by the years of service in that area and by formal evaluations.
- D. Seniority is an employee's length of continuous service since the employee's first day of reporting for regular teaching duties. Teachers not on "continuing" contracts or less than half-time do not accrue seniority. Teachers less than full-time, but half-time or more, accrue seniority on a pro-rata basis.
- E. Once the decision as to the employee(s) who is (are) to be reduced has been made, the parties shall follow the procedures spelled out in Section 279.15 of the Iowa Code. Notification by certified letter shall be made by April 30 or earlier.
- F. Recall -- Termination employees shall advise the superintendent of their current address and other employment during layoff. Employees shall have recall rights for up to one (1) year (from the date of Board action approving the termination) to a position which becomes available within the category from which the employee was laid off. Terminated employees have no recall rights after one year. If an employee fails to notify the superintendent of a change of address or fails within ten (10) days of receipt of notice of recall to advise the superintendent of the employee's desire and availability to return to work, any recall rights shall terminate. If, however, such a recall position becomes available due to a late or mid-year resignation, the timeline shall be reduced from ten (10) to five (5) days. The benefits of those terminated waiting recall shall be frozen.

Teachers' Comprehensive Contract Agreement

COMPLIANCE CLAUSES AND DURATION

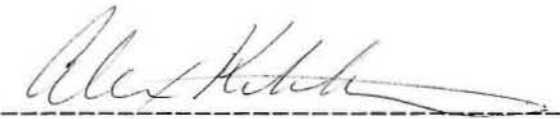
- A. The Employer and the Association, through good faith negotiations, have reached certain understandings. This Agreement supersedes and cancels all previous collective bargaining agreements between the Employer and the Association, unless expressly stated to the contrary herein, constitutes the entire 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, 2019– June 30, 2020.
- C. This agreement was officially adopted by the Employer on the 24 day of September, 2018.



Alex Kitchen
Co-President,
Bondurant-Farrar Education Association



Chris Freese
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

