



## MASTER CONTRACT

Between

Estherville Lincoln Central Education Association

And

Estherville Lincoln Central Community School  
District

For

2025-2026  
School Year

Estherville, Iowa

*Estherville Lincoln Central Community School District does not discriminate based on race, color, creed, national origin, religion, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, military affiliation, political party preference, socioeconomic status, or familial status. Inquiries or grievances may be directed to Mrs. Tara Paul, Superintendent, 1814 7th Avenue, Estherville, Iowa 51334.*

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## **ARTICLE ONE: RECOGNITION**

The Board of Directors for the Estherville Lincoln Central Community School District recognizes the Estherville Lincoln Central Education Association as the exclusive bargaining representative for the employees of the Estherville Lincoln Central Community School District in the following bargaining unit:

INCLUDED: Professional employees: classroom teachers, guidance counselors, media specialists, special needs teachers and Title 1 teachers; full-time and part-time nurses; associate instructors and EL instructors.

EXCLUDED: Professional employees: Superintendent, administrative assistants, elementary, middle, and high school principals and assistant principals. Non-Professional Employees: Clerical, maintenance, cafeteria, transportation personnel, and teacher aides.

## **ARTICLE TWO: WAGES**

### **A. Nurse Placement Schedule for 2023-2025**

1. Nurses shall be paid according to the placement schedule set forth below unless said nurse(s) hold a BAN or a BSN degree. Such nurse(s) shall be paid according to the Placement Schedule.

The Board reserves the right to set the initial salary based upon prior work experience, training, education, and professional or occupational licenses. Step 1 shall be 85% of the Hiring Base with increments of 85% of the dollar value of increments on Placement Schedule.

#### **STEP AMOUNT**

1	\$ 34,850
2	\$ 36,032
3	\$ 37,214
4	\$ 38,396
5	\$ 39,578
6	\$ 40,760
7	\$ 41,942
8	\$ 43,124
9	\$ 44,306
10	\$ 45,488
11	\$ 46,670
12	\$ 47,852

### **B. Teacher Placement Schedule**

1. Individual contracts shall be modified to reflect qualified changes due to increased educational credit attainment once every year effective at the beginning of the school year, providing a transcript of qualified credits is submitted to the superintendent's office no later than September 10.
2. A maximum of ten years of actual teaching experience will be allowed when placing a new teacher on the schedule. Teacher experience, to be counted, must be within the immediate

twelve year period prior to appointment. However, in special cases, the Board of Education reserves the right to allow additional experience credit, provided it reflects actual teaching experience. The board will strive to treat all employees, and prospective employees, fairly.

3. In placing teachers new to the district on the placement schedule, a fraction of a school year of experience of less than one semester in a given year shall not be given any credit. If a teacher has taught one semester, in a given year in a single school district, then a full year of experience will be granted when placing that teacher on the placement schedule.
4. If a teacher at the Career Step in a given training lane completes additional college credit

qualifying for a higher training lane, they will receive the raise for changing to that new lane, PLUS an additional experience year provided that the higher training lane has an additional experience step or steps.

However, if the new lane has an additional experience step, but placement at this step would result in placement on a step with a lower number of years than the teacher's actual experience within the district, then the teacher will receive an amount equal to the raise for changing to the new lane PLUS an increment.

5. Advancement due to Educational Credit Attainment

a. Approval of credits by the superintendent is required in order for advancement on the placement schedule. The "request for Educational Credit Attainment" form must be filed within two weeks of the course completion with the Superintendent and/or his/her designee. A copy of the form will be returned to the teacher. If approval is not given, credit may be allowed but not granted until the next contract year. Unapproved credits may be allowed at the discretion of the superintendent.

b. Each teacher must initiate his/her own request for consideration for additional educational credit. Recertification credits do not qualify for educational advancement. Graduate credit must be earned for advancement on the masters level.

c. Any teacher planning to move on the placement schedule due to educational credit attainment shall notify the superintendent and/or his/her designee on or before May 15th of the preceding school year.

d. A transcript showing the classes taken and college credit earned for advancement on the placement schedule must be submitted to the superintendent and/or his/her designee by September 10th of each school year.

C. Curriculum Writing

When teachers perform Board requested Curriculum work outside regular contract time, they shall be paid \$21.25 per hour, with the curriculum leaders being paid \$23.50 per hour.

D. Summer school teachers shall be paid \$30.00 per hour.

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E. Teacher who are asked to cover a class because another teacher is absent and no substitute was available, shall be paid at a rate equivalent to the per diem rate of base pay (base pay divided by 190) divided by 8 (8 period days)

F. Schedule B

SCHEDULE B		2025-26	Revised 4.14.25 Board Meeting
Base =	\$35,400		
ACTIVITY		Salary	
FOOTBALL, BASKETBALL, WRESTLING, BASEBALL, SOFTBALL, VOLLEYBALL, BOWLING			
Head Varsity	16%	5,664	
Varsity Assistant	12%	4,248	
Freshman	12%	4,248	
Middle School	8%	2,832	
TRACK			
Head Varsity	16%	5,664	
Varsity Assistant	11%	3,894	
Middle School	6%	2,124	
CROSS COUNTRY			
Head Cross Country	16%	5,664	
Cross Country Asst. HS	11%	3,894	
Cross Country Asst. MS	6%	2,124	
TENNIS, GOLF (Head Varsity)	16%	5,664	
OTHER			
MS Athletic Director	8%	2,832	
Weightroom Supervisor	per hour	12	
G Basketball Chaperone	3%	1,062	
G Wrestling Chaperone	3%	1,062	
ESPORTS SPONSOR	12%	4,248	
CHEERLEADER SPONSORS			
High School (FB, WR, BB)	6%	2,124	
DRILL TEAM DIRECTOR	6%	2,124	
MUSIC			
Summer Instrumental	11%	3,894	
High School Vocal	8%	2,832	
Middle School Vocal	3%	1,062	
Middle School Instrumental	8%	2,124	
High School Instrumental	8%	2,832	
Musical Director	6%	2,124	
DRAMATICS, MOCK TRIAL			
Drama Director	12%	4,248	
Contest Speech (Varsity)	8.5%	3,009	
DRAMA - MS	3%	1,062	
ART			
High School	5%	1,770	
Middle School, Elementary	3%	1,062	
BPA - Business Professionals of America	5%	1,770	
FFA, FHA	5%	1,770	
JUNIOR CLASS SPONSOR	5%	1,770	
QUIZ BOWL			
High School	8%	2,832	
SKILLS USA	5%	1,770	
HS KEY CLUB	5%	1,770	
MS BUILDERS CLUB	3%	1,062	
MIDGET MANIACS	3%	1,062	
MS DRAMA	3%	1,062	
YEARBOOK - HS	5%	1,770	
YEARBOOK - MS	3%	1,062	
STUDENT COUNCIL			
High School	5%	1,770	
Middle School	3%	1,062	
CURRICULUM COORDINATORS	5%	1,770	
SPECIAL OLYMPICS	3%	1,062	
DIRECTOR OF DRIVERS ED	5%	1,770	

## ARTICLE THREE: EMPLOYMENT TERMS

- A. All full-time employees under this contract are considered professionals and are expected to fulfill their professional duties without designated, assigned hours. All employees shall be at their assigned

teaching stations at least fifteen (15) minutes prior to classes and within the specified working hours to the extent practicable.

1. If a staff member chooses to leave the building during the normal working day, the building office will be notified.
2. Student needs will be addressed first before staff may leave the building, in terms of bad weather or unusual circumstances.

- B. Part-time employees' working hours will be set by the superintendent or his/her designee.
- C. Extended hours beyond that set out in paragraph (A) are required for the employees involved in activities referred to in the supplementary pay schedule.
- D. A reasonable number of school-wide, building level or department professional meetings and parent conferences may be scheduled outside of normal working hours.
- E. Certain employees shall be contracted on an extended basis as shall be agreed to by the employee and the Board.
- F. Holidays. Employees shall receive five (5) paid holidays. These shall be: Labor Day, Thanksgiving Day, Christmas Day, Presidents' Day and Good Friday.
- G. All full-time employees shall have a daily duty-free lunch period of at least 25 minutes on a full school day, except when an employee is assigned to noon supervision on a rotating basis by the building principal or in extraordinary circumstances.
- H. Employees shall receive daily preparation time of forty (40) consecutive minutes to the extent practicable.
- I. For the pay period of September through May, teachers shall be paid on the twentieth (20th) of each month except that they shall be paid on the last work day before the twentieth (20th) when the twentieth (20th) falls on a weekend or a holiday.

#### **ARTICLE FOUR: LEAVES of ABSENCE**

A. Professional Leave

Absence, with or without pay, to permit certified employees to attend local, district, state and national meetings and conferences, and visitation to view other instructional techniques of programs of a professional nature must have the prior approval of the superintendent or his/her designee. Upon returning from professional leave, the employee may be required to

submit a written or oral report to the building principal and/or fellow attendance center employees. The decision on granting the leave request shall be with the superintendent or his/her designee.

#### B. Jury Duty

Employees in the District shall continue to receive their regular compensation when called for jury duty provided they shall remit or turn over to the School District that compensation, except for mileage reimbursement, which they receive from jury duty.

#### C. Bereavement Leave

Up to five days of bereavement leave per death shall be granted each year in the event of a death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, sister, brother, brother-in-law, sister-in-law, grandparent or grandchild. The same bereavement leave could also be granted each year in the event of the death of any other person who could be considered immediate family, someone who is significantly important to the employee, or for attending the funeral of a close friend or relative not a member of the immediate family. The last three designations will be at the discretion of the superintendent or his/her designee. In the event of the death of an employee or student in the school district, the building principal or immediate supervisor of said employee may grant to an appropriate number of employees sufficient time to attend the funeral. This leave is non-accumulative and additional paid or unpaid leave may be granted at the discretion of the superintendent.

#### D. Association Leave

Up to six (6) days of accumulative leave shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations with the provision that the local Association shall reimburse the board for the cost of substitute employees acquired for those with association leave.

#### E. Emergency Leave

1. Two days of emergency leave may be granted each year with prior approval of the superintendent or his/her designee, when all other available paid leave has been used.
2. Additional emergency leave may be allowed for serious illness or disability in the immediate family or for good and sufficient reasons at the discretion of the superintendent or his/her designee.
3. If the immediacy of the emergency is of such nature as to preclude the completion of an advance written request or to obtain prior approval of the superintendent, the employee shall contact his or her immediate supervisor and notify such supervisor of the need to be absent and the employee's inability to obtain prior approval of the superintendent.  
The immediate supervisor may give tentative approval for the use of emergency leave, with final approval by the superintendent.
4. Emergency leave days cannot be carried over into the following year.

#### F. Family Illness Leave

1. Up to ten (10) days of an employee's sick leave per year may be used for the home care of ill family members in the immediate household of the employee when the employee's absence is necessary for such care.
2. In the case of a spouse, parent, in-law, grandparent, child, or grandchild, this leave may be taken no matter where they reside.
3. Such leave to be non-accumulative and deducted from the allowance described in (1.) Sick Leave or Temporary Disabilities.

G. Sick Leave or Temporary Disabilities

1. Employees are granted leaves of absence for temporary disability with full pay in accordance with the following schedule:

1st year of employment.....	11 days
2nd year of employment.....	12 days
3rd year of employment.....	13 days
4th year of employment.....	14 days
5th year of employment.....	15 days
6th and subsequent years of employment.....	16 days
2. The amounts listed in (1) shall apply only to consecutive years of employment in the EsthervilleLincoln Central Community School District and unused portions shall be cumulative to a maximum of 120 days.
3. Sick leave with pay, to the extent provided for in (1) above, shall be allowed by the Board whenever an employee's absence is due to temporary disability which prevents attendance at school and performance of duties on that day or days.
4. Sick leave shall be deducted from the accrued sick leave days earned by the employee.
5. An employee may use up to 5 days of sick leave as personal leave each year. Sick leave not used as personal leave (up to 5 days/year) and not used in one contract year will be added to the employees personal sick leave accumulation at the end of the year. Personal sick leave can only be accumulated to a maximum of 120 days. Personal leave requires prior notification of leave.
6. An employee shall notify the building designee as soon as the necessity for taking sick leave becomes known to the employee.
7. The superintendent or his/her designee may require an employee returning to duty after a period of sick leave to furnish a physician's statement certifying his/her ability to perform required duties.



8. An employee, while taking sick leave under these provisions, shall keep the superintendent or his/her designee informed of the duration of the disability and the expected date of the return to duty.
9. Sick leave pay shall be approved only upon submission of the authorization form.
10. If the superintendent has reasonable grounds to believe that because of an employee's apparent physical or mental condition the employee is incapable of performing his or her assigned duties, the superintendent may require that such employees be examined by a physician named by the superintendent for the purpose of evaluating the employee's present condition as it would relate to the performance of school duties. This examination will be paid for by the district and, if necessary, the examination may be conducted during hours, and the time involved will be considered "on duty."
11. An employee who is unable to work because of a temporary disability is entitled to FMLA leave. The Board has the discretion to extend leave beyond exhausted sick leave and FMLA in extenuating circumstances.

## I. Sick Leave Bank

### 1. Definition

- a. There is an established a sick leave bank available for employees who choose to participate by allocating one sick leave day to the bank each year.
- b. Use of sick leave bank days will commence upon exhaustion of all accumulated sick leave of the eligible employee, and will continue up to an additional ten (10) contract days, provided the illness is prolonged for more than five (5) days beyond the point that personal sick leave has been exhausted. The intervening five (5) days are unpaid days. The bank year will be at the contract days of a given year.

### 2. Participation

Participation in the bank system will be on a voluntary basis and contributions will be made in the form of one day of sick leave from the current year's allocation. The days contributed to the bank become the property of the bank and are non-returnable to the employee. Annual enrollment must be elected no later than September 10 each year and will entitle that employee to membership for that school year only.

### 3. Unused Days in Bank

Assets of the bank will accumulate. The following year's bank will consist of the days carried over plus all contributed days for the year's participation. The ELCEA President will be provided a record.

#### 4. Use of Bank Leave Days

Use of bank leave days will be based on a per person and per day basis, e.g. everyone eligible will draw each day until total bank leave days have been exhausted.

5. A Retiring Employee may voluntarily designate that unused sick leave days accumulated over 100 days be donated to the sick leave bank. These leave days become the property of the sick leave bank and may be used by eligible employees.

#### J. Unpaid Leaves

1. Unpaid leave may be granted by Board or their designee approval when a suitable replacement is available for the following purposes:
  - a. Educational improvement leave of up to two (2) years, with appropriate application, at an accredited college or university, reasonably related to professional responsibilities.
  - b. Personal or family illness for up to one (1) year for the purpose of caring for self or a sick or injured member of the employee's immediate family, including for the purpose of a medically diagnosed mental health illness.
  - c. Parental leave, for purposes of child care, not to exceed the balance of the school year, beyond the time of medical confinement for childbirth, or for the time taken for adoption.
  - d. Other temporary leaves for good and sufficient reasons.
2. Upon returning from unpaid leave, the employee shall receive training lane advancement for additional credits earned during such leave.
3. When a leave application is rejected, the employee will be given a written notice of reason(s) promptly.
4. An employee granted an unpaid leave of absence under 1.(a) or 1.(b) above must reaffirm his/her intention to return to the District by giving written notification to the superintendent of schools by January 10th preceding the commencement of the school year in which the employee intends to return.

#### **ARTICLE FIVE: HEALTH AND SAFETY**

The district will furnish such equipment and devices as may be needed by the employee to perform assigned duties in a safe manner. All such items shall be provided without charge to the employee. It is understood that the employees will be responsible for the proper use and care of any devices or equipment.

## **ARTICLE SIX: IN-SERVICE TRAINING**

- A. Employees shall cooperate with inservice training programs of the school designed to improve instruction, improve reporting, improve public relations, develop improved courses of study, or such other matters as are in the interest of the schools.
- B. Employees shall assist in developing educational plans and programs, and/or suggesting improvements in the operation of the school.
- C. Interschool committees may be appointed to work toward better coordination between schools, to plan instructional or other programs designed to improve the school system, and to make recommendations for textbook replacements.
- D. The district curriculum coordinators will assist in planning and implementing the district's inservice activities and planning the school calendar as it pertains to inservice activities.
- E. Employees who are part-time shall be paid their per diem for inservice activities that they are required to attend if they go beyond their regular contract hours. Building principals will decide if the employee's attendance is required.

## **ARTICLE SEVEN : GRIEVANCE PROCEDURES**

- A. A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this agreement.
- B. General grievance procedures:
  - 1. Every employee of the Association covered by this agreement shall have the right to present grievances in accordance with these procedures.
  - 2. 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 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 agreement.
  - 3. It is agreed that any investigation or other handling or processing of any grievance by the a grieving employee or the Association 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 Association representatives or of other employees in the unit.
- C. Processing a grievance:
  - 1. First Step

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

## 2. Second Step

If the grievance cannot be resolved informally, the aggrieved employee or Association shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal written grievance at the second step must be written twenty (20) normal working days (Monday through Friday throughout the calendar year) from the date of the occurrence of the event or the reprimand giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee or Association and the superintendent within ten (10) normal working days after receipt of the grievance. If the principal's decision is that the grievance has district-wide implications and the initial written decision by the district should be made at the third step, the principal will make this determination within three (3) normal working days after receiving the grievance in writing.

## 3. Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee or Association shall file, within five (5) normal working days of the principals written decision at the second step, a copy of the grievance with the superintendent. Within ten (10) normal working days after such written grievance is filed, the aggrieved and the superintendent or his/her designee shall meet to resolve the grievance. The superintendent or his/her designee shall file an answer within ten (10) normal working days of the third step grievance meeting and communicate it in writing to the employee or the Association and the principal.

## 4. Fourth Step

If the grievance is not resolved satisfactorily at Step 3, a request for a hearing in front of the local School Board may be made. Such a hearing shall be invoked only with the approval of the employee organization, and in case of an employee grievance, only with the approval of the employee. A request on behalf of the aggrieved shall be submitted, in writing, to the superintendent within thirty (30) days from receipt of the Step 3 decision. A hearing before the District School Board shall be held within 30 days or at the next monthly meeting, whichever is first. The School Board's final decision shall be the binding decision in the matter. The Board Secretary will formalize the final decision in writing and deliver to the aggrieved employee and the Association.

## **ARTICLE EIGHT: SAVINGS**

In the event that any provision of this agreement shall become void or illegal during the term of this agreement, such provision shall become inoperative, but all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

## **ARTICLE NINE: PLACEMENT SCHEDULE REOPENER**

It is agreed that if additional state funding become available, by increase in the per pupil allowable

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growth or similar state educational appropriations, 57.8 percent of the additional funds will be applied to the placement schedule, provided these funds are sufficient to generate an increase of fifty dollars on the BA Base.

## **ARTICLE TEN: DURATION**

### **A. Publication of the contract**

Copies of this agreement shall be posted on the District's website within thirty (30) days after the contract is signed, ratified by the employees and officially approved by the Board. A printed copy of this contract shall be presented to every employee new to the district. The cost for furnishing the above mentioned copies shall be borne equally by the Association and the Board. In the event that either party desires additional copies, that party shall assume the full cost of such copies.

### **B. Term of Contract**

This agreement shall be effective as of July 1, 2025 and shall continue to be in effect until June 30, 2026. During the term of this agreement, any articles, including wages, can be open to negotiation by either party for the 2025-2026 Master Contract and all subsequent contract years.

### **C. Salary and benefits may be recalculated for the following reasons:**

1. Across the Board cuts made by the State
2. Significant enrollment change +/- 2.5% of previous year's certified enrollment

**SIGNATURE PAGE**

For Estherville Lincoln Central For the Board of Education of the Education Association Estherville  
Lincoln Central Community School District

7/23/2025 7/1/2025

\_\_\_\_\_  
President President

7/1/2025

7/1/2025

\_\_\_\_\_  
\_\_\_\_\_  
Chief Negotiator Chief Negotiator

**\*\*A signed and dated copy is available upon request with the Central Office or the ELCEA**

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**Estherville Lincoln Central  
Base Placement Schedule**

<b>ELC Salary Schedule 2025-26</b>							
Lanes	BA	<b>BA + 8</b>	BA + 16	BA + 24	MA	MA + 8	MA + 16
Base w Original TSS					00.00 00.00 00.00		
Education Base Increase		1,400.00	2,800.00	4,200.00	5,600.00	7,000.00	8,400.00
<b>New Teacher Pay</b>					00.00 00.00	50,000.0 0	51,400.0 0
<b>TSS HF 2612 Increase to Minimum</b>	4,500.00	3,100.00	1,700.00	300.00			
<b>New Minimum</b>					00.00 00.00		



					00.00		
TSS HF 2612 Increase to Minimum Year 2	2,500.00	2,500.00	2,500.00	2,500.00	1,100.00		
New Minimum					00.00 00.00 00.00		

**SICK LEAVE BANK AUTHORIZATION**

I hereby request Estherville Lincoln Central Community School District to deduct one day from my sick leave and authorize said deduction to be placed in a sick leave bank. Said deduction shall begin September 1 of each year.

I understand that my participation in the sick leave bank will entitle me to ten (10) added sick leave days annually in the event of a prolonged illness; providing the bank has that many sick days remaining.

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Employee's Signature

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School

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Date

Reference – Master Contract – [Article Four – Section I. 2 a.](#)