



# Professional Negotiations Agreement

between the

**MONTICELLO EDUCATION ASSOCIATION**

and the

**MONTICELLO COMMUNITY SCHOOL  
DISTRICT**

Monticello, Iowa 52310

for the

**2018-2021 SCHOOL YEARS**

***Annual Notice of Nondiscrimination-Policy #102.0E2***

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-3000, [brent.meier@monticello.k12.ia.us](mailto:brent.meier@monticello.k12.ia.us). Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact: Superintendent of Schools, 711 South Maple Street, Monticello, Iowa 52310, (319) 465-3000. This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.*

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## **ARTICLE I**

### **PREAMBLE**

The Board of Directors of the Monticello School District of Jones County, State of Iowa, hereinafter referred to as the "Board", and the Monticello Education Association, hereinafter referred to as the "Association", which association represents employees in the bargaining unit, hereinafter referred to as "employees", as defined and certified by the Public Employment Relations Board, agree as follows:

## **ARTICLE II**

### **RECOGNITION**

The Board of Directors of the Monticello Community School District, hereinafter referred to as the "Board", recognizes the Monticello Education Association, hereinafter referred to as the "Association", as the sole and exclusive bargaining agent for district employees included in the most recent bargaining unit definition on file with the Public Employment Relations Board.

## **ARTICLE III**

### **GRIEVANCE PROCEDURE**

#### **A. Purpose**

The purpose of this article is to provide for a mutually acceptable method, the prompt and equitable settlements of employee grievances and disputes over the interpretation and application of this Agreement. The Board, the Association, and the employees shall attempt to resolve informally or at the earliest possible stage all grievances. Informal settlements in any stage shall bind the immediate parties to the settlement, but shall not be precedents in a later grievance proceeding.

**B.** A grievance is a claim or dispute concerning the interpretation or application of the terms of this Agreement.

#### **C.**

1. Every employee covered by this Agreement or the Association shall have the right to present grievances in accordance with these procedures.

2. The failure of any 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 grieving employee 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 employee or of other employees.

4. Nothing in this Agreement shall prevent either party from having legal counsel or other representatives with them at each step.

5. If the grievance involves more than one building it may be presented initially at Step 3.

**D.**

**1. First Step**

An attempt shall be made to resolve any grievance in a documented conference discussion between complainant and the principal or his/her designated representative. Such action shall be within ten (10) working days of the event giving rise to the alleged grievance. A summary of the level one discussion should be written and signed by both parties to permit them each to retain a record of the outcome. (See appendix B)

**2. Second Step**

If the grievance cannot be resolved through step 1, 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, and shall note the specific clause or clauses of the agreement allegedly violated, 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 first date of the step 1 conference. The principal or his/her designee shall make a decision on the grievance and communicate it in writing to the employee, the Association, and the superintendent within ten (10) working days following the meeting (or the date the written grievance is received if no meeting is held) between the principal and the aggrieved.

**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) working days of the written decision at the second step, a copy of the grievance with the superintendent. Within ten (10) working days after such written grievance is filed, the aggrieved and the superintendent or his designee shall meet to resolve the grievance. The superintendent or his designee shall file an answer within ten (10) working days of the third step grievance meeting and communicate it in writing to the aggrieved.

**4. Fourth Step**

If the employee feels that the matter is not satisfactorily resolved, the Association or employee may request to appear before the board by filing the written complaint and the written dispositions with the board secretary within ten (10) days of the written decision from the third step, and ask for a place on the agenda. The board secretary shall place the item on the board's agenda. The employee may appear at the board meeting and discuss the matter with the board. The administrative staff may also discuss the matter with the board. The board may refuse in its sole discretion to take action on the complaint, or the board shall decide the matter as soon as practicable and the board secretary shall communicate the board's decision to the employee. If the board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final.

**E.** In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved could result in irreparable harm to a party in interest, the grievant, Association, and Superintendent may, by mutual agreement, at any step, agree to shorten the normal time limits set forth in steps 1, 2, and 3 shall be reduced to 5 working days for each time limit. In this instance, working days shall mean weekdays during which employees with 12 month contracts would normally be scheduled to work.

## **ARTICLE IV**

### **MANAGEMENT RIGHTS**

It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of the School District and the Board of Directors are retained by the Board and that nothing contained herein is intended to or shall conflict with or abrogate the powers or duties and responsibilities vested in the School District and the Board of Directors by the laws of the State of Iowa. However, these rights and powers shall in no way supersede any provision of this agreement.

## **ARTICLE V**

### **ASSOCIATION RIGHTS**

**A.** The Association will have the right to use school buildings and facilities at reasonable times for a reasonable number of meetings. Up to four such meetings may be scheduled during working hours at 3:30 P.M. or later. Other meetings will be outside of the regular working hours. Such meetings shall in no way interfere with any aspect of the instructional or extra-curricular program.

The time and place of all meetings shall be arranged in advance with the building principal. The association will pay all out-of-pocket expenses to the District resulting from such meetings and will pay any additional costs necessitated by such use.

The fee to be charged the Association for use of school facilities shall be based on the schedule provided by the Board of Directors for community groups.

**B.** There will be one bulletin board reserved for use by the Association in each school building, which will be placed in the faculty lounge where possible, for the purpose of displaying notices, circulars and other material.

**C.** The Association shall have the right to place a reasonable amount of notices, circulars, and other material in teachers' mailboxes with a copy being furnished to the building principal.

**D.** Duly authorized representatives and their respective affiliates shall be permitted to transact official Association business on school property at reasonable times, provided that this shall in no way interfere with or interrupt normal school operations and provided all outside agents check in at the building principal's office.

**E.** The Association president will be provided a copy of the Board Agenda, which will be available to be picked up prior to the Board meeting. If policy items are on the agenda, the president may get further written or oral amplification from the superintendent.

## ARTICLE VI

### **COMPENSATION**

#### **A. Basic Salary of Employees**

**2018-2019 School Year:** The base salary for the Salary Schedule shall be \$31,065. The base salary for Schedule B will be \$31,065.

**2019-2020 School Year:** The base salary for the Salary Schedule shall be \$31,290. The base salary for Schedule B will be \$31,290.

**2020-2021 School Year:** The base salary for the Salary Schedule shall be \$31,730. The base salary for Schedule B will be \$31,730.

The basic salaries of employees covered by this Agreement are set forth in Appendix A, which is attached hereto and incorporated in this Agreement.

#### **B. Advancement on Salary Schedule**

Employees on the regular salary schedule will advance one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached.

No employee shall be held on step without just cause. If any employee remains on a vertical step at least one year, and move to a new educational classification, the employee will advance one (1) increment or vertical step.

Nursing CEU credits will be counted equally to hours obtained for horizontal movement on the salary schedule subject to the Superintendents approval.

#### **C. Method of Payment**

##### **1. Pay Periods**

Each employee shall be paid in either twelve (12) or nine (9) equal installments on or before the 25th of each month. Those paid in nine installments will not receive checks in June, July, or August. Those paid in twelve installments may choose to receive their June, July, and August installments on or before June 25th. An election form will be given each employee, with their continuing contract or new contract, to allow the employee to choose the method of payment for the contract year. **Changes may be made up to September 1<sup>st</sup> of that school year.**

##### **2. Exceptions**

**a.** When a pay date falls on or during a school holiday, vacation weekend, employees shall receive their paychecks on the last previous working day.

**b.** Employees who are new in the teaching profession may, at their option, elect to receive up to 50% of the first salary installment after the completion of the first ten (10) workdays of employment. The balance of the contracted salary shall then be prorated over the remaining pay periods.

##### **3. Final Pay**

Each employee upon retirement shall have the option of receiving all or any part of his/her earned, contracted salary on the last pay period of the contracted work year.

##### **4. Direct Deposit**

Employees' checks will be automatically deposited directly to the financial institution of their choosing.

## ARTICLE VII

### **FINALITY AND EFFECT OF AGREEMENT**

**A.** This Agreement supersedes and cancels all previous agreements and practices relating to items covered in this Agreement between the Board and the Association or any employee, unless expressly stated to the contrary herein and constitutes the entire agreement between the parties, and concludes collective bargaining for its term, except as provided in Article VIII of this Agreement

**B.** The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, the foregoing is not to prohibit either party from introducing items in future negotiating years which were withdrawn by either of the parties to achieve this Agreement.

## ARTICLE VIII

### **COMPLIANCE AND DURATION**

#### **A. Separability**

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

#### **B. Printing Agreement**

This Agreement shall be posted on the District's website within thirty (30) days after the Agreement is signed.

#### **C. Notices**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by letter or e-mail at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to Board at 711 South Maple, Monticello, Iowa 52310.
2. If by Board, to Association at 217 S. Maple, Monticello, Iowa 52310.

#### **D. Duration**

This Agreement shall be effective as of July 1, 2018, and shall continue in effect until June 30, 2021.

#### **E. Modification of Current Agreement**

Negotiations shall be reopened on this agreement for any of the following reasons:

1. Serious error or omission is found and both parties agree to reopen, or
2. Any other item mutually agreed upon including any re-openers agreed to by the parties.

#### **F. Successor Agreement**

1. Either party may give written notice to the other party to negotiate a Successor Agreement as established by the Code of Iowa. Timelines as set forth by P.E.R.B will be followed.

2. Upon receipt of the notice, the negotiation team representing the Board and the negotiation team representing the Association shall meet for the purpose of negotiating whenever a mutually agreeable meeting time can be established.

**G. Signature Clause**

In witness whereof the parties hereto have caused this Agreement to be signed by their representative presidents, attested by their respective chief negotiators and their signatures placed thereon, all on the 27<sup>th</sup> day of April 2020.

Monticello Education Association:

Monticello Board of Education:

By \_\_\_\_\_  
Rebecca DeWitte, President

By \_\_\_\_\_  
John Schlarmann, Board President

By \_\_\_\_\_  
Todd Hospodarsky, Chief Negotiator

By \_\_\_\_\_  
Dr. Brian Jaeger, Superintendent



**APPENDIX A**

**Salary Schedule**

Base salary for the 2018-2019 school year shall be **\$31,065**

2018-19	SALARY SCHEDULE								
	\$31,065								
Base w/ TSS	NURSES								
\$33,976.00	RN (Non-B.	B.A.	B.A.+10	B.A.+20	B.A.+30	M.A.	M.A.+10	M.A.+20	M.A.+30
STEP 00	24231	33976	34656	35335	36015	37374	38053	38733	39412
	0.780	1.000	1.020	1.040	1.060	1.100	1.120	1.140	1.160
STEP 01	25473	35165	35913	36694	37374	38903	39582	40262	40941
	0.820	1.035	1.057	1.080	1.100	1.145	1.165	1.185	1.205
STEP 02	26716	36354	37170	38053	38733	40431	41111	41790	42470
	0.860	1.070	1.094	1.120	1.140	1.190	1.210	1.230	1.250
STEP 03	27959	37543	38427	39412	40092	41960	42640	43319	43999
	0.900	1.105	1.131	1.160	1.180	1.235	1.255	1.275	1.295
STEP 04	29201	38733	39684	40771	41451	43489	44169	44848	45528
	0.940	1.140	1.168	1.200	1.220	1.280	1.300	1.320	1.340
STEP 05	30444	39922	40941	42130	42810	45018	46037	46717	47397
	0.980	1.175	1.205	1.240	1.260	1.325	1.355	1.375	1.395
STEP 06	31686	41111	42198	43489	44169	46547	47227	48246	48925
	1.020	1.210	1.242	1.280	1.300	1.370	1.390	1.420	1.440
STEP 07	32929	42300	43455	44848	45528	48076	48756	49435	50115
	1.060	1.245	1.279	1.320	1.340	1.415	1.435	1.455	1.475
STEP 08	34172	43489	44712	46207	46887	49605	50284	50964	51644
	1.100	1.280	1.316	1.360	1.380	1.460	1.480	1.500	1.520
STEP 09	34793	44678	45970	47566	48246	51134	51813	52493	53172
	1.120	1.315	1.353	1.400	1.420	1.505	1.525	1.545	1.565
STEP 10	34793	45868	47227	48925	49605	52663	53342	54022	54701
	1.120	1.350	1.390	1.440	1.460	1.550	1.570	1.590	1.610
STEP 11	34793	47057	48484	50284	50964	54192	54871	55551	56230
	1.120	1.385	1.427	1.480	1.500	1.595	1.615	1.635	1.655
STEP 12	35414		49741	51644	52323	55721	56400	57080	57759
	1.140		1.464	1.520	1.540	1.640	1.660	1.680	1.700
STEP 13				53003	53682	57250	57929	58609	59288
				1.560	1.580	1.685	1.705	1.725	1.745
STEP 14				54362	55041	58778	59458	60138	60817
				1.600	1.620	1.730	1.750	1.770	1.790
STEP 15				55041	55721	60307	60987	61666	62346
				1.620	1.640	1.775	1.795	1.815	1.835
STEP 16				55041	55721	61327	62006	62686	63365
				1.620	1.640	1.805	1.825	1.845	1.865
STEP 17				55721	56400	61327	62006	62686	63365
				1.640	1.660	1.805	1.825	1.845	1.865
STEP 18				55721	56400	62346	63025	63705	64385
				1.640	1.660	1.835	1.855	1.875	1.895
STEP 19				56400	57080	62346	63025	63705	64385
				1.660	1.680	1.835	1.855	1.875	1.895
STEP 20				56400	57080	63365	64045	64724	65404
				1.660	1.680	1.865	1.885	1.905	1.925
STEP 21				57080	57759	63365	64045	64724	65404
				1.680	1.700	1.865	1.885	1.905	1.925
STEP 22					57759	64385	65064	65744	66423
					1.700	1.895	1.915	1.935	1.955
STEP 23						58439	64385	65064	65744
						1.720	1.895	1.915	1.935
STEP 24						58439	65404	66083	66763
						1.720	1.925	1.945	1.965

## Salary Schedule

Base salary for the 2019-2020 school year shall be **\$31,290**

2019-20		SALARY SCHEDULE							
		\$31,290							
Base w/ TSS	NURSES								
\$34,201.00	RN (Non-B.	B.A.	B.A.+10	B.A.+20	B.A.+30	M.A.	M.A.+10	M.A.+20	M.A.+30
STEP 00	24406	34201	34885	35569	36253	37621	38305	38989	39673
	0.780	1.000	1.020	1.040	1.060	1.100	1.120	1.140	1.160
STEP 01	25658	35398	36150	36937	37621	39160	39844	40528	41212
	0.820	1.035	1.057	1.080	1.100	1.145	1.165	1.185	1.205
STEP 02	26909	36595	37416	38305	38989	40699	41383	42067	42751
	0.860	1.070	1.094	1.120	1.140	1.190	1.210	1.230	1.250
STEP 03	28161	37792	38681	39673	40357	42238	42922	43606	44290
	0.900	1.105	1.131	1.160	1.180	1.235	1.255	1.275	1.295
STEP 04	29413	38989	39947	41041	41725	43777	44461	45145	45829
	0.940	1.140	1.168	1.200	1.220	1.280	1.300	1.320	1.340
STEP 05	30664	40186	41212	42409	43093	45316	46342	47026	47710
	0.980	1.175	1.205	1.240	1.260	1.325	1.355	1.375	1.395
STEP 06	31916	41383	42478	43777	44461	46855	47539	48565	49249
	1.020	1.210	1.242	1.280	1.300	1.370	1.390	1.420	1.440
STEP 07	33167	42580	43743	45145	45829	48394	49078	49762	50446
	1.060	1.245	1.279	1.320	1.340	1.415	1.435	1.455	1.475
STEP 08	34419	43777	45009	46513	47197	49933	50617	51302	51986
	1.100	1.280	1.316	1.360	1.380	1.460	1.480	1.500	1.520
STEP 09	35045	44974	46274	47881	48565	51473	52157	52841	53525
	1.120	1.315	1.353	1.400	1.420	1.505	1.525	1.545	1.565
STEP 10	35045	46171	47539	49249	49933	53012	53696	54380	55064
	1.120	1.350	1.390	1.440	1.460	1.550	1.570	1.590	1.610
STEP 11	35045	47368	48805	50617	51302	54551	55235	55919	56603
	1.120	1.385	1.427	1.480	1.500	1.595	1.615	1.635	1.655
STEP 12	35671		50070	51986	52670	56090	56774	57458	58142
	1.140		1.464	1.520	1.540	1.640	1.660	1.680	1.700
STEP 13				53354	54038	57629	58313	58997	59681
				1.560	1.580	1.685	1.705	1.725	1.745
STEP 14				54722	55406	59168	59852	60536	61220
				1.600	1.620	1.730	1.750	1.770	1.790
STEP 15				55406	56090	60707	61391	62075	62759
				1.620	1.640	1.775	1.795	1.815	1.835
STEP 16				55406	56090	61733	62417	63101	63785
				1.620	1.640	1.805	1.825	1.845	1.865
STEP 17				56090	56774	61733	62417	63101	63785
				1.640	1.660	1.805	1.825	1.845	1.865
STEP 18				56090	56774	62759	63443	64127	64811
				1.640	1.660	1.835	1.855	1.875	1.895
STEP 19				56774	57458	62759	63443	64127	64811
				1.660	1.680	1.835	1.855	1.875	1.895
STEP 20				56774	57458	63785	64469	65153	65837
				1.660	1.680	1.865	1.885	1.905	1.925
STEP 21				57458	58142	63785	64469	65153	65837
				1.680	1.700	1.865	1.885	1.905	1.925
STEP 22					58142	64811	65495	66179	66863
					1.700	1.895	1.915	1.935	1.955
STEP 23					58826	64811	65495	66179	66863
					1.720	1.895	1.915	1.935	1.955
STEP 24					58826	65837	66521	67205	67889
					1.720	1.925	1.945	1.965	1.985

## Salary Schedule

Base salary for the 2020-2021 school year shall be \$31,730

2020-21		SALARY SCHEDULE							
		\$31,730							
Base w/ TSS	NURSES								
\$34,641.00	RN (Non-BA)	B.A.	B.A.+10	B.A.+20	B.A.+30	M.A.	M.A.+10	M.A.+20	M.A.+30
STEP 00	24749	34641	35334	36027	36719	38105	38798	39491	40184
	0.780	1.000	1.020	1.040	1.060	1.100	1.120	1.140	1.160
STEP 01	26019	35853	36616	37412	38105	39664	40357	41050	41742
	0.820	1.035	1.057	1.080	1.100	1.145	1.165	1.185	1.205
STEP 02	27288	37066	37897	38798	39491	41223	41916	42608	43301
	0.860	1.070	1.094	1.120	1.140	1.190	1.210	1.230	1.250
STEP 03	28557	38278	39179	40184	40876	42782	43474	44167	44860
	0.900	1.105	1.131	1.160	1.180	1.235	1.255	1.275	1.295
STEP 04	29826	39491	40461	41569	42262	44340	45033	45726	46419
	0.940	1.140	1.168	1.200	1.220	1.280	1.300	1.320	1.340
STEP 05	31095	40703	41742	42955	43648	45899	46939	47631	48324
	0.980	1.175	1.205	1.240	1.260	1.325	1.355	1.375	1.395
STEP 06	32365	41916	43024	44340	45033	47458	48151	49190	49883
	1.020	1.210	1.242	1.280	1.300	1.370	1.390	1.420	1.440
STEP 07	33634	43128	44306	45726	46419	49017	49710	50403	51095
	1.060	1.245	1.279	1.320	1.340	1.415	1.435	1.455	1.475
STEP 08	34903	44340	45588	47112	47805	50576	51269	51962	52654
	1.100	1.280	1.316	1.360	1.380	1.460	1.480	1.500	1.520
STEP 09	35538	45553	46869	48497	49190	52135	52828	53520	54213
	1.120	1.315	1.353	1.400	1.420	1.505	1.525	1.545	1.565
STEP 10	35538	46765	48151	49883	50576	53694	54386	55079	55772
	1.120	1.350	1.390	1.440	1.460	1.550	1.570	1.590	1.610
STEP 11	35538	47978	49433	51269	51962	55252	55945	56638	57331
	1.120	1.385	1.427	1.480	1.500	1.595	1.615	1.635	1.655
STEP 12	36172		50714	52654	53347	56811	57504	58197	58890
	1.140		1.464	1.520	1.540	1.640	1.660	1.680	1.700
STEP 13				54040	54733	58370	59063	59756	60449
				1.560	1.580	1.685	1.705	1.725	1.745
STEP 14				55426	56118	59929	60622	61315	62007
				1.600	1.620	1.730	1.750	1.770	1.790
STEP 15				56118	56811	61488	62181	62873	63566
				1.620	1.640	1.775	1.795	1.815	1.835
STEP 16				56118	56811	62527	63220	63913	64605
				1.620	1.640	1.805	1.825	1.845	1.865
STEP 17				56811	57504	62527	63220	63913	64605
				1.640	1.660	1.805	1.825	1.845	1.865
STEP 18				56811	57504	63566	64259	64952	65645
				1.640	1.660	1.835	1.855	1.875	1.895
STEP 19				57504	58197	63566	64259	64952	65645
				1.660	1.680	1.835	1.855	1.875	1.895
STEP 20				57504	58197	64605	65298	65991	66684
				1.660	1.680	1.865	1.885	1.905	1.925
STEP 21				58197	58890	64605	65298	65991	66684
				1.680	1.700	1.865	1.885	1.905	1.925
STEP 22					58890	65645	66338	67030	67723
					1.700	1.895	1.915	1.935	1.955
STEP 23					59583	65645	66338	67030	67723
					1.720	1.895	1.915	1.935	1.955
STEP 24					59583	66684	67377	68070	68762
					1.720	1.925	1.945	1.965	1.985

**APPENDIX B**

**Grievance Level I Documentation Form**

Employee\_\_\_\_\_

Principal or Designee\_\_\_\_\_

Contract Language in dispute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution Sought:

\_\_\_\_\_  
\_\_\_\_\_

Resolution reached in conference:

\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Date

**GRIEVANCE REPORT**

# \_\_\_\_\_

\_\_\_\_\_  
Date Filed

Monticello School District

Distribution of Form

\_\_\_\_\_ Building

- 1. Association
- 2. Employee
- 3. Appropriate Supervisor
- 4. Superintendent

\_\_\_\_\_  
Name of Aggrieved Person

**LEVEL II**

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract Violated \_\_\_\_\_

C. Statement of Grievance\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal  
or his/her designee

\_\_\_\_\_  
Date

**LEVEL III**

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Date Received by Superintendent

B. Disposition by Superintendent of Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of                      Date  
Superintendent or Designee

\* If additional space is needed, attach additional sheets.

NOTE: All provisions of ARTICLE III of the Agreement shall be strictly observed in the settlement of grievances.

**LEVEL IV**

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Signature of Association President

B. \_\_\_\_\_  
Date Submitted to School Board                      Date Reviewed by School Board

C. Disposition by School Board\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of School Board President                      Date of Decision

\_\_\_\_\_

\* If additional space is needed, attach additional sheets.

NOTE: All provisions of ARTICLE III of the Agreement shall be strictly observed in the settlement of grievances.