

**ARTICLE I
RECOGNITION AND DEFINITIONS**

A. Recognition

1. The Eddyville-Blakesburg Community School District is recognized as a public employer governed by the elected Board of Directors.
2. The administrators are recognized as the agents of the Board empowered to manage the operations of the School District according to policies established by the Board of Directors.
3. The Laborers International Union, Local 566, as determined and ordered by the Public Employment Relations Board, is recognized as the exclusive bargaining representative for all full and part-time regularly employed Bus Drivers, Custodians, Maintenance, Food Service employees, Day Care Staff, Instructional Assistants, Secretarial Staff, except for Management, Supervisors, confidential employees, and Teachers.

B. Definitions

1. The term "Board," as used in this Agreement, shall mean the Board of Directors of the Eddyville-Blakesburg Community School District or its duly authorized representatives.
2. The term "Employee," as used in this Agreement, shall mean all non-certified employees as stipulated in Section A.3 above.
3. The term "Union," as used in this Agreement, shall mean the Laborers International Union, Local 566 or its duly authorized representatives.
4. The term "Day," as used in this Agreement, shall mean calendar days, except if a last day falls on a Saturday, Sunday, or other holiday, the time period shall be extended to the next regular calendar day.

**ARTICLE II
HOURS OF WORK**

A. Assignment

The administration shall determine all hours, starting and stopping time, and the assignment of employees during those hours to insure and maintain the services necessary and essential to the functioning of the school district. The administration shall not act in an arbitrary or capricious manner in doing so and shall notify the Union in writing of any significant changes.

B. Full-time Employees

Full-time employees shall be defined as those that work thirty-seven and one-half (37 ½) hours per week for twelve months.

All current employees who are presently treated as if full-time shall retain full-time status for purposes of this Agreement unless there is a written exception within this Agreement. This provision shall solely only apply to those employed as of June 30, 2005.

- C. Lunch Period: Paid lunch shall continue as is past practice.
- D. Break Period: All full-time custodial employees shall have a fifteen (15) minute unpaid break period during each continuous four (4) hour period. Break period to be scheduled at the discretion of the employer.
- E. Special Meetings Outside the Normal Workday and Location

Employees shall receive compensation for special meetings held outside of the normal workday and work locations in the amount of a minimum of one (1) hour show-up time. In the event the employee is already working and this is just an extension of the day, the employee shall be paid for actual time.
- F. Inclement Weather

On inclement weather days when employees are sent home, without working, the employee shall be compensated for a minimum of one (1) hour show-up time.
- G. Training

When a para employee on staff is required by the District to have additional training, the District shall pay the cost associated with that training. (This is training beyond what the state or federal government may require unless the District changes an employee's position such that the employee is required to have additional training (state, federal or District), the District will pay the cost. This provision shall not apply to new hires. The District retains the right to determine and require certain qualification for positions for new hires.
- H. Exceptions: Any exceptions to the hours of work or break periods listed above must be authorized by the appropriate supervisor.

**ARTICLE III
WAGES AND PAYMENTS**

- A. Wages/Amount

Each employee shall receive the same basic compensation that they are currently being paid (2010-2011 school year) plus an additional increase of one and three-quarter percent (1.75%) for the 2011-2012 school year. This is set out in the Salary Schedule in Appendix C. Childcare Assistant, Appendix C, hire at Step Three (Paras Only).
- B. Overtime
 1. Employees requested/required to work more than forty (40) hours in a seven (7) day period beginning at midnight on Saturday and ending at midnight on the following Saturday, or to work on holidays, shall be paid one and one-half (1 ½) times the regular hourly rate for that employee.
 2. Part-time employees requested/required to work overtime shall receive their regular hourly rate of pay until more than forty (40) hours of work has been performed in a seven (7) day period.

3. Overtime shall be scheduled by the Superintendent, or designee, as said Superintendent determines, in his/her discretion, are the needs of the District. No employee shall work overtime without advance approval unless an emergency exists that requires immediate attention.
4. When maintenance or custodial employees perform required weekend building checks they shall be compensated at a minimum of one hour for each time they have to go out and do the building check. If the custodian or maintenance person has to go out twice on a day, like Saturday morning and then Saturday evening, because of activities, that will be considered as two building checks and a minimum of one (1) hour pay will apply to each time.

C. Method of Payment

1. Each employee shall be paid every other week (26 pay periods per year). The wages of full-time nine (9) month employees shall be deferred over a twelve (12) month period except for any overtime worked. Any employee who works overtime will be paid for that overtime once a month with the guarantee that the overtime payment will be made within thirty (30) days of the time that the overtime request is submitted.
2. Each employee shall receive his/her check at his/her regular building and on regular school days. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day whenever reasonably possible.

D. Shift Differential

Shift differential pay of \$0.25 per hour shall be applied to the night shift work performed by custodians/maintenance for all hours worked after 5:00 p.m.

**ARTICLE IV
INSURANCE**

A. Insurance

The District agrees to provide to all employees as listed below the following health insurance coverage:

New Hire Employees (hired July 1, 2005 or thereafter):

1. The employee who is working nine, ten or eleven (9, 10, or 11) months, eight (8) hours per day, forty (40) hours per week shall be provided two hundred dollars (\$200.00) of the monthly cost, during the months the employee is actively working, toward the single premium of each eligible employee, as determined by the insurance company, for purposes of health and major medical insurance.
2. For employees working twelve (12) months per year, eight (8) hours per day and forty (40) hours per week, the District will agree to pay up to four hundred dollars (\$400.00) per month of the cost of single premium for each eligible employee for health major medical insurance.

Current Employees (hired prior to June 30, 2005):

The District will cover the cost of a single rate insurance premium on all full-time employees and all part-time employees will be pro-rated according to hours worked except bus drivers will receive 80% of the total cost of a single premium. Current employees receiving cash payment in lieu of insurance shall maintain that benefit. Any current employee that does not select health insurance shall be offered a cash payment of one hundred twenty dollars (\$120.00) per month in lieu thereof, at the rate of a comparable employee in hours worked. To be eligible an employee must show proof of existing insurance coverage.

- B. Terms and conditions of the existing insurance policy shall supersede any agreement in this Article.
- C. The Board shall have the right at any time to procure the insurance referred to in Section "A" above from any reputable insurance or to self-insure at the Board's election and may change insurance carriers as it deems necessary. The benefit levels of any new plan shall remain comparable to current benefit levels.
- D. Employees shall comply with any cooperation clause contained in the insurance policies secured by the District.

ARTICLE V LAYOFF & RECALL

- A. If the employer determines it is necessary to lay off employees, the lay off shall be accomplished on a district wide basis in the following manner:
 - 1. Lay offs will be by category of employees in the unit to wit: custodians/maintenance, teachers and childcare assistants, food service staff, secretaries, and transportation staff.
 - 2. Employees within the category selected for layoff will be compared using the following factors:
 - a. Work record
 - b. Skills
 - c. Experience/Seniority

These factors may not have equal importance in each case. When that situation occurs an explanation will be provided by the administration. (For example: skills might be most important because an employee has a license as an electrician or is qualified to work with a boiler, special education aide working with one specific child, etc.)
 - 3. If the above factors are equal between the employees the employee with the least seniority within the category will be laid off first. If seniority is the same, the date of hire shall prevail. (i.e. last hired = first reduced) if tie remains then lottery draw.

B. Recall

1. Laid off employees will have recall rights to a vacant position in that employee's classification for one (1) year from the date of last working for the District.
2. If two or more employees are on recall within the same classification the employee with the best qualifications will be recalled first. If qualifications are tied the employee recalled shall be determined by the employee with the most seniority.
3. Laid off employees must keep the District informed of their current address in writing.
4. Notice of recall will be by certified mail return receipt requested and the recalled employee must accept or reject the recall within ten (10) calendar days of the mailing of the notice or the employee will be deemed to have rejected the position. Acceptance of recall shall be in writing and hand delivered to the person issuing the recall notice. Rejection of recall shall terminate recall rights.
5. Recalled employees do not earn benefits or seniority while laid off. A recalled employee shall receive the rate of pay due him/her had the lay off not occurred. (Example: An employee is earning \$6.50/hour at the time of the lay off. The negotiated wage increase for the following school year is \$0.30. When recalled, the employee's wage will be \$6.80). All unused accumulated sick leave shall be restored upon recall and seniority shall begin to accrue again to be added to the employee's prior seniority.

**ARTICLE VI
SENIORITY/VACANCIES**

A. Seniority

"Seniority" is the length of an employee's service starting with the first day on which duties are performed.

Seniority lists shall be developed for full-time and part-time employees. Copies of the seniority lists shall be distributed to the Union on or before February 1 of each year.

B. Vacancies

"Vacancy" shall be defined as a position in the District which the Board of Directors has elected to maintain which is currently open because no employee is available to fill the position. The term "vacancy" shall not apply to any temporary or substitute position resulting from an approved leave of absence.

The District will post any vacancies or newly created jobs within the bargaining unit in every building and send them by e-mail to each employee. If the employee is on scheduled leave or layoff, or has been a substitute within the last three (3) months working at any of the bargaining unit positions within the District, the District shall notify those employees by U.S. Mail. Note – Substitutes must notify the District if they want this notice. All notices of new jobs and vacancy positions shall state the position and minimum requirements. Applicants who fail to state the provided evidence of such minimum requirements with their application shall not be considered for the posted position. All newly created jobs within the bargaining unit shall be posted at least five (5) work days prior to filling the position. Employee, including

employees on layoff, shall have five (5) working days in which to make application for any vacancy or new job posted.

Applicants for the position so posted shall be notified in writing within seven (7) working days after the position has been filled as to whether they were or were not the successful candidate.

If an employee is removed or dismissed as a result of a decision of the Boards to decrease the number of employees employed by the Board or to discontinue some particular type of employee services, written notice shall be mailed to the employee and also given to the employee either by certified mail, return receipt requested or personal delivery with receipt at least thirty (30) days before the employee is removed or dismissed, together with a statement of honorable dismissal.

**ARTICLE VII
VACATIONS**

After a year of continuous employment, employees that are 12-month employees (i.e. Custodian, Maintenance, and Day Care Assistants) shall be eligible for paid vacation days. Paid vacation days shall accumulate at the rate of 2.5 days every three (3) months to a total of ten (10) per year. After ten (10) consecutive years of full-time employment, employees shall be entitled to fifteen (15) days of vacation per year. After twenty (20) consecutive years of full-time employment, employees shall be entitled to twenty (20) days of vacation per year. With approval of the Superintendent, vacation may be used on a day-by-day basis. The use of vacation is subject to the approval of the employee’s immediate supervisor. Day Care Assistants’ vacation shall be pro-rated to hours worked. No vacation is available for employees working less than thirty (30) hours per week.

Employees shall be allowed to carry over one (1) week of vacation time if all compensatory time has been taken and there is no other way for the employee to realize his/her vacation. Employees resigning who provide two (2) weeks notice are entitled to the monetary equivalent of all earned vacation.

**ARTICLE VIII
LEAVES OF ABSENCE**

A. Health Related Leaves

1. Sick Leave applies as follows:

9, 10, and 11 Month Employees		12 Month Employees	
<i>1st Year</i>	10 days	<i>1st Year</i>	12 days
<i>2nd Year</i>	11 days	<i>2nd Year</i>	13 days
<i>3rd Year</i>	12 days	<i>3rd Year</i>	14 days
<i>4th Year</i>	13 days	<i>4th Year</i>	15 days
<i>5th Year</i>	14 days	<i>5th Year</i>	15 days
<i>6th Year</i>	15 days	<i>6th Year</i>	15 days

Accumulation: Unused Sick Leave is cumulative to one hundred twenty (120) days for all employees except the employees that were able to accumulate Sick Leave in excess of one hundred twenty (120) days prior to April 1, 2005 (12 employees). They shall be able to accumulate to one hundred thirty-five (135) days and shall maintain that benefit.

Fifteen percent (15%) payment of accumulated sick leave days shall be paid when an employee retires, quits or is laid off. If the employee retires, quits or is laid off they must

have ten (10) years of continuous service to become eligible for the payment. If the employee is laid off and is recalled that employee may buy back the days previously used for the payout or forfeit the days and start new in the sick leave accumulation.

Sick leave may be taken in ¼ day increments.

B. Work Related Injury or Illness

When an employee is absent from work as a result of a job-related injury or illness covered by workman's compensation, the employee may invoke one of the following alternatives:

- a. The employee may draw workman's compensation with no supplemental pay from the Board, which would result in no loss of accumulated sick leave.
- b. The employee may elect to have the Board supplement the workman's compensation to the extent that the compensation and supplement are equal to the employee's regular net salary. Sick leave days shall be used to justify the supplement by the Board in the same ratio as the supplement to the regular salary.

C. Family Illness

New Hire Employees (hired July 1, 2005 or thereafter)

Full-time employees may be granted leave of absence up to three (3) days at full pay for illness or doctor's appointments in the immediate family (immediate family shall be defined as spouse, son, daughter, or step-child living in household). Family leave will be deducted from the employee's sick leave.

Current Employees (hired prior to June 30, 2005)

Full-time employees shall be granted leave of absence at full pay for immediate family illness reasons. An employee planning to use an immediate family illness day or days for scheduled medical or dental appointments shall notify his/her supervisor at least one (1) day in advance.

Immediately family illness days shall not exceed ten (10) days in any one (1) year for 12-month employees and five (5) days in any one (1) year for 9-month employees. Immediate family illness days will be deducted from illness days granted to the employee. The Board, in its discretion, may grant additional days for immediate family illness not to exceed the total leave available for an individual employee.

Immediate family shall be defined as: child or step-child, spouse, mother or step-mother, father or step-father, spouse's mother or step-mother, spouse's father or step-father, or any other individual residing with and under the legal guardianship of the employee. Immediate family illness leave shall be used in one-half (1/2) or whole day increments.

D. Bereavement Leave

1. Up to five (5) days of leave per occurrence shall be granted for each death of an employee's spouse, child, mother, step-mother, father or step-father.
2. Up to three (3) days per occurrence shall be granted for death of a brother, sister, grandparent, grandchild, and in-laws of the paragraph 1 and 2 listing.
3. In the event of the death of a student in the Eddyville-Blakesburg Community School District, the principal or immediate supervisor of said employee shall grant the appropriate number of employees sufficient time to attend the funeral. This is non-grievable.
4. Up to one (1) day per year shall be granted for the death of a close friend, a member of a close friend's family or a relative outside the immediate or extended family as defined under Health Related Leaves. This one (1) day may be taken in one-half (1/2) day increments.

E. Personal Business Leave

New Hire Employees (hired July 1, 2005 or thereafter)

Each full-time employee shall be allowed one (1) day to be used for personal business reasons. An employee planning to use a personal day or days shall notify his/her principal at least three (3) days in advance, except in cases of emergency. The use of personal leave may be limited to two (2) employees per building per day on a first come first serve basis. Personal leave cannot be used during the first or last five (5) days of the school year, nor to extend a holiday except in cases of emergency. One (1) additional day shall be granted for use in emergency circumstances leaves. Emergencies shall be defined as those extreme circumstances which are beyond the control of the employee. Personal Business Leave may be used in ¼ day increments.

Current Employees (hired prior to June 30, 2005)

Each full-time employee shall be allowed two (2) days to be used for personal reasons. An employee planning to use a personal business day or days shall notify his/her supervisor at least three (3) days in advance, except in cases of emergency. A year shall be from July 1 through June 30. Personal Business Leave may be used in ¼ day increments.

The use of personal leave may be limited to two (2) employees per building per day on a first come first serve basis. Personal leave cannot be used during the first or last five (5) days of the school year, nor to extend a holiday except in cases of emergency.

F. Emergency Leave: Emergency leave without pay may be granted by the Superintendent and/or the Board.

G. Jury Duty

In absence of extraordinary circumstances, employees in the school system may be excused for jury duty to appear in any judicial proceedings for which the employee has been subpoenaed which is work related. Any hourly remuneration the employee shall receive during such leave shall be turned over to the Eddyville-Blakesburg Community School District.

H. Temporary Absence: Temporary absence without pay, less than one-half (1/2) day, may be granted by the supervisor.

I. Family and Medical Leave

Employees of the District are entitled to unpaid Family and Medical Leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. (This inclusion shall in no way reduce or adversely impact any other provisions of this Agreement).

**ARTICLE IX
HOLIDAYS**

Full-time employees working twelve (12) months per year shall receive the following paid holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, President's Day, Spring Break Day.

The employees must have worked on the last scheduled working day before the holiday and must work the first scheduled working day after the holiday in order to qualify for holiday pay.

If the holiday falls on a weekend, it shall be observed on the closest day thereto when no school is scheduled. Child Care Assistants who qualify shall be given an additional personal/vacation day or receive a day's wages when scheduling does not permit usage of the holiday.

**ARTICLE X
GRIEVANCE PROCEDURES**

A. Purpose

The purpose of this procedure is to provide a prompt, orderly method for securing, at the lowest possible level, an equitable solution to grievances. The parties agree that grievance proceedings will be kept confidential as may be appropriate at any level of this procedure.

B. Definition

A grievance is a claim by the Union, an employee or a group of employees, involving an alleged violation, misinterpretation or misapplication of the terms of this specific Agreement.

C. Rules

1. Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures. Grievances involving a group of employees or employees from more than one work site may initiated at the third (3rd) step of the grievance procedure in the form of a written grievance.

2. The failure of a grievant/Union to act on any grievance within the prescribed time limits will act as a bar to any further appeal and the District's failure to grant a decision within the time limits shall permit the grievant to proceed to the next step of the procedure. The time limits, however, may be extended by mutual agreement in writing.
3. Any investigation or other handling or processing of any grievance by the grievant/Union shall be conducted so as to result in no interference with or interruption whatsoever of the work activities of the grievant or other employees.
4. A grievant may be represented at all stages of the grievance procedure by himself/herself or by a Union representative.
5. No reprisals of any kind will be taken by the District against any employee because of his/her participation in the grievance procedures.
6. The District shall not be required to process a grievance through this grievance procedure if any claim or complaint, or appeal concerning the same or similar set of facts is filed in any form other than under the grievance procedure of this Agreement prior to the final resolution of such grievance.

D. Procedural Steps

First Step – Informal: An aggrieved person shall discuss the grievance with the employee's immediate supervisor with the objective of resolving the grievance informally. This discussion shall take place within ten (10) days of the time that the incident occurs giving rise to the grievance.

Second Step – Supervisor: If the grievance cannot be resolved informally, the grievant shall file the grievance in writing on the Grievance Form provided (Appendix A), and at a mutually agreeable time, discuss the matter with his/her supervisor. The filing of the formal, written grievance at the Second Step must be within ten (10) days from the date of occurrence of the event giving rise to the grievance. The supervisor shall make a decision on the grievance and communicate in writing to the grievant/Union and the Superintendent within ten (10) days after receipt of the written grievance.

Third Step – Superintendent: In the event a grievance has not been satisfactorily resolved at Step Two, the grievant/Union shall file a copy of the grievance with the Superintendent, his designee or secretary within five (5) days of the supervisor's written decision at the Second Step. Within ten (10) days after such written grievance is filed, the grievant and Superintendent or designee shall meet to discuss the grievance and the employee shall explain his/her position. The Superintendent or designee shall file an answer within ten (10) days of the Third Step grievance meeting and communicate it in writing to the employee, Union, and his/her supervisor.

Fourth Step – Arbitration: If the grievance is not resolved satisfactorily at Step Three, there shall be available a Fourth Step of binding arbitration. The Union may submit, in writing, a request on behalf of the Union and the grievant to the Superintendent within ten (10) days from receipt of the Third Step disposition to enter into arbitration. The Public Employment Relations Board (PERB) will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain.

The remaining name shall be the arbitrator. The decision of the arbitrator will be final and binding upon the parties.

Expenses for the arbitrator's services shall be borne equally by the Board and the Union.

The arbitrator so selected shall confer with the representatives of the Board and the Union and hold hearing promptly and shall issue his/her decision not later than fifteen (15) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date of the final statements and proofs of the specific issues as are submitted to him/her.

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 Board and the Union, and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE XI DUE DEDUCTIONS

A. Dues Deductions

The Employer agrees to deduct the Union membership initiation fee, assessments and dues for each paycheck of all members of the bargaining unit who sign and deliver to the Board office an assignment authorizing deduction of Union dues in the amount certified by the Treasurer of Local 566. The assignment shall specify the total amount of annual and monthly dues. The past month's aggregate deductions along with a statement that lists the employees who had dues deducted from their paychecks shall be remitted to the Business Manager/ Secretary/Treasurer of Local 566 at the beginning of the month. The Union agrees that there will be no deduction for political pact money or other money used for political purposes on a state or national scale.

B. Indemnification

The Union shall indemnify and hold harmless the District, its elected representatives, officers, administrators, agents, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any actions taken or not taken by the District for the purpose of complying with the provisions of this Article.

ARTICLE XII NO STRIKE/NO LOCKOUT

During the term of this Agreement, employees represented by the Union shall not participate in a strike or concerted action in whole or in part. Employees represented by the Union shall not, during the term of this Agreement, participate in a concerted action, which will disrupt the normal or extracurricular activities of the District. During the term of this Agreement, the Board agrees it will not lockout employees.

**ARTICLE XIII
MISCELLANEOUS**

A. Right of Representation

Before conducting an investigation or interview which may reasonably be expected to result in disciplinary action against the employee being questioned, that employee may request that a Union representative be present. It is recognized that an employee may not insist that a particular representative be present.

This section does not apply to “run of the mill conversations,” for example, the giving of instructions, training, and employee evaluations or needed corrections of work techniques.

B. Access to Personnel Records

Each employee shall have the right to review the contents of said employee’s personnel file, with the exception of materials excluded under the Personnel Records Act, and to attach and place therein written reactions to the contents. The employee may review his/her file upon forty-eight (48) hours written advance notice submitted to the Superintendent or designee during the regular business hours established by the Central Office or at a time mutually agreeable with the Superintendent and the employee. The employee may not remove any material from said file and must review the content of his/her file in the presence of the Superintendent or designee. Employee records shall be kept in a secure area.

**ARTICLE XIV
SEPARABILITY**

Should any article, section or clause of this Agreement be declared illegal, then that article, section or clause should be deleted from this Agreement to the extent that it violates the law, and shall be renegotiated, if legally negotiable. The remaining articles, sections and clauses shall remain in full force and effect.

**ARTICLE XV
COMPLETE UNDERSTANDING**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through written mutual consent of the parties.

**ARTICLE XVI
COMPLIANCE AND DURATION**

A. This Agreement replaces and supersedes any and all other verbal or written agreements or previous practices between the parties. The Union and the Board acknowledge that the understanding and agreements arrived at between the parties in this Agreement have been arrived at voluntarily and unqualifiedly. This Agreement cancels any and all previous practices between the parties and this Agreement shall set forth all understandings and agreements between the parties.

B. This Agreement shall be in full force and effect from July 1, 2011 to and including June 30, 2012 (one year agreement).

This Agreement is executed and agreed upon this ____ day of _____, 2011.

LABORERS' INTERNATIONAL
UNION, LOCAL 566

EDDYVILLE-BLAKESBURG
COMMUNITY SCHOOL DISTRICT

By Business Manager

By District Representative
Brian L. Gruhn

GPLDC Business Manager
Charlie Shempf, JR

By Board President

APPENDIX A

GRIEVANCE FORM

Distribution of Form

Issue: _____

- 1. Union
- 2. Employee
- 3. Employer

First Step: Date of Discussion

Second Step: Date filed

Grievant(s) Name

SECOND STEP

A. Date of Incident Causing Violation _____

B. Specific Section(s) of Contract Violated _____

C. Statement of Grievance (in detail) _____

D. Relief Sought _____

Signature of Grievant or Union Representative

Date

APPENDIX B

INITIAL FEE AND DUES DEDUCTION AUTHORIZATION

The undersigned employee of _____ does hereby authorize my employer to deduct from my wages or compensation, regular monthly dues and remit same to the Treasurer of Laborers' International Union of North America, Local Union #____ Iowa and the undersigned for himself, dependents, next of kin, heir and executors of administrators does hereby release and forever discharge the said employer from any and all liability, claims or demands to them for or on account of the aforesaid deductions to said Union. This authorization to be terminable by the undersigned at any time upon the giving of at least thirty days written notice of such termination to the employer, as prescribed by the statutes of the State of Iowa.

Dues, contributions or gifts to the Local Union are not deductible as charitable contributions for federal income tax purposes. Dues paid to the Local Union, however, may qualify as business expenses, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

Signed this ____ day of _____, 20__ at _____, Iowa.

Name_____

Social Security Number_____

Birthdate:_____

Phone Number_____

Address_____

Employee Signature_____

City State Zip

Witness

2011-2012 SALARY SCHEDULE Teacher & Childcare Assistants

<u>Year/Step</u>	<u>Level 1</u>	<u>Level 2</u>
1	\$7.79	\$8.40
2	\$8.09	\$8.73
3	\$8.40	\$9.05
4	\$8.73	\$9.35
5+	\$9.05	\$9.66

Substitutes: All – 96% of Level 1 Base

Teacher and Childcare Assistants may bring up to four (4) years experience from another school district for placement on Year/Step. Childcare Assistants who are Paras will be hired at Step 3.

Assistants are encouraged to pursue post-secondary education. Therefore, personnel holding at least an AA degree in either education or liberal arts, and/or a State of Iowa Para-Educator Certificate, and/or a Child Development Associate (CDA) Certificate will enter or move to Level 2.

Current Assistants must present proof regarding AA degree or higher and/or Para-Educator Certificate and/or Child Development Associate (CDA) Certificate by August 31st to be moved to Level 2 for the current school year. Any proof presented after this date will not allow for movement to Level 2 until the following school year. Those Assistants placed at Level 2 prior to July 1, 2005 will maintain that level.

Assistant applicants must present proof regarding AA degree or higher and/or a Para-Educator Certificate, and/or Child Development Associate (CDA) Certificate prior to the issuance of a work schedule for entry at Level 2.

For all positions, as described in Appendix C, no employee shall be paid less than the prevailing minimum wage rate for the State of Iowa.

2011-2012 SALARY SCHEDULE
Food Service Staff

<u>Year/Step</u>	<u>Level 1</u>
1	\$8.04
2	\$8.35
3	\$8.67
4	\$8.97
5+	\$9.27

Substitutes: All – 96% of Level 1 Base

Cafeteria personnel may bring up to four (4) years experience from another institutional food service atmosphere. Determination of allowable experience will be determined by the Superintendent.

2011-2012 SALARY SCHEDULE
Maintenance Staff

<u>Year/Step</u>	<u>Level 1</u>
1	\$9.78
2	\$10.09
3	\$10.40
4	\$10.71
5+	\$11.00

Substitutes: All – 96% of Level 1 Base

Custodial/Maintenance personnel may bring up to four (4) years experience. Experience level will be determined by the Maintenance Coordinator and Superintendent of Schools.

Level 1: All regular custodial staff

Extra/Summer Staff: Substitute Rate.

2011-2012 SALARY SCHEDULE
Secretarial Staff

<u>Year/Step</u>	<u>Level 1</u>	<u>Level 2</u>
1	\$8.04	\$9.96
2	\$8.34	\$10.78
3	\$8.67	\$11.20
4	\$8.96	\$11.82
5+	\$9.28	\$12.43

Substitutes: All – 96% of Level 1 Base

Secretarial and Administrative personnel may bring up to four (4) years experience. Determination of allowable experience will be determined by the Building Principal and/or Superintendent and/or Board of Directors.

Level 1: Secretarial Office Assistants

Level 2: Secretaries to Principals
 Administrative Office Assistants

2011-2012 SALARY SCHEDULE Transportation Staff

Mileage <u>Regular Route</u>	15-24 <u>Base 1</u>	25-34 <u>Base 2</u>	35+ <u>Base 3</u>	Add to Base <u>+ Regular Shuttle</u>
First Year	\$9,162.19	\$9,287.29	\$9,410.10	\$3,204.41
Second – Fifth Year	\$10,399.57	\$10,524.51	\$10,648.47	\$4,333.76
Over Five Years	\$11,020.33	\$11,143.13	\$11,268.24	\$4,952.38

Substitutes Per A.M. or P.M. Regular Route: \$27.03/\$30.03
(Regular Route/with Regular Shuttle)

Activity Route:	All - \$3,245.22 Yearly Base
Suburban Shuttle to Osk or Ott:	All - \$13.21 Per Trip
Activity Bus Shuttle to Blake or Frem:	All - \$13.21 Per Trip
Carpooling Between Eddy & Blake:	All - \$ 7.21 Per Trip

Substitutes Per Activity Route: \$18.02

Extra-Curricular

First two (2) hours:	\$18.02 Per Hour
Every Hour Thereafter	\$ 7.21 Per Hour

Extra-Curricular trips that will involve an overnight stay will be compensated at \$18.02 per each actual driving hour. All other hours will be at \$7.21 per hour. Total hours per day should not exceed eight (8) paid hours. Driver's lodging and meals will be paid by the District.
