

AGREEMENT

BETWEEN

**WEST CENTRAL VALLEY
COMMUNITY SCHOOL DISTRICT**

AND

**LABORERS INTERNATIONAL UNION,
LOCAL 566**

2011-2012

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**ARTICLE I
RECOGNITION AND DEFINITIONS**

A. Recognition

1. The West Central Valley 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, Food Service, Para-Educators, and Secretaries.

B. Definitions

1. The term “Board,” as used in this Agreement, shall mean the Board of Directors of the West Central Valley 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.
5. The term “immediate family” as used in this Agreement, shall mean spouse, parent, dependent child and any other family member living in the immediate household.
6. The term “seniority” as used in this Agreement, shall mean the length of an employee’s continuous service starting with the first day on which duties are performed.

**ARTICLE II
HEALTH & SAFETY**

All new employees who are required to have a physical examination within six weeks of their initial start date shall be provided a school physical form. The completed form will need to be

returned to the Business Office within the first six weeks of employment. The District will pay up to \$50.00 (payable from receipt) toward the cost of the physical examination, which is not reimbursed by District health insurance or the Employee's personal health insurance plan.

ARTICLE III 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 notify the Union in writing of any significant changes.

B. Full-time Employees

Full-time employees shall be defined as those that work forty (40) hours per week for twelve months. The exception(s) shall be those individual listed in the attached Appendix D.

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.

C. Lunch Period

Employees working in excess of seven (7) hours shall receive a one-half (1/2) hour period for an unpaid duty-free lunch. This shall exclude cooks who shall be paid for their lunch period.

D. Exceptions

Any exceptions to the hours of work or break periods listed above must be authorized by the appropriate supervisor.

E. Time Clocks

All employees shall use time clocks for punching in at the beginning of a shift, in/out for lunch, and out at the end of the work period. Overtime shall also be clocked in/out with prior supervisor approval unless an emergency exists. With the exception of an emergency threatening life or property, no work shall be performed "off the clock" and no supervisor shall ask any employee to perform work "off the clock." Rules regarding the use of time clocks shall be provided to the Union prior to implementation.

**ARTICLE IV
EMPLOYEE WORK PROVISIONS**

A. Para-Educators

1. When a para-educator's assigned student(s) are absent from school, that Employee shall be given the option to stay and perform other duties, at the building administrator's discretion, which will not be unreasonably withheld, or may take the day off without pay.
2. Level A is defined as Library/Office Associate/Classroom Aide
Level B is defined as Behavior Disorder Level 2/Learning Disability
Level C is defined as Bodily Fluids/Seizure/Behavior Disorder Level 3

B. Bus Drivers

Bus drivers who arrive to perform a scheduled activity or regular route shall receive a minimum of one (1) hour show-up pay if that route is cancelled.

C. Head Cooks

Head cooks who arrive to perform their scheduled duties shall receive a minimum of one (1) hour show-up pay if cancelled or sent home. This provision shall apply for a one (1) year trial period (2011-2012).

D. Substitutions

When a regular employee substitutes for another employee they shall receive the standard wage in their current position. It is the intent of the District that most substitutes will be the voluntary choice of the employee.

E. Training & Certifications

For elective or non-mandatory para-educator training, the District will provide training without pay for attendance. Bus driver three (3) hour training to be paid per past practice.

**ARTICLE V
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 1.85% across the board for 2011-2012. New hires and substitutes shall be paid according to Appendix C and for these employees (sub and new) the rate in Appendix C shall be the same as 2010-2011.

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 to 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, as per 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

Each employee shall be paid once per month (12 pay periods per year). The wages of nine (9) month employees shall be deferred over a twelve (12) month period except for any overtime worked. All employees will be paid for actual time worked, including overtime, if any. Overtime will be paid on the next payroll when possible. Payments shall be made by direct deposit with employee to specify the depository ten (10) work days prior to receiving their first check. Employees may change depositories by giving the District ten (10) working days notice.

**ARTICLE VI
INSURANCE**

A. Covered Employees

All full-time twelve (12) month employees shall be furnished four hundred ninety-five dollars (\$495.00) per month towards single coverage health insurance. Substantial changes in coverage shall not be made prior to written notification to the Union and an opportunity to bargain the same.

**ARTICLE VII
LAYOFF & RECALL**

A. If the employer determines it is necessary to layoff employees, the layoff shall be accomplished on a district wide basis in the following manner:

1. Layoffs will be by category of employees in the unit to wit: custodians, para-educators, food service, secretaries, and bus drivers.
2. Employees within the category selected for layoff will be compared using the following factors: (a) Experience/Seniority, (b) Work Record

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 a tie remains, then lottery draw.
4. Employees shall be given two weeks notice prior to being laid off.

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. It is the employee's responsibility to make sure that the Board Secretary has the employee's current address.
5. 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.

(Example: an employee is earning \$6.50/hour at the time of the layoff. 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 VIII SENIORITY/VACANCIES

A. Seniority

“Seniority” is the length of an employee’s continuous 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 October 15 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. If the employee is on scheduled leave or layoff, the District shall notify those employees by U.S. Mail. 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. Employees, 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 Board 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 two (2) weeks before the employee is removed or dismissed, together with a statement of honorable dismissal.

**ARTICLE IX
VACATION**

Employees that are full-time, twelve month employees, shall be eligible for paid vacation days. Vacation shall be as specified in the following chart:

<u>Number of Year Employed</u>	<u>Vacation Days</u>
After 1 st year through year 2	5 ¹
After 3 rd year through year 9	10
After year 10	11
After year 11	12
After year 12	13
After year 13	14
After year 14	15
After year 15	16
After year 16	17
After year 17	18
After year 18	19
After year 19	20

All vacation shall be used except three (3) days can be carried over. With approval of the Superintendent, individual vacation days may be used. The use of vacation is subject to the approval of the Superintendent or designee. Most vacation shall be scheduled when school is not in session.

An employee who resigns and has unused vacation may be paid for that vacation as long as the employee provides two (2) weeks notice prior to leaving.

**ARTICLE X
LEAVES**

Employees may use all leaves in one-fourth (1/4) day increments.

A. Sick Leave

1. An employee must report the intention to be absent from duty to the designed Employer representative as soon as possible but not later than 6:15 a.m., 5:30 a.m. for bus drivers, on the day of the absence.
2. Sick leave will be allowed for personal illness or medical related disability of the employee as follows:

1 st Year	10 days
2 nd Year	11 days
3 rd Year	12 days
4 th Year	13 days
5 th Year	14 days

6th Year 15 days

Sick leave cannot be used for doctor/dental appointments unless the result of an illness that keeps the employee from working.

3. Any unused days of sick leave in any one year shall be credited for use in subsequent years for the maximum of one hundred (100) days plus the number of applicable days for the current year. The above amounts apply only to consecutive years of employment.
4. Sick leave may not be used for elective or cosmetic surgery.
5. Employees shall be given a copy of a written accounting of accumulated sick leave days no later than October 1st of each year. Failure of the employee to object to the accounting provided by the District within ten (10) days of receipt of notice shall constitute a waiver of the employee's right to grieve said accounting.

¹Current employees, as of January 1, 2009, shall continue to receive the same vacation days as they now receive.

B. Jury and Legal

Leave for jury duty, required appearances in any judicial or administrative proceeding wherein the employee is not a party, except where his/her involvement is District employment-related, or when required to testify in any litigation matter involving employees of the West Central Valley Community School District, shall be granted to employees of the school district with full salary during such absence, less any fees paid the employee for such services.

C. Personal Leave

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal leave. A personal leave day may be used for conducting essential and important business that cannot be conducted outside the normal work days.

No personal leave will be allowed the work day immediately preceding or immediately following any holiday or vacation. However, the Superintendent may grant one (1) day of leave before or after a vacation or holiday.

An employee may make application for payment of unused personal leave earned during the school year at the substitute rate. Such application must be made by or not later than June 5 of the school year in which leave is earned. Payment shall be made to the employee during the month of June.

Personal leave may be used for doctor/dental appointments.

D. Absence without Pay

After all other applicable leaves have been used, an employee may make written application for authorization of absence without pay by applying to the Superintendent at least five (5) days before the requested leave. The Superintendent shall decide at his/her discretion and the decision shall be final.

E. Bereavement Leave

In case of death of spouse, child, grandchild, or parent up to five (5) consecutive school days of leave per death with pay per incident will be granted at the request of an employee. For the death of a step child/step parent/spouse parent up to three (3) consecutive days per death will be granted at the request of an employee. The Superintendent will grant up to two (2) additional days for extenuating circumstances.

In case of death of (step) sister, (step) brother, sister-in-law, brother-in-law, or grandparent, up to two (2) days of leave per death with pay will be granted at the request of the employee.

In case of death of a friend, one (1) day of leave per year will be granted at the request of the employee.

F. Family Leave

An employee shall be granted up to five (5) days of sick leave per year for serious injuries or serious illness in the immediately family (spouse or dependent child). Serious illness defined as hospitalization or where the person is so ill as to need medical care and constant attention.

**ARTICLE XI
HOLIDAYS**

A. Holidays

Full-time twelve-month employees, who are regularly scheduled to work at the time of the holiday, shall receive the following paid holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day
6. Fourth of July
7. ½ Day on Christmas Eve

Other employees working nine (9) months or more, but less than twelve (12) months, who are regularly scheduled to work at the time of the holiday, shall receive the following paid holidays: Thanksgiving Day and Christmas Day.

Employees shall not be required to perform duties on any of the above holidays unless the same are necessary and essential (i.e., boiler maintenance person). Any such person shall be paid overtime rate.

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.

ARTICLE XII GRIEVANCE PROCEDURES

A. Purpose

The purpose of this procedure is to provide a prompt, orderly method of 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 be 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 day 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 Second Step, 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 the Third Step, 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 hearing 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 XIII UNION ACCESS AND ACTIVITY

A. Use of Meeting Room

The Employer agrees to provide use of a meeting or media room to the Union for the purpose of holding meetings. The Union or its representative will contact the Employer five (5) days in advance of a meeting to request appropriate locations and times.

B. Steward Activity

The Employer recognizes the Union's right to select stewards of the bargaining unit. The Union agrees to furnish, prior to the beginning of each school year, a list of one (1) individual to serve as stewards for the Union in each building. These individuals shall be allowed time by the District and be made available by management when a disciplinary action is anticipated for the purpose of being present during the disciplinary meeting when so requested by any bargaining unit member.

ARTICLE XIV DUES 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 XV
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 XVI
MISCELLANEOUS**

A. Right to 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 conversation,” 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 XVI
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 XVII
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 XVIII
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 agreements between the parties.

- B. This Agreement shall be in full force and effect from July 1, 2011 to and including June 30, 2012. This Agreement is executed and agreed upon this _____ day of _____, 2011.

LABORERS' INTERNATIONAL
UNION LOCAL 566

WEST CENTRAL VALLEY
COMMUNITY SCHOOL DISTRICT

By Business Manager
John Holsten

By District Representative
Brian L. Gruhn

GPDLC Business Manager
Charlie Schempf

By District Superintendent
Dr. David Arnold

**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

E. Disposition by Supervisor (Step Two)_____

Signature of Supervisor

Date

THIRD STEP

A. The decision at the Second Step is rejected.

Signature of Grievant

Date filed

B. Reasons why Second Step Supervisor Answer is Rejected:_____

C. Disposition by Superintendent or Designee_____

Signature of Superintendent

Date

FOURTH STEP

A. _____

Signature of Union

Signature of Grievant

B. _____

Date Binding Arbitration Requested

APPENDIX B

INITIAL FEE AND DUES DEDUCTION AUTHORIZATION

The undersigned employee of West Central Valley Community School District does hereby authorize my employer to deduct from my wages or compensation, regular monthly dues and emit same to the Treasurer of Laborers' International Union of North America, Local Union #566 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 _____

_____ Witness _____

City State Zip

APPENDIX C
JOB CLASSIFICATION AND HOURLY WAGE RATE

<u>Job Classification</u>	<u>Starting Hourly Rate 2011-2012</u>
Custodian	\$11.17
Substitute Custodian	\$10.15
Bus Driver - Route	\$79.93/route
Bus Driver - Special Ed Route	\$15.78
Bus Driver – Pre-School Route	\$15.78
Substitute Bus Driver – Route	\$60.90/route
Substitute Bus Driver – Special Ed Route	\$11.67
Substitute Bus Driver – Pre-School Route	\$11.67
Bus Driver – Activity Shuttle	\$27.20/route
Activity Driving	\$11.22
Activity Driving – non-driving rate	\$8.12
Mechanic	\$12.88
Cancelled route/driving pay	\$10.15
Ride to Learn Route pay	\$8.63
Food service	\$9.14
Dishwasher	\$8.63
Substitute food service or dishwasher	\$8.12
Para-educator – Level 1 / Class A	\$9.14
Para-educator – Level 2 / Class B	\$9.39
Para-educator – Level 3 / Class C	\$9.64
Substitute – para-educator – Level 1 / Class A	\$8.12
Substitute – para-educator – Level 2 / Class B	\$8.37
Substitute – para-educator – Level 3 / Class C*	\$8.63
Certification increase	\$.50/hour
Secretary	\$9.14
Substitute secretary	\$8.12

When a regular employee substitutes for another employee they shall receive the standard wage in their current position.

**APPENDIX D
EXCEPTIONS ON SALARIES AND BENEFITS**

<i>Name</i>	<i>Position</i>	<i>Extra Salary/Benefits</i>
Rhonda Harwood Lisa Zimmerman	Head Cooks	Extra Pay per Hour
Glenna Bisher Denise Barrett	Charge Cooks	\$0.50 Extra per Hour
Becky Ellis	Ten Month ES Secretary	Single Health at contract rate Five Holidays
Deb Doherty	Ten Month HS Secretary	Single Health at contract rate Five Holidays
Jane Arjes Gwen Leavell	Paraeducators Grandfathered from Old Dexfield	Get 68% of Single Health Insurance at contract rate
