



NEGOTIATED AGREEMENT

BETWEEN

**CHAUFFEURS, TEAMSTERS AND HELPERS LOCAL UNION NO. 238,
AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF
TEAMSTERS.**

AND

**THE BOARD OF DIRECTORS, COLLEGE COMMUNITY SCHOOL
DISTRICT**

JULY 1, 2018 - JUNE 30, 2021

Table of Contents

ARTICLE 1	4
RECOGNITION AND DEFINITIONS	4
ARTICLE 2	5
GRIEVANCE PROCEDURE	5
2.1 Purpose	5
2.2 Definitions	5
2.3 Procedures	6
2.4 Representation	7
ARTICLE 3	8
WAGES AND JOB CLASSIFICATIONS	8
3.2 Pay Period	9
3.3 Shift Differential	9
3.4 Crew Chief and Garage Shop Foreman Pay	9
3.5 Longevity Pay	10
3.6 Rate of Pay on Promotion or Transfer	10
3.7 Major Change in Job Content or Establishment of a New Job	10
3.8 Probation	11
3.9 Overtime Work and Compensation	11
3.10 Lunch Periods	12
3.11 Rest Periods	12
3.12 Call Back	12
3.13 Special Salary Provisions	12
3.14 Special Programs	13
3.15 Paraprofessional Pay	13
3.16 Paraprofessional Van Drivers	13
ARTICLE 4	14
SENIORITY	14
4.1 Definition and Seniority Date:	14
4.2 Seniority List:	14
4.3 Loss of Seniority:	14
4.4 Probation:	14
ARTICLE 5	15

VACATIONS	15
ARTICLE 6	16
HOLIDAYS	16
ARTICLE 7	17
LEAVES OF ABSENCE	17
Sick Leave	17
Family Sick Leave	19
Job Injury Sick Leaves	19
Bereavement Leave	19
Military Service Leave	19
Floater Days	21
Jury Duty	21
Other Leaves	21
Absence Without Leave	22
Records	22
Effect of Leaves on Seniority	22
Family Medical Leave	22
ARTICLE 8	22
DELEGATES AND COMMITTEES	22
ARTICLE 9	23
STEWARDS	23
ARTICLE 10	23
UNION REPRESENTATIVES	23
ARTICLE 11	24
SAFETY ACCIDENTS AND REPORTS	24
ARTICLE 12	24
SEPARABILITY AND SAVINGS CLAUSE	24
ARTICLE 13	25
COMPLETE AGREEMENT	25
ARTICLE 14	25
PERIOD OF AGREEMENT	25
GRIEVANCE FORM	26

ARTICLE 1

RECOGNITION AND DEFINITIONS

- 1.1 This agreement is entered into between the Board of Education of the College Community School District, hereinafter referred to as the "employer" and Chauffeurs, Teamsters & Helpers, Local Union No. 238, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union".
- 1.2 The College Community School District hereby recognizes the Chauffeurs, Teamsters & Helpers Local No. 238 as the exclusive bargaining agent for all personnel as set forth in the PERB certification instrument (Case 1481) issued by the Public Employment Relations Board on the 24th day of July, 1979; and as amended by case #1660 issued by the PERB on the 24th day of March, 1980.

Included: Secretaries, aides, maintenance, paraprofessionals, clerks, central service, transportation service.

Excluded: Bus drivers, food service, central office, College Community Child Care Center employees and all persons excluded by Section 4 of the Act.
- 1.3 As used herein, the term "employee" shall mean all persons described in the bargaining unit set forth above.
- 1.4 As used herein, the term "regular employee" shall mean all contracted employees except part-time and temporary employees.
- 1.5 As used herein, the term "part-time employee" shall mean all contracted employees whose normal work week is less than thirty (30) hours per week.
- 1.6 "Casual employees" are those employees working on call and without a contract. These employees are not covered by this agreement.
- 1.7 "Days" as used in this agreement will mean calendar days except where specifically stated otherwise or when referring to leaves of absence, vacations and holidays which will be employee work days. "Working days" as used in this contract shall refer to the days of the employee's work schedule.

ARTICLE 2

GRIEVANCE PROCEDURE

2.1 Purpose

The purpose of this procedure is to secure at the earliest possible level, equitable solutions to the problems which may from time to time arise under this agreement. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of this procedure.

At all steps of a grievance the employer and union shall have the right to have representatives to attend any meeting required to resolve the grievance.

All meetings and hearings under this procedure shall be conducted private and shall include only witnesses, the grievant, and their Union representatives heretofore referred to in this article.

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or his or her representative shall be conducted so as to result in no interference with or interruption of work.

If any employee files any claim in any form other than the grievance form set forth in this agreement, then the District shall not be required to process the same claim or set of facts through the grievance procedure.

The number of days indicted at each level should be considered a maximum and every effort should be made to expedite the process. The failure to act on any grievance within the prescribed time limits shall constitute a waiver of the alleged grievance. A supervisor or administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.

2.2 Definitions

- (a) Grievance: A grievance shall mean only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this agreement.
- (b) Grievant: As used herein, a "grievant" is the person(s) making the allegation.

2.3 Procedures

(a) **Step 1:**

Informal: Within ten (10) days after the occurrence of an event giving rise to a grievance, the employee involved shall discuss the matter with the immediate administrative supervisor in the employee's work area, with the object of resolving the matter informally.

(b) **Step 2:**

If the grievance is not resolved informally at the first step, the aggrieved employee shall file the grievance, in writing, with the district administrator assigned to that area, within ten (10) days after the informal conference. The written grievance shall state the nature of the grievance, reciting the specific clause or clauses of the agreement allegedly violated and specify the remedy requested.

(c) Within ten (10) days after the district administrator assigned to that area receives the written grievance, a meeting at a mutually agreeable time shall be held with the aggrieved to discuss the alleged grievance and attempt to resolve the same. The district administrator shall render a decision communicated in writing to the aggrieved employee including a copy to the Union within ten (10) days following the conference between the district administrator and the aggrieved.

(d) **Step 3:**

In the event the grievance has not been satisfactorily resolved at the second step, the aggrieved may file an appeal of the district administrator's answer within ten (10) days of the written decision with the Superintendent. Within ten (10) days after the written grievance has been filed with the Superintendent, the aggrieved and the Superintendent shall meet in an attempt to resolve the grievance. The Superintendent shall file an answer in writing within ten (10) days of the grievance meeting and communicate it in writing to the employee, including a copy to the Union.

(e) **Step 4:**

If the answer of the Superintendent is not accepted, the Union, within ten (10) days after receiving the Superintendent's answer, may request that the grievance be submitted to a joint committee consisting of the Board's Chief Negotiator, Superintendent or designee, the aggrieved, and the business representative of the Union. The Superintendent or designee shall, within ten (10) days after the joint committee meeting notify the aggrieved and the Union in writing of the employer's decision on the grievance.

2.4 Representation

- (a) The grievant shall be present at all meetings, and at the option of the grievant, may be represented at such meetings by a representative of the Union.
- (b) All grievances at Steps 2, 3, and 4 shall be presented, discussed, and processed on the employee's (employees') non-working time. Any grievance at Step 1 may be discussed by the employee and his/her supervisor during the employee's working time, so long as such meeting and discussion does not interfere with the job, duties, and assignments of the employee, and where applicable, a Union representative, and does not interrupt the normal operations of the school system.

ARTICLE 3

WAGES AND JOB CLASSIFICATIONS

- 3.1 Employees who are to be paid on an hourly basis are assigned salary class grades as follows:

Salary Class Grade	Class Titles
1 A	Paraprofessionals (hired after 7/1/06)
1	Clerk; laborer or janitor part-time; messenger, paraprofessionals
2	Attendance clerk, school safety monitor,
3	Laborer or janitor; computer repair worker; clerk/copy operator
4	Elementary guidance secretary
5	Transportation service person; custodian II; secondary guidance secretary, secondary activities secretary, maintenance worker
6	Custodian I; grounds keeper; elementary building secretary; computer tech (instructional); special education secretary
7	Central services coordinator, custodian supervisor; secondary building secretary
8	Carpenter/painter; computer/technical service worker II
9	Transportation mechanic; master maintenance worker; computer/technical service worker

Employees in classes of position as listed, shall be paid the hourly rate prescribed herein for their respective classes of positions for time actually worked, whether it be the normal full-time working hours or less only including authorized paid leaves.

The hourly wage schedule effective 7-1-2020 for each salary grade is as follows:

Salary Grade	Probationary Rate	Base Rate	1 st Long Base Rate	2 nd Long Base Rate	3 rd Long Base Rate
1A	\$ 15.42	\$ 16.09	\$ 17.27	\$ 18.80	\$ 19.32
1	\$ 17.67	\$ 18.35	\$ 18.89	\$ 19.32	\$ 19.67
2	\$ 18.41	\$ 19.17	\$ 19.71	\$ 20.10	\$ 20.45
3	\$ 19.18	\$ 19.94	\$ 20.47	\$ 20.87	\$ 21.21
4	\$ 19.30	\$ 20.13	\$ 20.73	\$ 21.18	\$ 21.53
5	\$ 19.74	\$ 20.58	\$ 21.21	\$ 21.64	\$ 22.00
6	\$ 20.35	\$ 21.27	\$ 21.87	\$ 22.37	\$ 22.73
7	\$ 20.49	\$ 21.46	\$ 22.04	\$ 22.55	\$ 22.90
8	\$ 21.28	\$ 22.29	\$ 22.97	\$ 23.57	\$ 23.91
9	\$ 21.98	\$ 23.04	\$ 23.73	\$ 24.28	\$ 24.62

3.2 Pay Period

Employees covered by this contract will be paid twice a month by direct deposit, if possible, to the financial institution of the employees' choice.

3.3 Shift Differential

Those employees whose regular shift starts after 2 p.m., shall be paid thirty (30) cents per hour additional for those hours actually worked. However, those employees assigned at the high school that start their shift after 2:00 p.m. shall receive an additional thirty-five (35) cents per hour to their regular rate of pay. Late 2nd shift high school employees will receive an additional forty (40) cents per hour to their regular rate. This shift differential pay shall not be paid on leaves of absence provided in Article 12 of this Agreement. Differential will not be paid if employee(s) is/are temporarily changed to day time hours (usually done on non-teaching school days).

3.4 Crew Chief and Garage Shop Foreman Pay

Custodians I, II and/or janitors assigned as Crew Chief or, High School second shift Assistant Crew Chief shall be paid thirty-five (35) cents per hour additional pay. High School Second Shift Crew Chief shall receive forty (40) cents per hour additional pay. Garage employee assigned foreman responsibility shall be paid one dollar (\$1.00) per hour additional pay.

3.5 Longevity Pay

Longevity rate schedules are intended to recognize long and faithful service, particularly where the opportunity for employment is limited or where there is no provision for further advancement within the base pay range. Such longevity rates shall be applied as follows: Any employee performing satisfactorily in a position for continuous period of eight (8) years shall be advanced on the first day of the payroll period after the completion of the eight (8) years of employment to the first longevity rate for the class grade. Any employee performing satisfactorily in a position for a continuous period of fifteen (15) years shall be advanced on the first day of the payroll period after the completion of the fifteen (15) years to the second longevity rate for the class grade. Any employee performing satisfactorily in a position for a continuous period of twenty-two (22) years shall be advanced on the first day of the payroll period after the completion of the twenty-two (22) years to the third longevity rate for the class grade. The seniority date is determined as provided in Article 4, and is subject to adjustment for layoff.

Requirements as to continuity of service: Service requirements for advancement within compensation ranges shall have the implication of continuous service, which means employment in school district service without break or interruption. Authorized leaves of absence with pay and leaves without pay shall not interrupt continuous service for longevity pay purposes.

3.6 Rate of Pay on Promotion or Transfer

In any case where an employee is promoted or transferred to a class with a higher base pay rate, the rate of pay shall be the probationary rate or at a rate of pay equal to or greater than their previous rates of pay for a minimum of 30 working days. Thereafter the employee shall be placed on the base rate as established for such position, or such longevity pay rate as such employee has earned if the District has determined the employee is qualified.

3.7 Major Change in Job Content or Establishment of a New Job

In the event of a major change of job content or the installation of a new job, the employer shall establish a new rate in accordance with the present practice. This wage rate shall be subject to the grievance procedure through Step Three only.

3.8 Probation

All new employees shall be on probation for ninety (90) calendar days from the date of hiring and shall be paid at the probationary rate.

If at any time during the probationary period, it is determined by the employer, that the employee is incapable of successfully performing the job, he/she shall be immediately terminated. Any employee retained by the employer, after completion of the probationary period, shall automatically obtain regular employee status and shall have seniority retroactive to the date of hire by the employer.

A casual employee may be temporarily appointed to fill temporary positions for a period of four months or less. A casual employee appointed to fill a temporary position shall not, while so employed, acquire nor gain any status either as a probationary employee or as a regularly appointed employee, and shall not acquire any seniority rights.

3.9 Overtime Work and Compensation

In emergencies, the employer may prescribe reasonable periods of overtime work to meet operational needs.

Employees on hourly rates shall be compensated for authorized overtime work by payment at time and one-half (1 1/2). Work on a Sunday will be paid at two times the hourly rate.

Overtime for the purpose of this paragraph shall be defined as all hours worked in excess of forty (40) hours in any week. For pay purposes the work week of the employer runs midnight Sunday of one (1) week to midnight Sunday of the next week. For purposes of describing "hours worked" in this paragraph, hours allowed for paid leave shall count as hours worked.

If the employer assigns an employee to perform work beyond his/her regular work week in any other classification within the bargaining unit, the employee shall receive a rate of pay at time and one-half (1 1/2) for performing this work, provided there is no unpaid leave in that work week.

If an employee works overtime of one (1) hour or more in a day, he/she shall not have any other work day hours reduced, with the exception of an extended work week for a district event (extended work week is when an employee is assigned to work a non-contracted event in exchange for a regularly scheduled day), to avoid the payment of overtime, provided there is no unpaid leave in that work week.

When an employee is required to perform routine work related to special events (Those events that are contracted with an outside entity and not a routine, rescheduled, regular school event, or State sanctioned event as determined by the District), they shall be paid at one and one-half (1 1/2) times their rate of pay, provided there is no unpaid leave in that work week. In making these assignments, they will be rotated in order of seniority within their regularly assigned building or area on an equal basis in amount of hours. If the building assignment is incomplete, the assignment shall be in order of

seniority, based upon qualifications, ability, experience and training; however, if no employee accepts the overtime, the least senior employee in the bargaining unit shall be required to perform the work.

There shall be no pyramiding of overtime in that any hours for which overtime or premium has been paid, will not be included, or counted as hours worked, for the purpose of determining further overtime or further premium pay under this agreement. A change in work schedule or trade-off of work assignments or other rescheduling work assignments requested by the employee, when approved by the employer, which results in work assignments within a work week in addition to the regularly scheduled forty (40) hour week of an employee, shall not be considered overtime. An employee shall have the right to change a work day with another employee on the same shift upon their mutual agreement, and with the approval of the employer. In cases where an employee changed days with another employee, the employer shall not be obligated to pay overtime and the trade shall be limited to the same shift and the same classification and qualifications. The traded day shall be paid back with the same pay week period.

3.10 Lunch Periods

Each employee shall be granted a lunch period of thirty (30) minutes during his/her shift for a lunch period. The time of such lunch period may vary from day to day.

3.11 Rest Periods

Whenever it is possible, each employee may take a fifteen (15) minute rest period the first half of his/her shift and a second such rest period the second half of his/her shift. The time of such rest periods shall vary from shift to shift upon mutual agreement of the employee and his/her supervisor.

3.12 Call Back

An employee called back after his/her regular shift, for reasons beyond his/her control, shall be given a minimum of two (2) hours on his/her time card.

3.13 Special Salary Provisions

In any case when a permanent employee is qualified for, and is temporarily required to serve in and accept the responsibility for work in a higher class or position, that employee shall receive the hourly wage in that higher salary grade, for which their longevity would qualify them after performing five (5) consecutive working days in that position provided, however, this provision shall not apply in training assignments.

3.14 Special Programs

Employees hired under programs involving federal or state grants, such as those under the heading of work experience, on the job training, or public service employment or other such program participants, shall be placed in training positions or assignment as deemed necessary by the employer for the duration of the special program. Work experience participants are classified as seasonal or temporary employees and as such are to receive the same pay, seniority and benefits as designated by the grant agreement from the state or federal government. On the job training and public service employee participants shall receive the pay, seniority, and benefits as prescribed for the grant agreement as shown in the program guidelines

Should an employee originally hired under any of the foregoing programs be later accepted as a permanent employee, seniority will be granted such employee as of the date of original employment, adjusted for leaves, absences, or other causes as is done for an employee hired on a permanent basis.

If the position to which such above mentioned employee has been assigned is to become a permanent job (i.e., to be funded from school budget) the rate shall be established in accordance with Article 3, Wages and Job Classifications.

3.15 Paraprofessional Pay

Paraprofessionals in Salary Class 1 & 1A shall be paid at one of the additional hourly rates below for state recognized certification or degrees. Certification must be submitted to the District Office by August 1st for payment during the current fiscal year. Certifications submitted after August 1st shall become effective at the beginning of the next school year.

Fifteen (15) cents additional for a state recognized paraprofessional certificate.
Twenty-five (25) cents additional for an AA degree in education.
Thirty-five (35) cents additional for an BA degree in education.

3.16 Paraprofessional Van Drivers

Paraprofessional employees who are required to drive a van to field trips, job coaching, and similar classroom related activities will be compensated at their regular paraprofessional rate during the time that they are driving the van. Paraprofessional employees who are assigned a regular school van route by the transportation department will be compensated at the appropriate van driving rate for only that portion of their day that they are driving the assigned route.

ARTICLE 4

SENIORITY

4.1 Definition and Seniority Date:

Seniority is the length of service with the district in positions included in the bargaining unit. It is recognized, however, that in the practical application of this principle of seniority, the necessary ability, skill, qualifications, certifications, competence, experience and physical fitness for the job must be considered.

The seniority of an employee is determined by the length of service computed in years, months and days from the employee's first day of work. Seniority is reduced by layoff periods, however, the earliest date of employment, when an employee is laid off, will determine the date of employment. Where two or more employees have the same net credited service, seniority between them shall be determined by the alphabetical order of the family or last name, or in the case of the same last name, their given or first name.

4.2 Seniority List:

The district shall maintain a list of the employees within the unit showing the names of all employees in the order of the seniority ranking. A copy of such list shall be furnished to the Union within thirty (30) days after the effective date of this agreement and a revised list shall be furnished each six (6) months thereafter. Protest of, errors in, or omissions from such lists must be made to the district within thirty (30) days from the date of the furnishing of such lists and revisions thereof.

4.3 Loss of Seniority:

An employee shall lose all seniority rights under this agreement for the following reasons:

1. Voluntary quit or retirement.
2. Discharge for cause.
3. Failure to secure proper leave of absence, or failure to return by the expiration date of leave of absence or extension thereof, properly granted.
4. Laid off for a period of more than twenty-four (24) months.
5. Failure to return after being recalled from layoff.
6. Unexcused absence for a period in excess of three (3) consecutive working days.

4.4 Probation:

Probation period is determined and defined in Article 3, Wages and Job Classifications, paragraph 3.8.

ARTICLE 5

VACATIONS

- 5.1 All regular full-time or regular part-time employees shall be entitled to vacation time with pay at their established rate, under the following schedule, with one (1) day vacation being equal to the same as the employee's normal work day:

Length of Service Completed on June 1 st of Each Year	12 Month
Hired after March 1 st	0
Hired by March 1 st	1
Six months' service	4
Twelve months' service	8
Eighteen months' service	12
Two years' service	13
Seven years' service	14
Ten years' service	16
Twelve years' service	17
Fourteen years' service	18
Fifteen years' service	20

- 5.2 For the purpose of determining length of service in awarding vacation days, the employee's seniority date will be used as provided in Article 4. This date is subject to adjustment as provided if layoff periods apply.
- 5.3 Employees who have been on military leave of absence shall be given seniority credit for vacation purpose for the full calendar year in which they return to active employment.
- 5.4 If an employee has been employed for a period of more than twelve (12) months, payment for vacation days earned will be paid on a pro rata basis upon layoff, retirement, resignation or dismissal, if an employee gives seven (7) days' notice in case of resignation or retirement. In the event of the death of an employee, payment will be made on a pro rata basis to the surviving spouse or to the estate of the employee.
- 5.5 The schedule for vacation days for any calendar year shall be for June 1st through May 31st. Twelve month employees may carry over to ten (10) days.
- 5.6 Absence, on account of illness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the employer, be charged against vacation leave allowance.

- 5.7 The Superintendent, or designee, shall approve all vacation leave. Final decisions as to the number of employees on vacation at any time, for any shift or classification, as to any vacation dates is subject to the approval of the Superintendent, or designee.
- 5.8 Vacations may start at any time during the week and, upon prior approval, holiday time will be allowed to be taken with vacations.
- 5.9 Twelve (12) month employees may use some vacation days during the student school year, with the Superintendent's or designee's approval. During the weeks when students are in attendance, no more than two (2) days' vacation may be approved in a calendar week (Monday through Sunday) unless special circumstances warrant approval of the Superintendent, or designee.
- 5.10 Employees may use their seniority in selecting vacation days.

ARTICLE 6

HOLIDAYS

- 6.1 All permanent twelve (12) month employees shall receive their regular compensation for the following holidays:

Day before New Year	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Day before Christmas
Fourth of July	Christmas Day

- 6.2 All permanent ten (10) month employees shall receive their regular compensation for the following holidays:

Good Friday	Friday after Thanksgiving
Memorial Day	Day before Christmas
Labor Day	Christmas Day
Thanksgiving Day	New Year's Day

- 6.3 When an employee is scheduled to work or is called in to work on listed holiday, the employee shall be paid straight time for the hours actually worked, in addition to the holiday pay.
- 6.4 Employees who are serving a probationary period are entitled to holiday pay for holidays falling within such probationary period, and further providing that paragraph 9.9 applies.
- 6.5 Any employee shall forfeit his/her right to payment for any holiday if he/she has an unexcused absence on the last regular work day preceding such holiday or on the next regular work day following the holiday.

- 6.6 When a holiday listed in this section falls on Saturday or Sunday, an additional day of vacation shall be granted in lieu of said holiday, unless the employer designates the Friday preceding or the Monday following as the recognized holiday.
- 6.7 It is necessary for the board of education to designate or redesign the school calendar for students for a given year, and in so doing it is sometimes necessary to schedule student attendance, in the operation of the school system, on a listed holiday. It is therefore agreed that if this necessity occurs, employees will work on the designated student attendance day and an additional day of vacation shall be granted to all affected employees in lieu of said holiday.
- 6.8 Any employee must be employed at least twenty-two (22) working days to be eligible for any paid holiday.
- 6.9 Employees will be paid their regular compensation for one (1) day's work at straight time for a holiday occurring or observed on a day, Monday through Friday inclusive, when they are not scheduled to work.

ARTICLE 7

LEAVES OF ABSENCE

Sick Leave

- 7.1 Employees shall be entitled to (18) eighteen sick leave days with pay on a yearly basis beginning on July 1st. ~~Regular employees shall be entitled to sick leave of one and one-half (1 1/2) work days with pay for each completed month of service. Permanent employees who render regular part-time services shall be entitled to a pro-rated amount of sick leave for the time actually worked at the same rate as that granted full-time employees.~~ Probationary employees shall receive sick leave credit in the same manner as regular employees.
- 7.2 Accrual of sick leave shall be limited to ninety (90) days.

- 7.3 An employee, eligible for sick leave, with pay, may use such sick leave upon approval of the Superintendent, or designee, for absence due to illness, minor injury, exposure to contagious disease (if directed by a physician to remain away from work), or due to major illness. Sick leave shall not be granted for employee elective and/or cosmetic surgery unless determined medically necessary by the employee's physician, or for such illnesses which reasonable evidence cannot be shown. An employee requesting sick leave shall inform the Superintendent, or designated supervisor, on duty at the place of employment, of the fact and the reason therefore, no less than one (1) hour before the employee's starting time, and failure to do so may be cause for denial of pay for the period of absence. The Superintendent, or designee, may require a doctor's certificate before approving sick leave with pay. Before payment is made for leave periods beyond three (3) work days, medical certification shall be required. Sick leave under this section applies to an employee's personal injury or illness that is such a nature that the employee cannot perform the duties of his/her position. Use of sick leave for any other purpose is subject to disciplinary action up to and including discharge.
- 7.4 Employees absent from work on legal holidays, during sick leave, vacation, for disability arising from verified injuries in the course of their employment, or for authorized leaves of absence with pay, shall continue to accumulate sick leave at the regular leave prescribed rate during such absence as though they were at work.
- 7.5 An employee on leave of absence without pay shall not earn sick leave.
- 7.6 Absences for part of a day that are chargeable to sick leave in accordance with these provisions shall be charged in an amount not smaller than four (4) hours.
- 7.7 Sick leave shall be uniformly posted to the employee's sick leave record on a monthly basis for all employees and shall be made available on the first of the month.
- 7.8 The official sick leave record shall be maintained at the school district business office.
- 7.9 Any regular employee transferred from one department to another department in the school district shall have sick leave credits transferred without loss to the employee.
- 7.10 An employee who is unable to work because he/she was injured while employed by another employer, or during contract work for pay on non-school district work, shall not be entitled to these sick leave payments if he/she is receiving Worker's Compensation payments because of such injury.
- 7.11 On separation from the school district service, all sick leave credits shall be canceled and may not be reinstated or paid for.

~~7.12 Employees whose normal forty (40) hour week consists of three (3) - twelve (12) hour days and one (1) - four (4) hour day, or other combination thereof, shall be granted sick leave in amounts arrived at by charging eight (8) hours as equivalent to one (1) day. (This is no longer applicable due to the 18 sick days credited at the beginning of each year on July 1st to all employees who are within this working agreement.)~~

Family Sick Leave (New as of July 1, 2020)

7.13 An employee, eligible for sick leave, with pay, may use three (3) days a year of such sick leave to care for a spouse or one's own children who are considered minors by the state of Iowa.

7.14 This leave shall be subject to the approval of the employee's supervisor.

Job Injury Sick Leaves

7.15 The Board may pay the employee the difference between the employee's net salary and the salary replacement benefit received under Worker's Compensation Insurance during the period of receipt of such benefits, and all fringe benefits shall continue to remain in effect. This may be taken from the employee's sick leave only with permission of the employee. The employee will be notified by the Director of Business Services or designee of this option. If the option is not chosen, the employee will receive only the worker's compensation payment. Leave entitlement as provided in Article XII shall be reduced one (1) day for each day of absence if the employee elects the option of taking the pay difference. When said leave entitlement is exhausted, the Board shall make no further salary replacement contributions to the employee, and all fringe benefits shall be discontinued.

Bereavement Leave

7.16 Bereavement leave with pay, shall be authorized for the purpose of attending the funeral and attending to urgent business connected with the said death of members of the immediate family, construed to mean parent, stepparent, child, stepchild, spouse, grandchild, grandparent, brother or sister. Such leave shall be up to five (5) days in each instance for regular employees. Such leave shall be three (3) days for regular employee's current mother-in-law, father-in-law, brother-in-law or sister-in-law. Such leave shall be up to one (1) day for aunts and uncles for regular employees.

7.17 In all cases of bereavement leave, the employee shall be paid for the days the employee would have been otherwise scheduled to work.

Military Service Leave

7.18 All regular employees entering military service of the United States (whether involuntary or voluntary), shall be given leave of absence for the time spent in the service.

- 7.19 Within ninety (90) days upon release from such military service, the employee must report for duty at the employee's old job at prevailing rate of pay for the class of job code. While absent, increases shall be given as if no absence existed. Seniority shall be maintained and longevity maintained.
- 7.20 Vacation credits earned but not taken will be honored upon return to service. The schedule will be authorized by the employer as provided in the vacation article.
- 7.21 Sick leave will not accumulate during such absence, however, credits previously recorded will be maintained.
- 7.22 Each regular employee shall be entitled to regular pay during the first thirty (30) calendar days of such military leave.

Floater Days

- 7.23 All employees will be allowed two (2) floater days each year and can accumulate up to a maximum of three (3). These days cannot be used the first ten (10) school days or the last ten (10) school days. They cannot be used before or after a school calendar holiday or a vacation. Employees must apply in writing three (3) days in advance to the superintendent or designee of such leave except under emergency or extenuating circumstances as approved by the superintendent or designee. No more than two (2) employees per day will be eligible for this leave as defined from category A and four (4) employees per day from category B and two (2) employees per day from Category C in Article 7.

Employees with any unused floater days may request the amount of \$50.00 per day (pro-rated for part-time) per each day claimed to be paid no later than their August paycheck of the contract year. Day(s) claimed will be subtracted from the floater days' accumulation if this option is taken.

Jury Duty

- 7.24 The employer shall pay all employees serving on any jury the difference in salary between jury pay and his/her regular salary while in such service. If employee is discharged from the jury before the work day ends, he/she must report immediately to the employer for work. This shall be construed to mean pay for the regular working hours of the employee selected for such jury duty. Employees who work the 2nd shift & the late 2nd shift shall be transferred to the day shift for pay purposes for the tour of jury duty.

Other Leaves

- 7.25 The employer, at its sole discretion, may authorize special leaves of absence with or without pay for any period or periods not to exceed three (3) calendar months in any one (1) fiscal year.

- 7.26 In addition to all leave authorized in this Article, the Superintendent may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any one (1) school fiscal year.

Absence Without Leave

- 7.27 An employee who is absent from duty shall report the reason to his/her supervisor prior to the date of absence when possible, and in no case later than one (1) hour before the commencement of a working day. All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for the period of absence. Three (3) consecutive work days of absence without leave may be construed as representing resignation from employment in the school district.

Records

- 7.28 Attendance and leave records for all employees shall be maintained on a current basis in the school district business office and shall be available for inspection by the employee.

Effect of Leaves on Seniority

- 7.29 Approved leaves of absence, with or without pay, shall not effect seniority.
- 7.30 Maternity shall be treated as any other illness or disability.

Family Medical Leave

- 7.31 Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

ARTICLE 8

DELEGATES AND COMMITTEES

- 8.1 If any employee is chosen by the Union as a delegate to a labor convention, or on a Union committee, the Union shall give the employer seven (7) days' notice where possible prior to such employee being absent for such purpose. Not more than two (2) employees may serve as a delegate or committee person at one (1) time without written permission from the employer. Serving on these committees shall be without pay.

ARTICLE 9

STEWARDS

- 9.1 The employer recognizes the right of the Union to designate a reasonable number of stewards and alternates from the employer's seniority list. The Union shall provide the employer with a list of such stewards and any change made from time to time.
- 9.2 A steward is expected to contact other employees regarding grievances at shift change unless he secures prior permission from the supervisor. He/she may not leave his/her job assignment or cause another employee to leave his/her job assignment unless he/she has prior approval from the supervisor.
- 9.3 The authority of job stewards and alternates so designated by the Union shall be limited to and shall not exceed the following duties and activities:
- (a) The investigation and presentation of grievances with his/her employer or the designated employer representative in accordance with the provisions of the collective bargaining agreement.
 - (b) The transmission of such messages and information which shall originate with, and are authorized by the local Union, or its officers, provided such messages and information:
 - (1) Have been reduced to writing,
 - (2) If not reduced to writing, are of a routine nature and do not involve work stoppages or slowdowns.
- 9.4 The Union recognizes that job stewards and alternates have no authority to take any strike action or any other action interrupting the employer's operations.

ARTICLE 10

UNION REPRESENTATIVES

- 10.1 Authorized representatives of the Union shall be permitted to visit the school facilities and confer with representatives of the employer. If such Union representative desires to confer with a Union steward of the employee, he must first notify the employee's supervisor.
- 10.2 Upon reasonable request, during regular business hours, the employer shall produce for examination by an employee or his/her representative, time sheets and other records pertaining to the computation of compensation of an employee whose pay is in dispute; or other records of the employee pertaining to a specific grievance. However, no such information shall be produced without the consent of the employee involved.

ARTICLE 11

SAFETY ACCIDENTS AND REPORTS

- 11.1 An employee involved in an accident shall immediately report said accident to his/her supervisor, and is responsible for filling out an accident report promptly, turning in all available names and addresses of witnesses. He/she shall also report any physical injuries sustained by themselves or any other persons involved in such accident.
- 11.2 An employee who is injured while on duty and is required to leave the job because of such injury and is required to remain off the job by a medical authority will be paid for the balance of his/her shift.
- 11.3 It is the duty of an employee to immediately report all defects in equipment to their supervisor.

ARTICLE 12

SEPARABILITY AND SAVINGS CLAUSE

- 12.1 It is the sense and intention of the parties hereto that all of the provisions of this agreement shall comply with all applicable statutes or authority or restriction on authority granted the employer and any ordinances, rules and regulations made in compliance with such statute.
- 12.2 In the event that any provisions of this agreement shall at any time be declared invalid by a court of competent jurisdiction or found to be in conflict with any statute, ordinance or rule or regulation made in compliance with such statute, such decision or conflict shall not invalidate the entire agreement, it being the express intention of the parties that all other provisions of this agreement shall remain in full force and effect.
- 12.3 Should it become necessary to suspend the operation of any provision of this agreement because of legislation or executive orders or regulations dealing with wage and price stabilization, to the extent it may be later permitted by law, and to the extent it was not honored, such provision shall be honored. The employer shall not be held responsible for interest of any kind on any amounts that would otherwise have been paid out by the employer under this agreement.

ARTICLE 13

COMPLETE AGREEMENT

- 13.1 This agreement replaces any and all other verbal or written agreements. The Union and the employer acknowledge that the understandings and agreements arrived at between the parties after negotiations are set forth in this agreement and in the extensions thereof, each voluntarily and unqualifiedly waives the right to bargain collectively with respect to any subject or matter even though said subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement.
- 13.2 This article is not intended to prohibit discussion between the employer and employees in regard to existing practices or any changes effected by either the legislature or courts during the term of this agreement.

ARTICLE 14

PERIOD OF AGREEMENT

- 14.1 This Agreement shall be in full force and effect from July 1, 2018, to and including June 30, 2021, and shall continue in full force and effect from year to year thereafter unless written notice to change or modify it is served by either party hereto prior to date of expiration, between September 1, 2020, and September 15, 2020.
- 14.2 It is further agreed that the pay rate schedules in Article 3, wages and job classifications, shall be effective for the first pay period ending in July, 2018; and on July, 2019; and July, 2020 for the 2nd year and 3rd years. Base wage increases for the 2019-20 and 2020-21 fiscal years will be calculated based on Iowa Supplemental State Aide increases as outlined in the Tentative Agreement signed on March 21, 2018.

CHAUFFEURS, TEAMSTERS AND HELPERS LOCAL UNION NO. 238, AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD COLLEGE COMMUNITY SCHOOL DISTRICT OF TEAMSTERS.

By _____
President of the Board

Title _____

By _____
Collective Bargaining Rep.

Title _____

GRIEVANCE FORM

Teamster's Local #238

Name of Employee: _____

Address: _____

Employee Job Department: _____ Classification: _____

Hire Date: _____ Seniority Date: _____
(in present classification)

Contract Articles Violated: _____

Explain in detail here your grievance: (attach additional sheet if necessary)

What remedy to this complaint are you seeking? _____

Signature of Employee: _____ Date: _____

Did the informal step take place? Yes _____ No _____

Date _____

Date of Administrative Step Date Appeal to: Decision Signature Denied Remedied

II District Administrator

IV Joint Committee

Findings: _____

MML: EMPLOYEES: CONTRACTS/AGREEMENTS: TEAMSTERS CONTRACT