

An Agreement  
Between  
The Board of Education  
of the  
Cedar Falls Community School District  
and  
American Federation of State,  
County & Municipal Employees  
Iowa Council 61, Local 2749

2020-2022

Cedar Falls IA

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## ARTICLE 1 - PREAMBLE

AN AGREEMENT, to become effective on July 1, 2020.

The Board of Education of the Cedar Falls Community School District, Black Hawk County, Iowa, hereinafter referred to as the Employer, and the American Federation of State, County, and Municipal Employees, Iowa Council 61, hereinafter referred to as the Union, agree as follows:

## ARTICLE 2 - BASE WAGE

**(5.1) Base Wage:** The base wage is the minimum (bottom) rate of pay for a job classification, category, or title, exclusive of any and all additional pay to increase by **\$0.35/hr.** for all classifications, in **2020-2021 and \$0.22/hr. in 2021-2022.** Base rates are specified as follows:

### **Base Rates for 2020-2021**

Base Rates:	<u>2020-2021</u>	<u>2021-2022</u>
Classification II:	\$12.24	\$12.46
Classification I:	\$12.54	\$12.76

**(2.2) Pay Day:** Payroll shall be processed semi-monthly. Pay shall occur on the 15<sup>th</sup> and final business day each month. The first pay date each school year shall be September 15<sup>th</sup>, or the immediately prior business day if the 15<sup>th</sup> falls on a weekend.

**(2.3) Method of Payment:** all payments shall be made electronically by the District to an account with a financial institution specified by the employee.

**(2.4) Wage increase for current employees is a permissive subject of bargaining:** All employees in the bargaining unit classification I-II shall have their hourly wages increased by **\$0.35/hr.** for **2020-21** and by **\$0.22/hr.** for **2021-22.**

**(2.5) Classifications is a permissive subject of bargaining:**

### CLASSIFICATION I

- Department Head
- Bookkeeper
- Food Delivery Person

### CLASSIFICATION II

- Department Head Assistant
- Utility Person
- Point of Service Operator
- General Server
- Dish Room Person

**(2.6) Movement between classifications:** Employees moving from one classification to another will have their hourly rates increased or decreased by the difference between the base rates of the new classification and the former classification.

(2.7) **Pay for In-Service Training:** Bargaining unit employees will receive their appropriate hourly rate for all hours in in-service training required by the District.

### ARTICLE 3 - LEAVES OF ABSENCE

#### **(3.1) Sick Leave Bank**

(3.1.1) A sick leave bank will be established for use by employees in this bargaining unit who choose to participate. The bank year will be from September 1 through August 31 annually.

(3.1.2) Use of sick leave bank days will commence on the ninety-sixth (96th) work day of sickness or injury of the eligible employee and will continue for up to a period of time not greater than the remaining days of the individual's letter of assignment. Participation in the bank system will be on a voluntary basis and contributions will be made in the form of two (2) days of sick leave (expressed as hours of work time) from the current year's allocation.

(3.1.3) The days contributed (as hours) to the bank become the property of the bank and are non-returnable to the employee.

(3.1.4) Employees who wish to enroll must submit two (2) copies of the form to the Business Office on or before September 15 of the year for which participation is desired. The Business Manager will sign the forms and return one (1) copy to the employee. This sick leave bank application will continue from year to year unless revoked in writing by the employee before September 10 of the school year in which the revocation is to be effective.

(3.1.5) Assets of the bank will not be carried over from year to year in excess of 400 hours. The following year's bank will consist of the hours carried forward plus all contributed hours for that year's participation.

(3.1.6) Use of bank leave hours will be on an hourly use basis, e.g., everyone eligible will draw hours from the bank until total hours have been exhausted.

#### **(3.2) Personal Leave**

Each employee shall earn a maximum of two (2) days of personal leave per year. Such leave may be taken in increments of one-half (1/2) day, one (1) day, or two (2) days, with supervisor approval. Personal leave is earned each school year as follows:

<b>Number of days employed in a given school year:</b>	<b>Amount of Personal Leave earned in a given school year:</b>
1-45	½ work day
46-90	Additional ½ work day
91-135	Additional ½ work day
= to or > than 136	Additional ½ work day

Note:

1. Maximum possible personal leave that may be earned during a full school year is two (2) work days.
2. The maximum possible personal leave that can be earned by an employee (prorated for those who begin employment during the school year) will be credited to the employee at time of hire. Employees who upon termination have used more personal leave than has been earned by that point in the school year, shall have their final pay check reduced accordingly.
3. Personal leave may accumulate to a maximum of four (4) days total, including the allotment for the current year. Unused personal leave days will be added to the employee's accumulated sick leave and may be in excess of the established sick leave maximum.

**(3.3) Leave for Further Study**

(3.3.1) An employee who has at least five (5) consecutive years of service in the Cedar Falls Community School District may apply for a one (1) year leave of absence, without pay, for the purpose of additional study. Such study may be in an accredited and recognized college, university, or other institution that will provide additional preparation in the employee's area of employment with the Cedar Falls Schools.

(3.3.2) Accrued sick leave will be retained by the employee while on leave, but leave time or other benefits will not accrue during the period of the leave of absence.

(3.3.3) An employee utilizing this leave of absence shall be, upon timely return from the leave, guaranteed a bargaining unit position. An employee who fails to return to work on the date specified by the District shall be considered to have resigned voluntarily effective as of that date.

**ARTICLE 4 - HOURS OF WORK**

**(4.1) Work Shift** - All employees shall be scheduled to work on a regular work shift. Work shifts may have a variable starting and ending times depending upon the menu.

**(4.2) Work Schedules** - Work schedules showing shift, work days and hours shall either be available in all departmental work areas or be communicated to each individual employee, at the discretion of the manager. Work schedules will be available the Thursday preceding the scheduled week.

**(4.3) Call Time** - Any time a regular employee is called in outside their regular scheduled shifts not contiguous to their regular shift, the employee shall be assigned to and/or receive pay for a minimum of two (2) hours at the appropriate rate. Working "breakfast only" is considered a regularly scheduled shift.

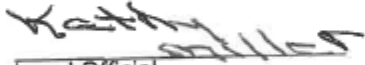
**(4.4) Reporting Time** - Any time an employee reports to a regularly scheduled shift but is sent home by the employer, the employee shall receive a minimum of two (2) hours pay at the appropriate rate, except for suspensions.

**ARTICLE 5 - DURATION**

This Agreement shall be effective as of July 1, 2020 and shall remain in full force and effect until June 30, 2022.

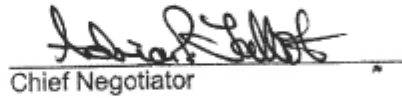
AFSCME

BOARD OF EDUCATION, CEDAR FALLS  
COMMUNITY SCHOOL DISTRICT

  
Local Official

  
President

  
Chief Negotiator

  
Chief Negotiator

Dated this 18 day of May 2020

Dated this 25 day of June 2020

## LETTER OF UNDERSTANDING

April 30, 2020  
Cathy Miller  
Robin White  
AFSCME Local 2749

Dear AFSCME Representatives:

This letter documents our understanding that a uniform allowance of **\$155.00** gross, will be paid in two equal amounts of \$77.50 gross on or about September 30th and January 31<sup>st</sup>, during the 2020-21 and 2021-22 school years. This is a permissive subject of bargaining and the District makes no commitment to continue this practice beyond the specified school years.

Sincerely,

Adrian P. Talbot  
Executive Director of Human Resources

