

AGREEMENT BETWEEN

DUBUQUE COUNTY

AND

DUBUQUE COUNTY ASSISTANT COUNTY ATTORNEYS' ASSOCIATION

EFFECTIVE JULY 1, 2020

EXPIRES JUNE 30, 2021

RECOGNITION- ARTICLE 1

- A. The Dubuque County Board of Supervisors, Public Employer, recognizes the Dubuque County Assistant County Attorneys' Association as the exclusive bargaining representative for employees specified in Case Number 2847, Iowa Public Employment Relations Board, rendered on November 7, 1985.
- B. The bargaining unit for purposes of this Agreement consists of that unit designated by the Public Employment Relations Board.

BULLETIN BOARD - ARTICLE 2

The Personnel Director will provide reasonable space on one bulletin board located in the Personnel Office for official Union notices for this Association and other notices.

EMPLOYEE STATUS/BENEFIT ELIGIBILITY AND PROBATION PERIOD - ARTICLE 3

The purpose of this Article is to define employee eligibility for benefits outlined in this Agreement.

- 1. Employees within the unit are, because of their professional status, determined to be exempt from the requirements of the Fair Labor Standards Act, and as amended.
- 2. Permanent part-time employees who do not meet the above definitions shall not receive benefits under the contract except as specifically required by State or Federal Law.
- 3. Temporary part-time and temporary full-time employees are defined to be employees hired to work for a duration of four consecutive, continuous months or less. Temporary employees are not eligible for benefits outlined in this agreement.
- 4. The probation period for new employees shall be the first three months of employment. During the probation period the employee shall have no seniority rights or recourse to the grievance procedure. The County Attorney may terminate probationary employees at any time during the probation period without recourse from the employee. Probationary employees are not eligible for benefits outlined under this agreement. Upon successful completion of the probationary period, the employee shall be entitled to vacation and accrued and to sick days accrued by not granted from the initiation of the probationary period. During the probationary period, employees shall not be eligible to receive pay for holidays.
- 5. Temporary full or part-time employees, and part-time employees who are not eligible for benefits may, from time to time, fill vacancies of permanent full-time employees. Those employees for purposes of benefit eligibility, shall serve the six-month probation period described in Section 6 above, prior to becoming entitled to use vacation, personal days, sick days and holiday pay.

SENIORITY- ARTICLE 4

- A. The term seniority shall mean the length of service to the County since the employee's last date of hire as a permanent employee, either full-time or part-time, as defined herein.
- B. Seniority shall include time spent in the military in accordance with Section 29A.28, Code of Iowa. Employees shall lose seniority rights under the following condition: Employee quits or retires, is discharged, engages in work while on a paid leave of absence, or is laid off for a period exceeding one year. Employees shall accrue seniority only during the first 30 days while on an approved, unpaid leave of absence.

POSITION VACANCIES - ARTICLE 5

- A. POSITION VACANCIES
 - 1. Permanent job openings in the bargaining unit shall be posted on the bulletin board in the Personnel Department for a period of five working days. Employees within the unit shall be considered first for vacant positions, depending upon qualifications within the unit.
 - 2. The employee posting into the vacant position shall serve a three- month probationary period. Following the probationary period, the employee shall be considered a permanent employee in the new position, or be returned to his/her former position.
 - 3. For purposes of calculating vacation and sick leave benefits, the employee's original hiring date shall be utilized.
 - 4. Nothing in this article shall preclude the right of the County Attorney to eliminate a position or fill a position at a different level when positions become vacant.

MILITARY LEAVE - ARTICLE 6

- A. Permanent employees of the County, who are members of the national guard, organized reserves or any component part of the military, naval or air forces or nurse corps of this state or nation, or who are or may be otherwise inducted into the military service of this state or of the United States, shall, when ordered by proper authority to active state or federal service, be entitled to a leave of absence from such employment for the period of such active state or federal service, without loss of status or efficiency rating, and without loss of pay during the first thirty days of such leave of absence.
- B. Permanent employees of the County, who are members of the national guard, organized reserves or any component part of the military, naval, or air forces or nurse corps of this state or nation, or who are ordered to temporary active duty for the purpose of military

training or ordered on active state service, shall be entitled to a leave of absence during the period of such duty or service from the member's employment. Such period of absence shall be construed as an absence with leave, and shall in no way affect the employee's rights to vacation, sick leave, bonus, or other employment benefits relating to the employee's employment.

- C. In case of military leave of less than thirty (30) days, the employee shall present satisfactory evidence of the requirement of such service, including written orders of Annual Training or of Active Duty for Training, to the employer. The employee shall present satisfactory evidence of the completion of such training upon the request of the County Attorney, who shall furnish a copy to the Personnel Department.
- D. In case of a leave of absence in excess of thirty days for the purpose of military training or duties, the employee shall present satisfactory evidence of the requirement for such service, including written orders, and upon application for reemployment the employee shall present a certificate to the County Attorney relating to the satisfactory completion of military service, who shall furnish a copy of the certificate to the Personnel Department.
- E. In case of a leave of absence in excess of thirty days, the employee shall be restored to his/her former position with the same seniority, status and pay as provided for before the employee's absence.

HOURS OF EMPLOYMENT - ARTICLE 7

- A. Specific hours of employees shall be set by the County Attorney.

OVERTIME - ARTICLE 8

Employees within this unit are professionals, exempt from the Fair Labor Standards Act, and are therefore not entitled to payment upon termination for accumulated Compensatory Time Off.

Full-time employees shall not accrue compensatory time-off. Part-time employees shall accrue compensatory time-off on an hour for hour basis. Compensatory time shall not be allowed to accumulate in excess of thirty (30) hours. If the County Attorney assigns overtime to a part-time assistant beyond the 30-hour limit, the employee shall be paid at his/her regular rate of pay for the additional hours worked.

VACATION - ARTICLE 9

- A. ACCRUAL
 - 1. Employees shall be granted an annual paid vacation for period specified below, based on the following service requirement:

One (1) week after one (1) year

Two (2) weeks after two (2) years
Three (3) weeks after five (5) years
Four (4) weeks after ten (10) years
Five (5) weeks after twenty (20) years

2. A work day/work week shall be construed to mean the normally scheduled work day or work week of the employee.
3. No vacation shall be granted during the first year of service, but upon satisfactory completion of the first year of service, vacation shall accrue to the employee for the full year.
4. Vacation shall not accrue during time on layoffs, suspensions or leaves without pay. All vacation must be used during the seniority year following that in which it was accrued. Vacation accumulation not used during that year will be lost, unless carry over into the first three months of the following seniority year is approved by the County Attorney.
5. Upon voluntary separation from the County, provided that the employee gives at least two (2) weeks' notice, accumulated vacation pay for completed years of service will be paid in cash in a lump sum at the hourly rate of the employee on the final paycheck. Vacation will be paid up to the last anniversary date worked.

B. REQUESTS

1. Any employee desiring and entitled by the terms of this contract to vacation must submit a written request, at least two (2) weeks in advance of the vacation, to the County Attorney stating the specific time for his/her request for vacation. The request will not affect the efficient operation of services to the County Attorney's office. In cases of emergency, the two (2) week provision may be waived at the discretion of the County Attorney.
2. Seniority shall determine which employee will be given preference for a vacation for written request prior to three (3) months before a vacation for written requests within the three (3) months before a vacation period, if time within that vacation period is still available.
3. Any employee who is on vacation that extends through a holiday shall not be charged for a day or days of vacation for the holiday(s).

- F. DONATION: Employees who are eligible for two (2) weeks or more of vacation shall be allowed to donate up to twenty (20) hours of vacation to a co-worker within the bargaining unit who has exhausted all sick leave and unscheduled paid time off which includes, compensatory time, vacation and personal days. Employees will be limited to donating up to twenty (20) hours of vacation per contract year. Vacation hours donated shall be on an hour for hour basis regardless of the hourly rate of pay of the employee donating hours or the employee who is receiving the donated hours. The donated hours will not entitle the

employee receiving hours any additional benefits such as insurance coverage once there has been a break in benefit eligibility. Employees donating hours shall be responsible for making arrangements with the payroll department.

PERSONAL DAYS - ARTICLE 10

- A. All permanent employees shall be entitled to take three (3) working days of personal leave per fiscal year. Working day shall be defined to mean normal schedule of hours of the employee.
- B. Personal days shall not accumulate from year to year.
- C. Employees shall notify the County Attorney at least five (5) days in advance of their intention to utilize a personal day. In cases of emergency, the five (5) day requirement may be waived.
- D. If an excessive number of employees request the same day off for personal reasons and normal operation of the Office, the County Attorney would restrict the number of employees allowed to utilize leave days, first request will be the sole criterion for determining which employee will be granted time off duty.
- E. All personal leave days shall be taken as full days or 1/2 days off duty and may be utilized upon employment, prior to the qualification of the probationary period.

SICK LEAVE - ARTICLE 11

- A. ACCRUAL
 - 1. All permanent full-time employees shall accrue sick leave at the rate of 13 days per year; all permanent part-time employees shall accrue 9.2 days per year sick leave, accrued at the rate of 2.5 days per period.
 - 2. Time on layoff, suspension or leave without pay shall not be counted in determining a full pay period of service.
 - 3. Sick leave shall accrue but not be granted during an employee's probationary period.
 - 4. Sick leave may be accumulated to a maximum of 928 hours.
- B. SPECIAL ACCUMULATION. An employee who has accrued the maximum hours of sick leave shall accrue an additional thirty (30) days at the rate of 2 days per month of continuous employment in accordance with this agreement.

The special accumulation may be converted by the County at the employee's regular rate of

pay converted to hours and shall be used to pay the employee's normal health insurance premium for up to one year's duration if the following conditions are met:

1. An employee must exhaust all regular sick leave accumulation, vacation accumulation and personal days.
2. An employee must be on an approved unpaid leave of absence for medical purposes

C. FAMILY AND MEDICAL LEAVE ACT

1. An employee on a Family & Medical Act Leave will continue to accrue seniority. However, no benefits will accrue during the period of the leave.
2. An employee may, with the approval of the Personnel Director, hold a specific number of days for pre-approved paid time off. The process for approval or disapproval of the set aside of paid time off days is not subject to the grievance procedure.
3. Any employee will be granted twelve weeks of Family Medical Leave to begin on the first day the employee becomes eligible for such leave.

An employee on FMLA leave will be required to charge the leave time in the following order:

- i) Sick leave, if the purpose of the leave qualifies for sick leave usage.
- ii) Vacation leave
- ii) Personal leave
- iv) Only after exhaustion of all paid leave time, will the employee go on an unpaid status.

An employee will not be able to utilize paid personal sick leave for care of a family member, except as provided in Article 11, Subsection D(3) of this contract.

D. USAGE

1. Use of sick leave is a privilege that may be granted or denied by the County Attorney. Sick leave may be granted for a period of less than one (1) full day, but not less than (1) hour or multiples of one (1) full hour. Sick leave shall not be paid for more than the employee's normally scheduled hours.
2. Unless the privilege of sick leave is abused, sick leave will be granted in the case of:
 - A. Illness or injury of the employee causing absence from work.
 - B. Acute need on the part of the employee for medical or dental care.

- C. Medical or dental care for the employee which cannot be deferred until or obtained after working hours of a day off duty. Sick leave will be paid only for approved time off duty within the employee's normally scheduled work day.
 - D. Critical illness, requiring hospitalization of a member of the employee's immediate family. Immediate family shall include the employee's spouse and/or minor children living in the same household, subject to the limitations below.
3. Sick leave is not intended to provide for practical nursing care of the immediate family. However, an employee may use up to five (5) days of sick leave per calendar year for the serious illness of a member of the employee's immediate family. Immediate family shall include the employee's spouse and/or minor children living in the same household, and family members listed in Article 14A of this contract who are solely dependent upon the employee for health care needs. The employee may also use personal days, vacation and unpaid leave of absence for health care needs of members of the immediate family.
 4. An employee who is on sick leave that extends through a holiday period shall not be charged for a day or days of sick leave for the holiday period.
 5. REQUESTS: The employee shall be responsible for requesting permission to use sick leave at least one-half (1/2) hour prior to the beginning of the work shift by notifying the County Attorney and Office Manager. Improper notification by the employee shall be grounds for denial of the sick leave benefit.
 6. VERIFICATION: Sick leave shall not be granted for more than three (3) days without satisfactory proof of illness or injury shown either by a statement from the attending physician or other proof satisfactory to the County Attorney. The physician's statement shall contain a diagnosis, a recommendation that the employee be granted leave and when possible, an indication of the length of time it will be necessary for the employee to be absent. In cases where these factors are vague, the County Attorney will obtain necessary information from the physician by telephone.
 7. ABUSE: the County Attorney may request proof of illness or doctor's certificate for any sick leave. Failure to furnish verification when requested will result in loss of sick leave pay. Abuse of sick leave shall be considered basis for denial of further use of the leave privilege for a specified period of time, suspension or dismissal.
 8. LIMITATIONS: When an employee requests vacation for a definite period and the request is granted, any period of illness during the period of vacation shall be charged to vacation as originally granted. Sick leave may be used to cover additional absence, subject to approval of the County Attorney.

9. Employees on sick leave may use all accrued vacation after sick leave accumulation has been exhausted. Thereafter, they may request an unpaid leave of absence.
- E. **SICK TIME PAYOUT UPON RETIREMENT:** All bargaining unit employee shall be paid 100% of accrued sick leave at retirement and upon verified retirement to the Iowa Public Employee's Retirement System. Payment will be based on the employee's regular hourly rate of pay at the time of retirement. Payments will be made bi-weekly over a 5-year period. The payment will be considered income and subject to the appropriate taxes. In order for a retiring employee to be qualified for such payment, he/she shall have completed twenty (20) years of continuous service with Dubuque County in a full time position or retired as a result of a disability and must be eligible for full pension payments from the Iowa Public Employee's Retirement System immediately upon retirement. In the event a retired employee dies before all of the unused sick leave is paid, such payment will cease at the time of the retired employee's death.

LEAVES OF ABSENCE - ARTICLE 12

Requests for unpaid leaves of absence may be submitted to the County Attorney for approval for up to six (6) months and may be extended for another six (6) months at the discretion of the County Attorney in cases of extenuating circumstances.

BEREAVEMENT LEAVE - ARTICLE 13

- A. All regular full-time employees shall be granted upon request a total of five (5) consecutive working days off with pay in the death of the employee's spouse, children, stepchildren or grandchildren. In the event of the death of an employee's parent or step-parent, the employee will be allowed a total of three (3) calendar days off with pay.
- B. All regular full-time employees shall be granted upon request three (3) consecutive working days off with pay in the event of the death of the employee's brothers, stepbrothers, sisters or stepsisters, guardian or wards of the employee, son in law, daughter in law, mother in law or father in law.
- C. One (1) working day with pay shall be allowed to attend the funeral of the employee's brother in law, sister in law, grandparents, aunt, uncle, spouse's aunt or uncle, or grandparents.

GRIEVANCE PROCEDURE - ARTICLE 14

- A. **DISCIPLINE AND DISCHARGE:**
1. The County Attorney shall have the right to discipline or discharge an employee for cause.
 2. Disciplinary action or measures may include oral reprimand, written reprimand,

suspension, demotion and discharge.

- B. DEFINITION: A grievance is defined as a difference of opinion between an employee or a group of employees and the County Attorney, or between the Association and County Attorney with respect to the meaning, interpretation or application of any term or terms of this Agreement or an allegation that there has been a violation, misinterpretation or misapplication of any term or specific provisions of this Agreement. It is recognized that the County Attorney has and will continue to retain the exclusive right and responsibility to operate and manage its programs, facilities, properties and work activities of its employees.
- C. PURPOSE: The purpose of this procedure is to secure, at the earliest possible level, equitable solutions to the problem, which proceeding will be kept as informal and confidential as may be appropriate at any level of the procedure.
- D. PROCEDURE: The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of an employee or the Association to act on any grievance within the proscribed time limits shall constitute a waiver of the alleged grievance and will act as a bar to further appeal. The County Attorney's failure to give a decision within the proscribed time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual consent.

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or their representative, shall be conducted so as to result in no interference with or interruption whatsoever of the duties and related work activities of the grieving employee or any other employee. The County Attorney shall solely determine whether any interference has occurred under this paragraph.

STEP 1: An attempt shall be made to resolve any grievance under this Article orally, through an informal discussion between the grievant and the County Attorney. If requested by the alleged aggrieved employee, a representative may be present at the informal discussion. Grievances shall be presented within five working days of the date of occurrence of the event giving rise to the grievance or the grievance shall be considered waived. The County Attorney shall within five working days notify the employee of his/her decision.

STEP 2: If the grievance is not resolved informally at the first step, the aggrieved employee shall file the grievance in writing with the County Attorney. The written grievance shall state the nature of the grievance, spelling out the specific clause or clauses of the Agreement which have allegedly violated, misinterpreted or misapplied, and shall state the remedy requested and the date of the alleged violation within five working days after meeting with the County Attorney. The County Attorney shall render a written decision to the aggrieved employee and the Union within 10 working days following the meeting.

STEP 3: In the event the grievance has not been satisfactorily resolved in the

second step, the grievance may be appealed within five working days of the receipt of the written decision to the Board of Supervisors or their designee. The Board of Supervisors or their designee shall, within fifteen working days, respond to the grievance in writing to the employee and the Association. The parties may by mutual agreement and within five working days following the receipt of the written appeal to the Board of supervisors, schedule a meeting to discuss the grievance. The Board of Supervisors or their designee shall respond in writing to the employee and the Union within ten working days following the meeting. Grievances must be taken up promptly and awards and settlements thereof shall in no way be retroactive beyond the date on which the grievance was first presented in written form.

STEP 4: Grievances not settled under the preceding steps shall be submitted to bind arbitration, at the written request of the employee and the Association. Request must be received by the County Attorney within ten working days of the receipt of the written response of the Board of Supervisors to Step Three. Within five working days from the date of the receipt of the written request for arbitration, the County Attorney and aggrieved employee and the Association shall meet and either mutually agree upon an arbitrator or jointly petition the Iowa Public Employee Relations Board to submit a list of five arbitrators.

Within seven days after receipt of the list by the parties, they shall strike the first names on the list. They shall alternately strike names and the person whose name is left shall be appointed arbitrator. The decision of the arbitrator shall be limited to the subject matter of the grievance and shall be restricted solely to interpretation and application of the terms of the Agreement where the alleged violation occurred.

The arbitrator shall have no power to add to, subtract from, or modify in part or in whole the terms or intent of any other part of this Agreement. The employee found by the grievance procedure to have been wrongly disciplined, suspended or discharged shall be entitled to reinstatement of seniority and payment for time lost, provided, however, that such payment shall take into account any penalty which it is determined would have been justified under the circumstances of the particular case or in compliance with an arbitration award.

The Association may find initially that the employee does not have a grievance and all review by the Association shall cease. The employee and the County Attorney shall be notified immediately.

Any employee not a member of the Union shall have the right at any time to present his/her grievance to the County Attorney for adjustment with or without the intervention of the Association, as long as such adjustment is not inconsistent with the terms of this Agreement.

CONTINUING EDUCATION - ARTICLE 15

Continuing legal education opportunities shall be provided at the discretion of the County Attorney.

DURATION - ARTICLE 16

- A. Upon receipt of a written request from the Association, it shall be the mutual obligation of the representatives of the Association and the Board of Supervisors or their designee to meet and confer in good faith with respect to wages and conditions outlined in the Iowa Public Employment Relations Act.
- B. This Agreement shall be in effect as of the first day of July, 2020 and remain in full force and effect through the 30th day of June, 2021. Notice of intent to negotiate a succeeding Agreement to become effective July 1, 2021, shall begin after August 15, 2020 but not later than October 31, 2020 for the purpose of negotiating a succeeding Agreement.

WORKERS COMPENSATION - ARTICLE 17

When an employee of the County sustains a personal injury or illness arising out of and in the course of his/her employment, the employee, for the first three working days of disability, shall use earned sick leave. Beginning on the fourth day following the day of injury, the employee must notify the employer on forms provided by the County whether that employee elects to receive supplemental compensation from the County, in which case, appropriate deductions will be made from the sick leave, vacation or compensatory time of the employee. If the employee elects to receive compensation beyond the amount the worker's compensation provides, that employee is obligated to present to the Personnel Department a copy of the endorsed check received from the Worker's Compensation carrier. The employee will then receive a payroll check for up to the amount of that employee's regular compensation, based on his/her hourly rate and regularly scheduled hours. The difference between the worker's compensation benefits and the full one hundred per cent regular rate of pay shall be deducted from the earned and unused sick leave of the employee. Upon expiration of an employee's accumulated and unused sick leave credits, the employee shall be entitled only to the benefits under the Iowa Worker's Compensation Act .

MATERNITY LEAVE - ARTICLE 18

Pregnancy shall be treated as an illness and subject to all the provisions of this Agreement regarding sick leave. In compliance with Iowa Code Section 601A, disability caused by pregnancy, miscarriage, childbirth and recovery are temporary disabilities and shall be treated as such under the sick leave plan of this Agreement. If the employee exhausts accrued sick leave, all accrued vacation and personal days can be used by the employee. When accrued sick leave, vacation and personal days are exhausted, employees may apply for temporary unpaid leave of absence under the Family and Medical Leave Act.

HOLIDAYS - ARTICLE 19

A. All employees, except probationary, seasonal and temporary employees are eligible for the following paid holidays and subject to the limitations below:

- | | |
|---------------------------------|------------------------|
| New Years Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Spring Holiday | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Years' Eve Day |
| Martin Luther King Jr. Birthday | |

- B. Whenever any of the listed Holidays fall on a Saturday, the preceding Friday shall be observed as the Holiday. When a listed Holiday falls on a Sunday, the following Monday shall be observed as the Holiday.
- C. To be credited with these Holidays, it is necessary for the employee to work, or be on pre-requested vacation or sick leave, the day before and after the holiday. Verification may be requested for a sick day taken either before or after the scheduled holiday.
- D. A paid holiday shall be construed to mean payment for the normal schedule of hours of the employee.
- E. Should legal action be initiated against the County for the Good Friday Holiday, the Union agrees to discuss substitution of the Good Friday Holiday for a different Holiday.

WAGE PLAN - ARTICLE 20

- A. The County Attorney shall determine the appropriate initial grade of each new attorney.
- B. The newly hired attorneys shall normally start at Step 1 of the salary matrix. However, if in the determination of the County Attorney additional experience is necessary for a vacancy, she/he will be allowed to start said attorney up to step 4 of the appropriate grade.
- C. Attorneys shall advance to step 2 of the salary matrix after successful completion of 6 months of employment.
- D. Attorney shall advance to the next appropriate step on the salary matrix on the anniversary date of employment with Dubuque County.

NO STRIKE/NO LOCKOUT - ARTICLE 21

The Association, its officers or agents, or any of its employees covered by this Agreement and the County, its officers or agents, hereby agree to comply with the terms of Section 20.12, Code of Iowa (1989, as amended).

SAVINGS - ARTICLE 22

If any provision of this Agreement is declared by proper legislative, administrative or judicial authority to be unlawful or unenforceable, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

COMPLETE AGREEMENT AND WAIVER CLAUSE - ARTICLE 23

This Agreement constitutes the entire agreement between the parties and no verbal statements shall supersede any of its provisions.

DURATION- ARTICLE 24

This agreement will be a one-year agreement beginning July 1, 2020 through June 30, 2021

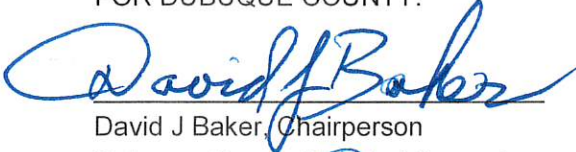
COMPENSATORY TIME – ARTICLE 25

An employee who is required to be on-call shall accrue five (5) hours of compensatory time for every 7-day week that the employee is on-call. Compensatory time shall not be allowed to accumulate in excess of forty (40) hours and shall be taken in increments of no less than one hour.

SIGNATORY CLAUSE

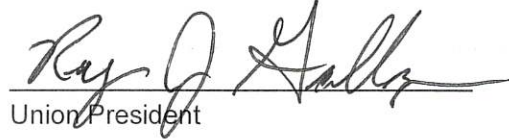
IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THIS 9 DAY
OF November, 2020.

FOR DUBUQUE COUNTY:



David J Baker, Chairperson
Dubuque County Board of Supervisor


FOR THE UNION:



Union President

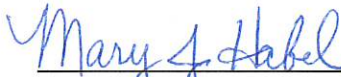


C.J. May
County Attorney



Dawn Sherman
HR Administrator

ATTEST:



Mary Habel
Deputy County Auditor

ASSISTANT COUNTY ATTORNEYS' INDEX

BEREAVEMENT LEAVE - ARTICLE 13	8
APPENDIX "A"	16
WAGE PLAN – ARTICLE 20	12
BULLETIN BOARD - ARTICLE 2	1
COMPLETE AGREEMENT AND WAIVER CLAUSE - ARTICLE 23	13
COMPENSATORY TIME – ARTICLE 25.....	13
CONTINUING EDUCATION - ARTICLE 15	11
DURATION - ARTICLE 24.....	13
EMPLOYEE STATUS/BENEFIT ELIGIBILITY AND PROBATION PERIOD – ARTICLE 3	1
GRIEVANCE PROCEDURE - ARTICLE 14	8
HOLIDAYS - ARTICLE 19	13
HOURS OF EMPLOYMENT - ARTICLE 7	3
LEAVES OF ABSENCE - ARTICLE 12	9
MATERNITY LEAVE - ARTICLE 18.....	11
MILITARY LEAVE - ARTICLE 6	2
NO STRIKE/NO LOCKOUT - ARTICLE 21	12
PERSONAL DAYS - ARTICLE 10	5
POSITION VACANCIES - ARTICLE 5	2
RECOGNITION – ARTICLE 1	1
SAVINGS - ARTICLE 22.....	13
SENIORITY - ARTICLE 4	2
SICK LEAVE - ARTICLE 11.....	5
VACATION - ARTICLE 9	3
WORKERS COMPENSATION- ARTICLE 17	12

STEP		GRADE	
		1	2
1	full-time	\$ 70,923.05	\$ 74,657.57
	hourly	\$ 34.10	\$ 35.89
2	full-time	\$ 76,541.36	\$ 80,242.84
	hourly	\$ 36.80	\$ 38.58
3	full-time	\$ 82,159.67	\$ 85,861.15
	hourly	\$ 39.50	\$ 41.28
4	full-time	\$ 87,744.96	\$ 91,656.54
	hourly	\$ 42.19	\$ 44.07
5	full-time	\$ 93,330.21	\$ 97,097.81
	hourly	\$ 44.87	\$ 46.68
6	full-time	\$ 98,948.54	\$102,683.08
	hourly	\$ 47.57	\$ 49.37
7	full-time	\$ 102,683.08	\$106,417.60
	hourly	\$ 49.37	\$ 51.16
8	full-time	\$ 106,417.60	\$110,185.19
	hourly	\$ 51.16	\$ 52.97