

SECRETARIAL UNIT

AGREEMENT

BETWEEN THE

**AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES COUNCIL 61**

AND THE

**DAVENPORT COMMUNITY
SCHOOL DISTRICT**

JULY 1, 2020 – JUNE 30, 2025

DAVENPORT, IOWA

It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the District's Equity Coordinator:
Jabari Woods, Associate Director of Equity & Diversity, 1702 Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: [woods@davenportschools.org](mailto:woods@daportschools.org).

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204; Telephone (312) 730-1560; Fax (312) 730-1576; Email: OCR.Chicago@ed.gov.

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PREAMBLE

Davenport Community School District in the Counties of Scott and Muscatine, State of Iowa, hereinafter called the District, and the American Federation of State, County, and Municipal Employees, Iowa Council 61, hereinafter called the Union on behalf of the employees in the bargaining unit, recognized and described in Article I (Recognition) in this Agreement.

ARTICLE I

RECOGNITION/GENERAL PROVISIONS

SECTION 1 - RECOGNITION

The District recognizes the Union as the exclusive bargaining representative for the unit which includes all persons appointed as full time or regular part time by the Board of Education engaged in clerical, secretarial or microfilm work in the Davenport Public School System, in the employ of the Davenport Community School District Board of Education, in the Counties of Scott and Muscatine, State of Iowa, as determined by Iowa Public Employment Relations Board in Case No. 844.

But recognition excludes Superintendent's secretaries, Assistant Superintendent's secretaries, all Directors' secretaries, all Para Educators, and all other persons excluded by Section 4 of the Act.

SECTION 2 - GENERAL PROVISIONS

In District buildings with more than one bargaining unit employee, the supervisor will assign bulletin board space at a convenient location for the exclusive use of the Union.

The Union agrees that it will limit the use of the assigned bulletin board to Union approved notices. These may include, for example:

- A. Union meetings; regular, social or recreational.
- B. Scheduled Union elections and results of such elections.
- C. Copies of Union-sponsored newsletters and newspapers, bulletins, etc.

No provision of the Section shall be constructed to permit the posting of any political or advertising matter in assigned bulletin board or elsewhere on school property at any time.

SECTION 3 - QCALM MEETING

The local AFSCME Union President or his/her designee shall be allowed time off with pay and without the loss of benefits in order to attend the regularly scheduled meetings of the Quad Cities Area Labor Management (QCALM) Association as long as no substitute is required for the individual attending.

SECTION 4 NEW EMPLOYEE ORIENTATION

The District will provide a packet of Union information furnished by the Union to new employees at each new employee orientation. The District will provide the Union President, Secretary Union Chapter Chairperson, and AFSCME Council 61 Staff Representative a list, via email, of all newly hired secretary bargaining unit employees within five (5) working days of the employee beginning employment.

ARTICLE II

SENIORITY

SECTION 1 - DEFINITIONS

- A. Seniority shall be computed from the most recent date an employee was hired to perform bargaining unit work. If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of this Agreement shall be determined by drawing of lots.
- B. Following the completion of six (6) months probationary period, employees shall be granted seniority accrued for/and during all previous years' of District employment in secretarial work.
- C. The Union president and the Secretary Chapter Chairperson shall be provided a District-wide seniority list by October 1 of each year bearing the name and seniority date of all employees covered by this agreement as of the previous September 15.

SECTION 2 - PROBATIONARY PERIOD

The first six (6) months of active employment of employees during the employee's last period of employment is a probationary period. Discipline or discharge of probationary employees shall be consistent with all provisions of this agreement, except the discharge of a probationary employee shall not be subject to level three, arbitration, of the grievance procedure. Said period shall begin on the date the employee first reports to work.

When the probationary period is satisfactorily completed, seniority will date back to the beginning of the probationary period.

SECTION 3 - LOSS OF SENIORITY

The seniority of the employee shall terminate upon the occurrence of any one of the following events:

- A. If employee quits.
- B. Discharge.
- C. If, after a layoff, employee fails to report for work within five (5) working days after being notified in writing at employee's last known address to do so, unless prevented by illness or other reason(s) satisfactory to the Director of Human Resource Services. Employees laid off and desiring to retain seniority rights must keep their addresses known to the District.
- D. If employee is laid off by the District for a period of time equal to employee's length of service prior to layoff or a period of one (1) year, whichever is the lesser.
- E. If the employee does not meet State health standards, including passing physical exams and tubercular tests.
- F. If the employee is absent from work for three (3) days without notification of the immediate supervisor or the Director of Human Resource Services, without good cause.

ARTICLE III

HOURS OF WORK AND OVERTIME

SECTION 1 - COMPUTATION RECORD

The established computation period for employees for the purpose of determining hours worked over forty (40) begins at midnight Sunday and extends to midnight the following Sunday during the established school term.

SECTION 2 - HOURS OF EMPLOYMENT

- A. The regular work week for each full-time employee shall consist of five (5), eight (8) hour days and a total of forty (40) hours.
- B. The regular work week extends from Monday through Friday. No employee will be permitted to take work home after hours, or on the weekends, without the expressed pre-approval of his/her immediate supervisor.
- C. In the event the District elects to move to a four-day, ten-hour workday schedule during the summer months, the union will work with the District to establish the summer calendar. All previously determined procedures contained in the Memorandum of Understanding will remain status quo unless mutually agreed upon by both parties.

SECTION 3 - WORK SCHEDULE

All employees shall be assigned a schedule which shall have a regular starting and quitting time. Except in cases of emergency, the employer shall provide ten (10) working days' notice of a schedule change. The ten (10) day notice requirement may be waived with mutual agreement between the effected employee and the immediate supervisor.

SECTION 4 - OVERTIME

All work required by the Supervisor in excess of forty (40) hours in any one (1) work week shall be overtime and shall be paid at the rate of time and one-half (1 1/2) of the employee's regular straight-time hourly rate. Employees shall not be offered nor allowed compensatory time off in lieu of receiving pay for overtime hours worked.

SECTION 5 - LUNCH

Employees shall be provided at least a thirty (30) minute duty free lunch period without pay. However, it is understood, should an emergency situation develop, regularly scheduled lunch periods may be temporarily changed. Employees denied thirty (30) minutes for lunch during a regularly scheduled workday will be paid time and one-half for the half hour worked extra that day.

SECTION 6 - REST PERIOD

Employees shall be provided fifteen (15) minutes of break time within each four-hour block of scheduled work time.

SECTION 7

At the discretion of the immediate supervising administrator, all employees covered under this agreement shall be allowed to leave work one-half (1/2) hour early on their last scheduled work day before a scheduled holiday.

All ten and one-half (10 1/2) month employees covered under this contract shall be allowed to leave work one-half (1/2) hour early on their last scheduled work day before June vacation.

One time per school year all twelve (12) month employees covered under this contract shall be allowed to leave work one-half (1/2) hour early on the last workday prior to taking at least one workweek (five consecutive workdays) vacation during the year.

SECTION 8

In the event school is dismissed due to inclement weather causing hazardous driving conditions, all school building employees shall be allowed to leave one-half (1/2) hour after official dismissal. Official dismissal will be determined by the District. Positions assigned to the Administration Service Center, Operations Center and any other administrative locations, however, shall be allowed to leave one-half (1/2) hour earlier than their usual departure time.

SECTION 9

- A. The regular work year for all twelve (12) month employees shall be at least two-hundred sixty (260) contract days including holidays, vacations and the (2) days between Christmas and New Year's Day.
- B. All ten and one-half (10-1/2) month employees shall be scheduled to work at least two hundred ten (210) contract days per school year, which includes the remainder of the 9 vacation days not used during the winter and spring breaks.

SECTION 10

An employee and the immediate supervisor may elect by mutual agreement to implement an individual flexible scheduling plan. The plan will comply with all of the provisions of Article 5. Employees participating in a flexible scheduling arrangement will be required to have advance written approval of the immediate supervisor.

ARTICLE IV

HOLIDAYS AND VACATIONS

SECTION 1 - HOLIDAYS

- A. The District shall recognize the following holidays:

Holiday	2020-21	2021-22
4 th of July	July 4	July 5
Labor Day	September 7	September 6
Veterans Day	November 11	November 11
Thanksgiving	November 26-27	November 25-26
Winter Break	December 24-25	December 23-24
New Years	December 31 & January 1	December 30-31

Martin Luther King	January 18	January 17
Spring Break	March 19	TBD once calendar approved
Memorial Day	May 31	May 30

Holiday	2022-23
4 th of July	July 4
Labor Day	September 5
Veterans Day	November 11
Thanksgiving	November 24-25
Winter Break	December 23 & 26
New Years	December 30 & January 2
Martin Luther King	January 16
Spring Break	TBD once calendar approved
Memorial Day	May 29

- B. If any of the above paid holidays falls on a weekend the nearest Friday or Monday will be the paid holiday.
- C. Employees shall not receive pay for holidays enumerated above under the following conditions:
 - a. If they are temporary employees.
 - b. Employees laid off due to lack of work or suspended or discharged.
 - c. Holidays occurring during an employee's unpaid leave of absence.
- D. If an employee works on a holiday, he/she shall be paid time and one-half for all hours worked in addition to his/her holiday pay.

SECTION 2 - VACATIONS

- A. The normal vacation period for twelve (12) month employees commences the second Monday following the close of the school year and ends two (2) weeks prior to the start of the next school year.

Two (2) days during winter break (associated with Christmas and New Year's) shall be provided to all bargaining unit employees and shall not be charged to vacation time.

All ten and one-half (10 1/2) month employees shall take vacation days during the winter holiday and spring break. Any vacation days remaining will be paid and included on a separate check issued at the time of the final pay period of the completed year. Pay shall be at the rate in effect for the final pay period of the completed fiscal year. For those employees who are continuing employment with the District, IPERS will be deducted from this check.

- B. Each employee's vacation shall be approved by the employee's immediate supervisor and exceptions to the normal vacation period shall be approved provided that the operational needs of the District can be met with no additional staff expenses.
1. Full-time employees who have completed more than one (1) full year and less than five (5) years of continuous service shall accrue at the rate of six (6) hours and forty (40) minutes of vacation per month retroactive to the initial date of hire for a position within this bargaining unit. Ten and one-half (10 1/2) month employees shall accrue at the rate of six (6) hours and fifty-two (52) minutes per month for 10 and 1/2 months for a maximum total of nine (9) days of vacation.
 2. Full-time employees who have completed more than five (5) years and less than ten (10) years of continuous service shall accrue at the rate of ten (10) hours of vacation per month. Ten and one-half (10 1/2) month employees shall accrue at the rate of ten (10) hours and forty (40) minutes per month for a maximum total of fourteen (14) days of vacation.
 3. Full-time employees who have completed more than ten (10) years of continuous service shall accrue at the rate of thirteen (13) hours and twenty (20) minutes of vacation per month. Ten and one-half (10 1/2) month employees shall accrue at the rate of fourteen (14) hours and thirty (30) minutes per month for a maximum total of nineteen (19) days of vacation.
 4. Employees in a paid status for at least one-half (1/2) of a given month shall receive the full month's vacation accrual. Employees not in a paid status for at least one-half (1/2) of a given month shall not receive any vacation.
 5. Employees who have served less than one (1) year shall be allowed one (1) day vacation for each full month of service up to a maximum of ten (10) days vacation or a maximum of nine (9) days for ten and one-half (10 1/2) month employees.
 6. When a scheduled holiday intervenes during the employee's vacation an extra day shall be allowed.
 7. Accrued vacation time shall not exceed one and one-half (1-1/2) times the maximum annual allotment the employee is qualified to receive.
 8. Employees who leave their position before the completion of a full year of service shall receive salary deductions for vacation days taken in excess of the number of prorated days earned.
 9. Employees who leave District employment or are laid off shall be paid for all unused accrued vacation. Pay shall be at the rate in effect at the time of the payout.
 10. Employees may use vacation in one-half (1/2) hour increments.

ARTICLE V

GRIEVANCE PROCEDURE

SECTION 1 - DEFINITION

A grievance is a claim by an employee or the Union that there has been a violation, misapplication or misinterpretation of any provision of this Agreement.

SECTION 2 - PROCEDURE

It is understood that any specific grievance must be presented within twenty (20) working days from the date of the occurrence of the alleged violation or upon the date that the allegedly aggrieved employee becomes aware of the alleged violation. In lieu of a specific aggrieved employee, the Union shall be entitled to file a group grievance.

It is understood that a class grievance that affects two or more employees involving an administrative decision above the building administrator level may be initially filed in writing by the union at the second step to the Director of Human Resource Services. Such grievance shall be filed within fifteen (15) school days from the date on which the act or condition allegedly complained of first occurred.

SECTION 3

LEVEL ONE Between the aggrieved employee and the Union representative and the immediate supervisor.

- A. If the alleged grievance is not resolved informally it shall be reduced to writing and signed by the aggrieved employee within (5) working days after the above informal discussion on the alleged grievance has been concluded. Any such grievance reduced to writing shall specify the specific Section(s) and/or Article(s) allegedly violated and shall also state the specific relief sought. The immediate supervisor shall formally answer the grievance within five (5) working days from the receipt of the grievance.
- B. Any grievance which is not appealed to Level Two within five (5) working days from the receipt of the immediate supervisor's answer shall be deemed settled on the basis of said Level One answer.

LEVEL TWO Between a Committee representing the School District consisting of the Superintendent and the Director of Human Resource Services and/or their designated representative(s), and the employee and/or his/her designated Union representative.

- A. The appropriate School District representative(s) shall meet with the employee and/or his/her designated Union representative(s) within five (5) working days from the date of the appeal to Level Two and formally answer the grievance within the five (5) working days after the meeting at which discussion of the grievance was

concluded between the parties. The formal answer shall be presented to the employee, the designated Union steward and the Union staff representative.

- B. Grievances which involve cases of disciplinary action or seniority may be filed initially in Level Two, provided such grievances are presented to the Director of Human Resource Services, or his/her designated representative(s), in writing, in accordance with applicable time requirement provisions of this grievance procedure. Also, grievance of a general character involving subject matter outside the jurisdiction of the District representative responsible for processing Level One grievances may enter the grievance procedure at Level Two.
- C. Any grievance which is not appealed to Level Three within twenty (20) working days after the receipt of the School District's representative's written answer in Level Two shall be deemed settled on the basis of said answer.

LEVEL THREE - ARBITRATION

Grievance alleging specific violation of this Agreement, and only such grievances, may be submitted to arbitration as provided below.

If the Union desires to submit a grievance to Level Three (Arbitration), it shall give written notice to the Director of Human Resource Services within twenty (20) working days from the receipt of the School District's appropriate representative's answer in Level Two.

Within ten (10) working days, from date grievance was appealed to Level Three, the School District's representative and the Union shall attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period (that is, ten (10) working days from appeal date), a written request for a list of five (5) arbitrators shall be made to the American Arbitration Association by the Union. The parties shall be bound by the rules and procedures of the American Arbitration Association. The parties shall determine by lot within two (2) working days from receipt of the list, which party shall have the right to remove the first name from the proposed list. The party having the right to remove the first name shall do so within two (2) working days from the date of drawing lots. The other party shall have one (1) additional workday to remove one (1) of the remaining four (4) names. The parties shall then alternate striking names until one (1) name remains. This person shall be the arbitrator. If the arbitrator selected by the above procedure cannot serve, a second list shall be requested and the same procedure shall be followed.

The arbitrator shall have no power to alter, change, detract from or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement to the settlement arising hereunder.

The decision of the arbitrator shall be final and binding, shall be reduced to writing and each party shall be furnished a signed copy thereof.

Each party shall bear its own costs incurred, including any lost wages of witnesses or representatives, and the expense of the arbitration proceedings, including the arbitrator's fee, shall be shared equally by the parties.

SECTION 4

The time limits established in any level of the grievance procedure may be extended by mutual agreement between the parties.

SECTION 5

The processing of formal grievances under this procedure shall be conducted after regular work hours at a time and place which will afford a fair and reasonable opportunity for all parties concerned to be present. When such hearings and/or conferences are held, at the option of the building administrator, during the regularly scheduled workday, a Union representative who is an employee of the District and aggrieved employee whose presence is required shall be excused from assigned duties and shall be paid his/her regular straight-time hourly rate for that purpose.

ARTICLE VI

LEAVES OF ABSENCE

SECTION 1 - DEFINITION

Days of pay, for purposes of this Article, refers to the number of hours the employee is regularly scheduled to work multiplied by the employee's regular straight-time rate, on days the employee, but for the leave, would be regularly scheduled to work.

SECTION 2 - GENERAL PROVISIONS

- A. An employee on leave, as specified in this Article, shall retain and accumulate seniority and shall be returned to the classification held at the time of beginning such leave, provided the operation of the Seniority Article permits such return, and provided the employee returns to active employment at the expiration of such leave.
- B. To be eligible for leaves as specified in this Article, an employee must properly notify his/her immediate supervisor or the Director of Human Resource Services for such purposes and complete the application forms.
- C. Pay received as paid leave shall not count as hours worked for purposes of computing overtime.

- D. An employee who fails to report to work at the expiration of a leave shall be considered as terminated unless the employee has a reason satisfactory to the Director of Human Resource Services.
- E. Every attempt shall be made by the employee to schedule medical appointments and other personal appointments at a time when not scheduled to work.
- F. An employee's request shall be considered for early termination of a leave of absence under this article by providing notification to the Director of Human Resource Services.

SECTION 3 - JURY SERVICE LEAVE

- A. An employee who is called for jury service or who is required by law to appear for examination by a jury commission prior to such jury service or is subpoenaed and reports for witness service in a proceeding to which the employee is not a party in a court of record will be excused from duty with pay less the amount of compensation received for such service or appearance.
- B. In order for an employee to be eligible, the employee shall (1) immediately notify his/her immediate supervisor of receipt of summons for such service and (2) furnish his/her immediate supervisor proper evidence of amount of compensation received for such service.
- C. Any employee excused from service prior to the completion of his/her work schedule shall report for work to finish his/her workday. If any employee fails to report for work to finish his/her workday, he/she shall be reimbursed only for actual hours lost up to the time he/she was excused.

SECTION 4 - BEREAVEMENT LEAVE

- A. When death occurs in the immediate family of an employee, such an employee, upon request, shall be excused from his/her regularly assigned duties and shall be paid for a reasonable amount of time (excluding Saturdays, Sundays and holidays) because of such death, providing the employee attends the funeral, but in no event exceeding five (5) normally scheduled workdays, except in the case of employee's spouse or (step) child. Bereavement leave in case of spouse, (step) child, or parent need not be taken consecutively.
- B. An additional five (5) normally scheduled workdays shall be allowed, if necessary, in the event of the death of an employee's spouse or (step) child.
- C. Members of the immediate family of the employee shall include only the following: spouse, (step) child, parent, grandparent, grandchild, mother-in-law, father-in-law,

brother, sister, daughter-in-law, son-in-law, brother-in-law, sister-in-law or other relatives permanently residing with the employee.

SECTION 5 - EMERGENCY LEAVE

All regular employees shall be allowed a total of three (3) days in each school year, without loss of pay, for emergencies. Three (3) unused emergency leave days shall be carried over to the following year.

Two emergency leaves day each year shall be allowed for personal leave. Personal leave shall not be taken the day before or the day after a school vacation or holiday. Personal leave shall be used for personal needs. Employees may use emergency and personal leave in one-half (1/2) hour increments.

SECTION 6 - EXTENDED LEAVES OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay for limited periods of time [in excess of six (6) months and for up to two (2) years] may be granted at the discretion of the District for a reasonable purpose upon application of the employee and approval of the Director of Human Resource Services.
- B. While on an extended leave under this Section, the employee's interest in retirement funds, accumulated sick leave and placement on the wage schedule shall be frozen. No additional benefits will be provided by the District during this type of leave. However, the employee may purchase insurance programs available to other employees.
- C. Employees on such extended leave of absence are not eligible to draw any compensation or accumulated sick benefit.
- D. Seniority shall be retained during this type of leave up to the length of the approved leave.

SECTION 7 - SHORT TERM LEAVES OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay for up to (6) months may be granted for good reason by the Director of Human Resource Services. Employees who are on a six-month approved leave of absence or less may be returned to their same position. If this request is denied, the Director of Human Resource Services shall advise the employee in writing within two (2) days of the reason(s) for denial.

SECTION 8 - HEALTH LEAVE

- A. At the beginning of each year of service, a total of fifteen (15) days of current health leave allowance shall be credited to each employee's record. New employees to the district beginning July 1, 2007 will be credited with ten (10) days of current health leave allowance at the beginning of each year of service and will receive an additional day for each year of service up to fifteen (15) days.
- B. All regularly appointed employees for less than full-time shall receive the same number of days' allowance as full-time employees with the length of each day's allowance being equal to the length of the day under contract. A change in an employee's scheduled hours of work shall not affect the number of health leave days accumulated and credited.
- C. Unused health leave shall be accumulated from year to year with no maximum limit, however, employees hired after July 1, 1994 shall accumulate health leave to a maximum of one hundred eighty (180) days.
- D. In order to be eligible for health leave allowance, the employee shall notify his/her immediate supervisor as soon as possible regarding the illness. Upon request, the employee shall provide a physician's statement confirming necessity of such absence stating the employee was too ill to perform his/her responsibilities.
- E. Upon request, a physician's statement shall be submitted as evidence of the employee's ability to resume employment after a confining or disabling illness or accident.
- F. Employees, who return to the School District following a leave of absence, shall have cumulative health leave earned prior to such leave of absence credited to their health leave account.
- G. During the month of November each year, employees shall receive a record of their accumulated health leave from the Director of Human Resource Services.
- H. New employees whose services commence after the beginning of the school term shall be granted a pro rata share of the ten (10) days allowed.
- I. Scheduled holidays which intervene during an employee's absence due to personal illness shall not be deducted from health leave allowance.
- J. If a new employee is unable to report for duty on the first day of the new contract and has no accumulated health leave on which to draw, compensation for health leave shall not be allowed under the new contract until the employee does report, whereupon it shall become retroactive.
- K. Employees may elect to supplement workers compensation benefits with accrued health leave in one-hour increments as necessary to restore daily compensation.

L. Employees may use health leave in one-half (1/2) hour increments.

SECTION 9 - PROFESSIONAL LEAVE

Attendance at professional meetings or workshops may be permitted without loss of pay provided prior approval is received from the immediate supervisor of the employee and the Director of Human Resource Services.

SECTION 10 - UNION LEAVE

The Union shall be provided twenty (20) days of paid leave for purpose of attending state or national Union delegate assemblies, or serving as negotiations representative of the local Union. Said days may be broken down and taken in no less than one (1) hour increments. Time for said leave begins when the employee leaves the work place.

SECTION 11

Employees covered under this agreement shall be covered under the terms and conditions of the Federal Government Family and Medical Leave Act. This Act may provide for the rights and benefits in addition to those granted under this collective bargaining agreement. Employees may receive information concerning the Family and Medical Leave Act through the District Human Resources Office.

ARTICLE VII

PARTICIPATION IN SECTION 125 PLAN

Employees may elect to pay for said benefits through the execution of an individual payroll deduction under the provisions of the 125 plan.

ARTICLE VIII

WAGES

SECTION 1

A. Twelve-month secretarial employees shall be paid in twenty-six installments on an every other Friday basis. It is understood pay day may also be temporarily changed

in situations which are beyond the control of the District. All paychecks shall be distributed during regular working hours on the established pay day.

- B. Ten and one-half (10 1/2) month secretarial employees shall be paid on an every other Friday basis correlating with twelve-month employees.

SECTION 2

- A. The schedule for rates of pay for the job classifications and the salary adjustments for individual employees is listed in Appendix A attached hereto and shall be effective during the term of this Agreement.
- B. All employees shall receive a vertical increment on the employee salary schedule (Appendix A) effective each July 1.

SECTION 3

When an employee changes to a higher/lower job classification he/she shall move horizontally on the salary schedule.

SECTION 4

A Unit employee who is temporarily reassigned by the Director of Human Resource Services to fill a position with a higher job classification than the employee's regular assignment shall, after five (5) working days of the reassignment, receive a \$.50 per hour increment for the remaining period of the reassignment. Pay under this provision shall be retroactive.

SECTION 5

Employees holding a current Certified Professional Secretary (C.P.S) certification issued by the Institute for Certifying Secretaries shall receive a supplement of \$.45 per hour to the hourly salary on the schedule.

Employees holding a Professional Standards Program (P.S.P.) certification issued by the National Association of Educational Office Professionals shall receive a supplement of \$.15 per hour to the hourly salary on the schedule for the Basic (option 1 or 2), an additional \$.15 per hour for the Associate Professional (option 1 or 2), an additional \$.15 per hour for the Advanced Certificate (option 1 or 2), an additional \$.15 per hour for the CEOE (Certified Educational Office Employee) certification. A total of \$.60 per hour to the hourly salary on the schedule would be possible upon completion of all four P.S.P. certificates.

An employee holding current C.P.S. certification shall not be eligible for P.S.P. certification salary increment.

SECTION 6

- A. When a physical, psychiatric/psychological, tubercular, examination or laboratory test has been done by a physician acting at the request of the District subsequent to employment, a report of such examination will be furnished to the personal physician of the employee involved upon the request of the employee and his/her physician.
- B. Additionally, an employee returning to work following a period of absence from work e.g., layoff or leave of absence may be required by the District to take a physical examination.

SECTION 7

The District shall furnish the Union a copy of the job descriptions for each position within the bargaining unit. If the District creates a new classification, the Union shall be notified and given the opportunity to bargain the appropriate wage rate. If mutual agreement cannot be reached, the wage rate will be determined through arbitration.

SECTION 8

Job Classifications

Professional Secretary I

High School

- Main Office
- Activities
- Media Center
- Attendance

Junior High

- Main Office
- Attendance/Guidance Office

Elementary School

- Main Office Walcott

Alternative Programs

- Mid City

Operations Center
Food Service
Maintenance

Professional Secretary II

Administration
Accounting
Curriculum & Instruction
Exceptional Education and Federal Programs
Pupil Records
Purchasing
School Activities - Athletics

Elementary School
Children's Village at Hoover and West
Children's Village at Hayes

Junior High
Main Office

High School
Registrar
Main Office
Activities Office
Guidance Office

Alternative Programs
Mid City

Operations Center
Food Service
Maintenance

Nothing contained herein shall be construed as limiting an employee's ability to request and be granted a reclassification or out of classification pay or for the District to limit work or expand the job classification list. In the event that new classifications are added to the bargaining unit during the life of this contract, a separate letter of agreement shall be negotiated for the duration of this contract, specifying the proper terms and conditions for those classifications. In the event the parties cannot agree upon the terms and conditions, either party may request binding arbitration. The costs shall be borne equally by the parties. These terms and conditions shall become effective upon the date of a mutually agreeable settlement or upon decision of an arbitrator, whichever is applicable.

SECTION 9 – NURSING DUTIES

Non-emergent Health Service Responsibilities that are not expected to be performed by a clerical bargaining unit member:

- Tube Feedings
- Injections (except for emergency medications such as Epi-pens if training has been provided)
- Catheterizations
- Any other invasive medical procedures

An employee shall only be required to perform basic first aid and medication dispensing duties that the employee has been trained to provide. The District will provide an "Unlicensed Assistive Personnel Handbook", which will include 911 protocols by 9/1/11.

SECTION 10 – RECLASSIFICATION PROCEDURE

A reclassification committee, consisting of District Administrators, will be formed for the purpose of reviewing written requests for secretary reclassification for non-probationary employees. An employee or administrator may submit a written request for reclassification to the District Human Resources Department. The Union president will be sent a copy of the written reclassification request. All employees requesting reclassification will meet with reclassification committee. The employee may be accompanied by a Union steward, if requested by the employee. The committee will meet during the months of January and June. Reclassification requests must be submitted by January 1 for consideration during the January meeting; by June 1 for consideration by the June meeting. A written response, supporting the decision rendered, will be sent to the employee and Union president within ten (10) days following the meeting.

The decision of the District will be sustained unless it is arbitrary, capricious, or without basis in fact.

ARTICLE IX

VOLUNTARY PAYROLL DEDUCTIONS

SECTION 1

The District shall make authorized deductions from wages for employees included in the bargaining unit for the following items:

1. Credit Union - local
2. United Way
3. Annuities: May change twice a year
Changes go into effect last paychecks of September and March
Deadline for changes is the 10th of September and the 10th of March

4. Insurance programs
5. U.S. Savings Bonds
6. Section 125
7. Davenport School District Foundation
8. Iowa Shares
9. Community Health Charities of Iowa

All end of the month deductions are transmitted on the first of the following month.

Written authorizations must be received by the payroll department in advance of the dates listed above.

All deductions are divided based on two (2) checks per month and the number of payrolls in the individual employee's work year.

SECTION 2

The Union agrees to indemnify and hold harmless the school District, the Board or any Board member for any costs and expenses, excluding attorneys' fees of counsel retained by the District arising out of the carrying out of the voluntary payroll deduction provisions as provided by this Article, except any costs or expenses attributable to the negligence or malfeasance of the District.

ARTICLE X

JUST CAUSE

No employee shall be disciplined or discharged without just cause.

ARTICLE XI

IN-SERVICE

The equivalent of one full day of paid in-service training financed by the District and planned jointly by the parties to this Agreement shall be provided to Unit employees. In addition to the above, the District will provide in-service training for employees to acquire knowledge and/or skills relating to new procedures or technology if required by the District. Any District required training will be paid for by the District at the prevailing rates of pay.

ARTICLE XII

HEALTH AND SAFETY MATTERS

SECTION 1

The employer shall provide and maintain a reasonably safe and healthy place of employment.

SECTION 2

Such special clothing, equipment and devices as may be required by the employer for the employee to perform assigned duties in a safe manner shall be provided without charge to the employee.

ARTICLE XIII

JOINT COMMITTEES

The parties agree to maintain one or more committees for the purpose of coordinating and making recommendations to the District on rules and procedures applicable to those issues that are illegal/excluded subjects of bargaining under Chapter 20 of the Iowa Code. The parties also agree to utilize this same process to coordinate and make recommendations related to the issue of employee absenteeism.

The structure of the committee(s) will be developed by the parties' through the existing labor-management committee process. The Union shall appoint all members representing the bargaining unit on the committee(s).

The committee(s) shall begin working from the applicable 2017-2020 contract language that was removed from that contract because it was illegal/excluded language under Chapter 20 of the Iowa Code.

ARTICLE XIV

DURATION

SECTION 1 - DURATION PERIOD

This agreement shall be effective July 1, 2020 and shall be extended from the initial duration period ending June 30, 2023 to June 30, 2025, making the total contract five (5) years. The parties will reopen this agreement for the purposes of negotiating wages.

SECTION 2 - SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this agreement to be signed by their respective representative, on this _____ day of _____, 2024.

AMERICAN FEDERATION OF STATE
COUNTY AND MUNICIPAL EMPLOYEES,
IOWA, COUNCIL 61

FOR DAVENPORT COMMUNITY
SCHOOL DISTRICT BOARD OF
EDUCATION

BY _____

BY _____

BY _____

BY _____

APPENDIX A

DAVENPORT COMMUNITY SCHOOL DISTRICT SECRETARIAL SALARY SCHEDULE

	2021-2022		2022-2023		2023-2024		2024-2025	
Professional Secretary I	Step 1	\$16.32	Step 1	\$16.67	Step 1	\$17.23	Step 1	\$17.83
	Step 2	\$16.59	Step 2	\$16.94	Step 2	\$17.50	Step 2	\$18.10
Professional Secretary II	Step 1	\$17.03	Step 1	\$17.38	Step 1	\$17.94	Step 1	\$18.54
	Step 2	\$17.30	Step 2	\$17.65	Step 2	\$18.21	Step 2	\$18.81

Longevity: Effective 7/1/23:

10 years \$.61 per hour
 15 years \$.66 per hour
 20 years \$.76 per hour
 25 years \$.81 per hour

Additional Supplemental

- \$.45/hour - CPS Certification or
- \$.15/hour - PSP Certificate and
- \$.15/hour - PSP Associate Professional Certificate and
- \$.15/hour - Advanced Certificate
- \$.15/hour - CEOE Certified Educational Office Employee

SIDE AGREEMENT

AFSCME Council 61 and the Davenport Community School District agree to:

1. Meet to discuss common interests. The meetings will take place at a mutually agreed upon time. Agenda items will be arranged in advance. If meetings are held during regular work hours, employees will not suffer loss of pay and will charge the time to Union Leave.

2. The District will provide the Local Union President with a disc every month showing the name, home address, social security number, payroll number and work site of union members. The Union will provide the District with 12 diskettes.

In respect to these items, it is the Unions position that the items are grievable. It is the District's position that they are not.

Agreed to and in effect July 1, 2020 through June 30, 2023.

For The Union

For The District

SIDE AGREEMENT

In the event enhanced union security provisions, the collection of fair share or agency shop fees from bargaining unit members who are not members of the Union- become authorized by state law, the parties agree to reconvene negotiations, through interest arbitration if necessary, within thirty (30) days of the effective date of the applicable legislation, for purposes of negotiating implementation of the union security provisions.

For the Union

For the District

Memorandum of Understanding Differentiated Compensation

The Davenport Community School District (the “District”) and AFSCME (the “Association”) share a strong commitment to the mutual goal of attracting and retaining staff in our elementary and middle schools that are designated as comprehensive schools. The District and the Association agree that one of the best ways to reward and incentivize staff is through the differentiated compensation strategy.

The District and the Association agree to the following terms:

Eligible Schools

Jefferson, Madison, Smart and Williams

Eligibility Requirements

Secretaries who **work full-time** (6 hours or more per day) in their position and **100% of the time** in the assigned comprehensive school building will receive an incentive in the amount of **\$1,000**.

Secretaries who **work less than full-time** (less than 6 hours per day) in their position and/or **less than 100%** of the time in the assigned comprehensive school building will receive an incentive in the amount of **\$750**.

The Secretary must be in “good standing.” “Good standing” means that there are no founded complaints or disciplinary actions submitted to their personnel file.

The employee must demonstrate regular attendance and must not exceed annual state individual health leave allotted days during the school year (10-15 days based on consecutive years of employment with DCSD). The following leave types will be held harmless, *military leave and FMLA*. Chronically absent employees will not be eligible for the differentiated compensation incentive.

To receive the incentive, the employee must be an employee in an eligible position. The employee who leaves the district and/or the incentive eligible position will be deemed ineligible for payment and/or will be required to reimburse the district the amount in which they have received through the incentive.

Payment Guidelines

1. The incentive payments will be broken out into four quarterly payments.
2. The Secretary must have worked a minimum of ½ the quarter to receive payment.
3. In order for new hires or bidders to receive the quarterly incentive payment, they must be hired into the identified building by the following dates:
 - a. 1st Quarter: October 8th
 - b. 2nd Quarter: December 19th
 - c. 3rd Quarter: March 11th
 - d. 4th Quarter: May 12th
4. When an employee resigns within the year, they will not receive any further payment.

This agreement shall be for the 2024-25 and 2025-26 school years. The parties may mutually agree to extend or modify this agreement at any time.

For the Association

Date

For the District

Date