



WEST DES MOINES
COMMUNITY SCHOOLS

AGREEMENT BETWEEN

**WEST DES MOINES
COMMUNITY SCHOOLS
AND**

**WEST DES MOINES EDUCATIONAL
SUPPORT PERSONNEL**

2025-28

TABLE OF CONTENTS

		PAGE
ARTICLE I	Bargaining Unit	1
ARTICLE II	Grievance Procedure Appendix - Grievance Report	2 18
ARTICLE III	Seniority	4
ARTICLE IV	Probation	5
ARTICLE V	Change of Job Classification	5
ARTICLE VI	In-Service Training	5
ARTICLE VII	Leaves	6
ARTICLE VIII	Safety	9
ARTICLE IX	Work Year	9
ARTICLE X	Hours of Work and Overtime	10
ARTICLE XI	Holidays	13
ARTICLE XII	Vacations	13
ARTICLE XIII	Compensation	14
ARTICLE XIV	Wage Schedules	16
ARTICLE XV	Savings Clause	17
ARTICLE XVI	Duration	17

ARTICLE I
BARGAINING UNIT

- A. INCLUDED: All non-certified school employees, and, non-certified substitutes performing any service in more than four (4) consecutive months.
- EXCLUDED: Head bus driver; community education employees; secretaries to the superintendent, human resources, administrative services, and informational services; supervisors; nutrition service managers; Valley foreman and assistant; maintenance and operations secretary; nutrition services financial secretary; nutrition services purchasing secretary; district payroll clerks and accounting clerks in the district accounting office; all employees excluded by Section 4 of the Act; and all respective substitutes for the excluded positions.
- B. The term “employee,” as used in this Agreement, shall not include substitutes, and they are not covered by its provisions, except under Articles I, II, IV, VIII D, E, VIII, X, and the Appendix.

ARTICLE II GRIEVANCE PROCEDURE

- A. Purpose
The purpose of this article is to provide for a mutually acceptable method for the prompt and equitable settlement of employee grievances and disputes over alleged violations of this Agreement. There will be an attempt to resolve informally, or at the earliest possible stage, all grievances. Informal settlements in any stage will bind the immediate parties to the settlement but will not serve as a precedent in any other grievance proceeding.
- B. A “grievance” is a claim by an employee that there has been a misinterpretation, violation, or misapplication of any provision of this Agreement.
- C. All time limits herein will consist of school days, Monday through Friday. The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. There shall be no obligation by the employer to consider any grievance not filed or appealed in a timely manner.
- D. An aggrieved person may be represented at all stages of the grievance procedure by themselves, or at their option, by a representative selected or approved by the WDMESP. When the employee is not represented by the WDMESP, the WDMESP shall have the right to be present at all levels as a party of interest and will have the right to grieve any adjustment of the employee’s complaint.
1. Every employee covered by this Agreement will have the right to present grievances in accordance with these procedures.
 2. The failure of the employee (or, in the event of an appeal to arbitration, the WDMESP to act on any grievance within the prescribed time limits will act as a bar to any further appeal and the employer’s representative’s failure to give a decision within the time limits will permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- E. Grievance Levels
1. Level One
An employee with an alleged grievance shall, within fifteen (15) working days from the date of the alleged violation, discuss it with their principal or immediate supervisor in an attempt to resolve the matter informally.
 2. Level Two
If, as a result of the informal discussion in Level One, the employee feels a grievance still exists and the employee desires to proceed to Level Two, the employee shall in writing within ten (10) working days from the date of the informal conference in Level One file a written grievance with the principal or their immediate supervisor on the form attached hereto. The principal or the employee’s immediate supervisor will within five (5) working days following the receipt of the written grievance meet with the employee to discuss the grievance. Within five (5) working days following this meeting, the principal or the

immediate supervisor will communicate in writing to the employee the disposition of the grievance with a copy to the WDMESP.

3. Level Three

In the event the employee is not satisfied with the decision at Level Two and the employee desires to proceed to Level Three of the grievance procedure, the employee will file within five (5) working days of the employee's receipt of the written decision from Level Two a copy of the written grievance with the Superintendent or their designee. Within ten (10) working days after such written grievance is filed, the employee and the Superintendent or their designee will meet to discuss the grievance. Within five (5) working days of the meeting, the Superintendent or their designee will indicate the disposition of the grievance in writing and furnish a copy thereof to the WDMESP and to the Board of Education.

4. Level Four

If the grievance is not resolved satisfactorily at Level Three, the employee and the Association may within thirty (30) working days request arbitration, with written notification to the Director of Human Resources/Designee. The parties will try to agree on an arbitrator within ten (10) working days after receipt of the written notice. If the parties cannot mutually agree on an arbitrator, then within five (5) working days from the said meeting held to attempt to agree, either party may request the Public Employee Relations Board to recommend a list of five (5) arbitrators from which each party will strike two (2) names. The remaining listed person will serve as the arbitrator.

No grievance may be appealed to arbitration without the approval of the WDMESP.

The arbitrator, in their opinion, shall not amend, modify, add to, or detract from the provisions of the Agreement. Their decision must be based solely and only upon their interpretation of the meaning of the Agreement. They shall be asked to issue the decision within thirty (30) working days after the conclusion of testimony and argument. The decision of the arbitrator will be final and binding on the parties.

5. Year End Grievance

In the event, a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, the party in interest or the school district, the time limits set forth herein will be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) working days thereafter.

6. General Provisions

- a. Group Grievance – If a grievance affects a group or class of employees because of the existence of the same facts and issues, the WDMESP may submit such grievance in writing to the Superintendent or their designee directly and the processing of such grievance will be commenced at Level Three. The WDMESP may process such a grievance through all steps of the grievance procedure.
- b. Meetings and Hearings – All meetings and hearings under this procedure will be conducted in private and will include only witnesses, the parties of interest, and their designated or selected representatives.

- c. Grievance Forms – Grievance forms will be as set forth in the Appendix. Copies will be available in the office of any building principal, the Office of Human Resources, or from the WDMESP representatives.
- d. Arbitration Costs – The costs of the service of the arbitrator will be borne equally by the employer and the WDMESP.

ARTICLE III SENIORITY

A. Definition

Seniority means a regular full-time/part-time employee's length of service since their day of hire. Day of hire shall mean the employee's first working day.

B. Procedures

1. Posting: In October and again in March, the employer will post on appropriate bulletin boards a seniority list showing job classifications and continuous service of each employee. A copy of the seniority list will be sent to the WDMESP when it is posted.
2. Breaks in Service: An employee's seniority record will be broken by voluntary resignation, discharge, retirement, or reduction in force.
 - a. Should a laid-off employee return to work within eighteen (18) months, the seniority will continue as if no layoff occurred.
 - b. Seniority rights will be forfeited if the continuous period of lay-off exceeds eighteen (18) months.
 - c. Should a regular full-time or part-time employee leave the job classification represented by the WDMESP, the employee's seniority will be frozen. Should they return to the previous job classification, their seniority will continue from the seniority level previously attained.
3. An employee who is absent from work for three (3) consecutive days without notification for valid reason to an appropriate supervisor will be considered to have resigned. In the event an appropriate supervisor cannot be reached, the employee may notify the Director of Human Resources/Designee or designee.
4. Seniority will operate within job classifications and not buildings.
5. Seniority will operate within the job classifications listed below:

<ol style="list-style-type: none"> a. Teaching Assistant b. Custodian c. Maintenance d. Secretary e. Transportation f. Media Assistant g. Study Hall Supervisor 	<ol style="list-style-type: none"> h. Preschool Assistant i. Special Education Assistant j. Warehouse k. Noon Hour Supervisor l. Nutrition Assistant m. Nutrition Satellite, Nutrition Floater, Nutrition Clerk n. Kitchen Lead
--	--

ARTICLE IV PROBATION

- A. A new employee will serve a probationary period of ninety (90) working days from the first work day. Upon completion of the probationary period, they will be put on the seniority list and their seniority will be determined from their day of hire. Day of hire shall mean the employee's first working day.
- B. During the probationary period, an employee may be terminated at the discretion of the district and the district may otherwise discipline, lay-off, or suspend such probationary employee for any reason and such action shall not be subject to review of the grievance procedure.
- C. A probationary employee shall not have any seniority rights. However, the probationary employee will be compensated for accrued leave(s) (XII) and scheduled holiday(s) (XVI).

ARTICLE V CHANGE OF JOB CLASSIFICATION

- A. If an employee is being frequently utilized in a manner significantly different from their regularly assigned duties, that situation shall be subject to the grievance procedure.
- B. When an employee is assigned out of their job classification for more than five (5) continuous days, they will be paid retroactively for those days at a higher rate of pay.
- C. All vacancies and positions filled with temporary assignments will be posted as vacancies, and applications received to fill them, unless the vacancy is due to vacation or leave of absence.
- D. Employees may be promoted to a classification for training on a tryout basis. The employee will be informed of their status at the start of such an assignment. Employees will not receive a pay adjustment during the training period, which may not exceed fifteen (15) working days.
- E. Custodial staff awarded a building assignment will be assigned a designated area of the building determined by the district. Assignments may be modified as needed.

ARTICLE VI IN-SERVICE TRAINING

- A. In-service training is defined as training provided by the district to various employees during the service year.
- B. No employee will be required to attend any in-service or workshop at less than their regular rate of pay.

ARTICLE VII LEAVES

A. Personal Illness

1. All employees will have fifteen (15) sick days. Part-time employees will accumulate the number of hours they are regularly scheduled to work. For example, those employees who work a three (3) hour daily schedule would receive a total of forty-five (45) hours of sick leave eligibility; however, they would be restricted to taking their sick leave hours in increments no greater than their daily scheduled hours.

All employees hired after the beginning of the year will have the days prorated for the balance of the year.

Employees who separate prior to completing their probationary period will have their leaves prorated upon separation. Unearned, used hours will be deducted from the employee's final paycheck.

2. Sick leave may be accumulated to the following maximum provided the days have been accumulated through consecutive years of service:
 - a. 11-12 month employees may accumulate a maximum of one hundred thirty-five (135) days.
 - b. 9-10 month employees may accumulate a maximum of one hundred twenty-five (125) days.
3. No employee is entitled to more sick days than the employee has earned.
4. Sick leave may be used for personal illness or injury which prevents an employee from performing their regular duties. After three or more consecutive days of sick leave, the district may require a statement from the employee's treating physician certifying that the employee was unable to work during the period of sick leave and the date expected for the employee to return to active employment. Questions which may arise as to what constitutes valid sick leave shall be directed first to the employee's immediate supervisor and then to the Director of Human Resources or designee. Management may request a doctor's note if there is suspected abuse of leave, or as an improvement plan for attendance-related issues.
5. Regular part-time employees who are transferred to a full-time position will have their accumulated sick leave balance equated to the hourly equivalency of the new position.
6. Employees who are advised of a health condition which may require absence for more than five (5) working days (e.g., scheduled corrective surgery, pregnancy, required therapy), shall inform their immediate supervisor as soon as practical so that arrangements may be made for effective transition of responsibilities to a qualified substitute. A statement from the physician giving approval for the employee to continue to work and recommending the date on which the employee should go on leave may be required. Upon returning to work, the employee must present medical evidence that they are physically capable of returning to work.

B. Personal Day

All employees will be paid for one personal day. The personal day must be approved by the supervisor and may be carried into the next fiscal year. Employees will be restricted to a maximum of five (5) personal days in any one (1) fiscal year.

Staff who have accumulated the maximum number of sick days may trade in twelve (12) sick days for a personal day. This may be done once per year.

C. Unpaid Leave

1. Requests for unpaid leave of two (2) days or less may be granted by the appropriate supervisor.
2. Requests for an additional day of unpaid leave per year may be granted with approval of the Director of Human Resources. Additional days may be granted due to extenuating circumstances.
3. All applicable paid leaves must be exhausted before the employee is allowed to use unpaid leave.

D. Bereavement, Family Illness, Emergency, and Parental Leave

1. In the event of death of employee's spouse/significant other, child, daughter/son-in-law, father, mother, former guardian, sister/sister-in-law, brother/brother-in-law, grandchild, grandparent, ward, or comparable relatives of an employee's spouse/significant other, the employee will be granted permission by the Superintendent, or designee, to be absent from duty with pay not to exceed five (5) days per incident, for attendance at the funeral and for any purpose directly arising out of the death of the individual.

In the event of the death of any employee's aunt, uncle, niece, or nephew, or comparable relatives of an employee's spouse/significant other, the employee will be granted permission by the Superintendent, or designee, to be absent from duty with pay not to exceed two (2) days per incident for attendance at the funeral and for any other purpose directly arising out of the death of the individual.

In addition, an employee will be allowed (1) day per year with pay to attend the funeral of relatives not listed, or the funeral of a close friend.

2. In the event of a family emergency or the illness of a member of the employee's family as listed in C-1 above, the employee will be granted permission to be absent from duty by their supervisor for as many days, not to exceed seven (7) days per year. The Superintendent or designee has the discretion to grant additional days of paid family illness leave.

3. At the time of birth or adoption of a child, the spouse or significant other will be granted permission by the Superintendent, or designee, to be absent from duty with pay for as many days as may be necessary not to exceed seven (7) days. The day(s) will be charged to the employee's accumulated sick leave defined in Article VII.A.

E. Association Leave

There will be no more than a total of ninety-six (96) paid hours per year for representatives of the WDMESP to attend the business of the Association, except to appear as a witness against the district. Association leave may be taken in fifteen (15) minute increments.

F. Jury and Legal Leave

1. Employees will be excused by the Superintendent or designee with full pay for jury duty with the stipulation that any remuneration paid by the court for such duty, less travel allowance paid by the court, will be deducted from the wages paid by the Board.
2. Employees required to appear in any judicial, administrative proceeding, or subpoena, except for any proceeding to which this district is a party, will be granted release time only to the extent as required to fulfill legal responsibilities. If the employee has not been subpoenaed, they may use vacation, optional holiday, or unpaid leave.

G. Military Service

As defined by the Code of Iowa.

H. Veteran's Day Leave

All military veterans, as defined in Section 35.1 of the Iowa Code, will, upon compliance with all requirements of Section 91A.5A of the Iowa Code, be granted a one-day paid leave of absence on the observance of Veteran's Day.

I. Grievance Arbitration Leave

When grievance arbitration must be scheduled on working hours, the Association will be allowed up to three (3) representatives and/or witnesses, including the grievant, to attend at no pay deduction.

J. Professional Leave

1. Attendance at professional workshops, conferences, institutes, and other such meetings related to assigned responsibilities which are conducted during duty time may be granted by the supervisor with full pay if:
 - a. the professional meeting is directed toward
 - (1) the improvement of the qualifications for performance of the employee in their assigned responsibilities.
 - (2) serving the interests of the district's needs.
 - b. such absence, along with other absences experienced by the employee, does not detract from the continuity of services provided by the employee.

2. Requests for professional leave must be made at least seven (7) working days in advance and will include anticipated expenses, if any. If approval is granted by the supervisor, the extent of the reimbursement will be determined based upon the extent of travel funds available and any such reimbursement(s) previously received by the employee.

K. Specially Designated Leave

1. Up to two (2) days of leave per year will be granted with pay to regular full-time employees [thirty (30) hours or more per week] who suffer the results of natural disasters such as floods, fires, or tornadoes.
2. One (1) day of leave per year will be granted with pay to regular part-time employees [less than thirty (30) hours] who suffer the results of natural disasters such as floods, fires, or tornadoes.
3. If an employee has a religious affiliation that requires the observance of a religious holiday that falls on a working day and the obligation cannot be met outside the work day, said employee shall be granted leave for such observance.

Said leave will be with pay, and, in no case, shall the total usage of said leave exceed one (1) day per school year.

Arrangements must be made with the supervisor at least ten (10) school days prior to such leave being taken.

ARTICLE VIII SAFETY

- A. The district will maintain a safe place of employment and conform to safety and health standards.
- B. The district will have readily available adequate first aid equipment for use in each building.
- C. Special clothing, equipment, and devices needed by the employee to perform assigned duties in a safe manner will be provided at district expense.

ARTICLE IX WORK YEAR

- A. Twelve-Month Employees
The work year for twelve (12) month employees shall be from July 1 through June 30. Their employment shall include the holiday and vacation schedule as listed in said article. Any in-service day or meeting shall be on a workday.
- B. Less Than Twelve-Month Employee
Employees who work less than twelve (12) months shall be employed for the following number of working days which includes any in-service or meeting days and holidays as listed in said article. Human Resources will establish the following employee groups' start dates each year.

1. Media Center Assistants, Special Education and Preschool Assistants, Study Hall Supervisors, and Specialized Hall Supervisors will work the number of student days in the school calendar plus a minimum of two (2) additional days if warranted in the opinion of the administrator. Special Education Assistants will work days on an as-needed basis.

Days in excess of this amount will be determined by the administration and approved by Human Resources according to need and budgeting limitations.

2. Building Secretaries – 205 work days including all student days, conference days, in-service days, and holidays as listed in said article, with the remaining days to be determined by the administrator or appropriate supervisor.
3. Nutrition Services Employees – Number of days that school lunches are served plus any Nutrition Services in-service day(s) and holidays as listed in said article. Additional days may be assigned by the Director of Nutrition Services.
4. Transportation Employees – Regular bus route employees – number of student days in the school calendar and any in-service days in that department, and holidays as listed in said article.

Special Education Bus Route Employees – Number of Special Education student days required and any in-service days and holidays as listed in said article.

ARTICLE X HOURS OF WORK AND OVERTIME

- A. All employees who work seven (7) or more continuous hours will be given two (2) fifteen (15) minute break periods with pay and a minimum thirty (30) minute lunch period without pay.
- B. All employees who work more than four (4) hours but less than seven (7) continuous hours will be given one (1) fifteen (15) minute break with pay and a thirty (30) minute lunch period without pay.
- C. The workday for assistants is a minimum of two (2) hours. The workday for bus drivers working the noon route is a minimum of one and one-half (1 ½ hours).
- D. Nutrition Employees
 1. All nutrition employees who work more than four (4) continuous hours but less than six (6) continuous hours will be given one (1) paid 15-minute break.
 2. All nutrition employees who work six (6) or more continuous hours but less than seven (7) continuous hours will be given one (1) paid 15-minute break and one (1) unpaid 30-minute lunch break.
 3. All nutrition employees who work seven (7) or more continuous hours will be given two (2) paid 15-minute breaks and one (1) unpaid 30-minute lunch break.

E. Transportation Employees

1. Estimates of average hours required to complete routes will be prepared, and such routes will be posted for driver bidding based upon driver seniority. An allowance time for preparation and clean-up of vehicles will be estimated and computed in the route time in order that this necessary work is included in payment for work performed.
2. Field Trips
 - a. Drivers for daytime trips (Monday through Friday), which are scheduled to begin within one-half ($\frac{1}{2}$) hour of the actual completion time of their regularly scheduled AM route or ending within one-half ($\frac{1}{2}$) hour of the actual scheduled PM route will be paid for a minimum of one and one-half ($1\frac{1}{2}$) hours.
 - b. Drivers for field trips that begin more than one-half ($\frac{1}{2}$) hour after completion of their regularly scheduled AM route or ending more than one-half ($\frac{1}{2}$) hour prior to the beginning of their regularly scheduled PM route will be paid for a minimum of two (2) hours.
 - c. Drivers for trips on evenings (after completion of the daily PM route), Saturdays, Sundays, or days when school is not in session, will be compensated for a minimum of two (2) hours.
 - d. Activity trip drivers will be paid at their regular rate of pay.

F. Overtime

1. Overtime for regular full-time employees will be paid at a rate of time and one-half ($1\frac{1}{2}$) the employee's straight hourly rate when an employee works in excess of forty (40) hours a week including holidays, optional holidays, and paid vacation time, calculated Sunday through Saturday.
2. The need for overtime and its assignment will be the district's decision. Any work performed outside the designated work hours must have prior approval by supervisory personnel. An attempt will be made insofar as possible, to distribute overtime evenly among all interested employees.
3. Employees who are called to report for work at irregular hours will report and be guaranteed a minimum of two (2) hours of pay.
4. Custodial and/or maintenance employees will be paid a minimum of one (1) hour for building checks performed on weekends and/or holidays at the rate of time and one-half ($1\frac{1}{2}$) the employee's regular hourly rate of pay. This is in addition to regular holiday pay.

G. Change of Hours

1. If a supervisor requires an employee to be on duty before the regular arrival time, that employee may leave work before regular dismissal time except in emergency situations.

2. Administrators may request and employees have the option of accepting or rejecting, except in emergency situations, arrangements in which the employee is released from morning or afternoon time in order to work equivalent hours in the evening or night.

H. Cancellations

When there is a weather-related delay, early out, or unexpected cancellation, support staff will have two options to make up for the lost time:

1. Use Personal Day Hours: Staff can use personal time hours to ensure their paycheck remains whole. The amount of leave taken cannot exceed the time lost, and cannot exceed the typical workday.
2. Make-up time: With approval from supervisor, employees may make up the lost time.

Stipulations:

- a. The lost time must be made up in the same pay period as the time was lost. If it cannot be made up in the same pay period (i.e., the cancelled day was last day of pay period) then the time may be made up the next pay period only if 40 hours would not be exceeded.
- b. Staff cannot exceed 40 hours/week.
- c. Staff can only work the amount of hours that were lost due to cancellations. i.e – they cannot exceed their regular working hours for the pay period.
- d. The extra work completed must be similar to typical working duties (example, if you work as a SPED Associate, the extra duties you perform must be related to special education).
- e. All work must be pre-approved by your supervisor.
- f. Requests will not be unreasonably denied.

ARTICLE XI HOLIDAYS

- A. The following holidays will be paid to those employees who are working thirty (30) hours or more per week at the time of the holiday.

2025-2026	2026-2027	2027-2028
July 4, 2025 September 1, 2025 November 27, 2025 November 28, 2025 December 24, 2025 December 25, 2025 January 1, 2026 January 19, 2026 May 25, 2026	July 3, 2026 September 7, 2026 November 26, 2026 November 27, 2026 December 24, 2026 December 25, 2026 January 1, 2027 January 18, 2027 May 31, 2027	July 5, 2027 September 6, 2027 November 25, 2027 November 26, 2027 December 23, 2027 December 24, 2027 December 31, 2027 January 17, 2028 May 29, 2028

This does not preclude the employer from declaring extra paid holidays when circumstances warrant.

- B. **Eligibility**
An employee will be eligible for holiday pay if they would have been scheduled to work on that day and if they worked the last scheduled day prior to the holiday and the next scheduled day following unless they have used appropriate paid leave. If a holiday is observed on an employee's scheduled day off or during their vacation, they will receive an additional vacation day.
- D. **Holiday-Pay**
Employees who perform no work on a holiday will be paid at their usual hourly rate based on the scheduled number of hours they regularly work.
- E. **Holiday Work**
If an employee works on a holiday, they will be paid time and one-half (1½) for all hours worked. This is in addition to their holiday pay. All work performed on a holiday will be voluntary unless an emergency situation exists.

ARTICLE XII VACATIONS

- A. **Eligibility and Allowance**
1. Vacations are payable only to twelve (12) month non-probationary employees.
 2. The vacation eligibility date will be July 1, with vacation days accruing and prorated on the basis of time worked during the fiscal year. No vacation days may be taken in advance of their accrual. Vacation time may not be drawn upon by the employee until actual vacation time has been accrued.

3. Vacation schedules will be established within buildings for custodians and within departments for all other job classifications and granted in order of date of receipt and by seniority. All vacation schedules will be approved by the appropriate supervisor.

4. Annual vacations will be based on the following service requirements in the district:

Employed less than one year ----- ½ day per month
Employed one year, but less than five years ----- 10 working days
Employed at least five years, but less than ten ----- 13 working days
Employed at least ten years ----- 17 working days
Employed at least thirteen years ----- 20 working days

B. Vacation Pay

The rate will be the employee's straight-time rate of pay. Employees will receive pay for vacations at the time of their regularly scheduled paydays.

C. Vacation Period

The employees may request a particular period for vacation. Vacation days accrued during one fiscal year must be used before the end of the following fiscal year. Circumstances may dictate that an employee may be permitted to utilize vacation days from the next fiscal year prior to July 1st. This will require the approval of the appropriate supervisor.

D. Vacation Rights

Any non-probationary employee who is laid-off, discharged, retired, or resigns prior to taking their vacation will be compensated for the unused vacation accumulated at the time of separation.

E. Conversion Rights

Less than twelve (12) month employees who are transferred to twelve (12) month positions will have their accumulated hours equated to twelve (12) month service requirements to determine the annual vacation rate.

ARTICLE XIII COMPENSATION

A. Employees will receive the hourly rates in accordance with Schedules A, B, C, and D.

B. An employee who voluntarily accepts work, in his or her regular job category, outside the school year will be paid at their regular rate of pay.

C. New employees with no comparable experience will be placed on Step A for the corresponding job classification.

D. When a current employee transfers or applies and receives a new wage classification, the employee will retain initial placement experience in addition to the experience in the district when receiving a new wage classification.

If a current employee moves within or between a job classification, applicable experience within the new classification will be reviewed.

New employees will receive credit for full years of direct, comparable experience. This is retroactive to new hires onboarded after July 1, 2024 in Schedule D.

- E. All special education assistants who pursue the online paraeducator certificate will be reimbursed the registration fee for coursework leading to certification upon presentation of evidence of courses satisfactorily completed.
- F. All employees of the district will be required to receive their paychecks by direct deposit.



WDMESP Wage Schedules for 2025-26

Schedule A

Classification I

Teacher Assistant
Noon Hour Supervisor
Study Hall Supervisor
Media Assistant

Classification II

Classification III

Special Education Assistant
Preschool Assistant
ESOL Assistant

Classification IV

General Secretary

Classification V

Principal Secretary (10 mo, 12 mo)
High School Secretary (12 mo)
Valley High School Registrar

Classification VI

LPN (per IEP)
Specialized Behavior Assistant
Specialized Hall Supervisor

Classification VII

Sign Language Interpreter

Schedule B

*Classification I

Nutrition Assistant

**Classification II

Nutrition Satellite
Nutrition Floater
Nutrition Clerk

**Classification III

Kitchen Lead
Warehouse Lead

**ServSafe optional, add'l \$0.50 if obtained*

***ServSafe required within 90 working days of hire. Employees without ServSafe will earn \$0.50 less per hour until it is obtained.*

Schedule C

Classification I

Bus Assistant

Classification II

Bus Driver

Classification III

Community Mobility Driver

Classification IV

Extra Bus Driver

Classification V

Team Coach

Classification VI

Mechanic

Classification VII

Head Mechanic

Schedule D

Classification I

Custodian
Sweep Crew Custodian

Classification II

Activities Custodian
Warehouse Worker

Classification III

Head Custodian

Classification IV

Head Custodian (VHS)
Head Activities Custodian (VHS)
Groundskeeper
Utility/Maintenance Worker

Classification V

Electrician, Journeyman Licensed
Plumber, Journeyman Licensed

Classification VI

Electrician, Master Licensed
Plumber, Master Licensed

Schedule A							
	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
A	15.56		17.81	18.31	18.81	21.31	33.41
B	15.71		17.96	18.46	18.96	21.46	33.56
C	15.86		18.11	18.61	19.11	21.61	33.71
D	16.01		18.26	18.76	19.26	21.76	33.86
E	16.16		18.41	18.91	19.41	21.91	34.01
F	16.31		18.56	19.06	19.56	22.06	34.16
G	16.46		18.71	19.21	19.71	22.21	34.31
H	16.61		18.86	19.36	19.86	22.36	34.46
I	16.76		19.01	19.51	20.01	22.51	34.61
J	16.91		19.16	19.66	20.16	22.66	34.76
K	17.06		19.31	19.81	20.31	22.81	34.91
L	17.21		19.46	19.96	20.46	22.96	35.06
M	17.36		19.61	20.11	20.61	23.11	35.21
N	17.51		19.76	20.26	20.76	23.26	35.36
O	17.66		19.91	20.41	20.91	23.41	35.51
*OFF	17.96		20.21	20.71	21.21	23.71	35.81

Schedule B			
Class I	Class I (w/SS)	Class II	Class III
17.31	17.81	18.56	19.56
17.46	17.96	18.71	19.71
17.61	18.11	18.86	19.86
17.76	18.26	19.01	20.01
17.91	18.41	19.16	20.16
18.06	18.56	19.31	20.31
18.21	18.71	19.46	20.46
18.36	18.86	19.61	20.61
18.51	19.01	19.76	20.76
18.66	19.16	19.91	20.91
18.81	19.31	20.06	21.06
18.96	19.46	20.21	21.21
19.11	19.61	20.36	21.36
19.26	19.76	20.51	21.51
19.41	19.91	20.66	21.66
19.71	20.21	20.96	21.96

Schedule C						
Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
16.21	21.56	21.81	22.31	22.56	24.71	31.06
16.36	21.71	21.96	22.46	22.71	24.86	31.21
16.51	21.86	22.11	22.61	22.86	25.01	31.36
16.66	22.01	22.26	22.76	23.01	25.16	31.51
16.81	22.16	22.41	22.91	23.16	25.31	31.66
16.96	22.31	22.56	23.06	23.31	25.46	31.81
17.11	22.46	22.71	23.21	23.46	25.61	31.96
17.26	22.61	22.86	23.36	23.61	25.76	32.11
17.41	22.76	23.01	23.51	23.76	25.91	32.26
17.56	22.91	23.16	23.66	23.91	26.06	32.41
17.71	23.06	23.31	23.81	24.06	26.21	32.56
17.86	23.21	23.46	23.96	24.21	26.36	32.71
18.01	23.36	23.61	24.11	24.36	26.51	32.86
18.16	23.51	23.76	24.26	24.51	26.66	33.01
18.31	23.66	23.91	24.41	24.66	26.81	33.16
18.61	23.96	24.21	24.71	24.96	27.11	33.46

Schedule D						
Class I	Class II	Class III	Class IV	Class V	Class VI	
17.31	17.51	19.56	22.06	28.81	30.56	A
17.46	17.66	19.71	22.21	28.96	30.71	B
17.61	17.81	19.86	22.36	29.11	30.86	C
17.76	17.96	20.01	22.51	29.26	31.01	D
17.91	18.11	20.16	22.66	29.41	31.16	E
18.06	18.26	20.31	22.81	29.56	31.31	F
18.21	18.41	20.46	22.96	29.71	31.46	G
18.36	18.56	20.61	23.11	29.86	31.61	H
18.51	18.71	20.76	23.26	30.01	31.76	I
18.66	18.86	20.91	23.41	30.16	31.91	J
18.81	19.01	21.06	23.56	30.31	32.06	K
18.96	19.16	21.21	23.71	30.46	32.21	L
19.11	19.31	21.36	23.86	30.61	32.36	M
19.26	19.46	21.51	24.01	30.76	32.51	N
19.41	19.61	21.66	24.16	30.91	32.66	O
19.71	19.91	21.96	24.46	31.21	32.96	*OFF

*All employees already on the Off Schedule row will receive a \$0.41 increase for the 2025-26 school year.

**ARTICLE XV
SAVINGS CLAUSE**

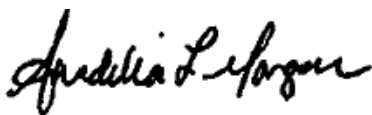
In the event that any provision of this Agreement will become void or illegal during the term of this Agreement, such provisions will become inoperative, but all other provisions will remain in full force and effect for the duration of this Agreement.

**ARTICLE XVI
DURATION**

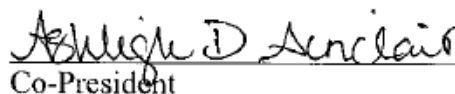
This Agreement between the West Des Moines Community School District and the West Des Moines Educational Support Personnel will be effective as of July 1, 2025 and shall continue in effect until June 30, 2028. The Agreement will be open for wages, duration, and one article for WDMCS and WDMESP each year.

WEST DES MOINES COMMUNITY SCHOOLS

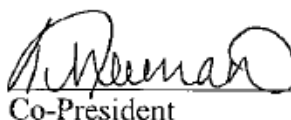
WEST DES MOINES EDUCATIONAL
SUPPORT PERSONNEL



Board President



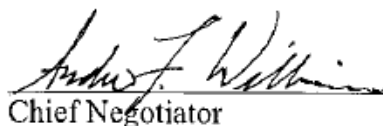
Co-President



Co-President



Chief Negotiator



Chief Negotiator

05/12/2025

Date

5-15-2025

Date

APPENDIX

WEST DES MOINES EDUCATIONAL SUPPORT STAFF GRIEVANCE REPORT

Date Filed

_____ Building

_____ Service Area

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent or Designee

LEVEL II

A. Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or
Immediate Supervisor

Date

LEVEL III

A. _____
Signature of Aggrieved Person Date received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent
or Designee

Date

LEVEL IV

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitrator Date Heard by Arbitrator

C. Disposition and Award of Arbitrator _____

F. Date of Decision _____



3550 Mills Civic Parkway | West Des Moines, IA 50265
515-633-5000 | www.wdmcs.org

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, 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 Equal Opportunity Coordinator, Dr. Dau Jok, Executive Director of Culture and Access, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; Email jokd@wdmcs.org. (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)