

AGREEMENT

BETWEEN

**THE
BURLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
BURLINGTON, IOWA**

AND

**LOCAL 828 OF THE
AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO**

JULY 1, 2016

THROUGH

JUNE 30, 2021

	a) Family Death	7
	b) Funeral leave	8
	c) Court & Jury Duty	8
	d) Voting Time	8
	e) Military Leave	8
	f) Sick Leave	8
	1) Eligibility	8-9
	2) Accrual	9
	3) Accumulation	9
	4) Prorated Sick Leave – Part-time Employees	9
	5) Incentive – Vacation Accrual	9
	6) Payment Upon Retirement	9-10
	g) Personal Leave	10
Section 4	Unpaid Leaves	10-11
	a) General Conditions	10
	b) Military Service	10-11
	c) Education	11
	d) Civic Duty	11
	e) Union Business	11
ARTICLE 11	INSURANCE.....	11-13
	Section 1 Hospital, Medical, Chiropractic Care, Prescription Drug & Dental Care Insurance	12
	Section 2 Life & AD&D Insurance	12
	Section 3 Medical Insurance – Part-time and Part-time/Extra Employees	12-13
ARTICLE 12	WAGES	13
	Section 1 Wage Schedule	13
	Section 2 Pay Period	13
ARTICLE 13	LONGEVITY	13
ARTICLE 14	OVERTIME	14-15
	Section 1 Rate of Pay	14
	Section 2 Holiday and Paid Leave for Computing Overtime	14
	Section 3 Overtime Distribution	14-15
ARTICLE 15	MINIMUM TIME PAY ALLOWANCES.....	15
	Section 1 Call Time	15
	a) Regular Procedure	15
	b) Holiday Procedure	15
ARTICLE 16	HEALTH AND SAFETY	15-16
	Section 1 Uniform and Protective Clothing	15
	Section 2 Fitness for Duty	15-16

ARTICLE 17	EMPLOYMENT – SENIORITY	16-18
	Section 1 Seniority	16
	Section 2 Transfer Procedure	16
	Section 3 Temporary Openings	16-17
	Section 4 Layoff	17
	Section 5 Recall From Layoff	17-18
ARTICLE 18	DISCIPLINE, GRIEVANCES AND ARBITRATION.....	18-20
	Section 1 Discipline, Suspension and Discharge	18
	Section 2 Grievance & Arbitration Procedure	18-20
	Section 3 Union-Management Committee	20
ARTICLE 19	(VACANT).....	21-22
ARTICLE 20	GENERAL PROVISIONS.....	21-22
	Section 1 Union Bulletin Boards	21
	Section 2 Union Activities on Employer's Time and Premises	21
	Section 3 Visits by Union Representatives	21
	Section 4 Work Rules	21
	Section 5 In-Service Training	21
	Section 6 Personnel Files	21-22
	Section 7 Physicals	22
ARTICLE 21	SAVINGS CLAUSE.....	22
ARTICLE 22	ENTIRE AGREEMENT AND WAIVER CLAUSE.....	22
ARTICLE 23	DURATION AND NEGOTIATIONS	22-23
	Section 1 Contract Period	22
	Section 2 Impasse Procedures	22-23
ARTICLE 24	SIGNATURES.....	23
ADDENDUM A	WAGE SCHEDULE.....	24
ADDENDUM B	IMPASSE PROCEDURES.....	25-27
ADDENDUM C	MAXIMUM HEALTH INSURANCE MONTHLY PREMIUM (ALLOCATION + RESERVE) SCHEDULE.....	28

PREAMBLE

This Agreement entered into by the City of Burlington, Iowa, hereinafter referred to as the employer, and Local 828 affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of grievances; and the creation of employment conditions to enable the City and its employees to serve the public effectively and efficiently by virtue of harmonious relations between the Employer and the Union.

ARTICLE 1

RECOGNITION

The Employer recognizes the Union, AFSCME Local 828, AFL-CIO as the exclusive bargaining agent for the unit consisting of library employees specified by PERB Order of Certification, who fall under the jurisdiction of the Board of Trustees of the Burlington Public Library; for the purpose of negotiating salaries, wages, and other items within the scope of negotiations as defined in the Public Employment Relations Act, Chapter 20, Code of Iowa.

ARTICLE 2

MANAGEMENT RIGHTS

Except where limited by express provisions elsewhere in this Agreement, nothing in this Agreement shall be construed to restrict, limit, or impair the rights, powers, and authorities of the Employer as granted to it under the laws of the State of Iowa and the City's Ordinances. No city ordinance shall conflict with the terms of this Agreement. The exercise of these rights, powers, and authorities shall not be in conflict with the terms of this Agreement. These rights, powers, and authorities include, but are not limited to, the rights to direct the work of its employees; to hire, promote, demote, transfer, assign, classify, and retain employees in positions within the City; to discipline, suspend, or discharge employees for proper cause; to relieve employees from duties because of lack of work, funds, or for other legitimate reasons; to determine and implement methods, means, assignments, personnel, work rules, and schedules by which the Employer's operations are to be conducted; to contract for matters relating to municipal operations; to create, change, modify, reorganize, relocate, or discontinue any Employer function, operation, or department; to initiate, prepare, certify and administer the City's budget; and to establish retirement policies; and to establish probationary period of up to six (6) months for new employees during which time they may be discharged without recourse to the grievance procedure set out in this Agreement.

ARTICLE 3

DEFINITIONS

Section 1 Full-Time Employee

A full-time employee shall be defined as an employee appointed to a position that meets the work arrangements defined in Sections 1 through 4 of ARTICLE 6 HOURS OF WORK. Positions that meet the work arrangements defined in Sections 1 through 4 of ARTICLE 6 HOURS OF WORK shall be known as full-time positions. For purposes of this Agreement, the term employee shall mean full-time employee and the term position shall mean full-time position.

Section 2 Part-Time Employee

A part-time employee shall be defined as an employee hired on a continuous employment basis with a regular work schedule that normally consists of less than eight (8) hours per day and less than thirty-two hours per week (1664 hours annually). The Employer will not significantly change the number of permanent part-time positions or permanent part-time hours for the purpose of replacing all of the hours lost by the elimination or vacancy of a permanent full-time position.

Section 3 Temporary Employee

A temporary employee shall be defined as an employee hired for seasonal work for a period of less than four (4) consecutive months or for a particular purpose or project. Special program employees (CETA, PSE, Work Study, WIN and similar employees) shall be considered temporary employees.

Section 4 Eligibility

Only full-time employees shall be entitled to the full benefit package provided by this Agreement., Part-time employees, as defined in Section 2 of this Article, shall receive fifty percent benefit entitlement with the exclusion of the insurance coverage specified in ARTICLE 11; however, part-time employees have the opportunity to purchase medical insurance as set out in ARTICLE 11 INSURANCE Section 5 Medical Insurance - Part-time Employees

ARTICLE 4

NON-DISCRIMINATE CLAUSE

The Employer shall not discriminate against any member of the Union or show favoritism to any non-Union employee in the settlement of grievances, job assignments, or work rules.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to mental or physical disability, age, sex, sexual orientation, gender identity, marital status, race, color, creed, national origin, or political affiliation.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.

The Employer agrees not to interfere with the rights of the employees to become members of the Union, or to refuse to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or Employer representatives against any employee because of Union membership or non-membership or because of any employee activity in an official capacity on behalf of the Union, or in opposition to the Union, or for any other cause.

The Employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any individual, group, or organization for the purpose of undermining the Union or which is in conflict with this Agreement.

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

ARTICLE 5

DUES CHECK-OFF

Section 1 Check-Off Provisions

The Employer agrees to deduct the Union membership initiation fee, assessments, and, each pay period, dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer in writing by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Treasurer of the Union, each Monday after such deductions are made. Termination of payroll deduction of Union dues shall be made only by written request to the Union and Employer by the member, at least thirty (30) days in advance of the desired termination date.

Cards for the authorization for payroll deduction shall be provided by the Union. The pledge on said card shall not conflict with any provisions of this Agreement or any applicable provisions of the State law.

Section 2 Insufficient Pay, Hold Harmless and Overpayment Provisions

The Employer shall have no obligation to deduct or collect initiation fees, assessments, or dues from a Union member whose net pay for a payroll period, after all other deductions, is insufficient to cover the total authorized deductions for that payroll period. The Union shall hold the Employer harmless against any claims or lawsuits instituted or any losses incurred because of the Employer's performance of its obligation under this Article. The Union further agrees to refund to the Employer any amounts paid to the Union in error.

ARTICLE 6

HOURS OF WORK

Section 1 Work Week

A normal work week for full-time employees shall consist of forty (40) hours of work in any Saturday through Friday period and shall consist of five (5) work days in a pre-established work schedule. For the purpose of computing the forty (40) hour work week for full-time employees, the five (5) hour Sunday shift shall be considered eight (8) hours of work.

Section 2 Work Day

The regular work day shall consist of a work shift within any twenty-four (24) hours in a pre-established work schedule.

Section 3 Regular Work Shift

The regular work shift shall consist of eight (8) work hours within a pre-established work schedule.

Section 4 Sunday Work Shift

Full-time employees required to work on Sunday shall be scheduled for five (5) hour shifts and shall receive eight (8) hours of regular hourly base pay for each five (5) hour shift worked. However, if a full-time employee works less than five (5) hours due to illness, injury or a personal emergency, the employee shall be paid regular hourly base pay for the number of hours actually worked and, if applicable, other accrued leave up to a total of eight (8) hours.

Section 5 Work Schedule

Work schedules showing the employees' shifts, work days, and work hours shall be posted on applicable departmental bulletin boards. Except for emergencies, changes will be posted at least forty (40) work hours in advance of such change. Where changes are to be made by the Employer (for other than emergency reasons) and where schedules are to be adopted for new programs, the Employer agrees to meet and discuss with the Union prior to the implementation of such changes or schedules

ARTICLE 7

WORK BREAKS

Section 1 Rest Periods

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever this is feasible.

Employees who are required by their immediate supervisor to work a minimum of one (1) hour beyond their regular quitting time into the next shift shall receive a fifteen (15) minute rest period before they start to work on such shift. In addition, they shall be granted the regular rest and meal periods that occur during the shift.

Section 2 Meal Periods

All employees shall be granted a lunch period of one (1) hour during each work shift consisting of 6 or more hours. Whenever possible, the lunch period shall be scheduled at the middle of the work shift.

ARTICLE 8

HOLIDAYS

Section 1 Holidays Recognized and Observed

The following days shall be observed as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day Before Christmas
Christmas Day

When a holiday listed above falls on a Saturday or Sunday, the library shall be closed that day and employees shall receive a floating holiday to be used within the same fiscal year as the holiday. Full time employees will receive eight (8) hours for their floating holiday and part time employees will receive four (4) hours for their floating holiday. The Friday before the Saturday holiday or Monday after the Sunday holiday shall be scheduled as a Saturday typically would be, except selection shall be done by Seniority. If the holiday falls on Friday and the library is on open Saturday, it shall be scheduled as a Saturday typically would be, except selection shall be done by Seniority. If the library is open on Sundays, the library will close on Easter Sunday.

Section 2 Eligibility Requirements

In order to receive holiday pay, an employee shall be required to work his/her regular work day or work shift before and after the holiday unless excused for just cause by the department head.

Section 3 Holiday Pay

Employees who meet the eligibility requirements of Section 2 above and who perform no work on a holiday shall be paid eight (8) times their current hourly rate of pay.

Section 4 Holiday Work

Any employee called to work on a holiday shall receive the holiday pay for which he/she is eligible plus two (2) times the employee’s regular rate of pay for all hours worked within the twenty-four (24) hour period designated as the holiday.

ARTICLE 9

VACATIONS

Section 1 Eligibility and Allowances

Employees shall accrue vacation on a monthly basis and vacation may be taken after completion of six months of continuous service. Employees shall accrue vacation as follows:

<u>Years of Continuous Service</u>	<u>Annual Vacation Accrual, Stated as a Number of Work Days</u>	<u>Annual Hours Accrual</u>
1 through 5	10	80
6 through 10	15	120
11 through 24	20	160
25 or more	25	200

Section 2 Vacation Accrual Limit

The maximum number of vacation hours to be carried over at the first of every fiscal year is two hundred forty (240) work hours.

Section 3 Vacation Pay

Vacation pay shall be computed at the straight-time rate of pay applicable to an employee’s regular classification during the employee’s vacation period.

Section 4 Holiday During Vacation Period

If a holiday occurs during an employee’s vacation period, the holiday shall not be charged to the employee’s vacation.

Section 5 Choice of Vacation Period

If the Library Director feels that the nature of the work makes it necessary to limit the number of employees on vacation at any one time, choice of vacation period shall be based on seniority, with a minimum of one employee on vacation at any one time.

Section 6 Work During Vacation Period

Any employee who is requested or required to and does work during his/her scheduled vacation period shall be paid at the rate of one and one-half (1 ½) times his/her regular rate of pay for all hours worked, and shall not receive vacation pay for any calendar day which was scheduled for vacation in which he/she performs work. Instead, the unused portion of the employee's scheduled paid vacation shall be rescheduled to any future period the employee may request.

Section 7 Vacation Rights in Case of Separation

An employee who is separated from the service of the Employer for any reason after one (1) year of continuous service shall be compensated for the unused vacation he/she has accumulated at the time of separation, up to two hundred forty (240) work hours.

ARTICLE 10

LEAVES OF ABSENCE

Section 1 Eligibility Requirements

An employee shall be eligible for leaves of absence after thirty (30) days of continuous service with the Employer with the exception of education leave.

Section 2 Application for Leave

Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the reason the leave of absence is being requested and the length of time of such requested absence. Any request for a leave of absence shall be answered as soon as possible. An employee shall continue to accrue seniority during any leave of absence granted under the provisions of this Article. In emergency cases, the leave request shall be answered within 48 hours.

Section 3 Paid Leaves

a) Family Death

In the event of the death of an employee's spouse, parent, step-parent, parent-in-law or child, the employee shall be granted up to five (5) work days leave of absence at the employee's option with full pay to arrange and attend services and other related matters. In the event of the death of the employee's step-child, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandparents-in-law, or grandchildren, the employee shall be granted up to three (3) work days leave of absence at the employee's option with full pay to arrange and attend services and other related matters. In the event of the death of an employee's great-grandparent, great-grandparent-in-law, aunt, uncle, niece, or nephew, the employee shall be granted one (1) paid work day charged against the employee's accrued sick leave to arrange and attend services and other related matters.

b) Funeral Leave

An employee may be granted funeral leave for the purpose of attending the funeral of an individual not in the employee's immediate family (as defined in Section 3(a) of this Article) for a period up to three (3) work hours, charged against the employee's accumulated sick leave. If additional time is needed by the employee, use of vacation or personal leave may be allowed subject to proper approval.

c) Court and Jury Duty

Employees subpoenaed to appear before a court or other public body on any matter not related to their work, and in which they are not personally involved (as a plaintiff or defendant), and employees required to report for jury duty shall be paid the difference, if any, between the compensation received for court or jury duty, excluding any transportation reimbursement received.

d) Voting Time

Any employee required to work for all of the hours during which polls are open on an election day shall be granted sufficient time off with pay to vote.

e) Military Leave

All employees, other than employees employed temporarily for six (6) months or less, 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 be when ordered by proper authority to active state or federal service, entitled to a leave of absence from their employment with the City of Burlington 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 (30) days of such leave of absence. The employer may make a temporary appointment to fill any vacancy created by such leave of absence, and may require documentation of such military service.

f) Sick Leave

1) Eligibility

Any permanent employee contracting or incurring any non-service connected illness or injury which renders such employee unable to perform the duties of his/her employment shall receive sick leave with pay.

If an employee is unable to work due to pregnancy, she shall be granted sick leave during the period of her disability. She must present a doctor's certificate verifying when her condition requires her to leave work and when her condition enables her to return to work.

An employee shall start to earn sick leave from their last date of hire and shall be eligible for sick leave after thirty (30) days continuous service with the Employer. An employee shall be granted sick leave in the event of sickness or disability in the employee's family,

providing the family resides in the employee's home and is a dependent of the employee.

All absences from work chargeable against sick leave should be reported to the employee's immediate supervisor thirty (30) minutes before the start of work on the day of absence, if physically possible, or as soon thereafter as is physically possible. Failure to do so may result in loss of sick leave pay.

For absences over twenty-four hours, the Employer shall have the right to require proof of illness, injury, or other uses of sick leave. For periods of twenty-four (24) hours or less, the Employer will not normally require proof of injury or illness unless in the judgment of the department head or immediate supervisor, there is a question of legitimate usage. Proof of illness or injury shall include a doctor's certificate or other reasonable verification available to the employee. If a verification is required, such verification shall have the signature of an attending physician or physician's assistant and state the type of illness/condition causing the employee to be unable to perform his/her job duties and the probable length of any temporary disability. If an employee requires leave beyond the amount of accumulated sick leave, he/she may use accrued vacation time.

2) Accrual

Sick leave shall accrue at the rate of twelve (12) hours per month of continuous service.

3) Accumulation

Any unused portion of sick leave shall accumulate from fiscal year to fiscal year, to a maximum of one thousand four hundred forty (1440) work hours.

4) Prorated Sick Leave – Part-time Employees

Part-time employees (as defined in ARTICLE 4, Section 2) working less than thirty-two hours per week, but at least twenty hours per week, on a continuing basis (at least 1040 hours during the previous fiscal year) shall accrue six (6) hours paid sick leave per month. Maximum accumulation to be 540 hours.

5) Incentive - Vacation Accrual

An employee that does not use sick leave during the time period commencing July 1 through December 31 of each fiscal year shall accrue eight (8) hours of vacation leave. An employee that does not use sick leave during the time period of January 1 through June 30 of each fiscal year shall accrue eight (8) hours of vacation leave. The vacation accrual shall be credited within thirty (30) days after the completion of each specified time period. Family Death Leave and/or Funeral Leave charged to sick leave will not be considered when determining eligibility for this Incentive.

6) Payment Upon Retirement

Employees, electing to retire pursuant to Chapter 97B of the Iowa Code (IPERS) and/or Title 42 of the United States Code (Social Security Act) and commence receiving the

applicable retirement benefits, shall be compensated for one-half (1/2) of the employee's unused accumulated sick leave that is in excess of 960 hours on the date of retirement but not exceeding the total maximum unused sick leave accumulation of 1440 hours allowed under subsection (f)3 of this section. Said sick leave compensation shall be paid upon retirement based on the employee's normal wage rate for his or her regular position on the last day of employment. Upon the death of an employee, said sick leave compensation will be paid to the estate of the employee.

In lieu of cash payout, employees eligible for a sick leave payout at retirement, per the above paragraph, who are eligible and elect to remain on the City's health insurance plan at retirement, shall contribute 100% of their pre-tax sick leave payout to a Health Reimbursement Account, established by the City.

g) Personal Leave

Employees shall receive forty (40) personal leave hours with pay each fiscal year except that employees appointed during the fiscal year shall receive personal leave for the remainder of the fiscal year based on an accrual rate of 3.33 hours per month from the date of appointment to the end of the fiscal year in which they were appointed; employees terminating employment shall receive prorated personal leave based on an accrual rate of 3.33 hours per month from July 1 of the current fiscal year until the date of employment termination. All personal leave hours must be used each fiscal year or lost. They cannot be accumulated and carried over from fiscal year to fiscal year.

Section 4 Unpaid Leaves

a) General Conditions

Any permanent employee who, for any reasonable purpose, desires to secure leave from his/her regular duties may, with the approval of the Employer, be granted a special leave of absence without pay for a period not to exceed six (6) months. Said leave may be extended for another six (6) months if, in the opinion of the Employer, such leave is justified and providing said leave is requested and approved prior to the expiration date of the initial leave. Any employee desiring a leave of absence without pay shall submit a request in writing stating the reason(s) for the desired leave, the date when their leave should begin, and the approximate date of return to duty. Failure to return to work at the end of the leave shall constitute just cause for dismissal. It is understood that a leave of absence shall not be used for the sole purpose of accepting full-time employment elsewhere, any employee accepting such employment elsewhere shall be terminated. The Employer may require a physical examination before an employee is allowed to return to work after a leave of absence. An employee granted a leave of absence without pay shall, upon completion of said leave, be returned to the same job and the same step within the pay range corresponding to the classification occupied at the time the leave began. During any leave of absence without pay, the employee will continue to accrue seniority but will not accrue or receive any other privileges, benefits, or pay granted by this Agreement. Disposition of all requests for leaves of absence and extensions thereof shall be in writing.

b) Military Service

An employee who enters into active service in the armed forces of the United States while in the service of the Employer shall be granted a leave of absence for the period of military service as required by law.

c) Education

An employee shall be granted a leave of absence for educational purposes upon completion of one (1) year of continuous service with the Employer upon submission of a written request by the employee and approval by the Employer. Said leave shall be restricted to one (1) employee from each department at any given time. The period of leave shall not exceed one (1) year, but can be extended at the request of the employee providing said extension is presented in writing by the employee and approved by the Employer prior to the expiration of the original leave period.

d) Civic Duty

Employees who become candidates for an elective public office shall upon their written request be granted an unpaid leave of absence commencing any time within thirty (30) days prior to a primary, special, or general election continuing through the day following such election. Nothing herein authorizes any employee to campaign for such office or for another person or issue during his/her or other employees' working hours or to use his/her position to secure contributions or commitments to the benefit of any electoral campaign. Employees who are elected to any municipal, county, state, or federal office shall upon their request be granted an unpaid leave of absence commencing any time after such election and continuing through one or more terms up to a maximum of six (6) years, unless extended by action of the Library Director. Employees appointed to the Burlington Public Library Board of Trustees or elected to the City Council shall be required to take such leave of absence.

e) Union Business

Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer, shall be granted a leave of absence upon written request by the Union. The leave of absence shall not exceed two (2) years.

Members of the Union selected by the Union to participate in any other Union activity shall be granted a leave of absence upon written request by the Union. A leave of absence for such Union activity shall not exceed one (1) month, but it may be renewed or extended for a similar period at any time upon written request by the Union.

ARTICLE 11

INSURANCE

Beginning July 1, 2016, employees will contribute to health insurance premiums as follows:

July 1, 2016: 3% of the cost of single or family coverage, not to exceed a dollar amount of \$20 for single coverage and \$40 for family coverage per month.

July 1, 2017: 4% of the cost of single or family coverage, not to exceed a dollar amount of \$30 for single coverage and \$60 for family coverage per month.

July 1, 2018: 6% of the cost of single or family coverage, not to exceed a dollar amount of \$45 for single coverage and \$75 and for family coverage per month.

July 1, 2019: 8% of the cost of single or family coverage, not to exceed a dollar amount of \$60 for single coverage and \$90 and for family coverage per month.

July 1, 2020: 10% of the cost of single or family coverage, not to exceed a dollar amount of \$75 for single coverage and \$110 and for family coverage per month.

If, at any time during this agreement, the Employer becomes subject to any sort of tax or fees imposed by the Affordable Care Act, the parties agree to open the contract up with respect to Article 11, Insurance and Article 12, Wages, only for the purpose or renegotiating that section with consideration of the tax or fee.

The City shall offer a cafeteria-style benefit program which allows employees to customize their individual benefit package as described in the Plan Document. Premium dollars provided to employees shall be equivalent to the cost of providing Plan C coverage per the City/County Health Care Plan in effect on July 1, 2009 and, in succeeding years, per ADDENDUM C. If premium costs exceed the amounts set out in ADDENDUM C, the Employer and Union agree to employee contributions or plan design changes or a combination thereof to equal the premium cost in excess of the amounts set out in ADDENDUM C.

Section 1 Hospital, Medical, Chiropractic Care, Prescription Drug and Dental Care Insurance

The Employer shall pay the cost of the single and family premium for Hospital, Medical, Chiropractic Care and Prescription Drug Insurance based on Plan C, per the above paragraph and ADDENDUM C, and Dental Care Insurance. Any change in carrier, coverage, or method of claims handling shall be equal to Summary Plan Description for City/County Health Care Plan dated, July 1, 2009, on file in the office of the City Finance Director.

Section 2 Life and AD&D Insurance

The Employer shall provide \$15,000 in Life Insurance and \$15,000 in Accidental Death and Dismemberment Insurance for all employees covered by this Agreement.

Section 3 Medical Insurance - Part-time Employees

The Employer will make available to part-time employees the opportunity to purchase medical insurance through I.R.S. Section 125 payroll deduction. Said medical insurance premiums shall be paid in full by payroll deduction and must comply with all I.R.S. Section 125 Rules and Regulations. Prior to purchasing said insurance, part-time and part-time/extra employees must meet all of the following eligibility requirements:

- 1) Employee must have successfully completed six month probationary period;
- 2) Net wages paid for hours worked must exceed premium amounts by 50 percent per month based on the past six month average;
- 3) All premiums shall be paid one month in advance of coverage; and
- 4) Employee must pay first month's premium directly to provider.

The Employer assumes no liability or responsibility for payment of premium or medical benefits purchased by employee.

ARTICLE 12

SALARIES AND WAGES

Section 1 Wage Schedule

Employees shall be compensated in accordance with the wage schedule attached to this Agreement and marked Addendum A. The attached wage schedule shall be considered a part of this Agreement. When an employee is permanently promoted or transferred to a position in a higher range, he or she will be placed in the step which provides the same or an increased wage rate.

Section 2 Pay Period

The salaries and wages of employees shall be paid bi-weekly on Friday. In the event payday falls on a holiday, the preceding regular workday shall be payday.

ARTICLE 13

LONGEVITY

Annual longevity payments shall be made on November 30 of each year in accordance with the longevity pay plan set forth below for all eligible employees who shall have completed at least five (5) years of continuous service, and who are in the employ of the City as of November 30 of the year in which the longevity payment is made. Whenever November 30 falls on Saturday or Sunday, the annual longevity payment shall be paid on the succeeding Monday. In the case of an employee who would have been eligible for longevity on November 30 of a given year, but died, resigned, or retired before this date, such employee shall receive a pro-rata longevity payment for that year based on the number of full months of employment from the last December 1 to the date of the employee's death, resignation, or retirement.

The following are the longevity pay schedules at the flat rate for continued service:

after five (5) years of continuous service	\$300
after ten (10) years of continuous service	\$450
after fifteen (15) years of continuous service	\$550
after twenty (20) years of continuous service	\$750
after twenty-five (25) years of continuous service	\$850
after thirty (30) years of continuous service	\$950

ARTICLE 14

OVERTIME

Section 1 Rate of Pay

Overtime shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours.

Time and one-half (1 ½) the employee's regular hourly rate of pay shall be paid for all hours worked in excess of the employee's established work day, work shift, or work week, including before or after an employee's regularly scheduled work day or work shift, if such added hours result in an employee working more than eight (8) hours per day or forty (40) hours per week. An employee's regular hourly rate for purposes of this Section is calculated by dividing the employees' annual salary plus longevity by 2080 hours.

Section 2 Holiday and Paid Leave for Computing Overtime

All holidays and paid leave time shall be considered time worked for the purpose of computing overtime.

Section 3 Overtime Distribution

When overtime work is required, it shall be approved in advance by the employee's immediate supervisor, and it shall be equalized over each fiscal year as nearly as practical among employees holding the same job classification and working within a single department. In assigning overtime, the person with the necessary qualifications and abilities and with the least number of overtime hours in the job classification in a single department will be offered the work first. If this employee does not accept the assignment or cannot be contacted, the employee with the next fewest number of overtime hours to his/her credit shall be offered the assignment if they can be contacted. This procedure shall be followed until the required employee(s) has/have been selected for the overtime work. In the event that no one wants the overtime offered, the least senior employee(s) will be required to respond.

An employee who has been working on a specific job or who is performing a specific project may be assigned overtime beyond his/her regular work shift or be called back regardless of overtime hours to their credit.

For the purpose of this Section, the employee(s) who could not be contacted or who chose not to work the overtime being offered (excluding employees on vacation or on leave of absence) will be credited with the average number of overtime hours worked by employees during that period. A chart showing the overtime hours credited to each employee shall be maintained by the employee's immediate supervisor. This overtime chart shall be kept current and may be replaced monthly, but when it is, the accumulated number of overtime hours to each employee's

credit will be carried forward to the chart next posted. On July 1 of each year, a new accumulation of overtime hours shall be started for each person covered by this Agreement. A new hire or a transferred, promoted or demoted employee shall be credited with the highest number of overtime hours of the equalization group which he/she enters.

ARTICLE 15

MINIMUM TIME PAY ALLOWANCES

Section 1 Call time

a) Regular Procedure

Any employee called to work outside of his/her regularly scheduled shift one time or two times within each twenty-four hour period, beginning at midnight, shall be paid for a minimum of three (3) hours work at the rate of time and one-half (1 ½). All hours worked in excess of three hours shall be at the overtime rate. Each additional call-out or pair of call-outs within the same twenty-four (24) hour period shall be paid for a minimum of three (3) hours work at the rate of time and one-half.

If the call time work assignment and the employee's regular shift overlap, the employee shall be paid at the rate of one and one-half (1 ½) times his/her regular hourly rate only until the employee's regular work shift is scheduled to begin.

b) Holiday Procedure

Any employee called to work outside of his/her regularly scheduled shift one time or two times within each twenty-four (24) hour period, beginning at midnight of a designated holiday, shall be paid for a minimum of three (3) hours work at the rate of two (2) times the employee's regular rate of pay. All hours worked in excess of three hours shall be at the holiday overtime rate. Each additional call-out or pair of call-outs within the twenty-four (24) hour period designated as a holiday shall be paid for a minimum of three (3) hours work at the rate of two (2) times the employee's regular rate of pay.

ARTICLE 16

HEALTH AND SAFETY

Section 1 Uniforms and Protective Clothing

All uniforms, protective clothing, safety equipment and protective devices to be worn or used by employees as required by the Employer and which are currently provided by the Employer will continue to be provided by the Employer at no cost to the employee. The cost of maintaining the same shall be borne by the Employer.

Section 2 Fitness for Duty

Whenever the employer reasonably suspects, based on injury to the employee, admission by the employee, medical evidence provided, observation of symptoms, or

other objective evidence, that the physical condition of an employee is endangering the employee's own health or safety and/or the health and safety of others, or where an employee has been off work for more than thirty consecutive work days for any medical reason, the employee may be requested to undergo a complete physical examination, including functional testing, at the expense of the City to determine fitness for duty.

ARTICLE 17

EMPLOYMENT - SENIORITY

Section 1 Seniority

Seniority shall be on a unit-wide basis and shall relate to the time an employee has been continuously employed by the Library in a full-time permanent position.

New employees shall be added to the seniority list thirty (30) days after their date of hire. The Employer shall post on a designated Union bulletin board, a current seniority list showing the continuous service of each employee. A copy of the seniority list shall be forwarded to the Union upon request.

Seniority of any employee shall be terminated for any of the following reasons:

- a) discharge for just cause;
- b) retirement;
- c) voluntary resignation (this includes failure to report for work without notification for three (3) consecutive days);
- d) failure to return to work as required when recalled from layoff; or
- e) being laid off for two (2) years without being recalled.

Section 2 Transfer Procedure

- a) No later than ten (10) days after non-temporary vacancies occur or new positions are created, Library employees shall be notified by the Employer posting a bulletin that such position is open for bid and said bulletin shall remain posted for five (5) consecutive days. In awarding bids, the most senior employee who meets the minimum qualifications the Library Director sets for the position shall be awarded the job.
- b) An employee awarded a job shall be awarded a thirty (30) calendar-day trial period to determine his/her ability to do the job in question. If, at the end of this trial period, the Employer determines that the employee is unable to perform the job in question, that employee shall be transferred back to his/her former position.

Section 3 Temporary Openings

The Employer may assign employees to temporary openings in positions within the bargaining unit. In the event the employee's pay schedule is equal or higher than that of the temporarily assigned duties, the employee's pay shall remain the same. In the event the employee's pay schedule is lower than the pay schedule of the temporarily assigned duties, and the employee assumes these duties for a period in excess of four (4) consecutive work hours, exclusive of breaks, meal periods or time performing incidental work of a lower classification, within one (1) pay period, the employee shall be advanced

to his/her current pay step in the new pay range for the duration of the temporary assignment.

If the temporary opening assignment exceeds thirty (30) work days, it shall be filled by posting and transfer in the same manner as set forth in Section 2. The filling of a temporary opening in this manner shall be shown as a temporary transfer and its posting shall designate such fact and indicate the estimated length (in excess of 30 work days) of the temporary transfer. A temporary transfer shall terminate upon the return of the employee originally leaving the position or at such time as it is determined by the Employer that the original employee will not return, resulting in either the existence of a permanent opening or the elimination of the position.

Section 4 Layoff

- a) The number of people employed by the Library shall be the sole judgment of the Employer.
- b) In the event of a reduction in forces, seniority shall be the controlling factor (the least senior employee being the first laid off) and qualifications shall be given consideration, providing the remaining employees are qualified to perform the work.
- c) In the event the Employer decides to layoff any employees, the Employer shall give at least two (2) weeks advance notice thereof to employees being laid off.

Section 7 Recall From Layoff

In recalling personnel from layoff, the following procedure shall be followed:

- a) Employees shall be recalled according to their seniority.
- b) The Employer will attempt to notify each person to be recalled to report for work by certified U.S. Mail (return receipt requested). Such letter shall be directed to the last known address of such person, and a copy thereof shall be furnished to the Union. By so doing, the Employer shall have discharged its obligation under this Section. Employees who are laid off must keep the Employer and the Union supplied with their correct up-to-date mailing address or risk forfeiture of their seniority and recall rights.
- c) Persons so notified to report for work shall report for work within ten (10) days after the date the certified letter was mailed or shall be terminated and lose all seniority rights under this Agreement.
- d) Employees shall be recalled only to their last-held position within the department from which they were laid off, unless they have the desired qualifications for another position within the bargaining unit. If an employee is recalled to such a new position, they will be afforded a thirty (30) day trial period to prove his/her ability to perform the work under normal supervision and instruction.
- e) No new employees shall be hired for any position within the bargaining unit in a department in which there are employees on layoff, unless none of the employees on layoff qualify for a position vacancy within the department.

f) Employees shall lose all recall and seniority rights after being on layoff for a period of two (2) years without being recalled or without being recalled to a position in which they successfully completed the trial period.

ARTICLE 18

DISCIPLINE, GRIEVANCES AND ARBITRATION

Section 1 Discipline, Suspension and Discharge

Discipline shall include the following: written warning, suspension, and discharge. An orderly system of discipline will usually begin with a written warning from a supervisor to the employee; however, disciplinary action may begin at any of the preceding steps for willful misconduct or negligence, depending on the severity of the offense. The employee and the supervisor shall acknowledge the issuance of such discipline with their signatures, recognizing, however, that the employee's signature does not in any way constitute an admission of guilt to any wrongdoings which may be alleged in said discipline. Discipline shall be made in private.

If a written warning does not achieve the desired results, a suspension of from one (1) to not more than six (6) work days without pay may be levied against the employee for a second violation. If the suspension does not achieve the desired results, a second suspension of ten (10) work days without pay may be levied against the employee. The employee and his/her steward will be notified in writing that the employee has been suspended and is subject to discharge. Outright discharge for repeated violations or a single major violation may be levied. The employee shall have the right to appeal all written warnings, suspensions, or discharge through the grievance procedure. No employee shall be discharged without just cause.

Any employee found by the grievance procedure to have wrongfully been suspended or discharged shall be reinstated without loss of pay for the term of the suspension or the duration of the discharge. No employee shall be made to suffer loss of seniority or fringe benefits for a wrongful suspension or discharge if so ascertained.

Any employee appealing suspension or written warning shall do so in writing within five (5) work days from the beginning hour of such written warning or suspension. Any employee appealing discharge shall do so in writing within five (5) work days from the notice of discharge.

Section 2 Grievances and Arbitration

a) Definition

A grievance shall be defined as a dispute or disagreement raised by an employee against the Employer involving the interpretation or application of any specific provision of the Agreement. Employees may consult with the union steward prior to the filing of a grievance, and may have representation at any step of the procedure. Any individual employee shall have the right at any time to present his or her grievance, but no action shall be taken on any grievance without first notifying an officer of the Union.

Grievances, as herein defined, shall be processed in the manner prescribed in Section 2.

b) Grievance and Arbitration Procedure

Step I

The Union Steward with or without the employee, at the employee's option, shall take up the grievance in writing with the employee's immediate supervisor within five (5) work days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond in writing to the steward and the employee within five (5) work days.

Step II

If the answer is not satisfactory to the employee, the matter shall be presented in writing by the union steward and the employee to the department head within five (5) work days after the date of the supervisor's response. The department head shall respond to the union steward and the employee in writing within five (5) work days.

Step III

If the grievance still remains unadjusted, it shall be presented by the union steward and the employee to the Personnel Director in writing within five (5) work days after the date of the response of the department head. The Personnel Director shall respond in writing to the union steward and the employee (with a copy of the response to the local union president) within five (5) work days.

Step IV

If the grievance is still unsettled, the Union and aggrieved employee may, within five (5) work days after the date of the reply of the Personnel Director, request arbitration.

The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within five (5) work days after the notice requesting arbitration has been given. If the parties fail to select an arbitrator, the Public Employee Relations Board (PERB) shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first name; the other party shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The decision of the arbitrator, within the scope of his/her authority, shall be final and binding on the parties and the arbitrator shall be requested to issue his/her decision within ten (10) work days after the conclusion of testimony and argument.

The arbitrator shall have no power to add to, subtract from, or change any of the provisions of this Agreement, nor shall he or she have authority to render any decision which conflicts with any law, ruling, or regulation issued by a court of competent jurisdiction, nor to imply any obligation on the Employer which is not specifically set forth in this Agreement.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the Union and the Employer. However, each party shall be responsible for compensation to its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

c) Time Limitations

Failure by an employee or union steward to comply with any time limitation shall constitute a withdrawal of the grievance. If a grievance is not timely answered by the Employer, it may be automatically advanced to the next step.

It is understood that the "work days" referred to in the time limitations throughout Section 2 above refer to the workdays of the individual on whom the obligation to act or respond falls. Such work days are exclusive of vacations, holidays and leaves of absences.

d) Orderly Resolution

Should any grievance arise between the Employer and any employee, there shall be no interruption of work, and every effort shall be made to settle the grievance as soon as possible.

No employee, officer or steward shall be made to suffer loss of pay in the normal procession of grievances under the provisions of this Agreement, except where the employee is suspended or discharged. In the latter case, if the employee is reinstated, he/she shall not suffer any loss of pay or longevity.

e) Processing Grievances During Working Hours

The grievant and the steward or designee assigned to a grievance may investigate and process said grievance during working hours without loss of pay.

Section 3 Union-Management Committee

Employees selected by the Union to act as union representatives shall be known as "stewards". The names of employees selected as stewards shall be certified in writing to the Employer by the local Union, and the individuals so certified shall constitute the Union-Management Committee.

The Employer shall meet with the Union-Management Committee no more than once each month providing an agenda has been prepared prior to the meeting. More meetings could be held if mutually agreed to by the Union and the Employer.

All Union-Management Committee meetings will be held for the purpose of discussing with the Employer issues which would improve the relationship between the parties.

ARTICLE 19

(VACANT)

ARTICLE 20

GENERAL PROVISIONS

Section 1 Union Bulletin Boards

The Employer agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

Section 2 Union Activities on Employer's Time and Premises

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, Union representatives shall be allowed to transmit communications authorized by the local Union or its officers, or other Union representatives concerning the enforcement of any provisions of this Agreement.

Section 3 Visits by Union Representatives

The Employer agrees that accredited representatives, not to exceed two (2) at any one time, of the American Federation of State, County and Municipal Employees, whether local union representatives, district council representatives, or international representatives, shall have full and free access to the premises of the Employer at any time during working hours to conduct Union business provided reasonable notice be given to the Employer of the pending visit. It is understood that there shall be no interruption or interference with the Employer's operations and the visiting agent or agents shall adhere to all of the Employer's safety and security procedures.

Section 4 Work Rules

The Employer agrees to inform the Union of existing work rules and of the establishment of new work rules affecting the working conditions of the employees within the bargaining unit.

The Employer will not establish work rules which are in conflict with the terms of this Agreement. All work rules will be posted forty (40) work hours before they become effective.

Section 5 In-Service Training

All required in-service training shall be at the expense of the Employer and shall take place during regular working hours whenever possible.

Section 6 Personnel Files

Employees shall have free access to their personnel files. Any subject matter submitted by the Employer to the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing.

Section 7 Physicals

All physicals required by the Employer shall be provided at no cost to the employee.

ARTICLE 21

SAVINGS CLAUSE

Should any Article, Section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified Article, Section, or portion thereof declared null and void in the decision and the remainder of this Agreement shall remain in full force and effect; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 22

ENTIRE AGREEMENT AND WAIVER CLAUSE

This Agreement supersedes and cancels all previous agreements and practices between the Employer and the Union, and constitutes the entire agreement between the parties, and concludes collective bargaining for its term. This contract may be reopened for the reconsideration of specific Articles and/or Sections only upon written mutual agreement of the parties at anytime during the term of this Agreement.

ARTICLE 23

DURATION AND NEGOTIATIONS

Section 1 Contract Period

This Agreement shall be effective as of the first (1st) day of July, 2016, and shall remain in full force and effect through the thirtieth (30th) day of June, 2021. Negotiations for a succeeding Agreement to become effective starting on July 1, 2021, shall begin after August 31, 2020, but not later than September 30, 2020.

Section 2 Impasse Procedures

In the event the parties are unable to voluntarily negotiate a new collective bargaining agreement (including reopened provisions), the impasse procedures attached to this Agreement and marked Addendum B may be invoked by either party pursuant to Chapter 20 of the Code of Iowa.

ARTICLE 24

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have set their hands this 22 day of June, 2016.

BURLINGTON PUBLIC LIBRARY
FEDERATION
BOARD OF TRUSTEES

LOCAL 828, AMERICAN
OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO

By Becky Grafton
VICE, President

By Sherri Riney
Sherri Riney, President

ADDENDUM A AFSCME - LIBRARY WAGE SCHEDULE

EFFECTIVE JULY 1, 2016

<u>Range</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
1	Part Time Library Clerk*	\$ 15.98	\$ 16.73	\$ 17.49
2	Part Time Library Aide**	\$ 18.23	\$ 19.23	\$ 20.20
3	Full Time Vacant**	\$ 19.01	\$ 20.05	\$ 21.10
4	Full Time Library Assistant**	\$ 20.73	\$ 21.95	\$ 23.16

EFFECTIVE JULY 1, 2017

<u>Range</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
1	Part Time Library Clerk*	\$ 16.34	\$ 17.10	\$ 17.89
2	Part Time Library Aide**	\$ 18.64	\$ 19.67	\$ 20.66
3	Full Time Vacant**	\$ 19.62	\$ 20.69	\$ 21.76
4	Full Time Library Assistant**	\$ 21.38	\$ 22.63	\$ 23.86

EFFECTIVE JULY 1, 2018

<u>Range</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
1	Part Time Library Clerk*	\$ 16.71	\$ 17.49	\$ 18.29
2	Part Time Library Aide**	\$ 19.06	\$ 20.11	\$ 21.12
3	Full Time Vacant**	\$ 20.12	\$ 21.21	\$ 22.31
4	Full Time Library Assistant**	\$ 21.92	\$ 23.20	\$ 24.46

EFFECTIVE JULY 1, 2019

<u>Range</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
1	Part Time Library Clerk*	\$ 17.08	\$ 17.88	\$ 18.70
2	Part Time Library Aide**	\$ 19.49	\$ 20.56	\$ 21.60
3	Full Time Vacant**	\$ 20.64	\$ 21.75	\$ 22.88
4	Full Time Library Assistant**	\$ 22.47	\$ 23.79	\$ 25.07

EFFECTIVE JULY 1, 2020

<u>Range</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
1	Part Time Library Clerk*	\$ 17.47	\$ 18.29	\$ 19.12
2	Part Time Library Aide**	\$ 19.93	\$ 21.02	\$ 22.09
3	Full Time Vacant**	\$ 21.16	\$ 22.30	\$ 23.45
4	Full Time Library Assistant**	\$ 23.04	\$ 24.38	\$ 25.70

*Employees shall advance from Step A to Step B after 1040 hours worked in this position, and from Step B to Step C after 2080 hours worked in this position. This position is classified for wage purposes only; employees in this classification have no guarantee of work hours, benefits or a regular work schedule.

**Employees shall advance from Step A to Step B after one (1) year of continuous employment with the Employer, from Step B to Step C after two (2) years of continuous employment with the Employer.

ADDENDUM B IMPASSE PROCEDURES

20.19 Impasse procedures agreement of parties.

1. As the first step in the performance of their duty to bargain, the public employer and the employee organization shall endeavor to agree upon impasse procedures. Such agreement shall provide for implementation of these impasse procedures not later than one hundred twenty days prior to the certified budget submission date of the public employer. However, if public employees represented by the employee organization are teachers licensed under chapter 272, and the public employer is a school district or area education agency, the agreement shall provide for implementation of impasse procedures not later than one hundred twenty days prior to May 31 of the year when the collective bargaining agreement is to become effective. If the public employer is a community college, the agreement shall provide for implementation of impasse procedures not later than one hundred twenty days prior to May 31 of the year when the collective bargaining agreement is to become effective. If the public employer is not subject to the budget certification requirements of section 24.17 and other applicable sections, the agreement shall provide for implementation of impasse procedures not later than one hundred twenty days prior to the date the next fiscal or budget year of the public employer commences. If the parties fail to agree upon impasse procedures under the provisions of this section, the impasse procedures provided in sections 20.20 to 20.22 shall apply.

2. Parties who by agreement are utilizing a cooperative alternative bargaining process shall, at the outset of such process, agree upon a method and schedule for the completion of impasse procedures should they fail to reach a collective bargaining agreement through the use of such alternative bargaining process.[C75, 77, 79, 81, §20.19]91 Acts, ch 174, §4, 92 Acts, ch 1011, §2, 92 Acts, ch 1227, §12, 2010 Acts, ch 1193, §107Referred to in 20.17, 20.20

20.20 Mediation.

In the absence of an impasse agreement negotiated pursuant to section 20.19 or the failure of either party to utilize its procedures, one hundred twenty days prior to the certified budget submission date, or one hundred twenty days prior to May 31 of the year when the collective bargaining agreement is to become effective if public employees represented by the employee organization are teachers licensed under chapter 272 and the public employer is a school district or area education agency, the board shall, upon the request of either party, appoint an impartial and disinterested person to act as mediator. If the public employer is a community college, and in the absence of an impasse agreement negotiated pursuant to section 20.19 or the failure of either party to utilize its procedures, one hundred twenty days prior to May 31 of the year when the collective bargaining agreement is to become effective, the board, upon the request of either party, shall appoint an impartial and disinterested person to act as mediator. If the public employer is not subject to the budget certification requirements of section 24.17 or other applicable sections and in the absence of an impasse agreement negotiated pursuant to section 20.19, or the failure of either party to utilize its procedures, one hundred twenty days prior to the date the next fiscal or budget year of the public employer commences, the board, upon the request of either party, shall appoint an impartial and disinterested person to act as a mediator. It

shall be the function of the mediator to bring the parties together to effectuate a settlement of the dispute, but the mediator may not compel the parties to agree.[C75, 77, 79, 81, §20.20]91 Acts, ch 174, §5, 92 Acts, ch 1011, §3, 92 Acts, ch 1227, §13, 2010 Acts, ch 1193, §108Referred to in 20.19

20.21 Fact-finding.

Repealed by 2010 Acts, ch 1165, §31.

20.22 Binding arbitration.

1. If an impasse persists ten days after the mediator has been appointed, the board shall have the power, upon request of either party, to arrange for arbitration, which shall be binding. The request for arbitration shall be in writing and a copy of the request shall be served upon the other party.

2. Each party shall serve its final offer on each of the impasse items upon the other party within four days of the board's receipt of the request for arbitration. The parties may continue to negotiate all offers until an agreement is reached or an award is rendered by the arbitrator. The full costs of arbitration under this section shall be shared equally by the parties to the dispute.

3. The submission of the impasse items to the arbitrator shall be limited to those items upon which the parties have not reached agreement. With respect to each such item, the arbitrator's award shall be restricted to the final offers on each impasse item submitted by the parties to the arbitrator.

4. Upon the filing of the request for arbitration, a list of five arbitrators shall be served upon the parties by the board. Within five days of service of the list, the parties shall determine by lot which party shall remove the first name from the list and the parties shall then alternately remove names from the list until the name of one person remains, who shall become the arbitrator. The parties shall immediately notify the board of their selection and the board shall notify the arbitrator. After consultation with the parties, the arbitrator shall set a time and place for an arbitration hearing.

5. The arbitrator shall at no time engage in an effort to mediate or otherwise settle the dispute in any manner other than that prescribed in this section.

6. From the time the board notifies the arbitrator of the selection of the arbitrator until such time as the arbitrator's selection on each impasse item is made, there shall be no discussion concerning recommendations for settlement of the dispute by the arbitrator with parties other than those who are direct parties to the dispute.

7. The arbitrator shall consider, in addition to any other relevant factors, the following factors:

a. Past collective bargaining contracts between the parties including the bargaining that led up to such contracts.

b. Comparison of wages, hours and conditions of employment of the involved public employees with those of other public employees doing comparable work, giving consideration to factors peculiar to the area and the classifications involved.

c. The interests and welfare of the public, the ability of the public employer to finance economic adjustments and the effect of such adjustments on the normal standard of services.

d. The power of the public employer to levy taxes and appropriate funds for the conduct of its operations.

8. The arbitrator may administer oaths, examine witnesses and documents, take testimony and receive evidence, and issue subpoenas to compel the attendance of witnesses and the production of records. The arbitrator may petition the district court at the seat of government or of the county in which the hearing is held to enforce the order of the arbitrator compelling the attendance of witnesses and the production of records.

9. The arbitrator shall select within fifteen days after the hearing the most reasonable offer, in the arbitrator's judgment, of the final offers on each impasse item submitted by the parties.

10. The selections by the arbitrator and items agreed upon by the public employer and the employee organization, shall be deemed to be the collective bargaining agreement between the parties.

11. The determination of the arbitrator shall be final and binding subject to the provisions of section 20.17, subsection 6. The arbitrator shall give written explanation for the arbitrator's selections and inform the parties of the decision.[C75, 77, 79, 81, §20.22]2008 Acts, ch 1032, §201, 2010 Acts, ch 1165, §24 – 29

ADDENDUM C

**MAXIMUM HEALTH INSURANCE MONTHLY PREMIUM
(MEDICAL/DENTAL ALLOCATION + RESERVE) SCHEDULE**

Plan C	7/1/2016	7/1/2017	7/1/2018	7/1/2019	7/1/2020
Single Employee	\$624	\$655	\$688	\$722	\$758
Family Employee	\$1,613	\$1,694	\$1,778	\$1,867	\$1,961

Premium dollars provided to employees shall be determined relevant to the maximum premium cost allowable of providing Plan C coverage per the City/County Health Care Plan in effect on July 1, 2009 and, in succeeding years, per the above table.

Premium dollars provided by the City shall be reduced from actual Plan C premium costs by the amount of employee contribution identified in Article 11, Insurance.

As the cost of Plan C coverage is adjusted, the Employer shall increase the maximum premium dollars formula by five percent (5%) each year. If premium costs exceed the maximum premium in any given year, per the above table, employer and Union agree to additional employee contributions beyond contributions identified in Article 11 or plan design changes or a combination thereof to equal the excess dollars for that given year.

However, if a component of the needed measure to bring the increase in premiums under 5% in any given year includes an increase in employee contributions beyond the contributions identified in Article 11, the increase in premiums may not be more than \$10 per month per member in any given year, and not more than \$20 per month per member over the life of the contract.