

AGREEMENT
BETWEEN
THE DAVENPORT PUBLIC LIBRARY
AND
THE AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES
LOCAL 887, AFL-CIO

July 1, 2021
to
JUNE 30, 2025

TABLE OF CONTENTS

	<u>PAGE</u>
AGREEMENT	1
WITNESSETH	1
ARTICLE 1 – Recognition	1
Section 1. Bargaining Unit	1
Section 2. Part-Time Employees.....	1
Section 3. Temporary Employees	1
Section 4. New Classifications	1
ARTICLE 2 – General Provisions	2
Section 1. Non-Discrimination.....	2
Section 2. Bulletin Boards.....	2
Section 3. Labor/Management Meetings.....	2
Section 4. Union Activity	2
Section 5. Grievance Investigation & Discussion.....	2
Section 6. Orientation.	2
ARTICLE 3 – Management Rights.....	2
Section 1. Management Rights.....	2
ARTICLE 4 -- Strikes and Lockouts.....	3
Section 1. No Strikes	3
Section 2. No Lockouts.....	3
ARTICLE 5 – Grievance and Arbitration Procedure	3
Section 1. Grievances.....	3
Section 2. Authority of Arbitrator	4
Section 3. Expenses of Arbitration	4
Section 4. Mutual Covenants	4
Section 5. Time Limits	4
ARTICLE 6 – Hours of Work	4
Section 1. Regular Hours.....	4
Section 2. Work Day.....	4
Section 3. Scheduling.....	4
Section 4. Part-Time Employees.....	5
Section 5. Trade Time	5
Section 6. Variations.....	5
Section 7. Meal and Rest Periods.....	5
Section 8. Flexible Scheduling.....	6
ARTICLE 7 – Wages.....	6
Section 1. Payday.....	6
Section 2. Wage Scale	6
Section 3. Out-of-Class Pay.....	6

Section 4. Shift Differential.....	6
Section 5. Direct Deposit	7
Section 6. Section 125 Plan.....	7
Section 7. Retirement Health Savings Plan.....	7
Section 8. Deferred Compensation	7
ARTICLE 8 – Overtime.....	7
Section 1. Overtime Pay	7
Section 2. Compensatory Time.....	7
Section 3. Overtime Distribution.....	8
Section 4. Call Time	8
ARTICLE 9 – Seniority	8
Section 1. Seniority.....	8
Section 2. Seniority Lists.....	8
Section 3. Probationary Period	8
Section 4. Termination of Seniority	8
ARTICLE 10 – Work Force.....	8
Section 1. Pay upon Promotion.....	8
Section 2. Reclassifications	9
ARTICLE 11 – Training and Education	9
Section 1. Conferences, Workshops, Seminars and Conventions.....	9
Section 2. Leave for Library Related Coursework.....	9
ARTICLE 12 – Sick Leave.....	9
Section 1. Sick Leave	9
Section 2. Notification	9
Section 3. Worker’s Compensation Supplement.....	9
Section 4. Sick Leave Advancement.....	10
Section 5. Incentive	10
ARTICLE 13 – Leaves of Absence	10
Section 1. Application for Leave.....	10
Section 2. Reasonable Purpose.....	10
Section 3. Union Business Leave.....	10
Section 4. Maternity and Paternity Leave	11
Section 5. Military Leave.....	11
Section 6. Medical Leave.....	11
Section 7. Bereavement Leave	11
Section 8. Jury and Witness Duty	11
Section 9. Voting Time.....	12
Section 10. Family and Medical Leave Act.....	12
Section 11. Blood Submission	12
ARTICLE 14 – Holidays	12
Section 1. Holidays Recognized and Observed.....	12
Section 2. Eligibility Requirements	13
Section 3. Holiday Pay.....	13
Section 4. Work on a Holiday.....	13
ARTICLE 15 – Vacation	13
Section 1. Accrual and Eligibility	13
Section 2. Accumulation	14
Section 3. Vacation Pay.....	14
Section 4. Vacation Scheduling	14

Section 5. Work During Vacation	14
Section 6. Holidays During Vacation	14
Section 7. Paid Leave During Vacation	14
Section 8. Vacation Rights in Case of Separation or ^{Layoff}	14
Section 9. Quarterly Vacation/Absence Request	14
ARTICLE 16 – Group Insurance	15
Section 1. Cost Containment	15
ARTICLE 17 – Health and Safety	15
Section 1. Buildings	15
Section 2. Protective Clothing	15
ARTICLE 18 – Discipline and Discharge	15
Section 1. Discipline	15
ARTICLE 19 – Savings Clause	16
Section 1. Savings Clause	16
ARTICLE 20 – Duration and Modification	17

APPENDICES

APPENDIX A - Wage Schedules

APPENDIX B - Pay Grades

APPENDIX C - Job Evaluation Committee

APPENDIX D - Reserve Draw Down

AGREEMENT

THIS AGREEMENT is entered into by and between the DAVENPORT LIBRARY BOARD OF TRUSTEES, DAVENPORT, IOWA (hereinafter called the "Employer"), and AFSCME/Iowa Council 61, Local 887, AFL-CIO (hereinafter referred to as the "Union"), and applies only to said parties.

W I T N E S S E T H:

WHEREAS, the Union has been certified as the bargaining representative for the employees in the bargaining unit set forth in Article 1 of this Agreement:

WHEREAS, it is the intent and purpose of the parties to achieve and maintain a cooperative relationship between the Employer and its employees by endorsing the principles of good faith bargaining with the Union as the duly elected representative of bargaining employees; to set forth herein their entire agreement covering rates of pay, wages, hours of employment and other conditions of employment; to increase the efficiency and productivity of the employees; to protect the citizens of Davenport by assuring effective and orderly operations; to prevent all strikes by public employees and to provide an orderly and prompt method of handling and settling grievances;

NOW, THEREFORE, THE PARTIES AGREE WITH EACH OTHER AS FOLLOWS:

ARTICLE 1 **Recognition**

Art. 1, Section 1. Bargaining Unit.

The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in the following bargaining unit as certified by the Iowa Public Employment Relations Board:

INCLUDED: Clerks, Senior Clerks, Clerk Aides, Principal Clerks, Library Assistants, Librarian Generalist, Library Acquisitions Clerk, Technical Services Clerks, Library Principal Clerk, Development Officer, Computer Technicians, Sr. Librarian and Librarian Cataloger.

EXCLUDED: Administrative Secretary, Supervising Librarian, Supervising Library Assistant, Library Operations Manager, Library Administrative and Facilities Maintenance Manager, Assistant Library Director, IT Supervisor and all others excluded by Section 20.4 of The Code of Iowa.

Art. 1, Section 2. Part-Time Employees.

Part-time employees who are regularly scheduled to work at least 1560 hours per year (30 hours per week) shall receive all rights and benefits contained herein on the same basis as full-time employees, unless otherwise stated. Part-time employees regularly scheduled to work less than 1560 hours per year (30 hours per week) shall receive all rights and benefits contained herein, on a prorated basis to reflect the ratio between the employee's regularly scheduled hours per week and forty hours.

Seniority shall not be prorated; however, for seniority calculation purposes, effective July 1, 1996, in order to accrue seniority in any fiscal year, employees must work or be paid for at least 750 hours during that fiscal year or else their seniority date shall be adjusted to deduct one year of seniority. During the initial fiscal year of hire, the 750 hour exclusion does not apply.

Art. 1, Section 3. Temporary Employees.

Temporary employees (coded 103 and 104) are those hired for a specific period of time, to accomplish particular projects or implement special programs or to fill positions of permanent employees assigned to those special projects. Upon completion of one year of service, temporary employees will be eligible for the wages and benefits provided in this Agreement for permanent positions working comparable hours.

Art. 1, Section 4. New Classifications.

In the event the Employer establishes a new job classification, the Employer shall designate the job classification and wage rate for the job classification. In the event the Union disagrees with the wage rate, it may submit a grievance at Step 1 of the grievance procedure. The Employer shall provide the Union with job descriptions of each classification within the bargaining unit on the City's internet website, and the Union and affected employee(s) shall be notified of any modification thereto.

ARTICLE 2
General Provisions

Art. 2, Section 1. Non-Discrimination.

The parties agree that their respective policies, procedures and operating rules will not violate the rights or discriminate against employees covered by this Agreement because of age, sex, race, creed, disability, marital status, and any other protected rights provided for by Federal and State law. Additionally, the parties agree not to interfere with the right of employees to choose or not to choose membership in the Union.

Art. 2, Section 2. Bulletin Boards.

The Union shall be provided reasonable posting space on the central bulletin board at the Main Library for the posting of Union notices and other materials. The Employer shall provide reasonable Union posting space in a designated location at the Branch Libraries. A copy of all union postings shall be given to the Library Director at the time of posting. The Union shall be reasonable concerning the content of their posting.

Art. 2, Section 3. Labor/Management Meetings.

Upon the request of either party, representatives of the Union and the employer will hold a labor-management meeting, at a mutually agreeable time, the purpose of which shall be to provide a forum for open communications between the parties. These communications could include proposed changes which would generate cost savings and increase services. Agenda items shall be exchanged at least one week in advance of the meeting.

Art. 2, Section 4. Union Activity.

Bargaining unit employees, including officers and stewards, shall not conduct Union activity or business on Library time nor shall they be paid for time spent in the conduct of Union activity or business, except as specifically authorized by the provisions of this Agreement. When, in the interest of efficient implementation of this agreement, it is necessary for union officers or representatives to provide information or consult with another City Department for a brief period of time, the Director of the Library (or a designated representative), may authorize the action provided that it will not interfere with the efficient operation of the Library.

It is the responsibility of the Union to notify the Library Director in writing of the names of those employees who are the designated union officers and stewards.

Art. 2, Section 5. Grievance Investigation & Discussion

Any grievance discussions and investigations that take place during working hours will be done in a manner which will not interfere with essential operations of the Library. When a meeting is scheduled between the employer and the Union to discuss a grievance at one of the steps of the grievance procedure during normal working hours of the grievant and/or the Union representatives, they shall be released from duty without loss of pay to attend the meeting.

Art 2, Section 6. Orientation

The Union shall be permitted to have a representative make a brief presentation not to exceed 10 minutes at the departmental orientation. The employee who is making the presentation shall not suffer any loss of pay.

ARTICLE 3
Management Rights

Art. 3, Section 1. Management Rights.

As provided in Section 20.7, Code of Iowa, the parties recognize that the Employer shall have, in addition to all powers, duties, and rights established by constitutional provision, statute, ordinance, charter, or special act, the exclusive power, duty, and the right to:

1. Direct the work of its public employees.
2. Hire, promote, demote, transfer, assign and retain public employees in positions within the Library.
3. Suspend or discharge public employees for proper cause.
4. Maintain the efficiency of the Library operation.
5. Relieve public employees from duties because of lack of work or for other legitimate reasons.
6. Determine and implement methods, means, assignments, and personnel by which the public employer's operations are to be conducted.
 7. Take such actions as may be necessary to carry out the mission of the public employer.
 8. Initiate, prepare, certify, and administer its budget.
 9. Exercise all powers and duties granted to the public employer by law.

ARTICLE 4
Strikes and Lockouts

Art. 4, Section 1. No Strikes.

The Union agrees that it will not participate directly or indirectly in any strike against the Employer.

Art. 4, Section 2 . No Lockouts.

The Employer agrees that it will not participate directly or indirectly in any lockout against the Union.

ARTICLE 5
Grievance and Arbitration Procedures

Art 5, Section 1. Grievances.

A grievance is any dispute or disagreement between the parties as to the application, meaning or interpretation of specific language provisions of this Agreement and shall be processed in the following manner:

Step 1: If an employee and his immediate supervisor are unable to resolve a grievance informally, then it shall be submitted in writing, and signed by the employee and the Union Steward, and given to the Library Director. The grievance shall be discussed at a mutually agreeable time, but in no event, no later than ten (10) working days following the submission of the grievance to the Library Director. Submission of a written grievance shall be filed within ten (10) working days of the occurrence of the event giving rise to the alleged contract violation or within ten (10) days after the employee concerned should have become aware of the occurrence.

Step 2: If the grievance still remains unresolved, it shall be submitted by the Union Steward to the Library Board of Trustees, or its designee, in writing, within ten (10) days after the response of the Library Director. The grievance shall be discussed at a mutually agreeable time, but in any event, no later than ten (10) working days following the submission of the grievance to the Library Board of Trustees, or its designee. The Library Board of Trustees, or its designee, shall respond in writing to the Union Steward (with a copy to the Local President and the grievant(s)) within ten (10) working days following the meeting.

Step 3: If the grievance is still unsettled, either party may, within twenty (20) working days after the reply of the Board of Trustees, or its designee, by written notice to the other, request arbitration.

The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within fifteen (15) working days after notice has been given. The Iowa Public Employment Relations Board 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 alternately strike two (2) names from the panel. The order of striking will be determined by the toss of a coin.

The Iowa Public Employment Relations Board shall be advised that the parties desire an arbitrator who is willing to attempt to mediate the dispute prior to conducting the arbitration proceeding. The mediation process shall not exceed twenty-four (24) hours from the start of mediation.

The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue his decision within thirty (30) calendar days after the conclusion of the testimony and/or submission of briefs.

Art 5, Section 2. Authority of Arbitrator

The arbitrator shall have no right to amend or modify the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted to him/her in writing by the Employer and the Union, and shall have no authority to make his decision on any other issue not so submitted to him/her. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the applicable laws and rules and regulations having the force and effect of law. The arbitrator shall submit, in writing, his/her decision within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The arbitrator's decision shall be based solely upon his interpretation of the meaning or application of the express terms of this Agreement as to the facts of the grievance presented. The decision of the arbitrator rendered in accordance with this Agreement shall be final and binding.

Art. 5, Section 3. Expenses of Arbitration.

The fees and expenses of the arbitrator shall be divided equally between the Employer and the Union. The cost of a written transcript shall be paid for by the party requesting such transcript provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Art. 5, Section 4. Mutual Covenants.

The rights of individuals set forth in this grievance procedure are agreed upon in consideration that a decision rendered under and in accordance with this Agreement shall be final and that there shall be no refusal to perform any specific duty pending the handling of a grievance, except when the health and personal safety of an employee(s) may be in jeopardy.

Art. 5, Section 5. Time Limits.

The term "working days" as used in this Article shall mean the days Monday through Friday, inclusive, and excludes Saturdays, Sundays and holidays.

Time limits should be strictly adhered to by both parties. No grievance shall be entertained or processed unless it is submitted within the time limits set forth in Section 1 of this Article. If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or the appeal thereof within the specified time limit, the Union may elect to appeal the grievance to the next step.

The time limit on each step may be extended by mutual agreement of the Employer and the Union representative involved in each step, provided such mutual agreement is contained in writing.

ARTICLE 6
Hours of Work

Art. 6, Section 1. Regular Hours.

The regular hours of work shall be consecutive except that they may be interrupted by a meal break, except in the case of an emergency.

Art. 6, Section 2. Work Day.

Eight (8) consecutive hours of work, excluding the meal break, shall constitute a work shift. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time.

Art. 6, Section 3. Scheduling.

A. Library Scheduling Practices

The employer agrees to make a good faith effort to adhere to scheduling practices outlined below. Work schedules showing the Employee's shifts, work days, and hours shall be posted at a central department location. The Employer may make temporary work schedule changes for reasonable cause

and with as much notice to affected employee(s) as possible. Employees shall work at locations operated by the Davenport Public Library. Work performed at locations not operated by the Davenport Public Library shall be directed and determined by the employer but the determination shall take into account the safety of the effected employee(s). Employees may be required to attend conferences, workshops, seminars, and conventions at locations not operated by the Davenport Public Library.

Work schedules should be available at least one month in advance before the start of the month barring emergency situations (e.g. by the end of August, the October 1-31 schedule is posted).

The Department Head or designee shall have the flexibility to schedule employees based on the needs of the respective department. The Davenport Public Library Departments are as follows:

Customer Service	Main Facilities
Eastern Facilities	Special Collections
Fairmount Facilities	Technical Services
Information Services	Youth Services and Programming
IT	Community Outreach

Staff that are shared between departments at times will collaborate with other Department Heads according to predetermined guidelines.

Vacations will be scheduled within each department on a quarterly basis and on the basis of seniority, with the most senior employee having preference with regard to the selection of vacation. Department Supervisors will not be included in the department for purposes of selecting vacation.

B. Equitable Share Scheduling

The Department Supervisor or designee will do their best to schedule equally amidst their staff. This means in order to cover all the nights and Saturdays that the Library is open, the different departments may work different numbers. There is no guarantee that each staff member will always be scheduled to work the exact same number, as vacations, sickness, and emergencies do happen.

When a staff member is scheduled for a Saturday shift, the Department Head or designee will schedule an alternate day off during the week that works best for the overall department schedule.

Art. 6, Section 4. Part-Time Employees.

Part-time employees shall be covered by this Article except that their work days in any given work week need not be consecutive and their hours may be less than eight (8) hours per day.

Art. 6, Section 5. Trade Time.

Employees are permitted to trade shifts with co-workers with the approval of their Department Supervisor or designee.

Art. 6, Section 6. Variations.

Any variations in the above hours of work shall be covered by a Letter of Understanding.

Art. 6, Section 7 Meal and Rest Periods.

Employees scheduled for 7 to 8 hours of work shall be granted a meal period of 30 minutes or one hour without pay and two fifteen (15) minute rest periods. Employees scheduled for 6 to 6.99 hours of work shall be granted a meal period of thirty (30) minutes or one hour without pay and one fifteen (15) minute rest period. Employees scheduled for 3.5 to 5.99 hours of work shall be granted one fifteen (15) minute rest period. Employees scheduled for 0 to 3.49 hours of work shall not be permitted to take a rest period. Employees may take a thirty (30) minute lunch period Monday-Thursday only.

The rest period shall be taken near the middle of each one-half (1/2) shift whenever this is feasible. Employees granted a meal during their work shift shall be scheduled at the middle of the shift when feasible. Variations to scheduled meal times are acceptable when approved by the department supervisor.

Employees will indicate their preference of length of meal period on their Quarterly Request Form that is due on February 1st of each year. Any needed changes will be effective the first full pay period in March.

Rest periods are paid time and may not be combined with meal periods or other break times to extend the length of the break period or shorten the work day. Employees are not permitted to drive during paid rest periods without supervisory permission.

Employees who are authorized to work two hours or more beyond their regular shift shall be granted a thirty (30) minute rest period as near the end of the regular shift as possible. All rest periods shall be paid. Exception to scheduling of meal periods and breaks may be requested by employees and are subject to supervisor approval.

Article 6, Section 8 Flexible Scheduling

Where practicable, as determined by the Library, with consent of the employee, variations in the normal work schedule may be implemented to facilitate the needs of a particular department. Such scheduling shall not result in inconvenience to the public, loss of operational efficiency or increased overtime expenditures, and shall require approval of the Department Head or designee. Either an employee or the employer may make such request for flexible schedule.

ARTICLE 7
Wages

Art. 7, Section 1. Payday.

Payday shall be bi-weekly and shall be on Friday.

Art. 7, Section 2. Wage Scale.

The Employer will pay the wages as set forth in Appendix A.

EFFECTIVE DATE	PERCENTAGE INCREASE
07/01/2021	1.75%
07/01/2022	1.75%
07/01/2023	2.0%
07/01/2024	2.0%

Employees will normally start at Step One of the pay plan. At the successful completion of the six (6) month probation period, employees will advance to Step Two of the plan. Thereafter, employees will receive a step increase on the first day of the pay period that falls between December 25th and January 7th of each year until she/he reaches the maximum step of her/his classification. Step increases may be delayed or denied on an exceptional basis only with good and sufficient cause. Post-probationary pay raises become effective on the first day of the pay period in which the probation period ends.

Employees ineligible for the step increase because they have reached the maximum rate for their respective classification will be provided a longevity payment on the last pay period in November based upon their years of service on the following January 1st as follows:

Less than 10 years	None
10 through 14 years	\$325
15 through 19 years	\$475
20 years or more	\$625

Art. 7, Section 3. Out-of-Class Pay.

If an employee is temporarily assigned a majority of the duties of a higher rated classification in excess of five (5) consecutive working days, the employee will be paid in accordance with Article 12, Section 5, for the time spent performing these duties, retroactive to the first day the duties were performed.

During negotiations for the 2006-2009 collective bargaining agreement, the Library proposed and the Union accepted the condition that past practice prior to July 1, 2006 will not be considered in the interpretation of this section.

Art. 7, Section 4. Shift Differential.

Employees shall receive a shift differential at the rate of four percent (4.0%) of an employee's individual rate of pay per hour for all authorized hours worked between the hours of 5:30 p.m. and 7:00 a.m.

Art. 7, Section 5. Direct Deposit.
The City offers direct deposit for payroll checks.

Art. 7, Section 6. Section 125 Plan
The Employer will cover the administrative costs associated with employee participation in a Section 125 plan. Employees may utilize a Section 125 plan to pay with pre-taxed funds the costs associated with any item(s) eligible for Section 125 coverage pursuant to the Internal Revenue Service regulations. Employees will be permitted to undertake brief individual transactions associated with enrollment or changes in their individual accounts during work hours. The Employer will allow as much flexibility as permitted by the IRS regulations regarding enrollment into a Section 125 plan. Each year employees will be automatically enrolled by the Employer in the Section 125 plan for purposes of coverage for premiums, unless the employee requests otherwise in writing. Employees will be notified in advance of their need to enroll with Human Resources for any participation in the Section 125 plan for coverage other than premiums.

Art. 7, Section 7. Retirement Health Savings Plan
The Library will make available to employees a Retirement Health Savings Plan Employees will be allowed to make pre-tax contributions into the plan.

Effective July 1, 2015, the Library will make available to employees a Retirement Health Savings Plan with terms and conditions agreed to by the parties. Effective July 1, 2015, the Library will contribute to an individual plan 1% of the individual's annual income as defined by all regular and overtime hours worked.

Art. 7, Section 8. Deferred Compensation
If an employee contributes 1%, the Library will contribute to an individual's City 457 deferred compensation plan 2.75% effective 7/1/2015 of an individual's annual income. The percentage contribution to be made by both the employee and the Library will be based on the individual's annual income defined as all hours paid during the immediately prior pay period. The Library's contribution will be made bi-weekly and reflected on the individual's payroll check. The Library's contribution shall cease if the individual reaches the maximum contribution allowed by law, is no longer employed by the Library, or at any time the individual terminates participation in the City 457 deferred compensation program. The contribution will be made to one provider selected by the individual and as approved by the City. Should the individual's contributions cease mid-year and a partial payment is required, the individual will make the first 1%, the Library the second 2.75% effective 7/1/2015, and the remaining contribution will be considered the individual's contribution.

ARTICLE 8 **Overtime**

Art. 8, Section 1. Overtime Pay.
Employees shall be paid their regular hourly pay at the rate of time and one-half (1 1/2) or accrue up to 240 hours of compensatory time off at a rate of time and one-half (1 1/2) for all work performed under the following conditions; provided, however, employees will not be paid twice for the same hours worked:
a. All work performed beyond forty (40) hours per week; and,
b. All work performed beyond eight (8) hours per day; and,
All paid time will be counted as hours worked for the purpose of computing overtime.

Art. 8, Section 2. Compensatory Time.
A. The decision to be paid overtime or accrue compensatory time off rests with the employee. Compensatory time may accrue to a maximum of 240 hours, however, it may not be carried into a new fiscal year. In the event an employee has unused compensatory time accrued as of June 30th of any year, the employee will be paid in cash for such accrual.
B. Compensatory time off shall be scheduled by mutual agreement between the employee and the supervisor. Such agreement shall not be unreasonably withheld. Compensatory time requests for earned compensatory time that are submitted on the Quarterly Vacation/ Absence request form shall be answered within fifteen (15) working days.

C. If work schedules are changed to accommodate an employee, then the Library is not obliged to pay overtime except as required by federal law.

Art. 8, Section 3. Overtime Distribution.

It is the intent of the Employer to distribute overtime among qualified employees in as equitable a fashion as possible.

Art. 8, Section 4. Call Time.

Any employee called to work before or after any regularly scheduled shift or on a holiday, compensatory day, or on a day off shall be paid a minimum of four (4) hours pay or for the hours worked at the applicable rate, whichever is greater. Call time may be accrued as compensatory time at the applicable rate.

ARTICLE 9
Seniority

Art. 9, Section 1. Seniority.

Seniority as established by this Article shall be on a bargaining unit basis and shall accrue from their last date of hire. An employee who promotes to a managerial position within the Library but not within the bargaining unit shall have his/her seniority frozen effective on the last date that the employee performs bargaining unit work, and if such an employee thereafter returns to employment in the Library in a bargaining unit position, the employee's bargaining unit seniority determined as of the last date on which the employee performed bargaining unit work will be restored to him/her. The seniority date in this situation will be adjusted to deduct out time spent in the managerial position.

Art. 9, Section 2. Seniority Lists.

The Employer shall post on the staff bulletin board a seniority list showing the continuous service of each employee. A copy of the seniority list shall be furnished to the Union. The seniority list shall be updated once a year.

Art. 9, Section 3. Probationary Period.

New employees shall be considered probationary employees until they have accumulated six (6) months from their last date of hire. No grievances may be presented based on the discharge or layoff of probationary employees.

Art. 9, Section 4. Termination of Seniority.

An employee's seniority terminates for any of the following reasons:

- a. Discharge for just cause
- b. Retirement
- c. Voluntary resignation
- d. Failure to give notice of intent to return to work within five (5) working days from receipt of notice of recall from layoff
- e. Expiration of recall rights
- f. Absence for three (3) consecutive working days without notifying the Employer

ARTICLE 10
Work Force

Art. 10, Section 1. Pay Upon Promotion.

When an employee is promoted and her/his current rate of pay is less than the rate of the new classification, it shall be increased to the nearest step of the pay range for the new position that yields approximately a five percent (5%) pay increase to the employee. Employees who are placed at step 1 of the pay range as a result of promotion, will advance to step 2 upon successful completion of the applicable probationary period.

Art. 10, Section 2. Reclassifications.

Employees who believe they are improperly classified may submit a written request to their supervisor. The employer shall review all such requests and shall respond to both the employee and the supervisor within 20 working days. Reclassification decisions by the employer shall be subject to the grievance procedure.

ARTICLE 11
Training and Education

Art. 11, Section 1. Conferences, Workshops, Seminars and Conventions.

Employees who are requested by the Employer to attend a conference, workshop, seminar or convention shall have all normal business expenses reimbursed in addition to being granted a paid leave of absence for the period necessary for such attendance. In addition, in order to comply with the Fair Labor Standards Act, travel time (excluding meal periods) in one twenty-four hour period shall be considered work time.

Art. 11, Section 2. Leave for Library Related Coursework.

After completing one year of service, an employee may request use of leave time to attend library related coursework for academic credit which, even after work schedules are rearranged by mutual agreement, cannot be scheduled during non-work time. The time off shall be charged to earned leave time in the following order:

- a. compensatory time
- b. floating holiday
- c. vacation time.

Approval for this leave will be at the discretion of the Library Director. Such approval will not be unreasonably withheld.

ARTICLE 12
Sick Leave

Art. 12, Section 1. Sick Leave.

Employees will accrue up to fifteen (15) days of sick leave per year to a maximum accumulation of 960 hours. In order to accrue such leave in any bi-weekly pay period, an employee must work or be paid for at least fifty percent (50%) of his normally scheduled work hours for that pay period. The Employer may require substantiation of illness by a physician's statement or by examination by such medical examiners as may have been employed by the Employer. An employee may be required to present a physician's statement, certifying that the employee is capable of performing his job, prior to his return to work. Also, physician's substantiation may be required if employee is absent more than three (3) consecutive days, or at the library director's discretion.

Sick leave may be used for illness or attendance upon a member of the immediate family who is seriously ill and requires the personal care of the employee. Immediate family shall be defined as spouse, parent, child (or legal ward), brother or sister. At the discretion of the Director or designee, sick leave may be used for the illness of or attendance upon an individual not listed in this section, if the employee is the sole caretaker of the individual. Sick leave may be used for physical examinations, medical treatment or for dental or optical appointments. Approval of sick leave for such appointments will not be unreasonably denied.

Art. 12, Section 2. Notification.

Absent an emergency, employees who are absent or who anticipate an absence must notify their department no less than one hour prior to the start of the normal workday.

Art. 12, Section 3. Worker's Compensation Supplement.

Sick leave may be used to supplement Worker's Compensation disability payments as follows: Normal FICA, IPERS, Federal withholding and State withholding shall be deducted from bi-weekly gross wages. The remainder shall then be reduced by twice the amount of weekly Worker's Compensation benefits to compute the amount of wages to be supplemented. The number of hours of sick leave to be paid shall be

determined by dividing the amount to be supplemented by the employee's hourly rate and rounding to the next higher quarter hour. When regular work hours are recorded in the same pay period, the sick leave supplement will be reduced by the number of regular hours recorded. When a holiday occurs during the same pay period, the Worker's Compensation supplement will be credited as holiday pay. When Worker's Compensation and sick leave are totaled employees will receive approximately the same take-home pay as though they were working their normal hours.

Art. 12, Section 4. Sick Leave Advancement.

In the event an employee has utilized all available sick leave benefits, advancement, at the discretion of the Employer, of up to eighty (80) hours may be provided. Advancement shall consider, among other factors, the employee's seniority and work history. Upon the employee's return to work, sick leave benefits will not accrue until the amount of advancement has been paid back.

Art. 12, Section 5. Incentive

Employees using twenty-four (24) hours or less of sick leave in a fiscal year will insert sixteen (16) hours of sick leave into their individual Retirement Health Savings Account (RHS). Upon the completion of necessary documents by the employee, the City will establish an individual Retirement Health Savings Account (RHS) for employees who meet this sick leave minimum utilization standard. At the start of each fiscal year, the City will individually notify qualifying employees of the deposit made into their respective Retirement Health Savings Accounts (RHS), and of the corresponding deduction made from their sick leave account. At the end of each fiscal year, the City shall provide the necessary RHS documents, as well as a brief written explanation concerning why they were sent, to those employees who have met the minimum sick leave utilization standards but who have not yet established an RHS account in order that the employee may receive the RHS account deposit for that same fiscal year.

ARTICLE 13
Leaves of Absence

Art. 13, Section 1. Application for Leave.

Any requests for unpaid leaves of absence shall be submitted in writing by the employee to the Library Director. The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Such requests shall be made as far in advance of the desired leave as is reasonably possible. A prompt answer to the request for leave of absence shall be furnished to the employee by the Library Director and shall be in writing. Leaves of absence shall not be used to seek and try out new employment.

Art. 13, Section 2. Reasonable Purpose.

Unpaid leaves of absence for a limited period not to exceed three (3) months shall be granted for any reasonable purpose and such leave may be extended or renewed for any reasonable period.

Art. 13, Section 3. Union Business Leave.

Employees elected to any Union office or selected by the Union to do work which takes them from employment with the Employer shall, with a written request from the Union, be granted a leave of absence without pay. The leave of absence shall not exceed two (2) years, but it may be extended or renewed for a similar period of time at any time upon the request of the Union.

Members of the Union selected by the Union to participate in any other activities shall be granted a leave of absence at the request of the Union without pay. A leave of absence for such activities shall not exceed three (3) months, but it may be renewed or extended for a similar period at any time upon the request of the Union.

When contract bargaining sessions between the parties are scheduled to take place during normal working hours, employees who are members of the Union's bargaining team up to three (3) members, shall be given such time off without loss of pay to attend such sessions. The time off shall not be considered as hours worked for overtime eligibility. The Union shall advise the Employer as far in advance as practical of the names of the bargaining representatives.

The Local Union Chair or his/her designee shall be allowed time off with pay to attend meetings, conferences, and workshops sponsored by the Quad City Area Labor Management Association (QCALM).

The Employer may deny approval for the leave if the absence would cause a substantial hardship on operational efficiency.

Art. 13, Section 4. Maternity and Paternity Leave.

An employee taking maternity leave shall be entitled to use her accumulated sick leave. An employee exhausting her sick leave may use her accumulated vacation leave. An employee exhausting her sick leave and vacation leave hours shall be entitled to a leave of absence without pay. All employees requiring such leave shall notify the department head, prior to the anticipated date of birth, if possible, and must be assigned to duty so long as health permits.

The employee requesting the maternity leave shall present a doctor's statement verifying when the employee's condition requires her to leave work and she will present a doctor's statement following the birth or miscarriage or other pregnancy related disabilities as to when the employee is able to return to work.

A paternity or maternity leave in conjunction with the birth or adoption of new family member shall be considered a reasonable purpose for an unpaid leave of absence request.

Art. 13, Section 5. Military Leave.

Military leaves of absence shall be granted in compliance with Federal and State law. Employees who are members of the National Guard, Organized Reserves, or any component part of the military, Naval, Air Force or Nurse Corps of this State or Nation, or who are or may be otherwise inducted into the military service of this State or of the United States, shall when ordered by proper authority to active State or Federal service be entitled to a leave of absence for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

Art. 13, Section 6. Medical Leave

Employees who are disabled due to medical reasons will be granted a leave of absence not to exceed twelve (12) months. During the 12 month period, employees may exhaust all of their accumulated sick leave, vacation, holiday, or compensatory hours prior to applying for long term disability benefits. The Library will continue the health insurance for the employee and his/her family for a period not to exceed twenty-four (24) months after the initial date that the leave commenced. The employee may, however, as an option, apply for the long term disability benefit after the 90-day waiting period in accordance with the provisions of the long term disability plan in lieu of their accumulated sick leave. Inability to work as a result of pregnancy related disability will be considered as any other disability for purposes of eligibility for benefits for sick leave usage and long term disability.

An employee may request a six month extension of the leave of absence at least 14 days prior to the end of the twelve (12) month leave. The employer shall grant the extension if medical evidence indicates that the employee will be able to return to work within 6 months of the end of the original leave. The employer may deny the extension if a second opinion regarding the ability of the employee to return to work indicates that there is not sufficient medical evidence of the ability to return to work during the extension. The second opinion shall be paid for by the Library. The second opinion shall be requested from a health care provider mutually agreed upon between the employee and Library.

Art. 13, Section 7. Bereavement Leave.

Employees, upon request, will be excused for up to three (3) consecutive workdays, including travel time, without loss of pay in the event of death of any of the following persons:

Spouse, parents, children, legal ward, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, guardian, resident family member or significant other person residing in the employee's immediate household. In the case of a significant other person, the burden of proof shall rest on the employee to establish the tenure and nature of the relationship.

In the event of circumstances requiring more than three (3) consecutive workdays for the bereavement of a family member, employees may utilize accumulated sick leave or excused leave of absence without pay with the approval of the Department Head.

An employee may be required to submit documentation of the need for bereavement leave.

Art. 13, Section 8. Jury and Witness Duty.

A permanent employee who is called or required to serve on a jury or subpoenaed as a witness during her/his scheduled work hours shall be paid the difference between her/his jury or witness fees and

her/his straight time hourly rate of pay for all scheduled hours of work missed because of jury or witness duty. The eligible employee shall present proof of call or service and must report immediately for work if she/he is discharged from the jury or released as a court witness before the end of her/his scheduled hours of work. Eight hours of any combination of jury duty and actual hours worked shall be the maximum required by the Employer during any 24 hour period. In the event an employee achieves eight hours of any combination of jury duty and actual hours worked, she/he shall receive the compensation due said employee for a regular day of work.

Art. 13, Section 9. Voting Time.

Employees whose work schedules are such that they provide less than three (3) consecutive hours outside scheduled work hours while polls are open will be provided leave time for voting in national, state and local elections. Voting leave must be scheduled with the employee's supervisor.

Art. 13, Section 10. Family and Medical Leave Act

Employees covered by this contract shall be covered under the Federal Government Family and Medical Leave Act. This act provides for certain guaranteed leaves of absence and in many circumstances, the ability to remain on the employer's insurance programs during the leave. Requests for leave under the Family and Medical Leave Act shall be submitted to the Library Personnel Office.

Art. 13, Section 11. Blood Submission

Provided the employee's absence does not impair the Library's operations, an employee who wishes to provide blood at a Library or City-sponsored or Library or City-endorsed blood drive during work hours shall be released from work without loss of pay for time spent in related travel, blood-taking procedures, and recovery there from up to a maximum of two (2) hours. Any additional time required for recovery will be charged to the employee's sick leave.

ARTICLE 14
Holidays

Art. 14, Section 1. Holidays Recognized and Observed.

A. Holidays.

The following days shall be recognized as holidays:

New Year's Day	Thanksgiving Day
President's Day	Friday After Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Veteran's Day
Martin Luther King Jr.'s Day	One (1) Floating Holiday

In addition to the aforementioned holidays, employees who have worked an entire fiscal year using forty (40) hours or less of sick leave shall be permitted eight (8) hours floating holiday in the next fiscal year. Such holiday will be scheduled with the approval of the supervisor.

B. Observance.

If a holiday falls on a day staff are normally scheduled, the holiday will occur on that day; holidays that fall on a Sunday will be observed on the succeeding Monday. If an employee is not normally scheduled for work on the holiday, she/he will receive another day during the pay period as the holiday, or, by mutual agreement of the employee and the Library, a day added to the employee's compensatory time bank to be used at another time.

C. Use of Floating Holidays.

Floating holidays shall be considered as personal holidays to be taken during the fiscal year at the employee's discretion with the approval of the employee's supervisor. Such approval will not be unreasonably withheld.

Floating holiday requests must be answered within ten (10) working days if submitted after the deadline for vacation scheduling for the current vacation scheduling period, only if the floating holiday requested falls within the current vacation scheduling period or the current vacation period. Floating holiday requests submitted with less than one (1) working day advance notice shall not be unreasonably denied provided workload allows.

Floating holiday requests that are submitted on the Quarterly Vacation/Absence Request form shall be answered within fifteen (15) working days.

Art. 14, Section 2. Eligibility Requirements.

Employees shall be eligible for pay for any holiday provided compensation has been paid for the last scheduled work day before, and the first scheduled work day after the holiday.

Art. 14, Section 3. Holiday Pay.

Eligible fulltime employees who perform no work on a holiday shall be paid eight (8) times their regular hourly rate of pay. Part-time employees shall receive holiday pay on a prorated basis pursuant to Article 1, Section 2.

Art. 14, Section 5. Work on a Holiday.

Employees who work on a holiday will be paid, in addition to their holiday pay, time and one-half (1-1/2) their regular hourly rate of pay for all hours worked. Employees may elect to receive their holiday premium pay as compensatory time off at the rate of time and one-half (1-1/2) for all hours worked.

ARTICLE 15
Vacation

Art. 15, Section 1. Accrual and Eligibility.

A. All employees shall accrue vacation on a bi-weekly basis during any pay period in which the employee works or is paid at least fifty percent of her/his normally scheduled work hours in accordance to the following schedule:

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>HOURS OF VACATION</u>
0 years - 3 years	80 hours
4 years - 5 years	96 hours
6 years - 8 years	120 hours
9 years - 12 years	144 hours
13 years - 16 years	160 hours
17 years - 20 years	184 hours
21 years - 24 years	200 hours
25 years and over	240 hours

In transition years, accrual at the next higher rate shall begin in the first pay period following the anniversary date which marks completion of the 3rd, 5th, 8th, 12th, 16th, 20th or 24th year of service.

B. Librarians.

Notwithstanding the above schedule, Librarians will accrue vacation on a bi-weekly basis in accordance with the following schedule:

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>HOURS OF VACATION</u>
0 years - 16 years	160 hours
17 years - 20 years	184 hours
21 years - 24 years	200 hours
25 years and over	240 hours

In transition years, accrual at the next higher rate shall begin in the first pay period following the anniversary date which marks completion of the 16th, 20th or 24th year of service.

Art. 15, Section 2. Accumulation.

In no case may an employee accrue more vacation than two times their annual entitlement. In the event of the death of an employee, the employee's accrued, unused vacation time will be paid to the employee's estate.

Art. 15, Section 3. Vacation Pay.

The rate of vacation pay shall be the rate of pay in effect for the employee immediately preceding the employee's vacation leave.

Art. 15, Section 4. Vacation Scheduling.

Vacation requests submitted on the Quarterly Vacation/Absence Request form shall be approved pursuant to the terms of Article 18, Section 9. Vacation requests submitted after the deadline for quarterly vacation/absence requests will be granted on a first-come first serve basis, and shall be answered within fifteen (15) working days. Vacation requests of eight hours or less to commence within a 24 hour period from the time of request shall not be unreasonably withheld provided workload allows.

Art. 15, Section 5. Work During Vacation.

In the event an employee is requested to and does perform work during a vacation period, the employee will be paid time and one-half for all hours worked and shall be permitted to reschedule their vacation (with pay) to any other time the employee requests. If the employer cancels a vacation approved in writing, the employer shall reimburse the employee for only the employee's non-refundable portion of written and documented vacation expenditures.

Art. 15, Section 6. Holidays During Vacation.

In the event a paid holiday falls during an employee's vacation period, the employee will receive holiday pay for the day and the charge against the employee's vacation time will be reduced accordingly.

Art. 15, Section 7. Paid Leave During Vacation.

In the event an employee becomes eligible for and applies for any other paid leave provided for by this Agreement during the employee's vacation period, such time will be charged to the appropriate leave and the employee's vacation time will be restored accordingly. Except, in the case of sick leave, the employee must produce evidence of hospitalization or physician ordered quarantine of the employee or a member of the employee's immediate family.

During negotiations for the 2006-2009 collective bargaining agreement, the Library proposed and the Union accepted the condition that past practice prior to July 1, 2006, will not be considered in the interpretation of this section.

Art. 15, Section 8. Vacation Rights in Case of Separation or Layoff.

Employees shall be paid for their accrued, unused vacation at separation of employment or in the event the employee is laid off. Employees who voluntarily resign must give at least two (2) weeks notice in order to be paid for their accumulated vacation.

Art. 15, Section 9. Quarterly Vacation/Absence Requests

Employees will submit quarterly vacation/absence requests as follows in order for seniority to be the determining factor in granting requests. Request must be in writing and shall be approved within fifteen (15) working days of the deadline for the Vacation/Absence Report Form. Employees may request the use of vacation, floating holiday and earned compensatory time on the quarterly form.

The Employer shall submit to all eligible employees a quarterly vacation/absence request form two pay periods in advance of the quarterly vacation/absence form return deadline.

Employees who submit quarterly vacation/absence request forms which overlap two consecutive, quarterly periods shall be permitted to have the entire leave request answered, provided the requested days are contiguous. Employees shall be allowed to change the leave category cited on the vacation/absence report form after it has been submitted.

Employees shall be allowed the written option to designate on their quarterly vacation/absence request form whether or not their requests for desired but not granted days shall be retained in the event of future availability. In the event that circumstances change so as to allow additional employee(s) off during a period

or portion thereof that was covered by an initially submitted vacation/absence request, the applicable portion of those original requests will be offered first, in seniority order, in accordance with the initial approval procedure, prior to new requests being considered.

<u>Form Return Deadline</u>	<u>Quarterly Request Period</u>
November 1	February, March, April
February 1	May, June, July
May 1	August, Sept., October
August 1	Nov., Dec., January

ARTICLE 16
Group Insurance

Art. 16, Section 1. Cost Containment.

The City and the Union will jointly seek to implement cost containment measures regarding the cost of providing group insurance, including costs of medical, dental, optical and prescription services, to each employee in this Union. Both parties recognize and understand that the spiraling cost of the health insurance program needs to be curtailed. To effectuate this cost containment, a cost containment committee will be formed. The Union will appoint one representative to this committee. The committee shall meet on a regular basis and shall determine ways which they believe will effectively contain the cost of the medical, dental, optical and prescription services.

ARTICLE 17
Health and Safety

Art. 17, Section 1. Buildings.

The Employer shall provide and maintain all buildings, facilities, grounds and equipment in accordance with the applicable health and safety standards.

Art. 17, Section 2. Protective Clothing.

The Employer shall furnish protective clothing and equipment in accordance with applicable State and Federal regulations. The Employer will purchase and have available, as needed, smocks and protective garments for employee use.

ARTICLE 18
Discipline and Discharge

Art. 18, Section 1. Discipline.

A. Disciplinary action or measures may include any of the following:

- Oral reprimand
- Written reprimand
- Suspension, Demotion and Discharge.

B. Disciplinary action may be imposed upon an employee for just cause. Any disciplinary action or measure imposed upon a non-probationary employee may be processed as a grievance through the regular grievance procedure.

C. If the Employer has reason to reprimand an employee, such discipline shall occur, to the extent possible, in a manner that will not cause undue embarrassment to the employee.

D. Copies of all written disciplinary measures shall be placed in the employee's personnel file and provided to the Union Steward and the employee.

E. Grievances over suspension, demotion, or discharge may be initiated with the Library Director as provided in Step 1 of the Grievance and Arbitration Procedures.

ARTICLE 19
Savings Clause

Art. 19, Section 1. Savings Clause.

None of the foregoing shall be construed as requiring either party to do anything inconsistent with Federal or State law, or an order or decree of judgment of any court having jurisdiction over the parties. If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the parties shall, upon request of either party, enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such invalidated provision.

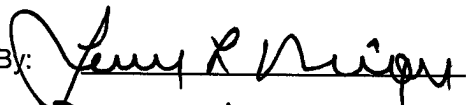
ARTICLE 20
Duration and Modification

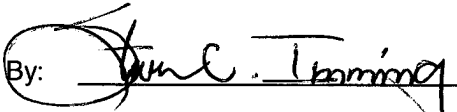
This Agreement shall be effective as of July 1, 2021, and remain in full force and effect until June 30, 2025. It shall be automatically renewed from year to year thereafter, unless modified as provided in this section. Negotiations shall occur at such times as are mutually agreeable in accordance with procedures under the Iowa Public Employment Relations Act.

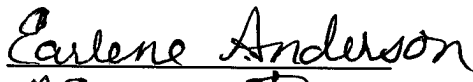
THIS AGREEMENT is executed as of June 24, 2021, to become effective as of the day and year first above written by the duly authorized representatives of the parties.

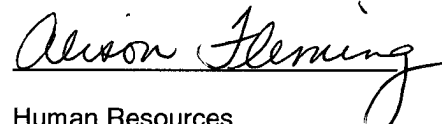
AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO #887


DAVENPORT PUBLIC LIBRARY
BOARD OF TRUSTEES

By: 
Title: President AFSCME Local 887

By: 
Title: President
Library Board

By: 
Title: AFSCME Rep.

By: 
Title: Human Resources
Director

By: 
Title: Steward, Library

By: 
Title: Assistant City Administrator/CFO

By: _____
Title: _____

By: 
Title: Library Director

By: _____
Title: _____

By: _____
Title: _____

APPENDIX A

WAGE SCHEDULES

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
1111	06	CLERK AIDE	31824	32543	33363	34044	34818	35619	36433	37272	38132	39011	39855	40651
			15,2999	15,6456	16,036	16,3673	16,7395	17,1245	17,5158	17,9193	18,3326	18,7561	19,209	19,688
1112	07	CLERK-LIB/A	33194	33939	34721	35519	36336	37168	38019	38898	39804	40719	41746	42794
			15,9699	16,3169	16,6928	17,0766	17,4691	17,8683	18,2795	18,7011	19,1395	19,5763	20,07	20,5743
1147	07	LIBRARY CLERK	33194	33939	34721	35519	36336	37168	38019	38898	39804	40719	41746	42794
			15,9699	16,3169	16,6928	17,0766	17,4691	17,8683	18,2795	18,7011	19,1395	19,5763	20,07	20,5743
1110	10	TECH SERV CLERK	35700	36518	37363	38221	39108	40010	40937	41884	42857	43857	44850	46883
			17,1633	17,5669	17,9629	18,3756	18,8019	19,2354	19,6913	20,1364	20,6044	21,0853	21,6104	22,1551
1113	12	SR CLERK-LIB/A	37166	38019	38898	39804	40719	41670	42639	43631	44651	45687	46835	48010
			17,8683	18,2785	18,7011	19,1395	19,5763	20,0339	20,4994	20,9765	21,4666	21,9648	22,5169	23,0819
1145	12	LIB-SR CLERK	37166	38019	38898	39804	40719	41670	42639	43631	44651	45687	46835	48010
			17,8683	18,2785	18,7011	19,1395	19,5763	20,0339	20,4994	20,9765	21,4666	21,9648	22,5169	23,0819
1218	13	LIB ACQUIS CLERK	38221	39108	40010	40937	41884	42857	43857	44879	45928	47002	48180	49381
			18,3756	18,8019	19,2354	19,6913	20,1364	20,6044	21,0853	21,5766	22,0808	22,5973	23,1335	23,7409
2101	15	LIB PR ASSIST	39913	40839	41783	42760	43753	44772	45823	46903	48010	49195	50430	51684
			19,1888	19,634	20,0879	20,5578	21,0349	21,525	22,0305	22,5494	23,0819	23,6313	24,2451	24,8483
1114	16	LIB PRINC CLERK	40719	41670	42639	43631	44651	45687	46767	47871	49025	50211	51477	52762
			19,5763	20,0339	20,4994	20,9765	21,4666	21,9648	22,4843	23,015	23,5695	24,1401	24,7488	25,3865
1146	16	LIB CO PR CLERK	40719	41670	42639	43631	44651	45687	46767	47871	49025	50211	51477	52762
			19,5763	20,0339	20,4994	20,9765	21,4666	21,9648	22,4843	23,015	23,5695	24,1401	24,7488	25,3865
2102	19	LIBRARY ASST-Y/S	43631	44651	45687	46767	47871	49025	50211	51477	52762	54074	55435	56816
			20,9765	21,4666	21,9648	22,4843	23,015	23,5695	24,1401	24,7488	25,3865	25,9973	26,6514	27,3153
2121	19	LIBRARY ASST-OR	43631	44651	45687	46767	47871	49025	50211	51477	52762	54074	55435	56816
			20,9765	21,4666	21,9648	22,4843	23,015	23,5695	24,1401	24,7488	25,3865	25,9973	26,6514	27,3153

BASED ON 2080 HOURS ANNUALLY

* FISCAL YEAR 2022

AFCSCME-LIBRARY PERSONNEL
Effective July 01, 2021

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2021

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
2120	19	LIBRARY ASST-SC	43631	44661	45687	46787	47871	49025	50211	51477	52762	54074	55435	56816
			20.9765	21.4668	21.9648	22.4943	23.015	23.5695	24.1401	24.7498	25.3885	25.9973	26.6514	27.3153
2112	22	COMPUTER TECH	47002	48111	49274	50476	51737	53029	54363	55717	57108	58529	59994	61500
			22.5973	23.1304	23.6893	24.2673	24.8734	25.4949	26.1361	26.7871	27.4559	28.1389	28.8433	29.5674
2104	25	LIBR CATALOGER	50476	51737	53029	54363	55717	57108	58529	59994	61500	63038	64604	66223
			24.2673	24.8734	25.4949	26.1361	26.7871	27.4559	28.1389	28.8433	29.5674	30.3099	31.0598	31.8379
2115	28	LIB YS LIBRARIAN	54750	56118	57525	58981	60431	61947	63482	65083	66698	68375	70083	71828
			26.3221	26.9799	27.6561	28.3465	29.0534	29.7824	30.5249	31.2901	32.0864	32.8728	33.6939	34.5329
2125	28	LIB CEL LIBRARIAN	54750	56118	57525	58981	60431	61947	63482	65083	66698	68375	70083	71828
			26.3221	26.9799	27.6561	28.3465	29.0534	29.7824	30.5249	31.2901	32.0864	32.8728	33.6939	34.5329
2126	28	LIB SC ARCHIVIST	54750	56118	57525	58981	60431	61947	63482	65083	66698	68375	70083	71828
			26.3221	26.9799	27.6561	28.3465	29.0534	29.7824	30.5249	31.2901	32.0864	32.8728	33.6939	34.5329
2127	28	LIB SC LIBRARIAN	54750	56118	57525	58981	60431	61947	63482	65083	66698	68375	70083	71828
			26.3221	26.9799	27.6561	28.3465	29.0534	29.7824	30.5249	31.2901	32.0864	32.8728	33.6939	34.5329
2111	29	DEVELOP OFFICER	56118	57521	58983	60435	61942	63486	65079	66710	68365	70085	71835	73624
			26.98	27.6544	28.3474	29.0551	29.78	30.5288	31.2983	32.0723	32.8678	33.6945	34.5361	35.3963
2105	33	SR LIBRARIAN	61500	63038	64604	66223	67882	69674	71315	73103	74927	76807	78721	80690
			29.5674	30.3099	31.0598	31.8379	32.6398	33.4489	34.286	35.1458	36.0228	36.9263	37.8489	38.7933

BASED ON 2090 HOURS ANNUALLY

* FISCAL YEAR 2022

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2022

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
1111	06	CLERK AIDE	32361	33112	33937	34640	35427	36242	37070	37924	38799	39693	40654	41688
			15,5676	15,9195	16,3156	16,6538	17,0324	17,4243	17,8223	18,2329	18,6534	19,0834	19,5451	20,0326
1112	07	CLERK-LIB/IA	33775	34533	35329	36141	36972	37816	38685	39579	40501	41431	42478	43543
			16,2361	16,6025	16,9849	17,3755	17,7748	18,181	18,5984	19,0284	19,4714	19,9189	20,4213	20,9344
1147	07	LIBRARY CLERK	33775	34533	35329	36141	36972	37816	38685	39579	40501	41431	42478	43543
			16,2361	16,6025	16,9849	17,3755	17,7748	18,181	18,5984	19,0284	19,4714	19,9189	20,4213	20,9344
1110	10	TECH SERV CLERK	36324	37157	38017	38890	39792	40710	41653	42617	43607	44625	45736	46889
			17,4636	17,8641	18,2773	18,6971	19,1309	19,572	20,0258	20,4888	20,9649	21,4543	21,9585	22,5429
1113	12	SR CLERK-LIB/IA	37816	38685	39579	40501	41431	42400	43385	44395	45432	46486	47665	48850
			18,181	18,5984	19,0284	19,4714	19,9189	20,3844	20,8581	21,3436	21,8423	22,3491	22,8109	23,4958
1145	12	LIB-SR CLERK	37816	38685	39579	40501	41431	42400	43385	44395	45432	46486	47665	48850
			18,181	18,5984	19,0284	19,4714	19,9189	20,3844	20,8581	21,3436	21,8423	22,3491	22,8109	23,4958
1218	13	LIB ACQUIS CLERK	38860	39792	40710	41653	42617	43607	44625	45665	46732	47825	49023	50245
			18,6971	19,1309	19,572	20,0258	20,4888	20,9649	21,4543	21,9541	22,4673	22,9928	23,5689	24,1564
2101	15	LIB PR ASSIST	40611	41553	42514	43508	44518	45555	46625	47724	48850	50055	51312	52689
			19,5245	19,9776	20,4394	20,9175	21,403	21,9016	22,416	22,944	23,4858	24,0651	24,6694	25,283
1114	16	LIB PRINC CLERK	41431	42400	43385	44395	45432	46486	47586	48709	49883	51090	52378	53686
			19,9189	20,3944	20,8581	21,3436	21,8423	22,3491	22,8778	23,4178	23,982	24,5625	25,1818	25,8105
1146	16	LIB CO PR CLERK	41431	42400	43385	44395	45432	46486	47586	48709	49883	51090	52378	53686
			19,9189	20,3944	20,8581	21,3436	21,8423	22,3491	22,8778	23,4178	23,982	24,5625	25,1818	25,8105
2102	19	LIBRARY ASST-Y/S	44365	45432	46486	47596	48709	49883	51090	52378	53686	55021	56405	57810
			21,3436	21,8423	22,3491	22,8778	23,4178	23,982	24,5625	25,1818	25,8105	26,4523	27,1178	27,7933
2121	19	LIBRARY ASST-OR	44365	45432	46486	47586	48709	49883	51090	52378	53686	55021	56405	57810
			21,3436	21,8423	22,3491	22,8778	23,4178	23,982	24,5625	25,1818	25,8105	26,4523	27,1178	27,7933

BASED ON 2080 HOURS ANNUALLY

* FISCAL YEAR 2023

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2022

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
2120	19	LIBRARY ASST-SC	44365	45432	46498	47566	48709	49893	51090	52378	53896	55021	56405	57810
			21,3436	21,8423	22,3491	22,8778	23,4178	23,982	24,5625	25,1818	25,8105	26,4523	27,1178	27,7933
2112	22	COMPUTER TECH	47825	48963	50136	51359	52642	53957	55314	56692	58108	59553	61044	62576
			22,9828	23,5351	24,1039	24,6919	25,3086	25,941	26,5935	27,2559	27,9384	28,6313	29,348	30,0848
2104	25	LIBR CATALOGER	51359	52842	53957	55314	56692	58108	59553	61044	62576	64141	65735	67382
			24,6919	25,3088	25,941	26,5935	27,2559	27,9384	28,6313	29,348	30,0848	30,8373	31,6034	32,3951
2115	28	LIB YS LIBRARIIN	55708	57100	58531	59992	61488	63031	64603	66222	67885	69572	71310	73085
			26,7828	27,4521	28,1401	28,8425	29,5618	30,3035	31,059	31,8376	32,6275	33,448	34,2835	35,1371
2125	28	LIB CELL LIBRARN	55708	57100	58531	59992	61488	63031	64603	66222	67885	69572	71310	73085
			26,7828	27,4521	28,1401	28,8425	29,5618	30,3035	31,059	31,8376	32,6275	33,448	34,2835	35,1371
2126	28	LIB SC ARCHIVST	55708	57100	58531	59992	61488	63031	64603	66222	67885	69572	71310	73085
			26,7828	27,4521	28,1401	28,8425	29,5618	30,3035	31,059	31,8376	32,6275	33,448	34,2835	35,1371
2127	28	LIB SC LIBRARN	55708	57100	58531	59992	61488	63031	64603	66222	67885	69572	71310	73085
			26,7828	27,4521	28,1401	28,8425	29,5618	30,3035	31,059	31,8376	32,6275	33,448	34,2835	35,1371
2111	29	DEVELOP OFFICER	57101	58528	59994	61492	63026	64607	66218	67878	69561	71311	73092	74913
			27,4523	28,1394	28,8435	29,5636	30,3011	31,0609	31,8358	32,6335	33,4429	34,2841	35,1405	36,0158
2105	33	SR LIBRARIAN	62576	64141	65735	67382	69070	70791	72563	74383	76239	78151	80099	82102
			30,0848	30,8373	31,6034	32,3951	33,2069	34,0343	34,896	35,7609	36,6533	37,5724	38,5091	39,4721

BASED ON 2090 HOURS ANNUALLY

* FISCAL YEAR 2023

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2023

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
1111	06	CLERK AIDE	33028	33775	34615	35333	36136	36967	37812	38683	39575	40487	41467	42501
			16,879	18,2379	19,642	19,988	17,3731	17,7728	18,1789	18,5975	19,0265	19,465	19,938	20,4333
1112	07	CLERK-LIB/A	34451	35224	36035	36884	37711	38573	39458	40371	41311	42260	43328	44414
			16,5629	16,9345	17,3246	17,723	18,1303	18,5446	18,9704	19,4089	19,8609	20,3173	20,8296	21,353
1147	07	LIBRARY CLERK	34451	35224	36035	36884	37711	38573	39458	40371	41311	42260	43328	44414
			16,5629	16,9345	17,3246	17,723	18,1303	18,5446	18,9704	19,4089	19,8609	20,3173	20,8296	21,353
1110	10	TECH SERV CLERK	37051	37901	38777	39688	40588	41524	42487	43469	44479	45517	46651	47827
			17,8129	18,2215	18,6428	19,0711	19,5135	19,9635	20,4263	20,8985	21,3843	21,8834	22,4283	22,9938
1113	12	SR CLERK-LIB/A	38573	39458	40371	41311	42260	43248	44253	45283	46341	47416	48608	49827
			18,5446	18,9704	19,4089	19,8609	20,3173	20,7921	21,2753	21,7705	22,2791	22,7961	23,3691	23,9555
1145	12	LIB-SR CLERK	38573	39458	40371	41311	42260	43248	44253	45283	46341	47416	48608	49827
			18,5446	18,9704	19,4089	19,8609	20,3173	20,7921	21,2753	21,7705	22,2791	22,7961	23,3691	23,9555
1218	13	LIB ACQUIS CLERK	39668	40588	41524	42487	43469	44479	45517	46578	47666	48781	50004	51250
			19,0711	19,5135	19,9635	20,4263	20,8985	21,3843	21,8834	22,3933	22,9165	23,4526	24,0403	24,6395
2101	15	LIB PR ASSIST	41423	42394	43364	44378	45409	46467	47558	48678	49827	51057	52339	53640
			19,815	20,3771	20,8483	21,3358	21,831	22,3398	22,8543	23,4029	23,9555	24,5464	25,1628	25,7898
1114	16	LIB PRINC CLERK	42280	43248	44253	45283	46341	47416	48537	49683	50880	52112	53478	54759
			20,3173	20,7921	21,2753	21,7705	22,2791	22,7961	23,3354	23,886	24,4616	25,0538	25,6654	26,3266
1146	16	LIB CO PR CLERK	42280	43248	44253	45283	46341	47416	48537	49683	50880	52112	53478	54759
			20,3173	20,7921	21,2753	21,7705	22,2791	22,7961	23,3354	23,886	24,4616	25,0538	25,6654	26,3266
2102	19	LIBRARY ASST-YR	45283	46341	47416	48537	49683	50880	52112	53426	54759	56121	57533	58986
			21,7705	22,2791	22,7961	23,3354	23,886	24,4616	25,0538	25,6654	26,3266	26,9813	27,6601	28,3491
2121	19	LIBRARY ASST-OR	45283	46341	47416	48537	49683	50880	52112	53426	54759	56121	57533	58986
			21,7705	22,2791	22,7961	23,3354	23,886	24,4616	25,0538	25,6654	26,3266	26,9813	27,6601	28,3491

BASED ON 2080 HOURS ANNUALLY

* FISCAL YEAR 2024

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2023

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
2120	19	LIBRARY ASST-SC	45283	46341	47416	48537	49683	50880	52112	53426	54756	56121	57533	58986
			21,7705	22,2791	22,7961	23,3354	23,886	24,4616	25,0538	25,6854	26,3266	26,9813	27,6601	28,3491
2112	22	COMPUTER TECH	48781	49932	51139	52366	53665	55037	56421	57826	59270	60744	62265	63828
			23,4526	24,0056	24,5859	25,1856	25,8149	26,4599	27,1254	27,801	28,4951	29,2039	29,935	30,6865
2104	25	LIBR CATALOGER	52386	53685	55037	56421	57826	59270	60744	62265	63828	65424	67050	68729
2115	28	LIB YS LIBRARIAN	25,1856	25,8149	26,4599	27,1254	27,801	28,4951	29,2039	29,935	30,6865	31,454	32,2354	33,043
			56822	58242	59702	61192	62718	64292	65895	67547	69223	70963	72736	74547
2126	28	LIB CEL LIBRARIAN	27,3185	28,0011	28,7029	29,4194	30,153	30,9096	31,6803	32,4744	33,2801	34,117	34,9893	35,8399
			56822	58242	59702	61192	62718	64292	65895	67547	69223	70963	72736	74547
2127	28	LIB SC LIBRARIAN	27,3185	28,0011	28,7029	29,4194	30,153	30,9096	31,6803	32,4744	33,2801	34,117	34,9893	35,8399
			56822	58242	59702	61192	62718	64292	65895	67547	69223	70963	72736	74547
2111	29	DEVELOP OFFICER	27,3185	28,0011	28,7029	29,4194	30,153	30,9096	31,6803	32,4744	33,2801	34,117	34,9893	35,8399
			58243	59898	61194	62722	64287	65899	67543	69235	70952	72737	74554	76411
2105	33	SR LIBRARIAN	28,0013	28,7011	29,4204	30,1549	30,9071	31,6821	32,4725	33,2861	34,1118	34,9999	35,8433	36,736
			63828	65424	67050	68729	70452	72207	74014	75870	77763	79714	81701	83744
			30,6865	31,454	32,2354	33,043	33,871	34,7149	35,5836	36,476	37,3863	38,3239	39,2794	40,2616

BASED ON 2080 HOURS ANNUALLY

* FISCAL YEAR 2024

AFSCME-LIBRARY PERSONNEL

Effective July 01, 2024

Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
1111	06	CLERK AIDE	33689	34450	35308	36039	36859	37707	38568	39456	40367	41297	42296	43351
			16.1965	16.5626	16.9748	17.3265	17.7205	18.1281	18.5424	18.9695	19.407	19.8544	20.3348	20.8419
1112	07	CLERK-LIB/A	35140	35928	36756	37601	38465	39344	40248	41178	42137	43105	44192	45303
			16.8941	17.2733	17.6711	18.0775	18.4929	18.9155	19.3499	19.7971	20.258	20.7236	21.2463	21.7801
1147	07	LIBRARY CLERK	35140	35928	36756	37601	38465	39344	40248	41178	42137	43105	44192	45303
			16.8941	17.2733	17.6711	18.0775	18.4929	18.9155	19.3499	19.7971	20.258	20.7236	21.2463	21.7801
1110	10	TECH SERV CLERK	37792	38659	39553	40461	41400	42354	43336	44338	45369	46428	47584	48753
			18.1691	18.5859	19.0156	19.4525	19.9038	20.3628	20.8348	21.3165	21.8119	22.321	22.8769	23.4536
1113	12	SR CLERK-LIB/A	39344	40248	41178	42137	43105	44113	45138	46188	47267	48364	49580	50824
			18.9155	19.3499	19.7971	20.258	20.7236	21.208	21.7008	22.2059	22.7248	23.252	23.8365	24.4346
1145	12	LIB-SR CLERK	39344	40248	41178	42137	43105	44113	45138	46188	47267	48364	49580	50824
			18.9155	19.3499	19.7971	20.258	20.7236	21.208	21.7008	22.2059	22.7248	23.252	23.8365	24.4346
1218	13	LIB ACQUIS CLERK	40461	41400	42354	43336	44338	45369	46428	47510	48620	49757	51004	52275
			19.4525	19.9038	20.3628	20.8348	21.3165	21.8119	22.321	22.8411	23.3749	23.9216	24.5211	25.1323
2101	15	LIB PR ASSIST	42252	43232	44232	45266	46317	47399	48509	49652	50824	52078	53385	54713
			20.3134	20.7846	21.2651	21.7625	22.2676	22.7895	23.3216	23.871	24.4346	25.0374	25.666	26.3045
1114	16	LIB PRINC CLERK	43105	44113	45138	46188	47267	48364	49508	50677	51898	53154	54494	55855
			20.7236	21.208	21.7008	22.2059	22.7248	23.252	23.802	24.3638	24.9509	25.5549	26.1991	26.8533
1146	16	LIB CO PR CLERK	43105	44113	45138	46188	47267	48364	49508	50677	51898	53154	54494	55855
			20.7236	21.208	21.7008	22.2059	22.7248	23.252	23.802	24.3638	24.9509	25.5549	26.1991	26.8533
2102	19	LIBRARY ASST-VS	46188	47267	48364	49508	50677	51898	53154	54494	55855	57243	58684	60146
			22.2059	22.7248	23.252	23.802	24.3638	24.9509	25.5549	26.1991	26.8533	27.5209	28.2134	28.9161
2121	19	LIBRARY ASST-OR	46188	47267	48364	49508	50677	51898	53154	54494	55855	57243	58684	60146
			22.2059	22.7248	23.252	23.802	24.3638	24.9509	25.5549	26.1991	26.8533	27.5209	28.2134	28.9161

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AFSCME-LIBRARY PERSONNEL

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Code	GR	Title	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6	Step #7	Step #8	Step #9	Step #10	Step #11	Step #12
2120	19	LIBRARY ASST-SC	48188	47287	48384	49508	50677	51898	53154	54494	55855	57243	58694	60148
			22.2059	22.7248	23.252	23.802	24.3838	24.9509	25.5549	26.1991	26.8533	27.5209	28.2134	28.9161
2112	22	COMPUTER TECH	49757	50931	52161	53434	54769	56137	57549	58983	60455	61959	63510	65104
			23.9216	24.486	25.0776	25.6994	26.3311	26.9891	27.6679	28.357	29.065	29.788	30.5338	31.3003
2104	25	LIBR CATALOGER	53434	54769	56137	57549	58983	60455	61959	63510	65104	66733	68391	70104
			25.6894	26.3311	26.9891	27.6679	28.367	29.085	29.788	30.5338	31.3003	32.083	32.8801	33.7039
2115	28	LIB YS LIBRARI	57959	59407	60896	62416	63973	65578	67213	68898	70607	72383	74191	76038
			27.8649	28.5611	29.277	30.0078	30.756	31.5278	32.3139	33.1239	33.9458	34.7994	35.6886	36.5568
2125	28	LIB CEL LIBRARI	57959	59407	60896	62416	63973	65578	67213	68898	70607	72383	74191	76038
			27.8649	28.5611	29.277	30.0078	30.756	31.5278	32.3139	33.1239	33.9458	34.7994	35.6886	36.5568
2126	28	LIB SC ARCHIVST	57959	59407	60896	62416	63973	65578	67213	68898	70607	72383	74191	76038
			27.8649	28.5611	29.277	30.0078	30.756	31.5278	32.3139	33.1239	33.9458	34.7994	35.6886	36.5568
2127	28	LIB SC LIBRARI	57959	59407	60896	62416	63973	65578	67213	68898	70607	72383	74191	76038
			27.8649	28.5611	29.277	30.0078	30.756	31.5278	32.3139	33.1239	33.9458	34.7994	35.6886	36.5568
2111	29	DEVELOP OFFICER	59407	60892	62418	63977	65573	67217	68894	70620	72372	74192	76045	77939
			28.5613	29.2751	30.0088	30.759	31.5253	32.3158	33.1219	33.9519	34.794	35.6693	36.5601	37.4708
2105	33	SR LIBRARIAN	65104	66733	68391	70104	71861	73651	75494	77388	79319	81308	83335	85419
			31.3003	32.083	32.8801	33.7039	34.5494	35.4091	36.2854	37.2055	38.134	39.0904	40.0649	41.0668

BASED ON 2080 HOURS ANNUALLY

* FISCAL YEAR 2025

APPENDIX B

PAY GRADES

Job Class	Job Class Description	Grade
1111	CLERK AIDE	5
1112	CLERK-LIB/A	7
1147	LIBRARY CLERK	7
1110	TECHNICAL SERVICES CLERK	10
1113	SR CLERK-LIB/A	12
1145	LIBRARY- SR CLERK	12
1218	LIBRARY ACQUISITIONS CLERK	13
2101	LIBRARY PR ASSISTANT	15
1114	LIBRARY PRINCIPAL CLERK	16
1146	LIBRARY CO PR CLERK	16
2102	LIBRARY ASSISTANT – YS	19
2121	LIBRARY ASSISTANT – OR	19
2120	LIBRARY ASSISTANT – SC	19
2112	COMPUTER TECH	22
2104	LIBRARIAN CATALOGER	25
2115	LIBRARY YS LIBRARIAN	28
2125	LIBRARY SC ARCHIVST	28
2126	LIBRARY SC LIBRARIAN	28
2111	DEVELOPMENT OFFICER	29
2105	SR LIBRARIAN	33

APPENDIX C

JOB EVALUATION COMMITTEE

APPENDIX C

LETTER OF UNDERSTANDING

The Union President will be informed of all Job Evaluation Committee meetings which affect the AFSCME bargaining unit. The President or his/her delegate may serve as an ex-officio member to the committee. The ex-officio member shall attend committee meetings without loss of pay.

Ty Autkamp
for the Union
6/29/00
date

Kay K. Renge
for the Library
6/29/00
date

APPENDIX D

RESERVE DRAW DOWN

The Library agrees that employees who use up all accumulated sick leave before completing the waiting period for long term disability benefits, may draw down on the balance of their credited severance reserve specified in Article 15, Section 3, on a dollar for dollar basis, with the reserve amount subsequently reduced by the amount drawn.

Tj Anthony
for the Union

Kay K. Runge
for the Library

6/20/00
date


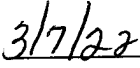

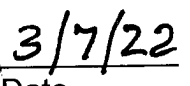
6/29/00
date

Appendix E

Memorandum of Agreement

Juneteenth Holiday

Beginning in CY2022, Juneteenth will be added as a paid holiday to Article 14, Section 1 of the collective bargaining agreement.

			
For the City	Date	For the Union	Date
Alison Fleming Human Resources Director		Terry Nixon Union President	