Edgewood-Colesburg CSD Classified Assn. (Support) 7/1/2006 6/30/2007

EDGEWOOD-COLESBURG CSD/
CLASSIFIED ASSN. (SUPPORT)

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PUBLIC EMPLOYMENT
RELATIONS BOARD

2006-2007
Master Agreement
between
the
Edgewood-Colesburg
Classified Association
and
the
Edgewood-Colesburg
Community School District

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Article 1---Preamble

The Board of Education of the Edgewood-Colesburg School District, hereinafter referred to as the Board, and the Edgewood-Colesburg Classified Association, hereinafter referred to as the Association, agree as follows:

Article 2---Definitions

A. Representative

The Edgewood-Colesburg Classified Association, an affiliate of the Iowa State Education Association and the National Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Edgewood-Colesburg Community School District as set forth in the certification instrument issued by the Public Employment Relations Board on the 23rd day of January, 1998, (Case No. 5786), whether on written contract or on leave.

The bargaining unit described in the above certification is as follows:

> All full-time and part-time bus drivers, bus mechanics and grounds keepers, custodians, secretaries, teacher aides and teacher associates.
>
> Excluded: Superintendent, superintendent's secretary, secretary to Board of Education, building principals, substitute teachers, classroom teachers, guidance counselors, professional certified librarian, nurse, other certified personnel and cooks, and all others excluded by Section 4 of the Act.

B. Board

The terms "Board", "District" or "employer" as used in the Agreement shall mean the Board of Education of the Edgewood-Colesburg Community School District and/or its duly authorized representative(s) or agent(s).

C. Employee

The term "employee" as used in this Agreement, shall mean a (all) person (s) represented by the Edgewood-Colesburg Classified Association as members of the bargaining unit as defined and certified by the Public Employment Relations Board.

D. Association

The term "Association" as used in this Agreement, shall mean the Edgewood-Colesburg Classified Association and/or its duly authorized representative(s) or agent(s).

Article 3---Grievance Procedure

1. Grievance

A "grievance" is a claim that there has been a violation, misinterpretation or misapplication of this agreement.

2. Aggrieved Person

An "aggrieved person" is any employee or group of employees, including the Association, making the complaint.

3. Party in Interest

"Party in Interest" is the person or persons making the complaint and any person, including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the complaint. Anyone who shall be a party in interest shall be bound by any and all decisions rendered herein.

4. Day

The term "days" as used in this Article and this Agreement, shall mean calendar days, except for Saturdays, Sundays, school district-observed legal holidays and school vacation days. Summer break is not considered "vacation days".

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems arising from this agreement which may from time to time affect employees. Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Procedure

A. Every aggrieved person covered by this agreement shall have the right to present grievances in accordance with these procedures.

B. A grievant may be represented at all pre-arbitration levels of the grievance procedure by himself/herself or, at his/her option by an Association representative(s) selected by the Association. If a grievant is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

C. Class grievances involving more than one supervisor or grievances involving an administrator above the building level may be filed by the Association at Level II.

D. The failure of an aggrieved person, persons and or the Association to act on any grievance within the described time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement in writing.

E. It is agreed that any investigation or other handling or processing of any grievance shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or classified staff.

Steps

Level One---Principal or immediate supervisor (informal)

Within ten (10) calendar days after the alleged violation, the aggrieved person shall first discuss the grievance with the person's principal or immediate supervisor.

Level Two-Principal (formal)

If the aggrieved person is not satisfied with the grievance disposition in Step One and would like to proceed to the next step, that person shall submit a written grievance to the principal within five (5) calendar days of the informal discussion. The written grievance shall state the nature of the grievance, specific contract clause violated and the remedy requested. The principal shall make a written response to the employee within five (5) calendar days after the grievance is formally filed.

With the written permission of the grievant, the principal shall submit a copy of the grievance and the response to the Association, on a form prescribed by the Association and approved by the Board.

Level Three-Superintendent

If the aggrieved person is not satisfied with the formal disposition in Step One and would like to proceed to the next step, that person shall file within five (5) calendar days after the receipt of the Level Two written response, the grievance in writing to the superintendent for consideration. The superintendent shall arrange for a conference with the grievant which shall take place within five (5) calendar days of the superintendent's receipt of the grievance.

With the written permission of the grievant, the Association shall be allowed to participate in a representative capacity for the grievant. The Association shall have the right to include in the conference such witnesses and representatives as it deems necessary to develop facts pertinent to the grievance.

Upon conclusion of the conference, the superintendent shall make a written response within ten (10) calendar days.

Level Four---Arbitration

If the grievance is not satisfactorily resolved at Level Three, there shall be available a fourth step of impartial binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grievant to the superintendent within twenty (20) calendar days from the receipt of the Level Three answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) calendar days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) calendar days, Iowa Public Employment Relations Board, will be requested to provide a panel of five (5) arbitrators. Each of the two parties will alternately strike one name from the panel until only one name shall remain.

The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties.

Expenses for the arbitrator's service shall be borne equally by the District and the Association.

The arbitrator's opinion shall not amend, modify, nullify, ignore or add to the provisions of the agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented in hearing and/or in writing by the District and the Association. The decision must be based solely and only upon the arbitrator's interpretation of the meaning or application of the expressed relevant language of the Agreement.

The arbitrator shall decide all substantive and procedural arbitrability issues arising under this agreement.

Miscellaneous
All documents, communications and/or records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Article 4---Dues Deduction

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional Association dues. The form of the assignment shall be set forth as an attachment to the Agreement and shall be approved by the Board of Education. Such deduction form must be in the hands of the Administration at least ten (10) days prior to a payroll day.

B. Regular Deductions

Pursuant to a deduction authorization, the Board shall deduct one-eighteenth (1/18) of total dues from the regular salary check of the employee each month of nine (9) months, beginning with the employee's first regular payroll period. Dues shall not include back dues, initiation fees, special assessment fines and/or PAC payments.

C. Duration

A new authorization form shall be due each and every contract year in accord with the above.

D. Transmission of Dues

The Board shall transmit to the Association, the total monthly deduction for professional dues within ten (10) working days following each regular pay period.

E. Hold Harmless

The Association agrees to indemnify and hold harmless the Board of Education, each individual Board member and all administrators against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions in the agreement between the parties for dues deduction.

Article 5---Sick Leave

Employees shall be granted leave of absence for personal illness or injury at full pay at the following accumulative benefits rate:

1. 1st year of employment---------- 10 days
2. 2nd year of employment---------- 11 days
3. 3rd year of employment---------- 12 days
4. 4th year of employment ---------- 13 days
5. 5th year of employment---------- 14 days
6. 6th year and subsequent years of employment----------15 days

The above number of days shall apply to consecutive years of employment in the school district. Unused portions shall be cumulative to a maximum of 180 days for employees that were employed prior to the start of the July 1, 1985 employment year. For employees hired thereafter, unused sick leave may be accumulated up to a maximum of 120 days which includes the current year as part of the maximum accumulation.

These sick leave days shall be credited to the employee as of the first official day of employment or school year, whichever comes first, when the employee reports for duty.

Family and personal medical/dental appointments shall be considered as sick leave. Such appointments shall be scheduled outside of work hours whenever possible.

Sick leave accumulated during periods of part-time employment shall be pro-rated according to the percentage that such part-time employee is in proportion to full-time employment.

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 15 of each school year. Protests to, errors in or omissions of the employees' written accounting of accumulated sick leave must be made to the District within thirty (30) days from the date the employee received notification of the written accounting of accumulated sick leave. If no protests are made within this thirty (30) day period, the accumulated sick leave days shall be considered accurate for that year and no further appeal or grievance will be permitted.

Article 6---Other Leaves of Absence

A. Personal

Employees shall be granted personal leave at full pay for personal business. This shall not exceed three (3) days and can not be accumulated from year to year. Personal leave may be granted on the basis of hourly increments.

Personal leave shall be pro-rated according to the percentage of employment such part-time employment is in proportion to full-time employment.

Personal leave will not be granted the day before or after a school holiday or vacation period, during inservice days, and/or during the first or last full week of school.

B. Immediate Family Illness

Employees shall be granted immediate family illness with full pay for immediate family members (spouse, children, mother, father, mother-in-law and father-in-law) not to exceed five (5) days per year.

Family illness leave shall be pro-rated according to the percentage of employment such part-time employment is in proportion to full-time employment.

C. Bereavement

Employees shall be granted five (5) days per year at full pay for funerals. In the event of a death of an employee, student or others closely related to the school district, leave may be mutually agreed upon by the employee and the superintendent without loss of pay.

Bereavement leave shall be pro-rated according to the percentage of employment such part-time employment is in proportion to full-time employment.

D. Jury and Legal

Employees shall be excused for jury duty. The difference between the employee's salary and the compensation paid for jury duty shall be paid by the District. If jury duty dismisses before the end of the employee's regular work day, the employee must return to his/her employment for the remainder of the work day.

E. Association

Up to three (3) working days shall be available to the Association for the purpose of attending conferences, conventions or committee meetings sponsored by the Association. A written request shall be presented to the administration at least five (5) working days before the request is granted. Association days shall not be charged to an employee's individual leave and can not be accumulated. The Association shall be responsible for all expenses associated with said employee leave.

F. Professional

Leave days with pay may be granted for attendance at professional conferences, workshops or conventions subject to Board approval. Applications by employees who desire to use such professional leave shall be filed with the building principal or immediate supervisor. The Board shall reimburse registration, travel and lodging at such a professional conference to include both working and non-working days.

G. Unpaid

Other temporary leaves of absences without pay may be granted by the superintendent for good reason. A request for such leave shall be submitted in writing by the employee at least ten (10) days prior to the start of the requested leave. A written reply shall be returned to the employee at least five (5) days prior to the start of the requested leave.

H. Extended

An employee who is unable to work because of personal illness, disability or death of a member of the immediate family and who has exhausted all leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to the end of the contract year. Such leave may be renewed each year upon written request by the employee and upon approval of that request by the Board.

I. Family and Medical Leave Act

Employees are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions set forth in the Act.

Article 7---Holidays and Vacation

A. Paid Holidays

The Board shall provide the following paid holidays for employees. Less than full-time employees shall receive a pro-rata amount of paid holidays.

Twelve (12) month contract
- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas (2 days)

Nine and one-half (9 1/2) month---eleven (11) month contract
- New Year's Day
- Good Friday
- Memorial Day (when school is in session beyond Memorial Day)
- Labor Day
- Thanksgiving
- Christmas (2 days)

Nine (9) month contract (25-40 hours per week)
- New Year's Day
- Good Friday
- Memorial Day (when school is in session beyond Memorial Day)
- Labor Day
- Thanksgiving
- Christmas Day

Nine (9) month contract (less than 25 hours per week)
- New Year's Day
- Thanksgiving
- Christmas Day

Bus drivers shall receive three (3) holidays (New Year's Day, Thanksgiving and Christmas) at the rate of $45.00 per day.

B. Vacation Periods

1. Schedule

Full-time, twelve (12) month employees shall accrue vacation according to the following schedule:

1-10 years of employment-------ten (10) days per year
11-20 years of employment-------fifteen (15) days per year
over 20 years of employment----twenty (20) days per year

Article 8---Staff Reduction

A. Staff reduction will be considered within each job classification, category of employees as follows: bus drivers, bus mechanics, grounds keepers, custodians, secretaries, teacher aides and teacher associates.

The Board shall take into account the following factors in making its decision:

1. Normal attrition resulting from employees retiring, resigning or through voluntary reduction.

2. Probationary employees in the job classification.

3. The remaining employees within the affected job classification by ability, qualification, and job performance as determined by the administration.

4. If all said employees are considered to be equal, as determined by the administration, then the employee in the job classification with the least total seniority shall be the first to be laid off.

Employees who are laid off shall have one (1) year of recall to the category from which they were laid off. Recall shall be in reverse order of layoff.

A. The employee who is to be recalled will be notified by certified mail (return receipt requested to his/her last known address. The employee must respond by certified mail to such notice within five (5) days after receipt thereof and actually report to work in ten (10) days after receipt of notice unless mutually agreed to. In the event the employee fails to comply with the above, he/she shall be terminated and lose all recall rights under this Agreement.

B. All employees on a layoff status shall retain the seniority and unused sick leave that they had when they were laid off. They will not continue to earn any benefits while on layoff.

C. Definitions:

1. Seniority is the continuous length of service with the District.

2. The seniority of an employee is determined by the length of continuous service computed in years, months and days from the date of the beginning of his/her last continuous employment. If these dates are identical for any two (2) or more employees with the District, the seniority of the employee shall be determined by the start date of actual employment.

3. Seniority List

The employer will prepare and post a list in the employee's lounge or on some bulletin board available to all employees on or before November 1 of each year. Employees shall be listed by the following classifications: bus drivers, bus mechanics, grounds keeper, custodians, secretaries, teacher aides and teacher associates. Protests to, errors in or omissions from such list must be made to the District within thirty (30) days from the date of the posting of such lists and revisions thereof. If no protests are made within this thirty (30) day period, the list will be considered accurate and no further appeal or grievance will be permitted.

Article 9---Evaluation

A. Within four (4) weeks after the beginning of the school year, or the start of employment, employees shall be informed of the evaluation procedures and instrument to be used.

B. First and second year employees will be formally evaluated a minimum of once a year. All other employees will be formally evaluated a minimum of once every three (3) years.

C. Employees will be given advance notice of their evaluation.

D. An employee may respond to all or parts of the formal written evaluation within ten (10) days of the receipt of a copy of the evaluation. A copy of said response will be attached to the evaluation form for placement in the evaluation file.

E. Each employee shall have the right to review and copy their evaluation file during regular office hours.

Article 10---Transfers

A. Transfers shall be determined as an assignment of employee to position within the same job classification.

B. Procedure

A vacancy shall be defined as those positions that will remain unfilled after the District exercises its right to realign and/or promote current employees. Realignment after a staff reduction is not a transfer. Transfers shall apply only to positions defined as vacancies.

When a vacancy has been posted and filled, the District will fill the resulting opening that occurs as a result of filling the vacancy. This will not be a transfer.

C. Posting of Job Vacancies or New Jobs

The District shall post a notice of each job vacancy or new job that occurs provided the vacancy is in a position which will be permanent in nature. The notice for permanent job openings will be posted on a designated bulletin board in each school building for five (5) days. Any employee can request a transfer to a job vacancy or opening within his/her job classification (bus driver; bus mechanics; grounds keepers; custodians; secretaries; and teacher aides and teacher associates) by informing the District in writing within five (5) days of the notice posting.

The job shall be assigned to the most qualified employee who meets the educational needs of the District and has the qualifications and skills necessary to perform the work as defined by the District.

If two or more employees are deemed to be equal, as previously defined, the job shall be awarded to the employee having the greatest seniority within the District.

No employee shall be allowed more than one (1) job change in a six (6) month period unless approved by the District.

The employee shall be notified in writing if the employee's transfer request is denied.

D. Summer Vacancies

Employees may file a notice of interest in potential vacancies with the Superintendent before the end of the school year. These notices shall be in writing and shall indicate the position(s) including the building assignment(s) to which the employee desires to transfer. The notice of interest shall include an address and telephone number where the employee can be notified of a posting. This special summer notice does not relieve the employee of the responsibility of filing a written stransfer request within five (5) days of the mailing of the notice.

E. This Article does not preclude the District from advertising, accepting applications, interviewing individuals and hiring from outside the bargaining unit.

F. See definition of Seniority: Article 8, Item C.

Article 11---Health and Safety Matters

A. Physical Examinations

Bus drivers shall have a physical examination every year or that which is required by the Department of Education. All other employees shall have a physical examination every three (3) years. The District shall pay the current rate for a physical at either Edgewood Clinic for the bus driver physical and up to sixty-five ($65) dollars for all other employees.

B. Protective Devices

Employees shall wear safety equipment provided by the employer. Such equipment shall be worn in a proper manner by the employee.

C. Unsafe and Hazardous Conditions

Employees shall report unsafe and/or hazardous conditions in writing to their immediate supervisor on a form developed by the District.

Article 12---Probationary Period

All new employees shall be subject to the serving of a probationary period that shall be considered as part of the examining process.

A. The probationary period for all employees shall be sixty (60) working days.

B. Probationary employees may be separated for any cause by the District during the probationary period without appeal. The District may discharge a probationary employee without notice to the Association.

C. Probationary employees shall not be entitled to any provisions or fringe benefits under the terms of this Agreement but will be able to accrue those benefits back to their date of hire once the probationary period has been completed.

Article 13---Hours of Work

A. Workday

The work day and work week of the employee will be determined by the employee's supervisor and may be changed as the need arises.

B. Lunch Period

Employees working six (6) or more hours per day will receive a thirty (30) minute unpaid duty free lunch subject to scheduling changes and unplanned interruptions.

C. Overtime

The work week shall include the days of Monday through Sunday. Overtime shall be paid according to the Fair Labor Standards Act.

D. Bus Trips

Regular bus drivers who desire extra trips shall notify their immediate supervisor who will place their names on a roster based on seniority. Such roster will include (in order), the names of regularly employed bus drivers, substitute bus drivers and members of another bargaining unit within the school district. If a bus driver is next in line for an extra trip and refuses the offer, the opportunity will be given to the next name on the list. If the extra trip conflicts with the driver's regularly scheduled route, it shall be the driver's choice as to whether or not he/she will take the extra trip in lieu of the regularly scheduled route and if the District determines a suitable replacement is available. The driver shall be compensated for the route or the trip driven.

E. Break Time

The District will provide a break for each employee that works more than three and one-half (3 1/2) hours.

Article 14---Insurance

A. Health and Major Medical Insurance

The District shall provide all full-time employees who work forty (40) hours, twelve (12) months, $4,750 to be applied towards the purchase of the district plan of health and major medical insurance.

Employees may use the cost of this single health insurance premium to purchase health and major medical insurance at another deductible rate.

In lieu of health and major medical insurance, employees may choose to take a tax sheltered annuity at $3000 per year.

B. Long term Disability Insurance

The District will provide long term disability insurance for all eligible employees excluding bus drivers.

C. Terms and Conditions

Terms and conditions of the existing insurance policy shall supersede any agreement in this Article. The District shall have the right at any time to procure the insurance referred to in the above sections from any reputable insurance company.

Article 15---Wages

A. Regular Salary Schedule

All employees shall be paid according to their proper job classification and placement on the regular salary schedule set forth in Schedule A.

B. Placement of New Hires

A new hire shall be placed on the salary schedule as determined by the District.

C. Advancement on Salary Schedule

Employees properly placed on the regular salary schedule shall be granted one (1) step on the schedule for each year of service until the maximum for their job classification has been reached. A year of service consists of employment in the District for one hundred twenty (120) or more days in one employment year.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in equal installments on the fifth (5th) and twentieth (20th) of each month by direct deposit to a bank of the employee's choice.

a. Holidays and Weekends

When a pay date falls on or during a holiday; Saturday or Sunday, employees shall receive their pay checks on the last previous working day.

b. Final School Year Pay

An employee working fewer than twelve (12) months shall receive his/her contracted salary at the next pay period following the last day of employment.

E. Certified Aide Classification

All aides who have fulfilled the requirements of one of the following will be moved to the Certified Aide classification:

1) A Bachelor's degree
1) An Associate's degree (AA or AS degree)
2) Iowa's voluntary certification program for paraprofessionals
3) A competency assessment (to be approved by the district)

Employees planning to move to the Certified Aide classification shall file suitable documentation of completion of the Certified Aide requirements no later than twenty (20) days after the beginning of the school year. Pay adjustments shall be retroactive to the beginning of the school year.

Article 16---Separability Clause and Duration

A. Compliance

This Agreement replaces and supersedes any and all other verbal or written agreements or previous practices between the parties. The Association and the employer acknowledge that the understandings and agreements arrived at between the parties in this agreement have been arrived at voluntarily and unqualifiedly. The Agreement cancels any and all previous practices between the parties and this Agreement shall solely set forth all understandings and agreements between parties.

B. Printing Agreement

A copy of this Agreement shall be provided to the Board after the completion of negotiations. Typing of the Agreement will be done by the District. The Board agrees to reproduce one copy of the Agreement for each member of the bargaining unit plus ten (10) copies for the Association.

C. Duration Period

This Agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2006.

D. Signature Clause

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators and their signatures placed thereon, all on this 2nd day of March, 2005.

Edgewood-Colesburg Classified Assoc.	Edgewood-Colesburg CSD
Association	Board of Education
By: Arlyn J. Hansen 6-20-05	By: Randall Mesder
President	President
By: Arlyn J. Hansen 6-20-05	By: Randall Mesder
Chief Negotiator	Chief Negotiator

Schedule B

DUES DEDUCTION

Date _____

Name of Employee_____

I hereby authorize the Secretary of the Edgewood-Colesburg Community School District to deduct Association dues as stated in Article IX of the Master Agreement.

Signature of Employee _____

LETTER OF MEMORANDUM

between

Edgewood-Colesburg Classified Association

and the

Edgewood-Colesburg School District

Beginning with July 1, 1998, two employees will be capped at a maximum sick leave accumulation which includes the current year in the maximum accumulation. These two employees may only continue to accrue sick leave up to this maximum accumulation and not beyond the number of sick days as provided by this Agreement. This particular Agreement applies only to these two employees and will cease to exist once the employees are no longer employed by the District. These two employees are identified as Janet Nadermann (146.34 sick leave days capped) and Jeff Harbaugh (167.94 sick leave days capped).

Association	Date	District	Date

Schedule C

GRIEVANCE FORM

Distribution of Form

1. Association
2. Employee
3. Employer

#_____

_____
Step 1: Meeting Date

_____
Step 2: Date Filed

Grievant(s):_____

.....

Step 2

A. Date Violation Occurred:_____

B. Section(s) of Contract Violated:_____
_____

C. Statement of Grievance:_____
_____

_____

D. Relief Sought:_____
_____

_____

Signature:_____ Date:_____

E. Disposition by Principal or Immediate Supervisor:_____
_____

_____

_____

Signature of Principal
or Immediate Supervisor:_____ Date:_____

Step 3

A. **Signature of Grievant:**_____ **Date:**_____

B. **Disposition by Superintendent or Designee:**_____

_____

_____

_____

_____

Signature of Superintendent:_____ **Date:**_____

.....

Step 4

A. **Signature of Association Representative:**_____

B. **Date Submitted to Arbitration:**_____

SCHEDULE A

2006-2007 EDGEWOOD-COLESBURG CLASSIFIED ASSOCIATION

	0	1	2	3	4
Secretaries	9.45	9.75	10.05	10.35	10.65
Custodians	9.45	9.75	10.05	10.35	10.65
Aides	8.35	8.65	8.95	9.25	9.55
Certified Aides	8.50	8.80	9.10	9.40	9.70
Bus Mechanic	10.85	11.15	11.45	11.75	12.05
Asst. Bus Mech./Grounds	10.10	10.40	10.70	11.00	11.30
Bus Drivers (per month)	$870.	$885.	$900.	$915.	$930.

Head positions receive $0.75 per hour above their corresponding lanes.
Step movement will be ½ step per year.

At the beginning of the 16th year of service through the 20th year in the District, the employee will receive an additional $.20 per hour added to their base rate of pay. At the beginning of the 16th year of service through the 20th year in the District, the bus drivers will receive an additional $20.00 per month added to their base rate of pay.

At the beginning of the 21st year of service through the 25th year in the District, the employee will receive an additional $.25 per hour added to their base rate of pay. At the beginning of the 21st year of service through the 25th year in the District, the bus drivers will receive an additional $25.00 per month added to their base rate of pay.

At the beginning of the 26th year of service in the District, the employee will receive an additional $.30 per hour added to their base rate of pay. At the beginning of the 26th year of service in the District, the bus drivers will receive an additional $30.00 per month added to their base rate of pay.

The District may hire new employees above step 0.
All employees are place on the salary schedule.

Other Bus Driving Rates:

Edgewood west route	$15.00 per day or $7.50 per trip
Colesburg east route	$15.00 per day or $7.50 per trip
Extra miles based on 52 miles	$11.25 per mile/per month
Shuttles – Colesburg	$13.65 per day
Shuttles – Edgewood	$11.90 per day
Out of District-Special Ed	$ 0.58 per mile
Early Bird Shuttles	$11.00 per trip
Activity Shuttle	$11.00 per trip
Activity Trips/Field Trips	$ 8.00 per hour
Bus Inspection – Colesburg	$15.00 per trip
Bus Inspection – Edgewood	$11.00 per trip
Drug/alcohol test – Colesburg	$30.00 per trip

Drug/alcohol test – Edgewood	$20.00 per trip
Drug/alcohol test – in district	$ 5.00 per test
No show or minimum run	$ 8.50 per trip
Substitute bus run-no shuttle	$20.00 per trip
After 10 days (same route)	$22.00 per trip
Substitute bus run w/shuttle	$25.00 per trip
After 10 day (same route)	$27.00 per trip
Substitute run-Garnavillo	$11.50 per trip
Substitute run – Edgewood west	$ 8.00 per trip
Substitute run – Colesburg east	$ 6.50 per trip