2011 - 2013

COLLECTIVE BARGAINING AGREEMENT

BETWEEN
THE STATE OF IOWA
AND
THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 61 AFL-CIO

MASTER CONTRACT
for the following bargaining units
BLUE COLLAR
CLERICAL
COMMUNITY BASED CORRECTIONS
PROFESSIONAL FISCAL & STAFF
PATIENT CARE
SECURITY
TECHNICAL

Effective: July 1, 2011 through June 30, 2013

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ARTICLE I
AGREEMENT

This Agreement made and entered into this 1st day of July 2011, at Des Moines, Iowa, pursuant to the provisions of Chapter 20 of the Code of Iowa, by and between the State of Iowa (hereinafter referred to as the Employer) and the American Federation of State, County, and Municipal Employees, Iowa Public Employees Council 61, AFL-CIO (hereinafter referred to as the Union), and its appropriate affiliated locals, as representatives of employees employed by the State of Iowa, as set forth specifically in Appendix A.

ARTICLE II
RECOGNITION AND UNION SECURITY

Section 1 Bargaining Units

A. The Employer recognizes the Union as the exclusive collective bargaining agent for employees as certified by the Iowa Public Employment Relations Board (PERB) as set forth in Appendix A. The Employer will not, during the life of this Agreement, meet and negotiate with any group of employees or with any other employee organization with respect to terms and conditions of employment covered by this Agreement.

B. Employees excluded from the bargaining unit are all employees of the State of Iowa who are managerial, supervisory or confidential, part-time employees who

are scheduled for less than seven hundred eighty (780) hours per fiscal year and who are scheduled for less than an average of fifteen (15) hours per week, and all other employees specifically excluded by the provisions of Chapter 20 of the Code of Iowa.

C. Employees who are scheduled for an average of less than twenty (20) hours per week, but more than fifteen (15) hours per week, will not be entitled to sick leave, holiday, vacation, and insurance benefits. However, where permanent part-time employees are currently receiving prorated benefits, such benefits shall be continued. In order to comply with pay equity, all employees at their date of hire shall be paid in accordance with collectively bargained pay schedules.

D. The Employer shall notify the Union prior to adding or deleting classes in the classification plans. The Union shall request a meeting within twenty (20) calendar days following receipt of the notice to review the proposed additions and/or deletions. If no meeting is requested, the Employer may proceed to implement the proposals. If the parties meet to review the additions and/or deletions, and if they are unable to reach agreement as to their inclusion or exclusion from the bargaining unit, they shall submit the disputed class additions and/or deletions to PERB for final resolution. (Board of Regents, see Appendix M)

Section 2 Dues Deduction

A. Upon receipt of a voluntary written individual order from any of its employees covered by this Agreement, on forms provided by the Union, the Employer will

deduct from the pay due such employee those dues required as the employee's membership dues in the Union and fees for Union insurance programs.

B. Such order shall be effective only as to membership dues becoming due after the date of delivery of such authorization to the payroll office of the employing unit. Deductions shall be made only when the employee has sufficient earnings to cover same after deductions for social security, federal taxes, state taxes, retirement, health insurance, dental insurance and life insurance. Deductions shall be in such amount as shall be certified to the Employer in writing by the authorized representative of the Union.

C. Such orders shall be terminable with written notice to the Employer and the Union either between June 15th and June 30th of the second or last year of each Agreement or within a two (2) week period following the anniversary date of the employee's authorization to withhold dues. The Employer agrees not to hold requests to terminate authorization for payroll dues deduction. Such deductions shall cease within sixty (60) calendar days from receipt of the employee's notice to terminate dues deduction.

D. The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits, or other forms of liability which may arise out of any action taken or not taken by the Employer for the purpose of complying with the provisions of this Section.

E. No other employee organization shall be granted or allowed to maintain payroll deduction for employees covered by this Agreement.

F. The Employer shall submit to the Union, with each remittance of deductions, a list of all employees having such deductions, including all information presently provided by each department and agency. On a monthly basis, and at no cost to the Union, the Employer shall provide the Union with a computer tape or diskette, whichever is mutually agreeable, which, in a format agreeable to both parties, shows each bargaining unit employee's name, home address, home number in the public domain, payroll number, work location, work number (if available), pay grade, step, and hourly wage rate, as well as a header tape with insurance information, and any other information mutually agreed to. Each time the ten (10) digit payroll header file is changed, but no less than annually, the Employer shall provide the Union with a list showing the header codes and code key. For those employee groups, such as employees of Community Based Corrections, Iowa School for the Deaf, and Iowa Braille and Sight Saving School, where a computer tape is not available on a monthly basis, the Employer will, at no cost to the Union, provide the Union with a diskette showing the above information.

G. Local unions within AFSCME may independently adjust their dues structures to meet local needs. The local unions will provide written notice to Council 61 regarding any dues deduction changes. The Employer will effectuate one (1) change per local per fiscal year at no cost to the Union within sixty (60) calendar days after receipt of notice of such change from AFSCME Iowa Council 61. However, such notice may be given

only from December 1 through January 31, or June 1 through July 31. A second change requested by a local in a fiscal year or a change requested at a time other than the periods stated above will be implemented within sixty (60) calendar days from the Employer's receipt of such request, but the local Union will be charged for programming costs. Such change will not be implemented during the months of December, January or July.

H. The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union, together with an itemized statement showing the name of the employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. Reporting shall be consistent with Article II, Section 2(F).

Section 3 Bulletin Boards

A. The Union shall be allowed to utilize one-half (1/ 2) of the space on existing bulletin boards customarily used for the posting of information to the employees in the unit. It is understood that there shall be no pyramiding by the Union and that no more than one-half (1/2) of any existing bulletin boards shall be used by the Union regardless of the number of bargaining units represented.

This provision shall not apply to bulletin boards customarily used for the posting of notices to students, patients or inmates at State institutions.

B. No political campaign literature or material detrimental to the Employer or the Union shall be posted.

C. The Employer agrees that during working hours, without loss of pay, and on the Employer's premises, Union representatives shall be granted a reasonable amount of time for the purpose of posting Union notices on designated bulletin boards.

(Capital Complex, see Appendix L)

Section 4 Union Leave

A. Elected constitutional officers of the Union and/or its affiliated locals/chapters shall, upon written request of the Union and/or its affiliated locals/chapters, be granted a leave of absence without pay for the term of office, not to exceed two (2) years. Appointed officials of the Union and/or its affiliated locals/chapters shall, upon written request of the Union and/or its affiliated locals/chapters, be granted a leave of absence without pay for the term of office, not to exceed two (2) years unless the absence of the employee would cause a substantial hardship on the operating efficiency of the employing unit.

The Employer agrees to provide the Union an explanation of why the request constitutes a hardship. Grievances involving the issue of whether a substantial hardship does, in fact, exist may be appealed directly to arbitration pursuant to Article IV of this Agreement.

Notwithstanding the above, elected or appointed officials of the Union and/or its affiliated locals/chapters may elect to take vacation or earned compensatory time in lieu of a leave of absence without pay.

B. These same elected officers shall be released for monthly local/chapter meetings and quarterly Council 61 meetings under the same rules as above. The employee will provide the employee's supervisor with ten (10) calendar days written notice for these meetings. A Union officer's leave supersedes any other scheduled leave of bargaining unit members. Any special meeting requiring less than ten (10) calendar days notice must be arranged through the Department of Administrative Services-Human Resources Enterprise (DAS-HRE). Union leave with less than ten (10) calendar days advance notice shall be limited to ten (10) days per employee per year.

C. Upon the request of the President of AFSCME Iowa Council 61 to the Chief Operating Officer of the Department of Administrative Services – Human Resources Enterprise, employees shall be granted a Union leave for other Union activities. Such leave(s) shall be limited to ninety (90) calendar days per person in each fiscal year. Pursuant to subsection A of this Section, the leave may be denied if the absence of the employee would cause a substantial hardship on the operating efficiency of the employing unit.

D. During Union leave without pay for thirty (30) calendar days or less, employees shall continue to accrue sick leave and annual (vacation) leave and the Employer will continue to pay the Employer's share of

all insurances.

At the Union President's written request, during periods of leave of thirty (30) calendar days or less, the Employer will continue to pay the employee's wages so that the employee's retirement contributions will be uninterrupted. The Employer shall submit a billing including the dates of the leave and the number of hours used to AFSCME within thirty (30) calendar days of the end of the pay period in which the leave occurred. The billing will include gross wages including the Employer's share of retirement and federal payroll taxes paid during such periods of Union leave without pay. The Employer shall receive reimbursement from the Union within thirty (30) calendar days following receipt of the Employer's billing.

Failure to reimburse the Employer in accordance with this provision will nullify this subsection in its entirety for the period remaining in the term of this Agreement.

Section 5 Union Conventions and Conferences

A. Duly elected Union delegates or alternates to the annual conventions of AFSCME Iowa Council 61, AFL-CIO and the Iowa Federation of Labor, AFL-CIO shall be granted time off without pay, not to exceed a total of ten (10) work days annually, to attend said conventions.

B. Duly elected Union delegates or alternates to the biennial convention of AFSCME International, AFL-CIO shall be granted time off without pay, not to exceed a total of ten (10) work days, to attend said convention.

C. Union representatives selected to attend Union

conferences shall be granted time off, without pay, not to exceed ten (10) work days annually, to attend said conferences.

D. The Union shall give the Employer at least ten (10) work days advance notice of the employees who will be attending such functions whenever possible. Time off taken pursuant to this Section may be charged to vacation, earned compensatory time, or leave of absence without pay as the individual employee may designate.

Section 6 Union Activity

Bargaining unit employees, including Union officers and representatives, shall not conduct any Union activity or Union business on State time except as specifically authorized by the provisions of this Agreement.

Section 7 Discrimination

The parties agree that their respective policies will not violate any bargaining unit member's rights which are provided in this Agreement because of Union or non-union affiliation.

Section 8 Union Activity Protection

A. Chapter 20 of the Code of Iowa provides that the Employer is prohibited from interfering with concerted Union activity, as set forth in Sections 20.10 (2) a-h of the Code of Iowa.

B. Bargaining unit employees who allege a violation of these rights may elect to file charges pursuant to Section 20.10 (2) of the Code of Iowa. In addition to the

procedures set forth in the Code of Iowa, Section 20.11 and Public Employment Relations Board (PERB) Rules, Iowa Administrative Code 621-3, PERB shall, at the request of the parties and pursuant to this Agreement, provide an expedited procedure for the resolution of alleged violations of subsection A of this Section. When one of the parties submits a request to utilize this expedited procedure, the other party shall agree or disagree in writing within fourteen (14) calendar days of its receipt of the request. The procedure shall provide for an adjudicator designated by PERB to conduct a hearing and issue appropriate decisions and orders. The adjudicator shall endeavor to issue such decisions and orders within thirty (30) days. If the bargaining unit employee elects to utilize the expedited procedure, the parties to this Agreement agree that those procedures shall be exclusive and that the adjudicator's decision and order shall be final and binding.

Section 9 Union Visitation

Upon request, Union representatives will be allowed to meet with bargaining unit employees during the employees' non-work time on the Employer's premises, provided suitable meeting facilities are available and practical.

Section 10 No Reprisal

The Employer shall not take reprisal action against an employee for disclosure of information by that employee to a member of the General Assembly, the Legislative Service Agency or the respective caucus

staff of the General Assembly, or for disclosure of information which the employee reasonably believes is evidence of a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

Section 11 Electronic Communication

For purposes of this section, the term "electronic communication device" is defined to mean the Employer's telephone, cellular telephone, pager, facsimile machine, and the e-mail system.

Only representatives of the Union whose names have been provided to the Employer shall be permitted to use electronic communication devices subject to the following conditions:

1. The amount of time used by the Union representative must be reasonable and must not unduly interfere with the performance of the Union representative's work duties.
2. Communication is limited to the processing of grievances, matters pertaining to investigatory interviews, labor/management meetings, and other information normally posted on Union bulletin boards.
3. No political campaign literature or material detrimental to the Employer will be transmitted by the Union representative.
4. Employees who use electronic communication devices will be responsible for payment of costs incurred by the Employer which are in addition to normal operating costs.

5. Employer work rules and policies, not in conflict with this Section, will apply.

Nothing herein should be construed as creating restrictions on previously permitted uses or as authorizing use in locations where use is prohibited due to health, safety, confidential or security reasons.

Section 12 New Employee Orientation

The Employer will notify the local Union President/ Chapter Chair within fourteen (14) calendar days that a new employee has been hired. The Employer will provide the name(s) and work location(s) of all new employee(s). One (1) representative of the local Union shall be part of the Employer's formal orientation and shall be granted up to thirty (30) minutes for Union orientation during the formal orientation for new employees either as a group or with individuals. New employees who are members of the bargaining unit will be required to attend the thirty (30) minute Union orientation in paid status. Non-bargaining unit employees will not be allowed to attend the Union orientation.

Where the Employer does not have a formal orientation program, the Employer will notify the Local Union President/Chapter Chair, within fourteen (14) calendar days, that a new employee(s) has been hired. The Employer will provide the name(s) and work location(s) of the new employee(s). The Employer will allow, as the Union may elect, either up to thirty (30) minutes for Union orientation with the new employee to be scheduled by the Employer within thirty (30) days

of the date of hire, or the distribution to new employees represented by the Union a packet of information material furnished to the Employer by the local Union.

The Employer retains the right to review materials provided for new employees by the Union and refuse to distribute any political campaign literature or material detrimental to the Employer.

The Union representative shall be in pay status for the thirty (30) minute Union orientation only if the representative is on duty at the time the orientation is presented. No local Union representative shall receive overtime, call-back pay, etc., for participating in the employee orientation program while off duty. This does not supersede the current agreement on New Employee Orientation between the Union and the Department of Corrections. That agreement remains in effect.

ARTICLE III
MANAGEMENT RIGHTS

Consistent with this Agreement, Management shall have, in addition to all powers, duties and rights established by constitutional provisions, statute, ordinance, charter or special act, the exclusive power, duty, and the right to:

1. Direct the work of its employees.
2. Hire, promote, demote, transfer, assign, and retain employees in positions within its agencies.
3. Suspend, discipline or discharge employees for proper cause.

4. Maintain the efficiency of governmental operations.
5. Relieve 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 Employer's operations are to be conducted.
7. Take such actions as may be necessary to carry out the mission of its agencies.
8. Initiate, prepare, certify and administer its budget.
9. Exercise all powers and duties granted to the Employer by law.

ARTICLE IV
GRIEVANCE PROCEDURE

Section 1 Definition

A. A grievance shall be a written complaint alleging a violation involving the application and interpretation of the provisions of this Agreement.

B. A grievance shall contain a statement of the grievance by indicating the issue(s) involved, the relief sought, the date the incident(s) or violation(s) took place, if known, and the specific Section or Sections of the Agreement involved. The grievance shall be presented to the Appointing Authority or his/her designee, or the District Director or his/her designee for CBC, on forms mutually agreed upon and furnished by the Union, and signed and dated by the Union. The grievance form will state the name of the employee(s) authorizing the filing

of the grievance. An aggrieved employee shall have the right to a Union representative appointed by the Union.

C. Any bargaining unit employee shall have the right to meet and adjust his/her individual complaint with the Employer.

D. The arbitration provisions of this Agreement may only be invoked with the approval of the Union and, in the case of an employee's grievance, only with the approval of the employee.

E. All grievances must be presented promptly and no later than fourteen (14) calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of such grievance; however, under no circumstances shall a grievance be considered timely after six (6) months from the date of occurrence.

Section 2 Grievance Steps

(Board of Regents, see Appendix M; Community Based Corrections, see Appendix S)

A. Step 1

Within fourteen (14) calendar days of receipt of the written grievance from the employee or his/her Union representative, the Appointing Authority or his/her designee, or the District Director or his/her designee for CBC, will meet with the appropriate Union representative at a mutually agreed upon time and date (with or without the aggrieved employee) and attempt to resolve the grievance. A written answer will be placed on the grievance following the meeting by the Appointing Authority or his/her designee, or the District Director or his/her designee for CBC, and

returned to the employee and the Union representative within fourteen (14) calendar days from receipt of the written grievance submitted to the Appointing Authority. Settlements at this step will be non-precedent setting unless designated otherwise.

B. Step 2

If dissatisfied with the Employer's answer in Step 1, to be considered further, the grievance must be appealed by facsimile transmission, regular U.S. mail, local mail (institutional, departmental or interdepartmental) or hand-delivered to the Chief Operating Officer of DAS-HRE or the Officer's designee, or the District Director or his/her designee for CBC, within fourteen (14) calendar days from receipt of the answer in Step 1. Within forty-five (45) calendar days after the receipt of the appeal at Step 2, the designee of the Chief Operating Officer of DAS-HRE, or the District Director or his/her designee for CBC, will meet with the appropriate Union representative (with or without the aggrieved employee) and attempt to reach resolution of the grievance. On grievances which do not involve discipline or discharge, the parties will, where practicable and feasible, meet via a telephone conference. Within thirty (30) calendar days following this meeting, a written answer will be issued and attached to the grievance by the Chief Operating Officer of DAS-HRE or the Chief Operating Officer's designee, or the District Director or his/her designee for CBC, and returned to the grievant and the Union representative. Step 2 answers shall be sent by facsimile transmission, regular U.S. mail, local mail (institutional, departmental or interdepartmental), hand-delivered, or e-mail (if the grievant provides an e-mail address).

E-mails will be considered confidential personnel documents in accordance with Iowa Code Section 22.7. (Board of Regents, see Appendix M; Community Based Corrections, see Appendix S)

Note: Grievances filed under Article IV, Section 9 will be eligible to proceed to GRIP. All other grievances will be eligible to proceed to arbitration.

C. Step 3 – Grievance Resolution Improvement Process (GRIP):

Disciplinary grievances which have not been settled under the foregoing procedures are eligible to be heard by the Grievance Resolution Panel. To be considered further, the grievance must be placed on the Grievance Resolution Panel docket within thirty (30) calendar days from receipt of the answer in Step 2 by the keeper of the docket. The issue as stated in Step 2 shall constitute the sole and entire subject matter to be heard by the Grievance Resolution Panel, unless the parties mutually agree to modify the scope of the grievance.

The procedures to be used by the Grievance Resolution Panel will be governed by the "Rules of Procedure for the Grievance Resolution Improvement Process."

D. Step 4 – Arbitration

Grievances which have not been settled under the foregoing procedure are eligible for arbitration. The issue as stated in Step 2 shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties mutually agree to modify the scope of the hearing. If an unresolved grievance is not arbitrated, it shall be considered terminated on the basis of the Step 2 answer without prejudice or precedent in the

resolution of future grievances.

For the purpose of selecting an impartial arbitrator, the parties will meet upon request and if unable to agree on an impartial arbitrator, the parties or party, acting jointly or separately, shall request PERB to submit a five (5) member panel of arbitrators. If the panel submitted by PERB is unacceptable to either party, the parties shall request a second panel of arbitrators from PERB. The AFSCME representative and the DAS-HRE representative will contact the arbitrator and set a date for the arbitration hearing. After the date for the arbitration hearing is established, the AFSCME representative and the DAS-HRE representative will schedule a meeting, not less than one (1) week prior to the grievance arbitration hearing date, to exchange all evidence relevant to the grievance that is available to them at that time through the exercise of reasonable diligence. If not provided at the pre-arbitration meeting, evidence cannot be offered at the arbitration hearing unless the party can prove that the evidence was not available to the party through the exercise of reasonable diligence.

Where two (2) or more grievances are appealed to arbitration, an effort will be made by the parties to agree upon the grievances to be heard by any one (1) arbitrator. On the grievances where agreement is not reached, a separate arbitrator shall be appointed for each grievance. The cost of the arbitrator and expenses of the hearing will be shared equally by the parties; however, the costs of transcripts shall be borne by the requesting party without having to furnish a copy to the other party, unless the parties mutually agree to share

the entire cost. Except as provided in Section 8 of this Article, each of the parties shall bear the cost of their own witnesses, including any lost wages that may be incurred. The parties agree to share any cancellation fees for arbitration hearings canceled or postponed by mutual agreement. The party that is solely responsible for the cancellation or postponement of an arbitration hearing without the mutual consent of the other party shall pay the entire cancellation fee.

The arbitrator shall only have authority to determine the compliance with the provisions of this Agreement. The arbitrator shall not have jurisdiction or authority to add to, amend, modify, nullify, or ignore in any way the provisions of this Agreement and shall not make any award which in effect would grant the Union or the Employer any matters which were not obtained in the negotiation process.

The decision of the arbitrator shall be final and binding on both parties to this Agreement provided any such decision does not exceed the arbitrator's jurisdiction or authority as set forth above.

Section 3 Time Limits

Grievances not appealed within the designated time limits in any step of the grievance procedure may be denied by the Employer on the basis of timeliness. The Union reserves the right to submit such grievances to arbitration. The parties agree, however, that in grievances where timeliness is an issue, the grievance may be submitted by the Union to the next higher step, through of the date the grievance answer should have been issued. In order to allow the parties to attempt to

resolve it.

Grievances not answered by the Employer within the designated time limits in any step of the grievance procedure may be appealed to the next step within fourteen (14) calendar days of the date the grievance answer should have been issued. In order to be considered timely, a grievance must be scheduled for an arbitration hearing no later than nine (9) months from the date the grievance was answered by the Employer at Step 2. In order to be considered timely, a discharge grievance must be scheduled for an arbitration hearing no later than one hundred twenty (120) days from the date the grievance was answered by the Employer at Step 2. The Union may, at its option, seek to schedule an arbitration hearing any time after the Step 2 was due in the event the Employer fails to timely provide the response. Authority to schedule a hearing rests with the arbitrator should the parties disagree. The parties may, however, mutually agree in writing to extend the time limits in any step of the grievance procedure. In the event the U.S. mail is used, the mailing of the grievance or response thereto shall be considered timely if postmarked within the time limits.

Section 4 Retroactivity

Settlement of a grievance may or may not be retroactive as the equities of particular cases may demand. In any case, where it is determined that the award should be applied retroactively, the maximum period of retroactivity allowed shall be a date not earlier than six (6) months prior to the date of initiation of the written grievance in Step 1.

Section 5 Exclusive Procedure

The grievance procedure set out above shall be exclusive and shall replace any other grievance procedure for adjustment of any disputes arising from the application and interpretation of this Agreement.

Section 6 Names of Stewards and Management Representatives

For informational purposes only, the Union shall provide DAS-HRE with a written list setting forth the names and jurisdictional areas of Union representatives. The Employer shall supply the Local Union with a list of Management representatives to contact on grievance matters.

Section 7 Representation

An employee may consult with a local Union representative during working hours relative to a grievance matter by first contacting the employee's supervisor. The employee's supervisor shall arrange a meeting to take place as soon as possible for the employee with a Union representative through the Union representative's supervisor.

Section 8 Processing Grievances

Union representatives who are members of Judicial Branch or Executive Branch bargaining units and grievants will be permitted a reasonable amount of time to process grievances during their regularly scheduled hours of employment. Processing grievances shall be defined as investigating, filing, and attending any step meeting and/or hearing regarding grievances. However,

only one (1) local Union representative will be in pay status for any one (1) grievance. Whenever possible, the Union representatives will provide twenty-four (24) hours notice to their supervisor(s).

Further, in a group grievance, up to three percent (3%), but not less than one (1) nor more than ten (10) of the grievants shall be in pay status as spokesperson(s) for the group. Group grievances are defined as, and limited to, those grievances which cover more than one (1) employee and which involve like circumstances and facts for the grievants involved.

The Employer is not responsible for any compensation of employees or Union representatives for time spent processing grievances outside their regularly scheduled hours of employment. The Employer is not responsible for any travel or subsistence expenses incurred by grievants or Union representatives in the processing of grievances.

Notwithstanding the foregoing provisions of this Section, the Employer agrees to conduct all grievance meetings involving third shift employees either during that shift or at a time which is contiguous to the employee's shift. The Employer is not responsible for any compensation of third shift employees for such grievance meetings unless the Employer specifically requests, or if the parties mutually agree, that the grievant attend the hearing, in which case the grievant shall be compensated for the actual time spent in such hearing at his/her regular hourly rate and shall not be counted as hours worked for purposes of computing overtime.

Section 9 Discipline and Discharge

The parties recognize the authority of the Employer to suspend, discharge or take other appropriate disciplinary action against employees for just cause. The employee who alleges that such action was not based on just cause may appeal a suspension or discharge taken by the Employer beginning with Step 2 of the grievance procedure. All other disciplinary action shall begin with Step 1 of the grievance procedure.

Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure. The Employer shall not discipline an employee without just cause, recognizing and considering progressive discipline where applicable. (See Appendix K for discipline related to attendance) Written reprimands, clarifications of expectations, or other similar memoranda shall be removed from the employee's personnel file after one (1) year provided no further disciplinary action has been taken against the employee.

The Employer shall provide written notification to affected employees prior to beginning an investigation into allegations of child abuse pursuant to Chapter 235A of the Code of Iowa and allegations of dependent adult abuse pursuant to Chapter 235B of the Code of Iowa and at the conclusion of such investigation.

Whenever the Employer determines that an employee must be removed from a current work assignment pending the completion of an investigation by the Employer to determine if disciplinary action is warranted, the Employer may:

1. Reassign the employee to another work assignment

at their current rate of pay for up to twenty-one (21) calendar days, or

2. Suspend the employee from work for up to twenty-one (21) calendar days.

If the employee is suspended under number two (2) above, the employee shall be in pay status at their current rate of pay. If the investigation has not been completed within twenty-one (21) calendar days, the Employer will provide the steward who was involved in the investigation (if applicable) and the local Union President with a report regarding the status of the investigation. Additional reports will be provided on a periodic twenty-one (21) day basis thereafter. If, at the completion of the investigation, the Employer decides that suspension or discharge is warranted, the Employer shall have the right to recover the pay provided during the period of suspension under number two (2) above, consistent with the disciplinary action.

The Union shall receive written notice of any disciplinary action or measure imposed upon an employee within three (3) working days of the time such action is taken.

Section 10 Exclusion of Probationary Employees

Notwithstanding Section 9 above, nor any other provision(s) of this Agreement, the release of probationary employees shall not be subject to the grievance procedure.

Section 11 Exclusion of Grievant

The aggrieved employee is entitled to be present at all steps of the grievance procedure. Should the employee

be excused by either party, the grievance shall be processed in the absence of the aggrieved employee and the Union will be allowed a maximum of two (2) representatives in pay status.

Section 12 Exchange of Information for Processing Grievances

A. The Union and the Employer agree that it is incumbent upon the parties to share all information available regarding grievances involving the Union, employees, and the Employer.

B. Weingarten principles (the right of an employee who reasonably believes that they may be subject to discipline to have, upon the employee's request, a Union representative present during the investigatory interview) shall apply during investigatory interviews of an employee.

C. Upon request from the Union representative, the Employer will provide that Union representative with written statements of witnesses, if they exist.

D. Upon request from the Employer's representative, the Union will provide the Employer's representative with statements of witnesses, if they exist.

E. Employees who receive witness statements must comply with the State's policy that witness statements and the information contained in the statements will not be redisseminated to any person not directly involved with the processing of the grievance. Employees who violate the State's policy on redissemination will be subject to disciplinary action.

F. When a grievance is scheduled for arbitration, if the representative of either party desires to interview a

witness prior to the arbitration hearing and the witness has been interviewed by the Employer or the Union in the course of a grievance investigation, the interview shall be conducted in the presence of a representative from DAS-HRE. Witnesses are not required to grant the interview, however, such interviews, when conducted, shall be limited to the witness, an AFSCME Iowa Council 61 staff representative or attorney, and the representative from DAS-HRE.

Section 13 Resolution of Timeliness Arbitrability Issues

Where an issue exists as to the timeliness arbitrability of a particular grievance, the Chief Operating Officer of DAS-HRE or the Chief Operating Officer's designee shall give written notice to the Union. Following written notice, the timeliness dispute shall be submitted to an arbitrator, other than the arbitrator selected to determine the merits of the grievance, upon written submissions and by telephone hearing only.

Where the timeliness of a particular grievance is submitted to arbitration, the date for such arbitration shall be scheduled within thirty (30) days following the date that DAS-HRE provided notice to the Union, and a decision rendered within thirty (30) days following the date of the timeliness arbitrability hearing.

The party that does not prevail in the timeliness dispute must pay the cost of that hearing.

Section 14 Grievance Resolution Improvement Process (GRIP)

The Department of Administrative Services – Human

Resources Enterprise Chief Operating Officer and the President of AFSCME Iowa Council 61 will establish a regular meeting schedule to discuss how the Grievance Resolution Improvement Process (GRIP) is working, determine if there are problems that need to be resolved, and develop a plan for resolution of the issues.

A. The parties agree to utilize GRIP for all departments. GRIP will be limited to twenty (20) disciplinary cases per month.

B. Operation of Committee and Committee Panel

1. Rules

The operation of the Committee shall be in accordance with these Rules of Procedure and such other rules as may from time to time be adopted by mutual agreement between the parties. Such other rules shall be established by majority vote of the Committee provided; however, both the Union and the Employer members of the Committee have equal voting power. Whenever an addition or amendment to these Rules of Procedure, or other rules duly adopted, is proposed, it shall be presented in writing to the Committee at a regularly scheduled meeting of the Committee and voted upon at the following meeting.

2. Order of Cases

Every attempt will be made to hear docketed discharge cases during the time period scheduled for the case.

3. Hearings

The Panel will hear presentation from each party to the grievance. Each party will be permitted a maximum of twenty (20) minutes [thirty (30) minutes for disciplinary terminations] for its presentation. Witness statements and supporting documentation may

be provided. Any information not presented at Step 2 of the grievance procedure that is to be used by either presenter will be exchanged between the parties at least seven (7) days prior to the meeting of the Panel. Exception will be allowed for evidence or witness statements submitted up to forty-eight (48) hours in advance of the meeting, if the information is mutually agreed upon. Information allowed under this exclusion must be of such significant nature as to potentially alter a reasonable decision on the grievance. If the party not submitting the documentation can make a justified argument that the party submitting the information had knowledge of the evidence or statements prior to the seven (7) day rule, such late evidence or statements will not be allowed.

During the presentation, only Committee Panel members, the parties presenting the case and those directly involved in the specific case being heard shall be allowed to sit in the immediate area where the case is being conducted. Other members of the Committee observing the case shall not participate in the presentation, the discussion or the questioning. The Employer will present first. Each party shall have twenty (20) minutes [thirty (30) minutes for disciplinary terminations] to present its case in chief. Each party shall declare, prior to the presentation of its case whether there will be a co-presenter on any respective case. The number of presenters shall be limited to two (2) individuals. Any co-presenter shall only supplement the presentation of the case in chief. Both sides will have an opportunity to summarize and rebut; however no co-presenter may respond during the summation

and rebuttal portion of the hearing. Summation and rebuttal shall not extend beyond five (5) minutes [ten (10) minutes for disciplinary terminations].

The AFSCME Iowa Council 61 Representative or the designated AFSCME steward will normally handle the Union presentation. The Department Director or his/her representative will normally handle the presentation for the Employer.

After each party has submitted its case and rebuttal, the panel members will be free to ask questions of the parties. After such questioning, the Panel will retire to executive session and will vote, and thereby render its decision. Voting by a show of hands will be sufficient. When the Panel goes into executive session, all others must retire from the room. After a decision has been reached by a majority vote of the Panel, the decision shall be reduced to writing and provided to the parties in a manner agreed upon by the Panel. The Panel has the authority to support, reject or modify any action taken. Decisions of the Committee are final and binding and may or may not be precedent setting as the Panel determines. Failure to reach a majority vote will create a deadlock or tied vote and such shall be recorded as the outcome. In the event of a deadlock, the grievance may proceed to arbitration as outlined in Step 4 of Section 2(D).

(For complete "Rules of Procedure for the Grievance Resolution Improvement Process" contact either the appropriate Union representative or DAS-HRE representative.)

ARTICLE V
SENIORITY

Section 1 Definition

A. For employees not covered by a collective bargaining agreement on July 1, 2003, seniority means an employee's length of continuous service with the Employer in a permanent position since his/her date of hire. Any length of service in a temporary position shall be included in the computation of seniority if the employment was in the same classification as and contiguous to the appointment to a permanent position.

B. In the event two (2) employees have the same original date of employment, seniority of one as against the other shall be determined by the last four (4) digits of the social security number, with the employee having the lower last four (4) digits of the social security number being considered as having the greater seniority.

C. An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, or retirement. However, if an employee leaves work for any reason other than those listed above, the employee shall retain his/her original seniority date for a period equal to his/her length of employment up to a maximum of two (2) years. Any period of absence of more than two (2) years shall represent a break in continuous service.

D. Management will be required to apply seniority as defined above only as specifically provided in this Agreement and subject to any limitations set forth in

any particular Article or Section of this Agreement.

E. An employee covered by a non-AFSCME collective bargaining agreement shall have no seniority upon entrance or return to a position covered by this Agreement.

F. For all other employees, seniority means an employee's length of continuous service with the Employer since his/her date of hire in a permanent position covered by this Agreement. Any length of service in a temporary position shall be included in the computation of seniority if the employment was in a classification covered by this contract and contiguous to the appointment to a permanent position. No employee in a position covered by this Agreement on July 1, 2003, shall lose seniority by virtue of operation of this Section.

Section 2 Seniority Lists

A. The Employer shall prepare and post, on existing bulletin boards, seniority lists as defined in this Article. The lists shall be updated semiannually and contain each employee's name, classification and seniority date. A copy of the seniority list shall be furnished to the local union at the time of posting.

B. Employees shall have ninety (90) days in which to appeal their seniority date after which time the seniority date shall be presumed correct.

Section 3 Retroactivity Prohibited

Those employees in the bargaining unit employed prior to the effective date of this Agreement shall

retain their current seniority date (date of hire or adjusted date of hire, if applicable) as established by DAS-HRE or the Board of Regents (BOR) prior to the effective date of this Agreement. For employees at the Department of Commerce, Alcoholic Beverages Division, all Warehouse Operations Workers and Transport Drivers who were employed when the State became the Employer will have the same seniority date. The employee's actual date of hire with the warehouse and transport operations will determine seniority.

ARTICLE VI
LAYOFF PROCEDURE

Section 1 Application of Layoff
The Union recognizes the right of Management to layoff or to reduce the hours of employment in accordance with the procedures set forth in this Article. Such procedures shall not apply to:

A. Temporary layoff; and/or
B. Seasonal layoff of seasonal employees; and/or
C. Employees with an academic year appointment at institutions and schools, during recesses in the academic year and/or summer;
D. Unpaid volunteers only with the agreement of the President of AFSCME Iowa Council 61.

Section 2 General Layoff Procedures
When a layoff or hours reduction occurs, the following

general rules shall apply:

A. Layoff shall be by classification and subtitle as set forth in the job specifications.

B. Layoff shall be by organizational unit. (General Government, Board of Regents, and Community Based Corrections, see Appendix B; Department of Revenue, see Appendix Q)

C. An agency may not layoff permanent employees until they have eliminated all non-permanent employees within the layoff unit in the same classification in the following order: emergency, temporary, provisional, intermittent, trainee, and probationary. Employees in the layoff unit may volunteer for layoff with the most senior volunteer(s) being accepted. Employees may volunteer only with the agreement of the President of AFSCME Iowa Council 61.

D. The Employer shall notify the Union at least sixty (60) calendar days in advance of any anticipated layoff.

E. Each employee affected by a reduction in force shall be notified in writing of layoff at least twenty (20) working days prior to the effective date of the layoff unless budgetary limitations require a lesser period of notice.

F. Employees in the layoff unit shall be laid off in accordance with seniority and ability. Layoff shall be by seniority with the least senior employee being laid off first unless the least senior employee possesses special skills and ability required to meet the needs of the Employer, and that the senior employee must also possess the academic qualifications required for the position. In the case of classifications which are used in

research laboratories in academic departments of the Board of Regents institutions, the Employer need not retrain an employee to acquire the skills specific to the research projects conducted.

G. The position occupied by the least senior employee in the classification subject to the layoff shall not be considered a vacancy pursuant to Article VII; therefore, this position shall not be posted for transfer.

H. A permanent employee in a classification in which layoffs are to be effected may, in lieu of layoff, elect bumping to the next lower classification in the layoff unit in the same series as the classification in which layoffs are to be effected or, in the absence of a lower classification in the same series, to a classification in the layoff unit which the employee has formerly occupied while in the continuous employ of the agency, or in the absence of a classification in the layoff unit which the employee has formerly occupied while in the continuous employ of the agency, to an equal or lower classification in the layoff unit for which they meet the minimum qualifications of the job. The assignment in the classification will be at the Appointing Authority's discretion; however, such assignment shall not be permitted if the result would be to cause the bumping of a permanent employee with greater seniority. To exercise the right of bumping, in lieu of layoff, the employee must notify the Appointing Authority, in writing, of such election, which must be received or postmarked no later than five (5) calendar days after receiving notice of layoff. Any permanent employee displaced under these provisions shall have the right of

election as provided herein.

The Employer shall notify the employee in writing of the exact location of the position to be bumped into. After receipt of this notification, the employee shall again have five (5) calendar days in which to notify the Appointing Authority, in writing, to either accept the position or be laid off.

Any employee who elects to bump in lieu of layoff shall have the right of recall to the classification he/she formerly occupied, provided he/she meets the qualifications of the position, before any other person may be promoted to or a new employee hired for such classification by the Appointing Authority enforcing the layoff. Upon bumping, an employee shall retain his/her current rate of pay except that if such rate of pay is higher than the highest rate currently paid for the classification to which the employee bumps, his/her pay shall be reduced to that rate of pay. Additionally, if federal funds are involved, the employee upon bumping will receive the salary provided by the federal grant. In such an event, the Employer will make a good faith effort to obtain additional federal funds. Any employee laid off because of reduction in force shall be offered a position in the classification from which he/she was laid off provided he/she meets the minimum qualifications for the position, before a new employee may be hired for such position by the Appointing Authority enforcing the layoff, if such opening becomes available within two (2) years of such layoff because of a reduction in force. Employees who are covered by another collective bargaining agreement cannot bump an employee

covered by this Agreement.

I. The Employer shall maintain a recall list of employees who were laid off, who exercised their bumping rights, or who made written notice to the Employer of their recovery from long-term disability or injury after the expiration of a leave of absence:

1. Employees who exercised bumping rights shall be placed on the recall list for the class from which they were laid off.

2. Employees who are laid off or who make written notice to the Employer of their recovery from a long-term disability or injury shall be placed on the recall list for the class they held prior to layoff or disability. In addition, the employee may also designate up to fifteen (15) other classes, provided he/she meets the qualifications and/or passes the applicable DAS-HRE merit or BOR merit test, and the specific counties to which the employee will accept recall. The designation of classes or counties may be changed monthly by the employee through procedures agreed to by AFSCME Iowa Council 61 and the Employer. If an employee is recalled to a position in a classification which the employee has not previously held, the employee will serve a probation period. If the recalled employee fails to successfully complete the probation period, the employee will be laid off without bumping rights and placed on the recall list as described above for a period of two (2) years.

3. Employees who refuse to accept any reassignment in excess of twenty-five (25) miles of the original work site shall be placed on the recall list as described in

numbers one (1) and two (2) above.

4. Failure to accept any position listed by the employee pursuant to number two (2) above when offered by certified mail within five (5) calendar days after notice of recall shall negate any further recall rights.

5. If a laid off employee accepts a temporary position, he/she shall remain on the recall list.

J. The determination of the layoff order is subject to the grievance procedure commencing at Step 2. The implementation of such layoff shall not be delayed pending the resolution of such grievances.

K. Whenever a permanent vacancy as defined in Article VII, Section 5 occurs, before a new or temporary employee is hired, employees shall be allowed to transfer or be recalled in the order set forth in Article VII, Section 6.
(Board of Regents, see Appendix M)

Section 3 Temporary Layoff Procedures

A. When the Employer determines that a temporary layoff must be implemented, the Employer will determine the total number of days. The temporary layoff shall not exceed ninety (90) consecutive calendar days [thirty (30) calendar days for Professional Fiscal & Staff (PFS) (Appendix Q) and Blue Collar bargaining unit] per employee, per State fiscal year and shall not carry contiguously into the following fiscal year.

B. Prior to implementing a temporary layoff, the Employer will first terminate all non-permanent employees who perform similar duties including temporary service (i.e. Manpower, Olsten, etc.)

employees.

C. Employees will be temporarily laid off by seniority within the entire classification series and temporary layoff unit as follows:

DOC: Institutions, Central Offices, and IPI (Plants)

CBC: Districts

DOT: Ames/Des Moines Complex and Districts (but not more than fifty percent (50%) of any work unit).

DHS: Institutions, Central Office, Service Areas

IVH

IWD: (see Appendix T)

DAS: Statewide

All other State Agencies: Divisions, Districts or Regions and Institutions.

No more senior employee may be subject to the temporary layoff until the preceding less senior employee (within the classification series and temporary layoff unit) is scheduled for the maximum number of temporary layoff days. Employees shall receive a minimum of fourteen (14) calendar days notice of temporary layoff.

D. No more than thirty percent (30%) of the employees in the temporary layoff unit may be temporarily laid off in any fiscal year.

E. Employees in the temporary layoff unit may volunteer for any part of the temporary layoff with the most senior volunteer(s) being accepted unless the absence of the employee would cause a hardship on operating efficiency. Voluntary temporary layoffs shall be for a minimum of one (1) calendar week, unless the parties agree to a shorter length of time. No more

senior employee (except volunteers) may be subject to the temporary layoff until the preceding less senior employee (within the classification series and temporary layoff unit) is scheduled for ninety (90) consecutive days.

F. During the temporary layoff, employees shall continue to accrue sick leave and annual (vacation) leave and the Employer will continue to pay the Employer's share of all insurance.

G. This section does not apply to Regents. For Regents, see Appendix M.

ARTICLE VII
TRANSFERS

(Transfers for Community Based Corrections, see Appendix S)

Section 1 Eligibility

A. Employees must have been in their current classification for at least six (6) months in order to be eligible for transfers pursuant to this Article, but may not transfer more than twice during the life of the Agreement. Transfers to a position under the supervision of the employee's current supervisor will not be counted towards the limitation of two (2) transfers during the life of the Agreement. However, if an employee goes into a classification with a lower pay grade in lieu of layoff, the employee shall immediately be eligible for transfers pursuant to this Article. Additionally, an employee who is required to change

shifts upon promotion shall be immediately eligible for transfer to a different shift within the employing unit.

B. Employees who desire to transfer to another position within the same classification, either between employing units of a State agency or between State agencies, shall file a written request as prescribed by the agency or, if between State agencies, with the appropriate departmental personnel office indicating that interest.

Section 2 Transfers Within Employing Units

A. The Employer shall post all openings indicating the specific location, shift, work unit and days off. Specific location shall be defined as the organizational unit of the agency. Specific shift shall be defined as the hours of work. Specific work unit shall be defined as the area inside of the organizational unit where the employee performs his/her work. Specific work unit can be defined as rotating post or relief post. Specific days off shall be the days off that are assigned to the position.

A period of five (5) work days from the date of the announcement shall be allowed for interested employees to file a written request to be included in the group of applicants to be considered for that vacancy. At the close of the five (5) work day posting period, the Employer will review those requests from any employee in the same employing unit who is in the same classification as the vacancy. When an employee applies for a posted position and has not removed his/her name by the close of the posting, the employee must accept the job, if offered. The Employer shall offer the position

to the most senior bargaining unit employee who has filed a transfer request. In the event an employee is the most senior bidder for more than one (1) position simultaneously, he/she shall immediately accept one (1) of the positions.

B. The Employer shall transfer the most senior employee who makes the transfer request for the open position provided he/she possesses the ability to perform the duties as assigned and meets any job related special or selective certification requirements. Such requirements shall be reflected on the posting. The Employer may deny transfers if the transfer would substantially impair the Employer's ability to maintain operational efficiency. The Employer is not obligated to retrain employees in order to qualify them for transfers under the provisions of this Article. (Board of Regents, see Appendix M; Iowa Workforce Development, see Appendix T; Department of Natural Resources, see Appendix P, Motor Vehicle Officers, see Appendix I)

Section 3 Transfers Between Employing Units Within a State Agency

In the event a vacancy is not filled by transfer of an employee under the provisions of Section 2 of this Article, the Employer shall consider interested employees who are in the same classification as the vacancy from other employing units of the agency who have indicated an interest in the specific location, shift, work unit and days off by submitting a transfer request. The transfer request must be submitted prior to transfer opportunity posting in Section 2. The Employer shall

transfer the most senior employee who makes such request for the open position provided he/she possesses the ability to perform the duties as assigned and meets any job related special or selective certification requirements. The Employer may deny transfers if the transfer would substantially impair the Employer's ability to maintain operational efficiency. The Employer is not obligated to retrain employees in order to qualify them for transfers under the provisions of this Article. The employee shall have three (3) working days in which to accept or decline the offer in writing. (Iowa Workforce Development, see Appendix T)

Section 4 Transfers Between State Agencies

In the event a vacancy is not filled under the provisions of Sections 2 or 3 of this Article, the Employer shall consider interested employees in the same classification as the vacancy from other State agencies who have filed a transfer request. The Employer shall offer the position to the most senior employee who makes such request for the open position. The employee shall have three (3) working days in which to accept or decline the offer in writing.

Section 5 Definition of Permanent Vacancy

For purposes of this Article, a permanent vacancy is created:

A. When the Employer has approval to increase the workforce and decides to fill the new positions;

B. When any of the following personnel transactions take place and the Employer decides to replace the

previous incumbent: termination, transfer out of the bargaining unit, promotion, or demotion;

C. If no employee has indicated a desire to transfer to a vacancy and the Employer fills such vacancy by transfer of an employee from another classification in the same salary range and determines that the vacated position is to be filled, such position shall be subject to the provisions of this Article;

D. Transfers within the bargaining unit resulting from Sections 2, 3, or 4 above;

E. Where the Employer creates new shifts and/or days off schedule.

Section 6 Transfer Limitations

A. The application of the procedures in this Article shall be limited to the original vacancy and the six (6) subsequent vacancies resulting from the filling of the original vacancy.

B. Employees may not transfer under the provisions of this Article more often than once every six (6) months unless reassigned by Management within the six (6) month period.

C. Employees who decline two (2) transfer opportunities within a twelve (12) month period will have their names removed from the register for a period of six (6) months. It is the responsibility of the employee to resubmit a transfer request following the six (6) month period.

D. Employees transferring under the provisions of this Article shall not be eligible for payment of moving expenses by the Employer.

E. Employees transferring into federally funded positions will receive the salary provided by the federal grant.

F. In all employing units in which vacancy lists are maintained the local Union shall be allowed to inspect vacancy lists on a monthly basis.

G. Nothing in this Article shall be construed as a limitation on the Employer's ability to reassign employees to meet agency needs as determined by the Employer. Employees reassigned more than twenty-five (25) miles from the original work site will be provided a twenty (20) working day notice. Employees who refuse to accept such reassignment will be afforded the rights set forth in Article VI, Section 2(H).

H. Transfers will be granted as follows:

1. Transfer within the employing unit pursuant to Section 2.
2. Recall within the employing unit to the class and status (full-time or part-time) from which laid off.
3. Promotion, demotion, reclassification within the employing unit (Employer's discretion).
4. Transfer within the employing unit of part-time employees to full-time positions or full-time employees to part-time positions.
5. Transfer between employing units pursuant to Section 3.
6. Recall between employing units to the class from which laid off.
7. Promotion or demotion between employing units or between agencies (Employer's discretion).

8. Transfer between employing units of part-time employees to full-time positions or full-time employees to part-time positions.
9. Transfer between agencies pursuant to Section 4.
10. Recall between agencies to the class from which laid off.
11. Recall to a class other than one from which laid off.
12. New hire (Employer's discretion).

(Board of Regents, see Appendix M; Community Based Corrections, see Appendix S; Iowa Veterans Home Patient Care, see Appendix W)

I. When a unit, office, or post within an employing unit goes out of existence and the affected employees are not laid off, the Employer and the Union shall meet and attempt to agree upon the procedures for the assignment of affected employees. If the parties fail to agree upon an alternative procedure, the Employer shall offer existing vacancies for which no employee within the employing unit bid to the employees affected by the closure in seniority order. Employees who select a vacancy shall not be subject to the waiting periods established in (B) above for the exercise of transfer rights.

J. This definition shall apply anywhere the terms "special qualifications" or "selective certification requirements" are used in this Agreement. "Special qualifications" and "selective certification requirements" shall consist only of those legal requirements and job related knowledge, skills, abilities, or competencies that are:

1. Appropriate to the job classification of the position;
2. Necessary for successful performance of the essential duties of the position, and;
3. Of a nature and extent that an individual lacking such "special qualifications" could not acquire them and become proficient in them through reasonable orientation or other training of a limited duration. All "special qualifications" and "selective certification requirements" shall be announced in the job posting.

Section 7 Return from Military Service
If required by Uniformed Services Employment and Reemployment Rights Act (USERRA) to allow the returning veteran to assume the position that they would have successfully bid on if not on active military service, or if the veteran returns to the position held prior to active military service and a shift imbalance occurs, the Employer will reassign the least senior employee in the affected classification on the affected shift. Any employee reassigned under this Section will have immediate transfer rights.

ARTICLE VIII
HOURS OF WORK

Section 1 Work Schedules
(This Section shall not apply to employees in the Professional Fiscal & Staff bargaining unit.)
A. Work schedules are defined as an employee's assigned hours, days of the week, days off and shift

rotations. Nothing herein shall be construed as a guarantee of the number of hours of work per day or per work week.

B. The Employer shall provide fourteen (14) calendar days written notice to the Union and the affected employees prior to making permanent changes in work schedules. However, employees who work in research laboratories in academic departments of the BOR institutions may have their schedules changed to meet research needs without incurring any overtime obligation until the employee has worked forty (40) hours in a week. Temporary work schedule changes shall not be made for the purpose of avoiding overtime except by voluntary agreement by the employee.

C. Any permanent schedule change made by the Employer that is grieved will not be implemented until Step 2 of the grievance procedure is exhausted. Such grievances shall begin with Step 2 of the grievance procedure.

D. Where practical and feasible as reasonably determined by Management, the employee may elect flexible hours of work including:

a. Variable starting and ending times;

b. Compressed work week such as:

4-ten hour days, or

4-nine hour days and one (1) four hour day;

c. Other mutually agreeable flexible hour concepts, which may include weekend work only. When a request for flextime is denied the written rationale will be provided to the employee within five (5) working days after the date Management receives the request. The term “Management Rights” will not be used as sole

justification for denial of flextime.
(Department of Transportation, see Appendix I; Professional Fiscal & Staff, see Appendix Q; Park Managers, see Appendix P)

Section 2 Overtime
(This section shall not apply to employees in the Professional Fiscal & Staff bargaining unit)

A. Definitions

1. Overtime:

Time that an employee works in excess of forty (40) hours per work period.
(Airport Firefighters, see Appendix F; Patient Care, see Appendix W)

2. Work Period:

A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. (Patient Care, see Appendix W)

3. Work Time:

The following items will be regarded as hours worked for the purpose of computing overtime pay:

a. Hours worked excluding standby time.
b. Rest periods.
c. Holidays when paid in cash in the week of occurrence.
d. Annual leave.
e. Compensatory leave.
f. Unscheduled holidays.
g. Sick leave when used before forty (40) hours in pay status are accumulated or if prescheduled at

least sixteen (16) hours in advance. (Patient Care, see Appendix W)

h. Court appearances as defined in Article X, Section 4.

i. Voting leave as defined in Article X, Section 4.

j. Jury duty leave as defined in Article X, Section 4.

k. Travel between job sites during or after the regular work day.

l. Meal periods of less than thirty (30) minutes where an employee is not relieved of his/her post, station or duty.

m. Wash-up time taken in accordance with Section 5 of this Article.

(Department of Transportation, see Appendix I; Iowa Workforce Development, see Appendix T)

B. Overtime Compensation

Overtime shall be compensated at a premium rate of one and one-half (1-1/2) the employee's base hourly pay or actual overtime hours worked, whichever is applicable. Payment shall be made in either cash or compensatory time as follows:

1. The decision to pay overtime in cash or compensatory time rests with the employee; however, the Employer reserves the right to require employees to take cash payment rather than earned compensatory time.

2. Compensatory time can only be accumulated to one hundred sixty (160) hours. Any hours over one hundred sixty (160) will be paid out in cash. The carryover and payment for compensatory time will be as provided in the applicable appendix. (Department of Public Defense, see Appendix G; Department of

Administrative Services-General Services Enterprise, see Appendix L; Department of Transportation, see Appendix I; Department of Human Services, see Appendix J; Clerical see Appendix R; Iowa Veterans Home, see Appendix V)

3. A request can be made by the employee for a payout in cash of any accumulated compensatory time. There must be at least a two (2) week notice to the personnel office. The money will be included in the pay check for the pay period during which the request is made.

4. Compensatory time may not be carried over into a new State fiscal year; however, the Employer may designate other than the State's fiscal year for purposes of utilization of compensatory time. For those work units where other than the State's fiscal year is utilized, the Employer will so notify the Union. Compensatory time due an employee at the end of the State's fiscal year, or other designated year where applicable, shall be paid out in cash. (Department of Public Defense, see Appendix G)

5. Compensatory time off shall be granted at the request of the employee with the approval of the Appointing Authority or his/her designee. Compensatory time off shall be granted at the convenience of the employee, whenever possible, consistent with the staffing needs of the agency. (Department of Corrections, see Appendix H; Patient Care Unit, see Appendix W)

C. Scheduling of Overtime

1. The Employer will, as far as practicable, distribute

overtime on an equal basis by seniority among those included employees in that classification assigned to the work unit who normally perform the work involved.

2. Overtime opportunities shall be accumulated. Offered overtime not worked shall be considered time worked for purposes of overtime distribution.

3. Upon request, the Union may review overtime equalization records.

(Department of Transportation, see Appendix I)

D. Pyramiding Prohibited

Payment of overtime at a premium rate shall not be compounded or paid in addition to any other premium rate paid for work incurred during the same work period. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked. Holidays which fall on an employee's regularly scheduled work day will be counted for the purpose of computing overtime eligibility. Holidays which fall on an employee's regularly scheduled day off will be paid at the employee's regular straight time rate and shall not be counted for the purpose of computing overtime eligibility.

E. Employees Returning From Leaves of Absence

New employees or employees returning from a leave of absence shall be credited with the average number of overtime hours worked by employees within the work unit.

Section 3 Meal Periods

A. All employees shall be granted an unpaid meal

period of at least thirty (30) minutes in duration or, at the Employer's discretion, a paid meal period in those situations where qualified relief is not available. Where practicable, the Employer will attempt to schedule the meal period at approximately the middle of each shift.

B. During overtime work hours, the Employer shall schedule such additional unpaid meal periods as are reasonable.

(Security Unit, see Appendix O; Clerical Unit, see Appendix R; Professional Fiscal & Staff Unit, see Appendix Q; Department of Corrections, see Appendix H)

Section 4 Rest Periods

A. All employees shall be granted a fifteen (15) minute rest period during each one-half (1/2) shift provided qualified relief is available. The rest period shall be scheduled at approximately the middle of each one-half (1/2) shift.

B. Employees who work at least one (1) hour beyond their regularly scheduled shift shall receive a fifteen (15) minute rest period within the limitations set forth above.

C. Drivers and Transport Drivers shall receive a thirty (30) minute rest period after twelve (12) hours of work.

(Clerical Unit, see Appendix R; Professional Fiscal & Staff Unit, see Appendix Q)

Section 5 Wash-Up Time

Employees shall receive reasonable and adequate wash-up time consistent with available facilities

immediately prior to the end of the shift. The Employer shall determine those positions which shall qualify for wash-up time; however, the Union reserves the right to grieve the unreasonable denial of such wash-up time.

Section 6 Shift Differential

A. The Employer agrees to pay, in addition to the employee's regular hourly rate, a shift differential of fifty cents ($0.50) per hour for any regularly scheduled permanent shift of which four (4) or more hours occur between 6:00 p.m. and midnight, and a shift differential of fifty-five cents ($0.55) per hour for any regularly scheduled permanent shift of which four (4) or more hours occur between midnight and 6:00 a.m. Employees who work rotating shifts on a regularly scheduled permanent basis shall be eligible for shift differential.

Effective July 1, 2010, the Employer agrees to pay, in addition to the employee's regular hourly rate, a shift differential of sixty cents ($0.60) per hour for any regularly scheduled permanent shift of which four (4) or more hours occur between 6:00 p.m. and midnight, and a shift differential of sixty-five cents ($0.65) per hour for any regularly scheduled permanent shift of which four (4) or more hours occur between midnight and 6:00 a.m. Employees who work rotating shifts on a regularly scheduled permanent basis shall be eligible for shift differential.

B. Employees shall not be eligible for shift differential pursuant to this Section as a result of an extension of their regular work day into a shift differential period. For purposes of this Section, a regularly scheduled

permanent shift is defined as those situations where an employee is assigned to the same shift for a period of time in excess of two (2) weeks [fourteen (14) calendar days]. Employees entitled to shift differential shall receive the applicable shift differential for all hours worked.

(Natural Resources Technician 1 #05301, Natural Resources Technician 2 #05331, and Park Manager #05335, see Appendix P)

Section 7 Standby

The Employer will specifically designate those employees in writing who are to be in standby status. An employee who is in standby status is responsible for keeping the Employer aware of his/her whereabouts and shall be immediately accessible by telephone or beeper. The Employer may establish reasonable reporting procedures for the implementation of this Section. An employee in standby status shall receive ten percent (10%) of his/her normal hourly rate for each hour in said status. Time spent actually working shall not be counted in determining hours spent in standby status for compensation purposes.

(Natural Resources Technician 1 #05301, Natural Resources Technician 2 #05331, and Park Manager #05335, see Appendix P)

Section 8 Call-Back Time

A. The Employer agrees that an employee called back for duty or called in on the employee's day off will be guaranteed a minimum of three (3) hours at

the appropriate rate of pay. This provision shall not be construed so as to provide for additional compensation if the employee is recalled back for duty within the original three (3) hour period, except that an employee who is called back to work in excess of three (3) hours will be paid for actual time worked. To qualify for call-back compensation, the time worked cannot be contiguous to the beginning or end of an employee's scheduled work shift.

B. The provisions of Section 8(A) are not applicable to employees prescheduled for duty at least forty-eight (48) hours in advance.

(Natural Resources Technician 1 #05301, Natural Resources Technician 2 #05331, and Park Manager #05335, see Appendix P)

Section 9 Travel Between Work Sites

Employees who are required by the Employer to report to a work site for the purpose of picking up tools, equipment and/or uniforms, and who subsequently travel to a second work site, shall be in pay status for time spent in traveling between work sites.

Section 10 Scheduling of Volunteer Emergency Personnel

The Employer, upon request, shall attempt to reschedule employees who have served as volunteer firefighters, volunteer ambulance personnel or volunteer emergency medical technicians for a community during the preceding twenty-four (24) hours.

All employees of the State, other than employees

employed temporarily for six (6) months or less or those employees considered essential personnel, who are volunteer firefighters or emergency medical service personnel shall be entitled to a leave of absence for the period of an emergency response without loss of status or efficiency rating, and without loss of pay during such leave of absence.

Section 11 Volunteer Firefighters

A. Employees who participate as volunteer firefighters at their work site shall be compensated with an additional ten dollars ($10) each pay period.

B. The Employer shall not prorate this compensation during any leave of absence without pay of less than five (5) days in duration.

Section 12 Med Passer Differential

Department of Human Services, see Appendix J; Iowa Veterans Home, see Appendix V; Department of Corrections, see Appendix H; and Community Based Corrections, for allotment of medications, see Appendix S.

ARTICLE IX
WAGES AND FRINGE BENEFITS

Section 1 Wages

A. On the first day of the pay period that includes July 1, 2011, employees in the bargaining units covered by the Agreement shall receive an across-the-board increase of two percent (2%) added to the base salary.

Effective in the pay period including January 1, 2012, employees in the bargaining units covered by this Agreement shall receive an across-the-board pay increase of one percent (1%) added to the base salary.

All employees eligible for negotiated within-range step increases shall receive automatic step increases in accordance with their eligibility date and the new rate of pay shall start on the first day of the pay period in which the employee's eligibility date occurs. The current procedure used in Regents will continue as it currently exists. The step increases shall be automatic four and one-half percent (4.5%) within-grade increases in accordance with their eligibility date.

B. On the first day of the pay period that includes July 1, 2012, employees in the bargaining units covered by this Agreement shall receive an across-the-board pay increase of two percent (2%) added to the base salary.

Effective in the pay period including January 1, 2013, employees in the bargaining units covered by this Agreement shall receive an across-the-board pay increase of one percent (1%) added to the base salary. All employees eligible for negotiated within-range step increases shall receive automatic step increases in accordance with their eligibility date and the new rate of pay shall start on the first day of the pay period in which the employee's eligibility date occurs. The current procedure used in Regents will continue as it currently exists. The step increases shall be automatic four and one-half percent (4.5%) within-grade increases in accordance with their eligibility date.

C. All Regents employees eligible for negotiated

within-range increases shall receive an automatic within-grade increase of four and one-half percent (4.5%) in accordance with their eligibility date. In addition, employees who are promoted, demoted, reclassified, assigned special duties, or lead workers will have their pay set based upon the administrative rules of the Regent Merit System with the value of a step equal to four and one-half percent (4.5%).

D. All DOT employees in the bargaining unit who are currently receiving longevity payments shall continue to receive such payments in accordance with their current longevity step and rate. However, such longevity payment shall be frozen at the current longevity step for all DOT employees and no additional increases shall be granted to any employee except employees in the Clerical bargaining unit and those employees in the Professional Fiscal & Staff bargaining unit who were designated "104U" or "004U" prior to January 1989.

All DOT employees in the bargaining unit who are currently receiving longevity payments shall continue to receive such payments in accordance with the established longevity step and rate.

Employees not currently receiving longevity payments shall not be eligible for such payments.

E. All employees in classifications recommended for a pay grade increase who are currently paid above the minimum of the class shall be placed at the same percent above the minimum of the new pay grade as the employee was receiving within the prior pay grade.

F. No person brought into an AFSCME bargaining unit by stipulation by the parties, action by PERB, or

by operation of law shall suffer any loss of salary or salary potential as a result of inclusion in the AFSCME bargaining unit.

Section 2 Deferred Compensation

For employees who are eligible for Internal Revenue Code Section 457 Deferred Compensation, the Employer shall match contributions one dollar ($1.00) for each one dollar ($1.00) contributed by the employee up to a maximum of seventy-five dollars ($75.00) per month.

Section 3 Selected IRS Pre-Tax Benefits

A. The State will offer a premium conversion plan in which employees may elect, during a designated annual enrollment period, to pay their share of the health, dental and life insurance premiums with pre-tax rather than post-tax salary dollars.

B. The State will provide a program consistent with Internal Revenue Code, Section 129 regulations through which employees may elect to make a pre-tax reduction in wages which will be paid to an account from which allowable dependent care expenses will be reimbursed.

C. The State will provide a program consistent with Internal Revenue Code Section 125 regulations through which employees may elect to make a pre-tax reduction in wages which will be paid to an account from which allowable medical expenses will be reimbursed.

D. If an employee share of the health insurance surplus fund becomes available, the Employer agrees that the Union will determine the utilization of the

employee share of the surplus in outlying years, subject to the limitations set by the various federal agencies regarding the use of such funds. These funds will be allocated on a plan year basis.

Section 4 Health Benefits

A. Group Plans and Contributions

The State agrees to continue to provide group health benefits to all eligible bargaining unit members. Employees will have health plan options of Program 3 Plus, Iowa Select, a PPO with a fifty dollar ($50) emergency room co-payment, without consideration of any other deductible, as well as such managed care organization plans as offered annually by the State with the benefits at the same level as provided under such plans during 2007. Program 3 Plus and Iowa Select will be modified to include a three (3) tier drug card program in which there is a separate $250/$500 drug card out-of-pocket maximum and a $5/$15/$30 (generic/brand name formulary/brand name nonformulary respective) co-payment. Program 3 Plus and Iowa Select will include a mail order prescription provision where two co-payments will be paid for a ninety (90) day supply for maintenance drugs determined by the carrier. If a generic equivalent is appropriate and available and the member chooses a brand name drug, the member is responsible for the co-payment plus any difference between the maximum allowable fee for the generic drug and the maximum allowable fee for the brand name drug, even if the provider has specified that the brand name drug must be taken. The

deductible carry over provision for both Plan 3 Plus and Iowa Select will be eliminated. A fifteen dollar ($15) standard office visit co-pay will be included in both Program 3 Plus and Iowa Select. This co-pay applies once per date of service and applies to the exam only, deductible and coinsurance do not follow the co-pay for the exam. Coinsurance would apply to other office services and the co-pay will not count towards out-of-pocket maximums. The State further agrees to contribute to the cost of health benefits in accordance with the following provisions:

1. Single Plans:

In each year of this Agreement, the State shall contribute the full cost of single coverage.

2. Family Plans:

Effective January 1, 2012, the State's monthly contribution to all plans shall be eighty-five percent (85%) of Iowa Select. Employees may apply this dollar amount to the plan of their choice.

Effective January 1, 2013, the State's monthly contribution to all plans shall be eighty-five percent (85%) of Iowa Select. Employees may apply this dollar amount to the plan of their choice.

Family plans will be available to Domestic Partners, provided they meet requirements set forth by the State and its carriers. The State will pay the State's contribution toward family premium. Any forms or affidavits will not be made part of this contract.

Either year of this Agreement:

Should the monthly premium for any family health plan option be reduced during this Agreement, the State

and the employees will contribute the same percentages of total monthly premium paid in the prior year. The State's contribution for a MCO not previously offered will be the State's contribution to Iowa Select.

3. Double-Spouse:

When a husband and wife are employed by the State, at the option of the couple, one family plan may be elected. The State's contribution to double-spouse family coverage will be the full premium.

When a husband and wife are employed by the State and one (1) spouse is a full-time employee and one (1) spouse is a benefits-eligible part-time employee, at the option of the couple, one (1) family plan may be elected. The State's contribution to the above stated double-spouse family coverage will not exceed the full family premium.

If both spouses are benefits-eligible part-time employees, the State's share of the premium for each employee will be one-half (½) of the State's share of the full-time double-spouse family premium.

When a husband and wife are employed by the State, and one (1) spouse is a non-Regents employee and the other spouse is a non-merit Regents employee, at the option of the couple, one (1) family plan may be selected. The family plan selected shall come from those plans administered by DAS-HRE.

B. Cost Containment

Program 3 Plus and Iowa Select will include a cost containment program requiring precertification of all non-emergency inpatient admissions, post-certification of emergency inpatient admissions, continued inpatient

stay review, individual case management, and payment reductions for program non-compliance. Outpatient mental health and substance abuse care will require precertification or payment reductions will occur for program non-compliance. Additionally, there will be a twenty-five thousand dollar ($25,000) lifetime maximum per couple for infertility benefits, use of a mental health network is required or benefit reduction will occur, and diabetic education is a covered benefit.

C. Second Opinions

Second opinions for elective surgery remain voluntary. (Enrollment Periods, Other Enrollment Changes, and Movement Among Plans, see Appendix C)

Section 5 Dental Benefits

A. The State agrees to provide dental benefits to all eligible bargaining unit members as set forth in Appendix D. The State shall contribute the full cost of single coverage for a full-time employee. The employee may elect to purchase family coverage in accordance with the provisions of Appendix C (Dental Benefits Plan section).

If a full-time employee elects a family plan, the State shall contribute fifty percent (50%) of the family premium.

Family plans will be available to Domestic Partners, provided they meet requirements set forth by the State and its carriers. The State will pay the State's contribution toward family premium. Any forms or affidavits will not be made part of this contract.

B. When a husband and wife are employed full-time

by the State, or one (1) spouse is a full-time employee and one (1) spouse is a benefits-eligible part-time employee, at the option of the couple, one (1) family plan may be elected. The State's contribution to double-spouse family coverage will be equal to two (2) single contributions. If both spouses are benefits-eligible part-time employees, the State shall contribute the cost equal to a single plan.

C. When a husband and wife are employed by the State and one (1) spouse is a non-Regents employee and the other spouse is a non-merit Regents employee, at the option of the couple, one (1) family plan may be selected. The family plan selected shall come from those plans administered by DAS-HRE.

(Enrollment periods and other enrollment changes, see Appendix C, Dental Benefits Plan section.)

Section 6 Workers' Compensation Benefits

A. Workers' compensation insurance has primary responsibility for workers' compensation injuries. The Employer shall ensure that medical expenses of injured workers are paid to the extent coverable under group medical benefits, as set forth in this Article. During the pendency of Industrial Commission appeal proceedings for workers' compensation benefits, the Employer, or its insurance carrier, if any, shall continue to possess all rights of subrogation as provided by law arising from the payment of such expenses.

B. Employees shall not be required to utilize sick leave, vacation, or earned compensatory time prior to applying for workers' compensation benefits.

Upon request, employees may supplement workers' compensation benefits with accrued sick leave, vacation, or earned compensatory time; however, the total compensation received shall not exceed the employee's present salary.

Section 7 Life Insurance

A. The Employer agrees that all bargaining unit employees shall be eligible to participate in the State employees' group life insurance program administered by DAS-HRE.
(BOR, see Appendix M)

B. Provisions of the group life insurance program are as follows:

1. Eligibility for group life insurance begins on the first day of the month following thirty (30) days of continuous full-time employment. Full-time employees are those employees whose principal occupation is with the group policyholder and who are regularly scheduled to work at least thirty (30) hours per week.

2. Each full-time employee will be provided, at no cost to the employee, with an amount of group life insurance, plus an equal amount of group accidental death and dismemberment (AD&D) coverage, as indicated in the following schedule:

Age	Basic	AD & D
Under 65	$20,000	$20,000
Age 65-69	$13,200	$13,200
Age 70-74	$8,300	$8,300
Age 75 and over	$5,700	$5,700

3. Each full-time employee will have the option of purchasing supplemental life insurance coverage plus an equal amount of group accidental death and dismemberment coverage (to be paid by the employee) through payroll deduction as provided in the following schedule which goes into effect January 1, 2010:

Age	Maximum Supplemental Life Insurance	Maximum Supplemental AD & D
Under 65	$100,000	$100,000
Age 65-69	$66,000	$66,000
Age 70-74	$41,500	$41,500
Age 75- 79	$28,500	$28,500
Age 80 & over	$20,000	$20,000

4. The supplemental life insurance will be available in increments equal to one-twentieth (1/20) of the maximum amount available. Employees may elect the number of increments desired. Supplemental life insurance will not require medical underwriting provided that employees make application within thirty (30) calendar days of their date of employment. Coverage increases or decreases after the first thirty (30) days of employment must be made in conjunction with a qualifying life event or during the annual enrollment and change period. Increases after the first thirty (30) days of employment will be subject to medical underwriting.

5. Upon an employee's termination from State employment, the group life insurance policy may be

converted to an individual policy of life insurance at the appropriate rates.

Section 8 Disability Insurance
(BOR, see Appendix M)
The State agrees to continue the existing disability insurance programs within the various State departments and institutions for the duration of the Agreement. The maximum benefit for General Government employees shall be three thousand dollars ($3,000). The LTD benefit will be sixty percent (60%) of covered monthly salary regardless of length of service [sixty percent (60%) of up to sixty thousand dollars ($60,000) annual salary]. The State further agrees to continue to pay the entire cost for such disability insurance.

Section 9 School Year Employees
The Employer shall contribute the Employer's share of the single and/or family coverage for all insurance plans during recesses in the academic year and/or summer for employees who are regularly employed on a school year basis for less than twelve (12) months out of a year.

Section 10 Sick Leave
A. Accrual
Regents employees
1. All permanent Regents bargaining unit employees of the State shall accrue sick leave at the rate of one and a half (1-1/2) days for each full month of service. Sick leave shall not accrue during any absence without pay.

2. The Employer and the Union will strive to develop a program in which employees may, at their sole discretion, select additional benefit options in return for reducing their sick leave accrual.

Non-Regents Employees

1. All permanent bargaining unit employees of the State shall accrue sick leave at a rate for each full month of service which is based upon the amount of sick leave balance according to the chart in Article IX, Section 10(F) below.

2. The Employer and the Union will strive to develop a program in which employees may, at their sole discretion, select additional benefit options in return for reducing their sick leave accrual.

(Airport Firefighters, see Appendix F)

B. Utilization of Sick Leave

1. Employees may use accrued sick leave for personal illness (both physical and mental), bodily injuries, medically related disabilities resulting from pregnancy and childbirth, or exposure to contagious disease: (a) which require the employee's confinement; or (b) which render the employee unable to perform assigned duties; or (c) where performance of assigned duties would jeopardize the employee's health or recovery.

The Appointing Authority may require a medical certificate or other appropriate verification for absences covered by this Section.

It is not the Employer's intent nor will the above language be construed in such a way as to constitute harassment of employees. This language is intended as a vehicle by which the Employer may scrutinize

habitual sick leave usage or in those cases where sick leave abuse is suspected.

Employees will be permitted to use compensatory time off and/or annual leave in lieu of sick leave when they so request. When a holiday falls while an employee is on paid sick leave, the employee's sick leave account shall not be charged for the holiday period.

2. Where death occurs in the immediate family of the employee, accrued sick leave may be used, not to exceed three (3) scheduled work days for each such occurrence. Immediate family is defined as, and limited to, the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse, and other persons who are members of the employee's household.

3. When an employee is a pallbearer or funeral attendant in a funeral service for someone who is not a member of the employee's immediate family (as defined in paragraph 2 above), accrued sick leave shall be used not to exceed one (1) working day for each such occurrence.

4. Employees may use accrued sick leave for personal medical or dental appointments which cannot be scheduled at times other than during working hours.

5. Employees may use accrued sick leave for care of and necessary attention of ill or injured members

of the immediate family (as defined in paragraph 2 above), or for the birth of their child. Use of sick leave for this purpose is limited to forty (40) hours per year. Employees may carry over up to forty (40) hours of unused family care leave to the next fiscal year, for a maximum utilization of eighty (80) hours in the next fiscal year.

6. Employees may use accrued sick leave during adoption. Such leave shall not exceed forty (40) hours.

7. Sick leave shall not be used for any reasons not specifically set forth above.

C. Sick Leave Accounts

The accrued sick leave shall be placed in an employee's sick leave account.

D. Cancellation of Sick Leave

Separation from state service shall cancel all unused accumulated sick leave. However, when an employee is laid off, any unused accumulated sick leave shall be restored, provided the employee is re-employed by any agency of the State within two (2) years.

E. Payment of Sick Leave Upon Retirement for Regents Employees

Upon retirement, Regents employees shall receive cash payment of accumulated unused sick leave not to exceed a total of two thousand dollars ($2,000), payable during the pay period preceding the employee's retirement.

F. Payment of Sick Leave Upon Retirement and Accrual for Non-Regents Employees

Employees will receive the following sick leave provisions

All nontemporary, non-Regents employees working a full-time schedule shall accrue sick leave in accordance with the following:

Sick Leave

Balance	Rate of Accrual	Conversion Rate
Zero to 750 hours	18 days per year	60% of value
Over 750 hours to 1500 hours	12 days per year	80% of value
Over 1500 hours	6 days per year	100% of value

Sick leave accrual for nontemporary bargaining unit employees who work part-time shall be prorated based on the number of hours worked in the pay period. Sick leave shall not accrue during periods of absence without pay.

Payment of Sick Leave Upon Retirement

Upon retirement, employees shall receive cash payment for accumulated, unused sick leave converted at the employee's current hourly rate. Initially, the employee will receive two thousand dollars ($2,000) payable with the final pay period that includes the employee's retirement date. The remaining converted balance of the accrued sick leave balance shall be converted as follows:

Upon a bona fide retirement, employees will convert the remainder, after payment of the two thousand dollars ($2,000) addressed in the preceding paragraph, of the unused sick leave balance to a bank for purposes of purchasing health insurance after retirement. The

Sick Leave Balance for Conversion Rate purposes will be the employee's balance before payment of the two thousand dollars ($2,000) addressed above and will be converted according to the following schedule:

Sick Leave Balance	Rate of Accrual	Conversion Rate
Zero to 750 hours	18 days per year	60% of value
Over 750 hours to 1500 hours	12 days per year	80% of value
Over 1500 hours	6 days per year	100% of value

The Employer will continue to pay the Employer's share of the health insurance premium each month until the converted value of the employee's sick leave balance is exhausted or until the employee is eligible for Medicare, whichever comes first. The retired employee may stay with the same health insurance program as when employed or switch "down" at any time without underwriting.

The converted value of the sick leave can only be applied to the Employer's share of health insurance payments. It has no cash value and it is not transferable to another use or to an heir.

The State agrees that with regards to employees in positions designated by IPERS as Protection Occupation positions who have reached retirement eligibility and have separated from employment with the State, but who have not yet begun to receive IPERS retirement benefits, it will work with the Union to establish terms for their use of this benefit.

G. Rights Upon Return to State Employment
If a retired employee who is utilizing this benefit returns to permanent State employment, all remaining benefits eligibility in the sick leave conversion program will be forfeited.

H. Conversion Rights

1. All bargaining unit employees who have accumulated a minimum of thirty (30) days (240 hours) in their sick leave account and who do not use sick leave for a full calendar month may elect to have one-half (1/2) day (4 hours) added to their accrued vacation account in lieu of the accrual of sick leave.

2. In the case of eligible permanent part-time employees, such conversion rights shall be prorated.

3. Employees who have made an election pursuant to this subsection will be allowed to accumulate up to an additional twelve (12) days (96 hours) beyond twice their annual vacation and unscheduled holiday entitlement.

(Community Based Corrections, see Appendix S)

Section 11 Paid Annual Leave of Absence (Vacation)

A. The Employer agrees to provide employees with a formal annual paid leave of absence plan (vacation) as set forth below.

B. Employees shall begin earning annual leave on their first day in pay status. Employees are eligible for and shall be granted annual leave as follows:

1. Full-Time Employees

a. Annual leave shall be based on the date of hire and accrue at the rate of eighty (80) hours (10 days)

each year for a full year of service during the first four (4) years of service; one hundred twenty (120) hours (15 days) each year for a full year of service during the next seven (7) years of service; one hundred sixty (160) hours (20 days) each year for a full year of service after eleven (11) years of service; one hundred seventy-six (176) hours (22 days) each year for a full year of service after nineteen (19) years of service; and two hundred (200) hours (25 days) each year for a full year of service after twenty-four (24) years of service.

Years of Service	Accrual Rate/Year
0 through 4	80 hours (10 days)
5 through 11	120 hours (15 days)
12 through 19	160 hours (20 days)
20 through 24	176 hours (22 days)
25 & up	200 hours (25 days)

b. Annual leave may be accumulated to twice the annual entitlement. If, on June 1st, an employee has a balance of one hundred sixty (160) or more hours of accrued annual leave, the Employer may, with the written approval of the employee, pay the employee for up to forty (40) hours of the accrued annual leave. This amount will be paid on a separate pay warrant on the pay day which represents the last pay period of the fiscal year. Decisions regarding these payments will be made by each department director and BOR institution president or superintendent. Eligibility for these payments is not subject to the grievance procedure provided in Article IV. An employee may, however, grieve whether or not such payments were made without the employee's approval. (Department of

Corrections, see Appendix H)

2. School Year Employees

Employees who are regularly employed on a school year basis for less than twelve (12) months out of a year shall be granted pro rata annual leave consistent with paragraph 1(a) above.

3. Permanent Part-Time Employees

Employees who are regularly employed for twenty (20) or more hours but less than forty (40) hours per week on a continuing basis shall be granted pro rata leave consistent with paragraph 1(a) above.

(Airport Firefighters, see Appendix F)

C. Annual leave shall not be earned for any period of absence without pay.

D. In scheduling vacation (annual leave), choice of time and amounts shall be governed by seniority as defined in Article V, provided employees submit their vacation requests at least sixty (60) calendar days prior to the requested time off. When vacation requests are not submitted sixty (60) days in advance, vacations will be granted on a first come-first served basis. Vacation requests will be answered within five (5) working days from the date of receipt unless such requests are submitted more than sixty (60) days in advance. If a denied request is for a full shift or more and the requested time later becomes available, the Employer will offer it, by seniority, to the employees who had requested such time off sixty (60) days in advance and had been denied. If local Management and the local Union/Chapter have agreed to a vacation scheduling practice, this provision shall not supersede that practice.

Once vacation periods have been scheduled, the Employer shall make no changes in employee vacation schedules except to meet emergencies. In the event the Employer finds it necessary to cancel a scheduled vacation, the affected employee may reschedule his/her vacation during the remainder of the calendar year or extend the scheduling of his/her vacation into the ensuing calendar year, as he/she desires, providing it does not affect other employees' vacation periods.

Every attempt will be made to grant employees vacation at the requested time. Grievances regarding the denial of vacation shall begin with the Step 2 of the grievance procedure. The time frame at Step 2 of the grievance procedure will be thirty (30) days. Any disputes resulting from scheduled vacation priorities will be resolved by the local Union. If an employee is under the care of an attending physician while on his/her paid vacation, that portion of the paid vacation may be rescheduled upon satisfactory proof to the Employer of said care being provided.

E. Catastrophic Illness Contributions

Employees may contribute accrued annual leave, compensatory leave or holiday leave time to benefit another State employee suffering from a catastrophic illness. Leave shall be donated in no less than one (1) hour increments. The contributing employee must identify the specific amount of leave donated and the name of the recipient of the donated leave on forms provided by the Employer for this purpose. Leave donated to another State employee pursuant to this provision shall be irrevocably credited to the recipient's

sick leave account.

Section 12 Holidays

A. The Employer agrees to provide eleven (11) paid holidays per year. There shall be nine (9) scheduled holidays as set forth below and two (2) unscheduled holidays. Field staff personnel shall receive an additional four (4) unscheduled holidays. Unscheduled holidays shall be accrued on a pay period basis and added to the employee's accrued vacation account and shall be taken in accordance with the procedures set forth in Section 11 Paid Annual Leave of Absence (Vacation) in this Article.

1. Scheduled Holidays:

New Year's Day, January 1

Dr. Martin Luther King's Birthday, third Monday in January (or other holiday designated annually by the BOR for BOR employees)

Memorial Day, the last Monday in May

Independence Day, July 4

Labor Day, the first Monday in September

Veterans Day, November 11 (or other holiday designated annually by the BOR for BOR employees)

Thanksgiving Day, the fourth Thursday in November

Friday after Thanksgiving

Christmas Day, December 25

2. Monday shall be recognized as a holiday for all holidays occurring on a Sunday and Friday for all holidays occurring on a Saturday for those employees on a Monday through Friday work week. For other

than these employees, the holiday shall be deemed to fall on the day on which the holiday occurs. (Airport Firefighters, see Appendix F)

B. Holiday Pay

When a holiday falls on an employee's regularly scheduled work day, the employee will receive holiday pay equal to their regularly scheduled work day, except that no full-time employee shall receive less than eight (8) hours.

When the holiday falls on a scheduled day off (rest day) the employee will receive eight (8) hours compensation which may be in cash or compensatory time at the employee's discretion.

When an employee is required to work on a holiday, the employee will receive holiday pay equal to their regularly scheduled work day, except that no full-time employee shall receive less than eight (8) hours. The holiday pay may be in cash or compensatory time at the employee's discretion.

When compensatory time off is to be granted, it shall be taken at the request of the employee with the approval of the Appointing Authority. Such time shall be paid to the employee if not used within the subsequent twelve (12) month period.
(Department of Corrections, see Appendix H)

C. Holiday Premium Pay

When an employee is required by the Employer to work a holiday listed in Section 12(A) above, the Employer agrees to provide holiday premium pay at the rate of time and one-half (1-1/2) the employee's regular rate in addition to their normal holiday pay for all hours

worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half (1/2) of the scheduled hours fall on a holiday. At the discretion of the employee, such premium compensation shall be either in cash or compensatory time. However, in accordance with the Fair Labor Standards Act, the employee must receive cash payment for all hours worked on the holiday.

In the event compensatory time off is granted, it shall be scheduled at the request of the employee with the approval of the Employer. Such time shall be paid to the employee if not used by the end of the fiscal year.
(Department of Corrections, see Appendix H)

D. Employees working a compressed work week will not have their schedule changed during a work week that includes a holiday. This shall not apply in those situations where the Employer provides written notice at the time the employee accepts a compressed work week that such schedule changes will occur during any work week that includes a holiday.
(Department of Corrections, see Appendix H)

E. Notwithstanding the above, the Employer and individual employees may mutually agree to allow the employee to request cash payment after an election has previously been made to utilize compensatory time.

F. To be eligible for holiday pay, employees must be in pay status their last scheduled work day immediately before and their first scheduled work day immediately following each holiday.

G. Employees shall not be eligible for holiday pay during a layoff or any period of leave of absence

without pay.
(Department of Transportation, see Appendix I)

Section 13 Travel and Lodging

A. Mileage

The Employer agrees to reimburse any employee who is authorized and required to use his or her personal vehicle in the performance of the employee's work for the State at the rate established by the Iowa Department of Administrative Services policy, beginning at the employee's office. When an employee attempts to obtain a State vehicle for approved business travel and one is not available for the employee's use, the employee will be reimbursed for the use of his or her personal vehicle at the rate established by the Iowa Department of Administrative Services policy.

The Employer and the employee may mutually agree to alternative arrangements to having the employee report to the office each day. However, an employee of the Department of Revenue or the Department of Human Services shall be reimbursed beginning at his or her point of departure unless he or she reports to the office. In that event, the office shall be considered the point of departure.

B. Lodging and Meals

Employees shall be reimbursed for actual expenses incurred, at the rate established by the Iowa Department of Administrative Services policy per day for meals plus reasonable room expenses while in the performance of their official duties. The Employer reserves the right to establish reasonable reporting procedures.

C. Out-of-state travel, meals, and lodging reimbursement will be in accordance with the rate established by the Iowa Department of Administrative Services policy.

D. Advance Travel Request

When employees are required by the Employer to travel outside the state and the expenses are anticipated to exceed two hundred dollars ($200), employees may request an advance travel allowance not to exceed eighty percent (80%) of the anticipated travel expense.

E. Thirty (30) days prior to the implementation of any change to the reimbursement rate for mileage, meals or lodging, the State will notify the President of AFSCME Iowa Council 61 and provide information regarding the change.

F. Permanent Travel Advance

Employees who are required as a condition of employment to travel within the state on a regular basis shall be eligible for a permanent travel allowance as follows:

1. Employees whose in-state travel expense has averaged between one hundred dollars ($100.00) and one hundred fifty dollars ($150.00) per month for the preceding twelve (12) months shall receive a permanent travel allowance of one hundred dollars ($100.00).
2. Employees whose in-state travel expense has averaged over one hundred fifty dollars ($150.00) per month for the preceding twelve (12) months shall receive a permanent travel allowance of one hundred fifty dollars ($150.00).
3. The advance travel allowance shall be deducted

from the employee's last paycheck upon separation from State service. Additionally, the Employer reserves the right to regularly review an employee's monthly travel expenses and should the employee fail to meet the above requirements, the advance travel allowance shall be withdrawn and deducted from the employee's next paycheck.
(Parking Fees for Community Based Corrections, see Appendix S; Motor Vehicle Enforcement, see Appendix I)

Section 14 Payday

A. General government employees shall be paid on a bi-weekly basis.

Each employee may choose among the options currently provided by the employing unit for receiving paychecks. The Employer will take reasonable measures within its control to ensure that employees' paychecks are received in a timely fashion. (DAS-GSE, see Appendix L)

B. BOR employees who are currently paid in equal monthly paychecks with no lag in pay shall continue to be paid in this manner. The number of regular work hours in the calendar year shall be multiplied by the hourly rate to calculate the annual salary. The annual salary shall be divided by twelve (12) to calculate the monthly paycheck. All other calculations with respect to employee's pay shall remain unchanged.

BOR employees who are currently paid semi-monthly will continue to be paid semi-monthly. All other calculations with respect to employee's pay shall remain unchanged.

C. The Employer will not require bargaining unit employees employed before July 1, 2009, to direct deposit their paychecks. The Employer agrees to comply with 91A of the Code of Iowa.

ARTICLE X
LEAVES OF ABSENCE

Section 1 Eligibility

Employees shall have the right to request a leave of absence in accordance with the provisions of this Article after the successful completion of their probation period.

Parental leaves of absence shall be exempt from the waiting provisions of this Section.

Section 2 Request Procedure

Any request for a leave of absence shall be submitted in writing by the employee to the employee's immediate supervisor at least thirty (30) calendar days in advance, whenever possible. The request shall state the reason for and the length of the leave of absence being requested. The immediate supervisor shall furnish a written response as follows:

A. Requests for leaves of absence not exceeding one (1) month shall be granted or denied within five (5) working days. The Employer will provide the reason for denial in writing.

B. Requests for leaves of absence exceeding one (1) month shall be granted or denied within fifteen (15)

working days. The Employer will provide the reason for denial in writing.

Section 3 Leaves of Absence Without Pay

Except as otherwise provided in this Article, employees may be granted leaves without pay at the sole discretion of the Appointing Authority for any reason for a period up to but not exceeding one (1) year. Upon request, the leave may be extended for not more than one (1) additional year.
(Community Based Corrections, see Appendix S)

A. Parental Leave

Employees shall be granted parental leave of absence without pay as follows:

1. The employee shall, whenever possible, submit written notification to the employee's immediate supervisor at least four (4) weeks prior to the employee's anticipated departure stating the probable duration of the leave. Such leaves shall be granted for a period of time up to but not to exceed three (3) months. An additional three (3) months of parental leave without pay shall be granted unless the absence of the employee would cause a substantial hardship on the operating efficiency of the employing unit. Upon request of the employee, parental leaves without pay may be extended for increments of thirty (30) days, not to exceed six (6) months. In no case shall the total period of leave exceed twelve (12) months.

2. In no case shall the employee be required to leave prior to childbirth unless the employee is no longer able to satisfactorily perform the duties of the position.

3. Except as provided under Article IX, Section 10 of this Agreement, Sick Leave, all periods of parental leave shall be leaves of absence without pay.

B. Military Leave

Whenever an employee enters the active military service of the United States, the employee shall be granted a military leave as provided under Section 29A.28 of the Code of Iowa and the applicable federal statutes.

C. Unpaid Educational Leave

It is the expressed intent of the Employer to promote continued education by employees of the State and, in furtherance of this policy, the State agrees to grant employees unpaid educational leaves of absence in accordance with the following procedure:

1. The Employer agrees that at any one time up to fifteen (15) employees per bargaining unit may be granted an unpaid educational leave of absence not to exceed one (1) year in duration. Selection of employees shall be on the basis of seniority and operational efficiency of the agency.

2. To be eligible for unpaid educational leave, an employee must have completed at least three (3) years of service. The Employer will not be required to permit more than two (2) employees to be on unpaid educational leave simultaneously from the same work unit. The work unit is defined as the unit utilized for the distribution of overtime pursuant to Article VIII.

(Professional Fiscal & Staff, see Appendix Q; Community Based Corrections, see Appendix S)

D. Medical Leave of Absence

1. Employees with at least one (1) year of seniority who have exhausted their sick leave benefits shall be granted an unpaid leave of absence not to exceed ninety (90) calendar days, provided the illness or injury exceeds ten (10) days and appropriate medical verification is submitted. Upon request of the employee, extensions may be granted for up to ninety (90) day increments not to exceed a total of one (1) year. Such leaves may not be unreasonably withheld.

Extension of such leaves shall not impair an employee's right to long-term disability. Prior to an employee exhausting his/her sick leave, the Employer shall advise the employee in writing of his/her right to a medical leave of absence without pay and the requirement that the employee must request such leave within fourteen (14) calendar days of their receipt of the notice from the Employer.

2. Bargaining unit employees who are physically injured and unable to work as a result of attacks by inmates, residents, patients, visitors, students or clients of the State and who have exhausted their leave of absence granted pursuant to Article X, Section 3(D) (1) above, may be granted an additional unpaid leave of absence in ninety (90) day increments not to exceed one (1) year.

E. Family and Medical Leave

Employees who are on a leave of absence which is Family and Medical Leave Act qualified may, at their discretion by written notice to their supervisor, decline to utilize up to two (2) weeks (eighty (80) hours) of paid annual leave (vacation) in each year of this Agreement.

F. The Employer agrees to provide for the following rights upon return from any of the approved leaves listed in this Section:

1. The employee shall have the right to be returned to his/her position or one of like nature in the same organizational unit.
(Community Based Corrections, see Appendix S)

2. If the employee's position or one of like nature is not available, the layoff procedure set forth in Article VI of this Agreement shall be utilized; however, in the case of military leave, the employee will be given another position of similar pay and class for which the employee is qualified in the same organizational unit.

G. Except as otherwise provided in this Agreement, all fringe benefits shall continue during any unpaid leave of absence which does not exceed thirty (30) days.

H. When, in order to be qualified for a position, an employee is required to possess a license or certificate and the employee in that position has that license or certificate temporarily revoked or suspended, the Employer may, at the Employer's sole discretion, reassign that employee to perform other duties for which the employee is otherwise qualified for the duration of the suspension or revocation or, in the alternative, place that employee on an unpaid leave of absence. The parties agree that the provisions of this Section may be grieved, but not appealed to arbitration under Article IV of this Agreement. This provision does not affect in any way the Employer's right to discharge an employee or the right of the employee and the Union to grieve and arbitrate an employee's discharge. In the

arbitration of an employee's discharge, the Employer agrees that it will not use this provision as a basis for asserting that a leave of absence is an inappropriate remedy.

Section 4 Paid Leaves of Absence

A. Voting Leave

1. Any person entitled to vote in a general election is entitled to time off from work with pay on any general election day for a period not to exceed three (3) hours in length. Application for time off for voting should be made to the employee's supervisor prior to election day. The time to be taken off may be designated by the supervisor.

2. Time off for voting may be granted only if the employee's working hours do not allow a three (3) hour period outside of working hours during polling hours.

B. Jury Duty

1. An employee on jury duty will be continued on the payroll and be paid his/her straight time hourly rate for his/her normally scheduled hours of work. Upon return from jury duty, the employee shall present evidence of the amount received for such jury duty and remit that amount to the Employer, less any travel or personal expenses paid for the jury service. Time spent in court and reasonable travel time shall be deducted from an employee's scheduled work hours for the day in question and shall be considered time worked. Employees on the second or third shift, as defined in Article VIII, Section 6, shall be temporarily rescheduled to the day shift for the duration of their jury service.

2. The employee summoned as a juror shall notify his/her Employer immediately by memorandum attaching a copy of the summons. The employee shall be responsible for all subsequent notifications when obligated to report for jury duty.

3. An employee who reports for jury duty and is dismissed, shall promptly report to work for the remainder of the employee's working day, provided there are at least two (2) hours remaining in the scheduled work day.

C. Court Appearance

When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness in a court proceeding, the time spent shall be considered as a leave of absence with pay provided the employee is not a party to the proceedings. The employee shall remit witness fees to the Employer.

D. Paid Educational Leave

The Employer retains the sole discretion to either grant or deny requests for paid educational leaves of absence. Requests for paid educational leave shall be submitted at least one hundred twenty (120) days in advance of the requested leave. The Employer agrees to either grant or deny such requests at least sixty (60) days prior to the requested leave. Failure to respond within the designated time limits shall not constitute approval of such requests. Employees should not be denied opportunity for educational leave based solely on the shift the employee works.

(Hostage Leave for Department of Corrections, see Appendix H)

ARTICLE XI
MISCELLANEOUS

Section 1 Work Rules

The Employer agrees to establish reasonable work rules. The Union reserves the right to grieve the application or reasonableness of any work rule so established. These work rules shall not conflict with any of the provisions of this Agreement. Newly established work rules or amendments to existing work rules shall be reduced to writing and furnished to the Union at least fourteen (14) calendar days prior to the effective date of the rule. For purposes of this Article, work rules are defined as and limited to: "Rules promulgated by the Employer within its discretion which regulate the personal conduct of employees."

Section 2 Access to Personnel Files

Employees shall have the right to inspect their personnel files. The employee may respond to any item in the personnel file in writing. Such response by the employee shall become part of the permanent record. Access to personnel files shall be limited to authorized management personnel, the employee and a Union representative if so designated in writing by the employee. Upon previous notification and at the employee's expense, the Employer shall make copies of such files for the employee. However, in the event of disciplinary action involving a suspension or discharge, the Employer upon request will furnish at no cost a copy of any material contained in the affected

employee's personnel file.

Section 3 Special Expenses

Upon direction and approval of the Employer, employees shall be reimbursed for registration fees, conference fees, banquet tickets, and other authorized expenses that are incurred in the performance of his/her duties as a State employee.

Section 4 Payment of Employee Moving Expenses

Employees who are reassigned at the direction of the Employer shall be reimbursed for relocation and related expenses in accordance with the Relocation and Reimbursement Policy published by DAS-HRE. See Appendix E for full text of the policy.

Section 5 Tuition and Related Reimbursements

Subject to the availability of funds, the Employer shall establish an educational assistance program to provide employees with one (1) year of full-time employment an opportunity to enhance their job performance and/or career development. The plan shall provide for Employer participation in the cost of tuition expenses based upon successful completion of individual job related and/or career development courses. Employees shall be allowed to use these funds for professional development approved by Management, or other required training approved by Management. Employees should not be denied opportunity for participation in the educational assistance program based solely on the shift the employee works.

(Department of Human Services, see Appendix J; Community Based Corrections, see Appendix S)

Section 6 Severe Weather/Emergency Closings

A. When the Employer closes a State facility, all employees, including probationary employees, may use earned compensatory time, vacation or leave of absence without pay as they may elect. Employees may, with the approval of their Appointing Authority, also elect to work their regularly scheduled hours even though the State facility is closed to the general public. Employees will also be permitted to make up lost time within the same work week with the approval of their immediate supervisor.

When the facility is not closed, all employees, including probationary employees, who are unable to report to work may use earned compensatory time, vacation, or leave of absence without pay as they may elect.

B. If the proper Management authority, who may consult with other knowledgeable persons, declares that an inclement weather situation or other emergency exists, the following shall apply:

1. If the employee reports within one-half (½) hour of his/her regularly scheduled reporting time, the employee will be assumed to have reported on time.
2. If the employee reports after one-half (½) hour of his/her regularly scheduled reporting time, the employee shall be credited with having worked the first one-half (½) hour of the day plus all hours actually worked. Employees may elect to charge any additional lost time pursuant to 6(A) above.

(Department of Human Services, see Appendix J;

Iowa Veterans Home, see Appendix V)

Section 7 Training

The Employer agrees to make a good faith effort, contingent upon the availability of adequate funding, to provide employees with such training as is necessary, as determined by the Employer, to carry out the duties of their assigned positions or to enhance State job opportunities. Employees shall be allowed to use these funds for professional development approved by Management, or other required training approved by Management. Employees should not be denied opportunity for training based solely on the shift the employee works.

Training shall be offered by seniority to those employees who have not had the course, in compliance with operational efficiency.

(Department of Corrections Patient Care, see Appendix W)

Section 8 Identification Cards

All employees shall receive identification cards. The Employer will replace at no cost all identification cards that wear out, and will replace one (1) identification card a year at no cost that is lost by the employee.

Section 9 Time Sheets

The Employer may not change an employee's time sheet arbitrarily.

Section 10 Retention of Disabled Employees

A. It is the intent of both parties to encourage the retention of employees who may have become disabled while in State service. Consistent with the Americans with Disabilities Act, the Employer will make reasonable accommodations for such employees.

B. The parties agree that employees who have become temporarily disabled due to a work-related illness or injury should be considered before other disabled employees for reasonable temporary job modifications. Employees who have become temporarily disabled due to an illness or injury that is not work-related will be considered for reasonable temporary job modifications on the basis of Employer needs after they have been released to return to work by their medical practitioner.

C. The parties agree that the provisions of this Section may not be appealed to arbitration under Article IV of this Agreement.

Section 11 Performance Evaluation

All bargaining unit employees are entitled to a fair and impartial performance evaluation.

Section 12 Contracting and Job Security

A. When a decision is made by the Employer to contract or subcontract work which would result in the layoff of bargaining unit members, the State agrees to a notification and discussion with the local Union not less than sixty (60) days in advance of the implementation.

B. If, as a result of outsourcing or privatization following an Employer initiated competitive activities

process, positions are eliminated, the Employer shall offer affected employees other employment within Iowa State government. Other employment shall first be sought within the affected employee's department and county of employment. Affected employees accepting other employment shall not be subject to loss of pay nor layoff pending placement in other employment under this Section. Neither shall such employees be subject to a decrease in pay in their new position. However, affected employees will not be eligible for any pay increase until such time as their pay is within their new pay grade range. In the alternative, employees may elect to be laid off.

Employees placed in other employment under this Section, as well as those electing to be laid off, will be eligible for recall to the classification held at the time of outsourcing or privatization, in accordance with Article VI of this Agreement.

Section 13 Work Areas

The Union and the Employer shall develop and implement incentives which are non-economic in nature, to encourage employees to enter and/or remain in less desirable work areas, subject to the approval of the Chief Operating Officer of DAS-HRE and the President of AFSCME Iowa Council 61.

Section 14 Employee Assistance Program

A. The Employer and the Union recognize the value of counseling and assistance programs to those employees who have personal problems which interfere with the

employee's efficient and productive performance of job duties and responsibilities. Therefore, the Employer will provide an Employee Assistance Program (EAP) in order to aid such employees and their families. The Employer and the Union will encourage employees to seek professional assistance when necessary.

B. The EAP is confidential. Any information shared with the EAP will not be released to anyone without written consent of the employee.

C. An employee's participation in the EAP is separate from the disciplinary process and will not protect the employee from disciplinary action due to poor job performance or rule infraction. Likewise, an employee's participation in the EAP will not jeopardize the employee's career. While State policy is to offer assistance to employees, disciplinary action may result if an employee's job performance continues to be adversely affected.

Section 15 Labor/Management Meetings

A. The Employer and the Union agree to establish monthly Labor/Management meetings when requested by the appropriate Local/Chapter. The request to meet must be made no less than two (2) weeks in advance. The parties will agree to a date the meeting will be held. Each party may submit agenda items to the other no later than one (1) week prior to the meeting. The meeting will last no longer than two (2) hours, but may be extended by mutual agreement. Up to six (6) representatives from the Union and up to an equal number of Management will attend the meetings. The

purpose of the meetings shall be to afford both Labor and Management a forum in which to communicate on items that may be of interest to both parties. The meetings are established as a communication vehicle only and shall not have authority to bind either the Union or Management with respect to any of the items discussed. Union representatives will be in pay status for all time spent in Labor/Management meetings. The Employer is not responsible for any travel expenses or other expenses incurred by employees for the purpose of complying with the provisions of this Article, except as provided by statewide Labor/Management meetings.

B. The Employer and the Union agree to establish quarterly meetings on a statewide level when requested by the Union for discussion of issues which were unresolved at the Local/Chapter level and which affect employees in AFSCME bargaining units. Agenda items shall be exchanged at least two (2) weeks prior to the meeting. One (1) Union representative from each Local/Chapter and up to an equal number from Management will attend the meetings in pay status. Any employee who must travel more than twenty (20) miles will be reimbursed for mileage expense only. Such reimbursement shall be at the rate established by the Iowa Department of Administrative Services policy. Union members will attempt to car pool when possible. (Motor Vehicle Enforcement and Drivers License Stations, see Appendix I; Community Based Corrections, see Appendix S; Iowa Workforce Development, see Appendix T)

ARTICLE XII
HEALTH AND SAFETY

Section 1 Tools and Equipment

The Employer agrees to furnish and maintain in safe working condition all tools and equipment required to carry out the duties of each position. Employees are responsible for reporting any unsafe condition or practice, and for properly using and caring for the tools and equipment furnished by the Employer. Employees shall not use such tools and equipment for personal use.

Section 2 Buildings/Structures/Steam Tunnels

A. The Employer shall provide and maintain all State owned and State employee occupied buildings, grounds, and equipment in accordance with directions of the applicable federal and State agencies.

B. Where no policy exists for handling bomb threats in State owned or leased buildings, the Employer shall develop such policies.

C. Procedures for confined space entry and for working in steam tunnels will be developed at Statewide Labor/Management Cooperative Team meetings. Protocols for working in steam tunnels will include, but not be limited to, a "buddy system" and the availability of protective clothing and breathing apparatus.

(Board of Regents, see Appendix M)

Section 3 Protective Clothing

The Employer shall furnish protective clothing and

equipment in accordance with the applicable federal and State regulations.
(Department of Transportation, see Appendix I; Board of Regents, see Appendix M; Security Unit, see Appendix O; DAS-GSE, see Appendix L; Department of Public Defense, see Appendix G)

Section 4 Uniforms

A. Where employees are required by the Employer to wear uniforms/smocks, the Employer shall, at no cost to the employee, provide and maintain them for such employees. For the purposes of this Agreement, uniforms/smocks are defined as identically styled clothing and/or footwear uniquely related to the workplace and not appropriate for personal or other outside use.

B. The Employer shall, in good faith, endeavor to replace damaged or misfit uniforms in an expeditious manner.

C. Where pins are currently permitted, employees shall be allowed to wear up to two (2) Union pins on their uniforms/smocks.

D. The Union will be notified in writing at least fourteen (14) calendar days in advance of any new requirements or changes in existing requirements regarding uniforms/smocks.

(Department of Natural Resources, see Appendix P; DAS-GSE, see Appendix U)

Section 5 Safety Shoes and Safety Glasses

A. Where the Employer requires employees to wear

safety shoes, the Employer will furnish such shoes beginning with the first day of employment. These employees may, at the employee's discretion, be provided with a sum of money equal to the Employer's cost of the shoes toward the cost of buying safety boots.

B. Safety glasses (including prescription lenses when required) or safety goggles shall be provided for employees who are required to wear them. Employees may, in lieu of receiving safety glasses or safety goggles of the style and choice of the Employer, receive an allowance equivalent to the Employer's cost toward the purchase of safety glasses or safety goggles in a style chosen by the employee. Safety glasses or safety goggles purchased by the employee must meet or exceed the Employer's safety standards.

(Department of Public Defense, see Appendix G; DAS-GSE, see Appendix L)

Section 6 Damage to Personal Items

A. The Employer agrees that bargaining unit employees may submit to the Employer requests for reimbursement for any personal items damaged in the performance of assigned duties up to a maximum of three hundred dollars ($300) per occurrence, subject to legislative approval if necessary.

B. The Employer agrees that bargaining unit employees may submit requests to the State Appeal Board for claims denied by the Employer or which are in excess of three hundred dollars ($300). Such requests will be granted or denied in accordance with the applicable law. If the State Appeal Board requires that requests be

submitted on special forms, the Employer will make such forms available to the employees. The employee's immediate supervisor may, at his/her discretion, certify that personal items were lost or damaged in the performance of the employee's assigned duty. The Employer shall provide priority processing for claims submitted pursuant to this section. (Community Based Corrections, see Appendix S)

Section 7 Employer Owned Vehicles

All Employer-owned vehicles which are used by bargaining unit employees shall be equipped with reflective warning devices or flares, first aid kits and fire extinguishers. The State will endeavor in good faith to comply with Section 321.381 of the Code of Iowa. (Community Based Corrections Personal Vehicles, see Appendix S)

Section 8 Compliance Limitations

The Employer's compliance with this Article is contingent upon the availability of funds. If the Employer is unable to meet the requirements of any section of this Article due to a lack of funds, the Employer shall make a positive effort to obtain the necessary funds from the appropriate legislative body.

Section 9 Video Display Terminals

A. Where practical and feasible, the Employer will maintain standards for computers/word processing equipment (hereinafter referred to as VDTs).

B. In addition to the relief provided by means of the

rest periods and meal periods set forth in Article VIII of this Agreement, employees shall be entitled to a five (5) minute pause from work for every hour of intensive VDT use. Individual departments, in consultation with the VDT users, will establish the pattern of usage for the additional pauses described above. The local Union and Management will facilitate the establishment of such patterns. However, in lieu of the additional breaks, the Employer may provide an alternative work assignment. Intensive VDT use is defined as: (1) use which requires continuous and sustained attention and concentration on the VDT screen, and; (2) use which occurs in situations where this type of task cannot be organized so as to provide for natural breaks or variations.

The parties agree that the pause time must be used as described above and may not be accumulated nor used in conjunction with rest periods and meal periods as set forth in Article VIII.

C. The characteristics of the equipment being used, the area in which it is installed, the work to be performed and the needs of the user all contribute to the appropriateness of the work environment for VDT users. The Employer will make a good faith effort to provide appropriate work settings for VDT users, consistent with the availability of existing resources.

Design guidelines to be used as a factor in the purchase of VDTs will be developed by each unit of State government responsible for such purchases. These guidelines will address desirable characteristics relating to: (a) screen positioning, (b) keyboards, (c) screen and

character type, and (d) accessories. The Union will be consulted in the development of these general design guidelines.

The following elements in the work environment may affect the appropriateness of the setting in which VDT users work:

1. The ability to position the VDT and keyboard in relationship to each other and at heights which are appropriate for the work to be performed and the user;
2. The ability to provide adequate lighting for the work to be performed;
3. The ability to minimize glare;
4. The ability to minimize printer noise, and;
5. Chairs which may be adjusted to and which provide proper support for the user.

The Employer will provide information and guidance to its work units which will assist them in creating an appropriate setting for VDT users.

Section 10 Education and Reporting Procedures

By July 1, 1999, the Employer will provide to the Union a written plan for delivery of health and safety information and reporting procedures for each department.

Section 11 Health and Safety Committees

In the State departments, Board of Regents institutions, and state institutions or correctional facilities where currently a health and safety committee operates, the Employer shall designate the number of bargaining unit representative(s) who will serve

on the committee (which shall not be less than one (1) representative). The Union shall have the right to designate which bargaining unit employee(s) shall serve as representative(s). Bargaining unit representative(s) shall serve on the committee for a designated term consistent with current practices. This provision shall also apply to any newly created health and safety committee which will include bargaining unit employees.

The parties agree that attempts to resolve health and safety concerns should first be made at the local level. Therefore, these matters should be discussed with local Labor/Management committees pursuant to Article XI, Section 15. Should the parties be unable to come to mutual agreement at the local level or if it is a statewide issue, either party may refer the issue to the next statewide Labor/Management meeting pursuant to Article XI, Section 15. An additional two (2) hour limit will be set aside at the statewide Labor/Management meeting to address any issues referred pursuant to this section. For health and safety issues discussed at statewide Labor/Management meeting that are not resolved at that meeting, a joint report summarizing the various positions of the parties will be issued no later than two (2) weeks prior to the next statewide Labor/Management committee meeting. This joint report shall be shared with the department director and the president of the Union.

Section 12 Health and Safety Complaint Procedure

If practical, the Employer will provide safe, secure,

healthful working conditions for all employees. The Employer agrees to comply with the federal Occupation Safety and Health Act (OSHA) and all other applicable federal, State, or local laws and regulations, and departmental safety rules and regulations. Nothing in this Agreement will imply the Union has assumed legal responsibility for the health and safety of employees. This Section does not affect the rights of individual employees or the Union to file complaints with IOSHA.

Section 13 Miscellaneous Appendix References

Communicable/Contagious Diseases: Department of Corrections, see Appendix H; Department of Human Services, see Appendix J; Community Based Corrections, see Appendix S; Notification of Critical Incidents: Department of Human Services, see Appendix J; Cell Phones and Vehicles: Department of Natural Resources Park Managers, see Appendix P; Violence-Free Workplace: Clerical, see Appendix R; Community Based Corrections, see Appendix S; Public Defense, see Appendix G; Violent Clients: Iowa Veterans Home, see Appendix V; Department of Human Services, see Appendix J; High Crime Areas: Community Based Corrections, see Appendix S

ARTICLE XIII
(THIS ARTICLE RESERVED FOR FUTURE USE)

ARTICLE XIV
GENERAL

Section 1 Obligation to Bargain
This Agreement represents the entire agreement of the parties and shall supersede all previous agreements, written or verbal. The parties agree that the provisions of this Agreement shall supersede any provisions of the rules of the State's merit systems relating to any of the subjects of collective bargaining contained herein when the provisions of such rules differ with this Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement and any extension, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subjects or matters referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Section 2 Retention of Benefits

A. The Employer agrees, that prior to making any change in a written agency-wide policy which is a mandatory subject of bargaining and not otherwise covered by this Agreement, to meet and confer with the Union in an attempt to reach an agreement. In the event the parties are unable to reach an agreement, the matter will be submitted to arbitration pursuant to Article IV of this Agreement. The sole issue to be considered by the arbitrator is whether the proposed change represents a deterioration of an existing benefit. If the arbitrator determines that the proposed change does represent a deterioration of an existing benefit, the Employer shall not make the change.

B. For the purpose of this Section, the term "agency" means the individual departments of State government and each of the institutions within the BOR.

C. In the event the parties are unable to agree as to whether a policy is a mandatory subject of bargaining, the question will be submitted to PERB.

Section 3 Savings Clause

A. In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by operation of law or by any tribunal of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specifically specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for

the invalidated Article, Section or portion thereof.

B. In the event the parties fail to agree on the provisions of the substitute in fifteen (15) days following the start of negotiations, the parties shall request a list of five (5) arbitrators from PERB. The first strike shall be decided by a coin toss and the parties shall alternately strike until there is one (1) name remaining who shall become the arbitrator. Either party may request a second list of arbitrators from the PERB if they so desire. The arbitrator shall decide between Management's and the Union's final offer as to which is the most appropriate substitute. The decision of the arbitrator shall be final and binding on both parties.

C. Should any provision of this Agreement jeopardize the receipt by the State of any federal grant-in-aid funds or other federal allotment of money, the provision shall be deemed invalid. However, such invalidation shall not invalidate the remaining portions hereof and they should remain in full force and effect. The parties shall immediately renegotiate the invalid provision or, in the absence of an agreement, submit the dispute to arbitration in accordance with the procedure set forth above.

D. The parties disavow the Polk County District Court's decision in the matter of AFSCME vs. State of Iowa, Docket Number CE 37-21870 issued by Judge Rodney Ryan on February 6, 1992 regarding the savings clause. The parties agree that decision is not precedent setting and shall have no effect for the duration of this Agreement.

TERMINATION OF AGREEMENT

The terms and conditions of this Agreement shall continue in full force and effect commencing on July 1, 2011, and terminating on June 30, 2013, unless the parties mutually agree in writing to extend any or all of the terms of this Agreement. Upon termination of the Agreement, all obligations under the Agreement are automatically canceled.

Negotiations for a new Agreement shall commence on or before November 30, 2012. In the event the parties fail to reach an agreement by January 1, 2013, mediation shall be requested. In the event the parties are still at impasse on February 1, 2013, the dispute shall be submitted to final and binding arbitration. In the event the dispute is submitted to arbitration, the arbitrator's decision shall be rendered by no later than March 1, 2013. The parties may mutually agree to eliminate or modify any of the above impasse procedures.

APPENDIX A PAYGRADES AND CLASSIFICATION

PAYGRADES AND CLASSIFICATIONS

Clerical	001
Technical	002
Blue Collar	003
Professional Fiscal & Staff	004
Security/Community Based Corrections	006
Patient Care	011

GENERAL GOVERNMENT

Code No.	Pay Grade	Class	Barg Unit
04796	32	Account Consultant**	004
00311	26	Accountant 2**	004
00312	30	Accountant 3**	004
00309	22	Accountant/Auditor 1**	004
00305	14	Accounting Clerk 1	001
00306	17	Accounting Clerk 2	001
00307	19	Accounting Clerk 3	001
00290	17	Accounting Technician 1	002
00292	20	Accounting Technician 2	002
00294	23	Accounting Technician 3	002
02105	18	Activities Aide	002
02107	19	Activities Assistant	002
02110	25	Activities Specialist 1	011
82110	25	Activities Specialist 1	011
02111	28	Activities Specialist 2	011
82111	28	Activities Specialist 2	011
00464	30	Actuarial Assistant**	004
00465	33	Actuary**	004

00467	40	Actuary A.S.A.**	004
00708	21	Adm. Asst. 1	002
00709	24	Adm. Asst. 2	002
00790	35	Adm. Law Judge 1**	004
00791	38	Adm. Law Judge 2**	004
04540	31	Adult Services Monitor	004
03313	24	Aff. Action Comp. Off. 1	004
03314	28	Aff. Action Comp. Off. 2	004
05120	27	Agriculture Compl. Invest.	006
05134	27	Ag. Marketing Spec.**	004
05144	21	Ag. Products Inspector	006
87114	21	Air Base Security Off.	006
07130	23	Airport Firefighter	006
05140	19	Apiary Inspector	006
04363	25	Architectural Tech. 1	002
04364	27	Architectural Tech. 2	002
20583	21	Arts Programmer 1**	004
20585	24	Arts Programmer 2**	004
20574	28	Arts Programmer 3**	004
04308	21	Asst. Soils Party Chief	002
04325	23	Asst. Survey Party Chief	002
14760	22	Assistant Videographer	004
00643	29	Attorney 1**	004
00644	33	Attorney 2**	004
00645	38	Attorney 3**	004
02138	26	Audiologist**	011
08365	14	Automotive Service Wrk.	003
07225	14	Baker	003
08510	13	Bindery Worker	003
08430	26	Boiler Inspector	006
02585	22	Braille Transcriber	002
08133	23	Bridge Inspector 1	002

08137	27	Bridge Inspector 2	002
00721	23	Budget Analyst 1**	004
00722	26	Budget Analyst 2**	004
00723	30	Budget Analyst 3**	004
14804	25	Bldg. Mfr. Housing Insp.	002
00817	26	Business Mrktng. Specialist**	004
07240	13	Canteen Clerk	003
07245	15	Canteen Operator 1	003
87246	20	Canteen Operator 2	003
08040	19#	Carpenter 1	003
08041	21#	Carpenter 2	003
02085	15	Central Supply Worker	002
01037	25	Cert. Vocational Instructor	002
00011	12	Clerk	001
00017	14	Clerk Advanced	001
00018	18	Clerk Specialist	001
07344	26	Clinical Dietician**	011
04715	20	Comm. Center Spec. 1	002
04717	22	Comm. Center Spec. 2	002
04735	22	Comm. Technician 1	002
04736	25	Comm. Technician 2	002
04737	27	Comm. Technician 3	002
00640	29	Compliance Officer 1**	004
00641	32	Compliance Officer 2**	004
04320	24	Construction Tech.	002
04319	19	Construction Tech. Asst.	002
04321	26	Construction Tech. Senior	002
08000	20	Control Center Operator	002
07220	14	Cook 1	003
07221	17	Cook 2	003
87313	23	Corr. Bldg. Serv. Coord.	003
85032	25	Corr. Farm Manager	003

87237	24	Corr. Food Serv. Coord.	003
76406	23	Correctional Officer	006
86406	23	Correctional Officer	006
88018	23#	Corr. Trades Leader	003
08605	17#	Cosmetologist	002
06019	24	Criminal Intelligence Analyst	004
06020	27	Criminal Intel. Analyst Sr.	004
06021	30	Criminal Intel. Analyst Adv.	004
07015	18	Custodial Assistant	003
07010	15	Custodial Leader	003
07005	13	Custodial Worker	003
05112	22	Dairy Products Inspector	006
00748	35	Data Warehouse Analyst**	004
02220	17	Dental Assistant	002
82220	17	Dental Assistant	002
02222	25	Dental Hygienist	011
82222	25	Dental Hygienist	011
00639	38	Dpty. Wrkrs. Comp. Comm.**	004
04371	26	Design Technician	002
04370	18	Design Tech. Associate	002
04372	28	Design Tech. Specialist	002
04016	27	Disaster Project Speciaist 1	004
04017	30	Disaster Project Speciaist 2	004
02425	25	Disease Prevention Spec.	006
08390	27	District Mechanic	003
08205	16	Driver	003
06298	17	Drivers License Clerk	001
06299	20	Drivers Lic. Clerk Sr.	001
06300	23	Drivers Lic. Examiner	006
06302	26	Drivers Lic. Hearing Off.	002
03251	20	Drug Abuse Counselor 1	002
83251	20	Drug Abuse Counselor 1	002

03252	23	Drug Abuse Counselor 2	002
83252	23	Drug Abuse Counselor 2	002
01005	18	Education Aide	002
08028	28	Elec. Maint. Specialist	003
08326	25#	Electrician	003
88326	25#	Electrician	003
04742	28	Elec. Engineer Tech.	002
84742	28	Elec. Engineer Tech.	002
08328	29	Electrical Inspector	006
08672	21	Electronics Technician	003
88672	21	Electronics Technician	003
00675	26	Elevator/Amus. Ride Inspect.	006
00888	25	Employer Liability Spec.**	004
08004	25	Energy Mngmnt. Tech.	002
14756	24	Engineer 2	002
04380	21	Engineering Off. Asst. 1	002
04381	24	Engineering Off. Asst. 2	002
04385	27	Engineering Oper. Tech.	004
04323	29	Engineering Tech. Sr.	002
08111	20	Equipment Operator	003
08113	22	Equipment Operator Sr.	003
06015	23	Evidence Technician	002
00710	29	Executive Officer 1**	004
80710	29	Executive Officer 1**	004
00711	32	Executive Officer 2**	004
80711	32	Executive Officer 2**	004
00712	35	Executive Officer 3**	004
00713	38	Executive Officer 4**	004
00714	41	Executive Officer 5**	004
08012	22	Facilities Maint. Coord.	003
85015	20	Farm Leader	003
00327	26	Field Auditor**	004

06030	22	Fingerprint Technician	002
14808	31	Fire Serv. Coord.	004
14806	21	Fire Serv. Tech. Asst.	003
07210	15	Food Service Leader	003
07200	13	Food Service Worker	003
02203	20	Forensic Autopsy Tech.	002
02202	17	Forensic Morgue Attendant	002
08039	16#	Furniture Upholsterer	003
15052	23	Gaming Representative 1	004
15053	27	Gaming Representative 2	004
08115	26	Garage Operations Assistant	003
04401	19	Geological Technician	002
08518	22	Graphic Artist	002
04524	33	Health Facilities Officer 1**	004
04538	31	Health Facilities Surveyor	004
02230	29	Hlth. Professions Invest.	004
08230	18#	Heavy Equip. Oper.	003
01337	28	Historical Program Spec.**	004
08330	25#	HVAC Coordinator	003
08323	23#	HVAC Technician	003
88323	23#	HVAC Technician	003
08121	20	Hwy. Technician Assoc.	003
08122	22	Hwy. Technician	003
08123	24	Hwy. Technician Sr.	003
08646	24	ICN Audio-Video Technician	002
04792	33	ICN Business Develop Mgr.**	004
00750	21	Information Specialist 1	004
00751	25	Information Specialist 2	004
00754	30	Information Specialist 3**	004
00160	45(-9)	Info. Tech. Enterprise Exp.**	004
00118	23	Info. Tech. Specialist 1	004
00119	26	Info. Tech. Specialist 2	004

00120	29	Info. Tech. Specialist 3	004
00121	32	Info. Tech. Specialist 4**	004
00122	35	Info. Tech. Specialist 5**	004
00114	14	Info. Tech. Support Wrkr. 1	001
00115	17	Info. Tech. Support Wrkr. 2	001
00116	19	Info. Tech. Support Wrkr. 3	001
00117	21	Info. Tech. Support Wrkr. 4	001
07215	13	Ingredient Room Worker 1	003
07216	15	Ingredient Room Worker 2	003
87113	21	Installation Security Officer	006
00452	26	Ins. Claims Investigator	004
00444	27	Ins. Company Examiner**	004
00445	30	Ins. Company Examiner Sr.**	004
00447	33	Ins. Cmpy. Examiner Spec.**	004
00454	30	Ins. Complaint Analyst**	004
00455	30	Ins. Policy Analyst**	004
00453	28	Ins. Program Specialist	004
00335	29	Internal Auditor**	004
00318	37	IFA-Comptroller**	004
00695	23	Investigator 1	004
00696	26	Investigator 2	004
00697	28	Investigator 3	004
00881	23	Job Ins. Quality Auditor 1**	004
00882	26	Job Ins. Quality Auditor 2**	004
20639	30	Justice Systems Analyst**	004
00905	27	Key Account Executive**	004
00870	22	Lbr. Mkt. Research Econ. 1**	004
00871	26	Lbr. Mkt. Research Econ. 2**	004
00872	28	Lbr. Mkt. Research Econ. 3**	004
05166	16	Laboratory Assistant 2	002
07305	15	Laundry Worker 1	003
07306	16	Laundry Worker 2	003

00638	17	Law Clerk	002
01306	14	Library Aide	001
01310	17	Library Associate	002
01313	22	Library Resources Tech.	004
02002	26	Licensed Practical Nurse	002
82002	26	Licensed Practical Nurse	002
15051	20	Licensing Assistant	001
05117	21	Livestock Inspector	006
05132	21	Livestock Mrktg. Spec.	006
08635	20#	Locksmith	003
02600	26	Long Term Care Ombudsman	004
00925	32	Lottery Comm. Coord.**	004
00915	24	Lottery Dist. Sales Rep.**	004
08305	24#	Machinist	003
00260	13	Mail Clerk 1	003
00261	15	Mail Clerk 2	003
30451	26	Maintenance Engineer	003
08010	19	Maintenance Leader	003
08016	19#	Maintenance Repairer	003
08005	14	Maintenance Worker 1	003
08006	16	Maintenance Worker 2	003
00733	22	Management Analyst 1**	004
00734	26	Management Analyst 2**	004
00736	30	Management Analyst 3**	004
00737	33	Management Analyst 4**	004
08042	19#	Mason	003
14716	24	Master Control Op Tech	002
14717	27	Master Control Op Tech Sr	002
04343	24	Materials Fabrication Insp. 1	002
04344	26	Materials Fabrication Insp. 2	002
04342	22	Materials Technician 3	002
04345	26	Materials Technician 4	002

04353	28	Materials Technician 5	002
05126	21	Meat Inspector	006
08375	22#	Mechanic	003
08370	19#	Mechanic Helper	003
02205	19	Medical Lab. Technician	002
00699	29	Medicolegal Death Invest.	004
05104	29	Metrologist	002
08031	23	Mil. Air. Corr. Cntrl. Spec.	003
08030	25	Mil. Air. Crew Chief	002
86340	27	Motor Vehicle Investigator	006
86360	25	Motor Vehicle Officer	006
86361	27	Motor Vehicle Sergeant	006
01338	16	Museum Assistant	002
01333	18	Museum Guide	002
01330	25	Museum Technician	002
05301	20	Natural Resources Tech. 1	002
05331	23	Natural Resources Tech. 2	002
02021	31	Nurse Clinician	011
02027	36	Nurse Practitioner	011
02026	32	Nurse Specialist	011
05005	15	Nursery Worker 1	003
05006	19	Nursery Worker 2	003
02045	32	Nursing Standards Rep.**	004
02000	20	Nursing Unit Coordinator	001
82000	20	Nursing Unit Coordinator	001
02118	28	Occupational Therapist 1**	011
02117	20	Occupational Therapy Asst.	002
14749	22	Operations Assistant	004
00345	32	Out-of-State Revenue Aud.**	004
08043	19#	Painter 1	003
08044	21#	Painter 2	003
15004	23	Paralegal	002

05335	26	Park Manager	002
08140	18	Parts Worker	003
05145	27	Pesticide Investigator	006
02226	35	Pharmacist**	011
02225	16	Pharmacy Assistant	002
02228	37	Pharmacy Consultant**	004
02227	19	Pharmacy Technician	002
08516	22	Photographer	002
02130	32	Physical Therapist 1**	011
02131	34	Physical Therapist 2**	011
02125	18	Physical Therapy Aide	002
02550	36	Physician Assistant	011
04005	15	Planning Aide 1	002
04006	18	Planning Aide 2	002
04007	21	Planning Aide 3	002
08045	19#	Plumber 1	003
08046	21#	Plumber 2	003
86400	30	Polygrapher	006
08410	16#	Power Plant Engineer 1	003
08415	18#	Power Plant Engineer 2	003
08416	21#	Power Plant Engineer 3	003
88416	21#	Power Plant Engineer 3	003
08420	23#	Power Plant Engineer 4	003
88420	23#	Power Plant Engineer 4	003
14723	27	Producer/Director**	004
14731	24	Production Assistant	004
14720	24	Production Technician	002
14721	27	Production Technician Senior	002
04020	23	Program Planner 1**	004
04022	26	Program Planner 2**	004
04023	29	Program Planner 3**	004
00367	22	Property Appraiser 1**	004

00368	26	Property Appraiser 2**	004
00369	30	Property Appraiser 3**	004
00370	34	Property Appraiser 4**	004
03220	23	Psychiatric Security Spec.	002
03245	28	Psychologist 1**	011
83245	28	Psychologist 1**	011
03246	30	Psychologist 2**	011
83246	30	Psychologist 2**	011
03248	32	Psychologist 3**	011
83248	32	Psychologist 3**	011
03250	34	Psychologist 4**	011
03242	23	Psychology Assistant	011
00633	29	Public Defender 1**	004
00634	34	Public Defender 2**	004
00635	38	Public Defender 3**	004
02430	27	Public Health Dntl. Hygist.**	011
14737	26	Public Information Asst.	004
00210	22	Purchasing Agent 1**	004
00211	26	Purchasing Agent 2**	004
00212	29	Purchasing Agent 3**	004
00205	18	Purchasing Assistant	002
02209	20	Radiological Tech. 1	002
02211	21	Radiological Tech. 2	002
00006	14	Receptionist	001
05200	10	Recreational Aide	003
00895	22	Refugee Specialist 1	002
00896	24	Refugee Specialist 2	002
02020	30	Registered Nurse	011
82020	30	Registered Nurse	011
02566	18	Rehabilitation Assistant	002
08530	20	Reproduction Equip. Ldr.	003
08525	15	Rep. Equip. Oper. 1	003

08526	18	Rep. Equip. Oper. 2	003
03200	10	Resident Aide	002
03202	22	Resident Treatment Tech.	002
03201	19	Resident Treatment Wrkr.	002
31305	33	Resource Manager**	004
02200	23	Respiratory Therapy Tech.	002
08099	27#	Restoration Painter	003
00846	24(-2)	Retire. Benefits Officer	002
00847	27	Retire. Benefits Officer Sr	002
00845	20(-3)	Retire. Benefits Tech.	002
00849	24	Retire. Compliance Offcr.	002
00848	27	Retire. Compliance Offcr. Sr.	002
00841	27	Retire. Investment Offcr. 1**	004
00842	31	Retire. Investment Offcr. 2**	004
00843	35	Retire. Investment Offcr. 3**	004
00844	39	Retire. Investment Offcr. 4**	004
00840	23	Retire Investment Tech	002
00354	20	Revenue Agent 1	002
00355	23	Revenue Agent 2	002
00356	27	Revenue Agent 3	002
00343	27	Revenue Auditor 2**	004
00344	29	Revenue Auditor 3**	004
00350	21	Revenue Examiner 1**	004
00351	25	Revenue Examiner 2**	004
00357	27	Revenue Examiner 3**	004
04110	23	Right of Way Agent 1	004
04111	27	Right of Way Agent 2	004
04112	29	Right of Way Agent 3	004
04113	30	Right of Way Agent 4**	004
04107	21	Right of Way Aide 3	002
04108	24	Right of Way Aide 4	002
00676	30	Safety Inspection Coord.**	006

00666	26	Safety/Health Consultant	004
00761	26	Safety Officer**	004
80761	26	Safety Officer**	004
00025	17	Secretary 1	001
00026	20	Secretary 2	001
15002	22	Secretary 3	001
07110	15	Security Guard 1	006
07111	17	Security Guard 2	006
07113	20	Security Guard 3	006
76409	25	Senior Corr. Officer	006
86409	25	Senior Corr. Officer	006
86467	26	Senior State Industries Tech.	006
00531	33	Senior Utility Analyst**	004
07320	14	Sewing Room Attendant 1	003
07321	16	Sewing Room Attendant 2	003
08346	16	Sign Fabricator 1	003
08347	19	Sign Fabricator 2	003
03010	19	Social Work Associate	002
23013	25	Social Worker 2	011
23016	27	Social Worker 3	011
05465	16	Soil Conservation Tech. 1	002
05466	18	Soil Conservation Tech. 2	002
05467	21	Soil Conservation Tech. 3	002
04310	24	Soils Party Chief	002
00690	29	Special Investigator	004
02135	27	S/L Pathologist 1**	011
02136	29	S/L Pathologist 2**	011
86469	28	State Ind. Prod. Coord.	006
06460	23	State Industries Sales Rep.	002
86465	25	State Industries Tech.	006
00741	17	Statistical Assistant	002
00743	22	Stat. Research Analyst 1**	004

00744	25	Stat. Research Analyst 2**	004
00746	29	Stat. Research Analyst 3**	004
00235	13	Storekeeper 1	003
00236	16	Storekeeper 2	003
80236	16	Storekeeper 2	003
00237	19	Storekeeper 3	003
80237	19	Storekeeper 3	003
14754	24	Studio Engineer	002
14759	30	Studio Engineer Advanced	002
14757	27	Studio Engineer Senior	002
04326	26	Survey Party Chief	002
00883	29	Tax Perform. System Anal.**	004
00375	29	Taxpayer Service Spec.	004
00133	21	Technical Service Spec.	002
00134	24	Technical Service Spec. Sr.	002
00360	29	Technical Tax Spec. 1**	004
00361	32	Technical Tax Spec. 2**	004
00362	34	Technical Tax Spec. 3**	004
04793	30	Telecom. Mrkting. Analyst**	004
04794	32	Telecom. Mrkting. Anal. Sr.**	004
04799	35	Telecom. Sales Engineer**	004
04705	18	Telecom. Operator	001
04780	32(-6)	Telecom. Spec.**	004
04781	34(-6)	Telecom. Specialist Sr.**	004
04789	40(-6)	Telecom. Tech. Ent. Exp.**	004
00035	12	Telephone Operator	001
14701	26	Television Scenic Designer	002
07340	17	Therapeutic Technician	002
00684	32	Track Inspector	006
08015	15#	Trades Helper	003
14751	24	Transmitter Engineer	002
14752	27	Transmitter Engineer Sr	002

14753	30	Transmitter Engineer Adv	002
08210	18#	Transport Driver	003
00685	22	Treasury Investment Off. 1**	004
00686	26	Treasury Investment Off. 2**	004
00012	13	Typist	001
00013	15	Typist Advanced	001
00556	28	Utilities Regulation Insp.	002
00528	25	Utility Analyst 1**	004
00529	29	Utility Analyst 2**	004
00010	10	Utility Office Worker	001
00532	36	Utility Specialist**	004
08215	17	Vehicle Dispatcher	003
00855	23	Veterans Benefits Specialist	002
01035	23	Vocational Instructor	002
00482	24	W&G Dealer Exam.	006
00252	16#	Warehouse Operations Wkr.	003
08405	17#	Wtr. & Disposal Plant Oper. 1	003
08406	20#	Wtr. & Disposal Plant Oper. 2	003
05101	20	Weights & Measures Insp.	006
08310	22#	Welder	003
00060	15	Word Processor 1	001
00061	16	Word Processor 2	001
00063	19	Word Processor 3	001
00807	24	Workforce Advisor	002
00806	18	Workforce Associate	002
00809	30	Workforce Program Coord.**	004
03047	21	Youth Services Technician	002
03040	19	Youth Services Worker	002

# Indicates classes that will receive an advanced appointment rate of 13.5%

** Indicates classes that receive hour for hour overtime

Classes not designated for hour for hour overtime receive premium overtime

1081	509	Account Clerk	500
1091	513	Account Specialist	500
7611	204	Animal Caretaker I	200
7612	207	Animal Caretaker II	200
5761	210	Arborist	200
8101	413	Architectural Assistant	400
5141	210	Area Mechanic***	200
3901	404	Assembly Technician I	400
3902	407	Assembly Technician II	400
5911	208	Athletic Facilities Attndt.	200
4051	409	Audio Specialist	400
4081	409	Audiovisual Specialist	400
5051	210	Automotive Mechanic	200
7051	204	Baker I	200
7052	206	Baker II	200
7331	203	Bindery Operator I	200
7332	205	Bindery Operator II	200
7333	208	Bindery Operator III	200
3403	413	Biomedical Equip. Tech.	400
3404	415	Biomedical Equip. Tech., Sr.	400
3448	403	Broadcast Mstr. Control Oper.	400
3441	409	B. Tlvsn. – Radio Tech. 1	400
3442	413	B. Tlvsn. – Radio Tech. II**	400
3443	415	B. Tlvsn. – Radio Tech. III***	400
5611	205	Building Services Coord.	200
7985	208	Bus Driver	200
5062	211	Cabinetmaker***	200
5061	209	Carpenter***	200
1201	504	Cashier I	500
1202	508	Cashier II	500
7201	405	Central Service Tech. I	400

7202	407	Central Service Tech. II	400
5531	213	Chilled Water Systems Tech.	200
1051	503	Clerk I	500
1052	505	Clerk II	500
1053	508	Clerk III	500
1055	511	Clerk IV	500
1061	503	Clerk Typist I	500
1062	505	Clerk Typist II	500
1063	508	Clerk Typist III	500
3291	405	Clinical Technician I	400
3292	407	Clinical Technician II	400
3293	409	Clinical Technician III	400
3405	412	Communications Tech. I	400
3406	415	Communications Tech. II	400
1880	411	Cmptg. Info. Systems Tech. I	400
1881	415	Cmptg. Info. Systems Tech. II	400
7061	204	Cook I	200
7062	207	Cook II	200
7641	405	Cosmetologist	400
7951	407	Costume Tailor	400
7541	315	Crime Prevention Spec.	300
5701	203	Custodian I	200
5702	205	Custodian II	200
1821	504	Data Entry Operator I	500
1822	507	Data Entry Operator II	500
1831	504	Data Technician I	500
1832	508	Data Technician II	500
1833	510	Data Technician III	500
3051	405	Dental Assistant I	400
3052	408	Dental Assistant II	400
3031	405	Dental Inst. Mngmnt. Tech.	400
3141	405	Dental Technician I	400

3142	408	Dental Technician II	400
1410	508	Dietetic Clerk	500
7425	209	Digital Press Operator	200
1211	505	Dispatching Clerk	500
7301	206	Document Center Operator I	200
7311	208	Document Center Operator II	200
3501	409	Drafter	400
1301	505	Editorial Assistant I	500
1302	508	Editorial Assistant II	500
5071	210	Electrician***	200
5073	213	Elec., High Voltage***	200
3271	408	Electron Microscope Tech. I	400
3272	411	Electron Microscope Tech. II	400
7391	409	Electronic Pre-Press Specialist	400
3302	410	END Technician I	400
3303	412	END Technician II	400
3304	415	END Technician III	400
3401	412	Electronics Technician I	400
3402	415	Electronics Technician II	400
8221	409	E. Comm. Cntr. Dsptchr.	400
6301	212	Engineering R&D Mchnst.**	200
6311	215	Engineering R&D Mchnst, Sr.***	200
6321	212	Engineering R&D Welder***	200
3541	413	Engineering Technician I	400
3542	415	Engineering Technician II	400
5091	212	Envrnmntl. Systems Mech.**	200
4444	410	Epidemiology/Q&A Tech.	400
5101	208	Equipment Operator***	200
7213	408	Esthetician	400
8351	505	Extension Program Asst. I	500
8352	506	Extension Program Asst. II	500
8353	507	Extension Program Asst. III	500

3326	411	E. Tech. – Heart/Lung	400
3321	411	Extracorporeal Tech. – Kidney	400
7961	509	Facilities Coordinator	500
5301	204	Facilities Mechanic I	200
5302	207	Facilities Mechanic II	200
5311	210	Facilities Mechanic III***	200
5861	211	Farm Equipment Mechanic	200
5901	206	Farm Equipment Operator I	200
5902	208	Farm Equipment Operator II	200
5903	210	Farm Equipment Operator III	200
3801	407	Field Laboratory Technician I	400
3802	408	Field Laboratory Technician II	400
3803	411	Field Laboratory Technician III	400
7731	209	Fire Safety Inspector	200
7214	410	Flight Paramedic	400
7076	204	Food Service Coordinator I	200
7074	206	Food Service Coordinator II	200
7072	203	Food Worker I	200
7073	205	Food Worker II	200
3991	413	Glassblower	400
5621	208	Golf Course Maint. Wrkr.	200
4111	410	Graphics Specialist I	400
5791	410	Greenhouse Caretaker	400
5731	206	Groundskeeper I	200
5732	208	Groundskeeper II	200
1311	508	Health Info. Tech. I	500
1321	510	Health Info. Tech. II	500
1331	512	Health Info. Tech. III	500
3411	405	Health Physics Tech. I	400
3412	410	Health Physics Tech. II	400
3413	415	Health Physics Tech. III	400
3331	408	Health Technician	400

3408	409	Hemodialysis Technician	400
3261	405	Histology Technician I	400
3262	409	Histology Technician II	400
8222	410	Hospital Comm. Spec.	400
7581	307	Hospital Security Officer	300
7661	405	Houseparent I	400
7662	409	Houseparent II	400
4021	408	Instructional Support Tech.	400
4011	412	Instructional Systems Specialist	400
4071	409	Instructional Systems Technician	400
5291	210	Insulator***	200
1801	503	Key Entry Operator I	500
1802	505	Key Entry Operator II	500
7081	203	Kitchen Helper I	200
7082	205	Kitchen Helper II	200
3151	403	Laboratory Assistant I	400
3152	405	Laboratory Assistant II	400
3701	405	Laboratory Mech. Tech. I	400
3702	409	Laboratory Mech. Tech. II	400
3711	410	Laboratory Mech. Technologist	400
3251	406	Laboratory Technician I	400
3252	408	Laboratory Technician II	400
3253	410	Laboratory Technician III	400
5721	203	Laborer	200
8051	203	Laundry Production Wrkr.	200
1501	505	Library Assistant I	500
1502	508	Library Assistant II	500
1503	510	Library Assistant III	500
7211	408	Licensed Practical Nurse	400
5111	210	Locksmith***	200
1231	506	Mail Clerk	500
7681	205	Mail Distributor	200

7971	507	Mail Center Coordinator	500
5131	209	Mason***	200
7091	207	Meat Cutter	200
5321	204	Mechanic Assistant	200
7911	406	Medical Assistant I	400
7912	408	Medical Assistant II	400
7711	208	Milker	200
3601	409	Mtn. Media Production Spec. 1	400
3602	412	Mtn. Media Prod. Spec. II	400
7981	204	Motor Vehicle Operator I	200
7982	206	Motor Vehicle Operator II	200
7221	404	Nursing Assistant	400
1241	505	Nursing Unit Clerk	500
7261	409	Occupational Therapy Asst.	400
7381	209	Offset Platemaker	200
5151	209	Painter***	200
7742	407	Paraeducator	400
7212	407	Paramedic	400
7830	505	Parking and Trans. Attdnt.	500
7810	307	P & Trans. Field Srv. Off. I	300
7811	309	P & Trans. Field Srv. Off. II	300
5850	205	Parking Facilities Mechanic	200
5851	206	Parking Maintenance Worker I	200
5852	208	Parking Maintenance Worker II	200
1401	509	Patient Account Representative	500
8231	403	Patient Escort	400
8241	208	Patient Transport Driver	200
5241	209	Pest Control Operator	200
3381	404	Pharmacy Mnfctrng. Tech. I	400
3382	407	Pharmacy Mnfctrng. Tech. II	400
3361	408	Pharmacy Technician Trainee	400
3362	409	Pharmacy Technician Certified	400

3351	404	Phlebotomy Technician I	400
3352	405	Phlebotomy Technician II	400
4201	407	Photo Specialist I	400
4202	410	Photo Specialist II	400
4211	403	Photo Technician I	400
4212	404	Photo Technician II	400
4213	406	Photo Technician III	400
7251	409	Physical Therapy Assistant	400
5161	211	Pipefitter***	200
8121	306	Plant Safety Patrol Officer	300
8131	308	Plant Safety Sergeant	300
5331	210	Plumber***	200
5431	211	Pwr. Plant – Ast. Chf. Oper.****	200
5421	210	Pwr. Plant – Boiler Oper.**	200
5501	208	Pwr. Plant – Fr/Utlty Wrkr.***	200
5411	208	Pwr. Plant – Utility Wrkr.***	200
7420	206	Press Operator I	200
7421	207	Press Operator II	200
7422	209	Press Operator III	200
7271	404	Psychiatric Nursing Asst. I	400
7272	407	Psychiatric Nursing Asst. II	400
7591	309	Public Safety Dispatcher I	300
7592	311	Public Safety Dispatcher II	300
7511	312	Police Officer	300
7521	314	Police Sergeant	300
3281	409	Radiographer I	400
3282	410	Radiographer II	400
1261	510	Record Analyst I	500
1262	512	Record Analyst II	500
7241	403	Rehab. Therapy Aide	400
4501	413	Research Technician	400
4511	415	Research Technician, Senior	400

4910	410	Respiratory Therapy Tech.	400
5181	209	Roofer	200
7741	405	School Assistant	400
1071	505	Secretary I	500
1072	508	Secretary II	500
1073	511	Secretary III	500
1075	512	Secretary IV	500
7501	306	Security Guard	300
3811	406	Seed Analyst I	400
3812	408	Seed Analyst II	400
3813	412	Seed Analyst III	400
7751	403	Sewing Machine Operator I	400
7752	405	Sewing Machine Operator II	400
7753	407	Sewing Machine Operator III	400
7921	405	Sewing Machine Oper., Hsptl.	400
5191	210	Sheet Metal Mechanic***	200
5341	209	Sign Painter	200
5351	213	Steamfitter***	200
7761	204	Storekeeper I	200
7762	206	Storekeeper II	200
7763	208	Storekeeper III	200
7231	408	Surgical Technologist	400
5092	412	Systems Control Tech.	400
7771	504	Telecommunications Oper.	500
5751	208	Tree Trimmer	200
5211	208	Upholsterer	200
5461	411	Utility E&I Tech. I**	400
5462	413	Utility E&I Tech. II**	400
5463	415	Utility E&I Tech. III**	400
5464	209	Utility Pl. Maint. Mech. I***	200
5465	212	Utility Pl. Maint. Mech. II*****	200
5466	214	Utility Pl. Maint. Mech. III*****	200

5471	209	Utility Pl. Material Handling Op.***	200
5470	213	Utility Pl. Remote Fac. Op.*****	200
5467	209	Utility Pl. Operator I***	200
5468	211	Utility Pl. Operator II***	200
5469	213	Utility Pl. Operator III***	200
8281	206	Vending Machine Supplier	200
1601	505	Veterinary Teaching Hospital Ast. I	500
1602	508	Veterinary Teaching Hospital Ast. II	500
7601	410	Veterinary Technician	400
5511	211	Water Plant Operator	200
5521	209	Water Systems Operator	200

For Regents classifications marked with asterisk(s), starting pay will be four and ½ percent (4.5%) above the minimum pay for each asterisk.
**Start on Step 3
***Start on Step 4
****Start on Step 5
*****Start on Step 6

COMMUNITY BASED CORRECTIONS

60105	16	Account Clerk 1*	006
60110	18	Account Clerk 2*	006
60505	24	Building Maintenance Coordinator*	006
60100	13	Clerk Typist*	006
60335	26	Community Program Monitor	006
60407	29	Community Treatment Coordinator	006
60425	25	Community Work Crew Leader*	006
60205	23	Computer Programmer*	006
60510	14	Cook*	006
60804	22	Data Processing Coordinator*	006
60210	29	Data Processing Programmer Analyst*	006
60200	19	Data Processing Technician*	006
60420	18	Education Aide*	006
60415	25	Education Instructor*	006
60515	20	Food Service Coordinator*	006
60520	23	Food Service Leader*	006
60410	26	Job Developer	006
60500	20	Maintenance Technician*	006
60412	27	Offender Employment Specialist	006
60413	30	Offender Workforce Development Spec.	006
60310	25	Parole/Probation Officer 1*	006
60315	27	Parole/Probation Officer 2*	006
60320	30	Parole/Probation Officer 3*	006
60350	30	Polygrapher	006
60305	20	Pretrial Interviewer*	006
60940	30	Psychologist	006
60400	23	Residential Officer*	006
60125	20(-1)	Secretary*	006
60330	26	Substance Abuse Liaison	006
60300	24	Volunteer Services Coordinator*	006

*Indicates classes covered by the premium overtime provisions of Article VIII, Section 2. For classes not indicated by an asterisk, see Appendix S. As mutually agreed upon, other classes may receive premium overtime.

APPENDIX B
ORGANIZATIONAL AND EMPLOYING UNITS

Organizational units for purposes of layoff pursuant to Article VI and employing units for purposes of transfers pursuant to Article VII are defined as:

1. Regents:
   Institutions
2. Human Services:
   Civil Commitment Unit for Sexual Offenders (CCUSO)
   Institutions
   Service Areas
   Child Support Recovery Regions (4 Field and 1 Central Office)
   Targeted Case Management Areas (2 Field)
   Central Office
3. Transportation:
   Districts
   Ames/Des Moines Complex (including the Motor Vehicle Enforcement Office of the Motor Vehicle Division)
4. Department of Administrative Services:
   Information Technology Enterprise

All Other Enterprises considered together as one organizational/employing unit

5. Iowa Workforce Development:
   a. Workers' Compensation Division - Statewide for transfers and layoffs.
   b. Labor Services Division - Statewide for transfers and layoffs.
   c. All other divisions, including the administrative offices at 150 Des Moines Street and 1000 East Grand Avenue, considered together as one (1) statewide organizational/employing unit, with the exception of the Workforce Development Center Administration Division where organizational units, for the purposes of layoff or hours reduction, are Service Delivery Areas (see Appendix T).
6. Corrections:
   Institutions
   Central Office
7. Community Based Corrections:
   For Layoffs:
   Districts
   Field Services / Residential
   Clerical
   For Transfers:
   Districts
8. Rebuild Iowa Office-one organizational/employing unit
9. All other State agencies:
   Divisions
   Districts or Regions
   Institutions

APPENDIX B2
COMMUNITY BASED CORRECTIONS

Class Series for Purposes of Layoff and Bumping

Clerical:

Data Processing Program Analyst
Computer Programmer
Data Processing Coordinator
Data Processing Technician

Account Clerk 2
Account Clerk 1

Secretary
Clerk Typist

Field Services/Residential:

Probation/Parole Officer 3
Probation/Parole Officer 2
Probation/Parole Officer 1

Residential Officer

Offender Workforce Development Specialist
Offender Employment Specialist
Job Developer

Education Instructor

Education Aide

Volunteer Services Coordinator

Pretrial Interviewer

Substance Abuse Liaison

Community Treatment Coordinator

Community Program Monitor

Psychologist

Polygrapher

Miscellaneous:

Food Service Leader
Food Service Coordinator
Cook

Community Work Crew Leader
Maintenance Coordinator
Maintenance Technician

APPENDIX C
ENROLLMENT PERIODS, OTHER ENROLLMENT CHANGES, AND MOVEMENT AMONG PLANS

1. Health Benefits Plans

a. New Employees

New employees may enroll in single or family coverage within sixty (60) calendar days of their date of employment. Employees and dependents not enrolled during this period will not be allowed to be covered on the plan until the next open health enrollment and change period unless there is a qualified life event that would allow for enrollment and change.

b. PROMISE Employees

PROMISE program employees, as established by Executive Order Number 27, may enroll in single or family coverage within sixty (60) calendar days of the expiration of their Medicaid benefits.

c. Open Enrollment and Change Period

In either the months of October or November of each year, there will be a thirty (30) calendar day open enrollment and change period when employees may select any health plan offered for which the employee may be eligible and add or remove dependents on their plan.

d. Changes During a Plan Year

Following a qualified event, at any time during the year, employees may make health insurance changes consistent with the event without a preexisting condition(s) waiting period, provided that timely

application is made and that only dependents allowed by the event are added to or removed from coverage. A change may be made if a new application is submitted within thirty (30) calendar days (sixty (60) days in the case of birth or adoption) of any of the following events:

Marriage;

Death of a spouse or dependent;

Adoption of a child, addition of stepchildren or foster children to the family;

Employee or spouse reaches age 65;

Spouse or dependents who have lost coverage.

Employee, spouse or dependent becomes eligible for Medicare, or;

Divorce, annulment, legal separation, or dissolution of marriage, or;

Dependent no longer eligible

Dependent resumes full-time student status

When an employee accepts a job with the Employer in another part of the state where the employee's plan is not available, the employee will be allowed to change to another plan.

At the time of the birth of a biological child, the health insurance carrier will add this newborn to the existing family health contract when information becomes available from any valid source that this birth occurred, e.g., hospital or professional claims submission, or an enrollment form. The effective date of enrollment will be the date of birth.

If a single health contract is in effect at the time of the birth of a biological child, the enrollee must submit an application form to the carrier to change to a family

health contract within sixty (60) days of the date of this birth. The effective date of the family health contract will be the first day of the month in which the biological child was born. Appropriate deductions for payment of the family contract will be taken retroactively to reflect the change to a family contract.

If the single health contract holder does not submit the application for family coverage within sixty (60) days of the birth of the biological child, the child will not be able to be added until the next open health enrollment and change period unless the child would be eligible and affected due to another qualified life event.

e. The DAS-HRE Chief Operating Officer may conduct or research health benefit-related projects of limited duration and scope designed to improve the quality, access or affordability of the health benefit program for State employees. This provision includes, but is not limited to, development and implementation of a joint purchasing project among other public and private sector health benefit purchasers.

2. Dental Benefits Plan

a. New Employees

New employees may enroll in single or family coverage within sixty (60) calendar days of their date of employment.

b. PROMISE Employees

PROMISE program employees, as established by Executive Order Number 27, may enroll in single or family coverage within sixty (60) calendar days of the expiration of their Medicaid benefits.

c. Enrollment and Change Period

There will be no annual enrollment and change period for dental benefits. There will, however, be a one time, thirty (30) day special open enrollment period for dental insurance which will be held during October in the first year of this agreement at which time employees may enroll in single or family coverage and may add dependents to existing contracts.

d. Changes During a Plan Year

Following a qualified event, at any time during the year, employees enrolled in the dental plan may make dental insurance changes consistent with the event provided that timely application is made and that only dependents directly affected by the event are added to or removed from coverage. A change may be made if an application is submitted within thirty (30) calendar days [sixty (60) days in the case of birth or adoption] of any of the following events, and provided that only those dependents directly affected by the event are added to coverage:

Marriage;

Death of a spouse or dependent;

Adoption of a child, addition of stepchildren or foster children to the family;

Employee or spouse reaches age 65;

Spouse involuntarily loses coverage through another employer (i.e., discharge, layoff, plant closing or company closing). Proof of loss shall be the Involuntary Loss of Coverage Statement signed and dated by the previous employer (which all employers are required by federal law to provide upon request);

Employee, spouse or dependent becomes eligible for

Medicare;

Divorce, annulment, legal separation, or dissolution of marriage, or;

Dependent no longer eligible

Dependent resumes full-time student status

If a single dental contract is in effect at the time of the birth of a biological child, the enrollee must submit an application form to change to a family dental contract within sixty (60) days of the date of this birth. The effective date of the family dental contract will be the first day of the month in which the biological child was born. Appropriate employee deductions for payment of the family contract will be taken retroactively to reflect the change to a family contract. Other family members not affected by the birth are not eligible to be added because of this event.

If the single dental contract holder does not submit the application for family coverage within sixty (60) days of the birth of the biological child, there is no further opportunity to add this child unless the child would be eligible and affected due to another qualified life event.

APPENDIX C-1
HEALTH BENEFITS
REVIEW COMMITTEE

During the term of this Agreement, a health benefits review committee shall be formed. The committee shall be comprised of seven (7) Union representatives

appointed by the President of AFSCME Iowa Council 61, and seven (7) employees representing the Employer appointed by the Chief Operating Officer of DAS-HRE in consultation with the State Court Administrator. The Employer's representatives shall elect one (1) co-chair and the Union's representatives shall elect one (1) co-chair.

The committee will focus its efforts on three main issues: quality (defined as appropriate utilization and communication), employee education and cost containment.

The committee shall meet once each quarter during the term of the Agreement to discuss agenda items defined by the co-chairs in advance of the committee meeting. Each committee meeting shall last no longer than two (2) hours. Union representatives participating in the meetings shall be in pay status for travel time and the time spent in such meetings. Attendance at such meetings shall not make an employee eligible for overtime pay if attendance occurs on the employee's day off, or starts before or extends beyond the employee's scheduled work day. Participants shall be reimbursed for mileage and meal expenses by AFSCME Iowa Council 61.

APPENDIX D
DENTAL BENEFIT COVERAGE

1. Diagnostic and Preventative Services

Plan payment at one hundred percent (100%) UCR.
Routine examination and teeth cleaning twice in a plan year.
Bite-wing x-rays at twelve (12) month intervals.
Full mouth x-rays once in any three (3) year interval unless special need is shown.
Topical fluoride applications as prescribed by the dentist for unmarried dependent children, but not more than once in any twelve (12) month interval.

2. Routine and Restorative Services

Plan payment at eighty percent (80%) UCR.
Regular cavity fillings (amalgam, stainless steel crowns, synthetic porcelain and plastic).
Emergency treatment for relief of pain.
Oral surgery (tooth extractions and other oral surgery, including pre and post-operative care).
Topical applications of sealants for unmarried dependent children who are less than fifteen (15) years old. Not more than a single application for each molar. Lifetime maximum per member one hundred twenty dollars ($120.00).
No deductibles.

3. Major Restorative Services

Plan payment at fifty percent (50%) UCR.
Root canals.
Gold fillings when other filling materials cannot be used.
Crowns and jackets when necessary and when fillings cannot be used.
The dental benefits shall include surgical as well as non-surgical treatment for gum and bone (alveolar) diseases

(surgical and non-surgical periodontics) at fifty percent (50%) coinsurance.

4. Prosthetics

The dental benefits shall include bridges and dentures at fifty percent (50%) coinsurance.

5. Annual Maximum Plan Payment

The annual maximum plan payment for all plan benefits shall be fifteen hundred dollars ($1,500) per member per year.

6. Orthodontics

The dental benefits shall include orthodontics to be paid at fifty percent (50%) coinsurance with a per dependent lifetime maximum of fifteen hundred dollars ($1,500).

APPENDIX E
RELOCATION REIMBURSEMENT

1. GENERAL POLICY

Executive branch state employees who are reassigned at the direction of the Appointing Authority shall be reimbursed for relocation and related expenses in accordance with this policy, with a maximum amount of expense to the state of fifty thousand dollars ($50,000). If approved by the Appointing Authority, an individual newly hired or promoted may be reimbursed for relocation and related expenses at the same rate used for the reimbursement of a current employee who has been reassigned. The Appointing Authority shall have the discretion to decide the extent to which reimbursement is provided to newly hired or promoted employees.

Prior written approval must be given by the Department of Administrative Services-State Accounting Enterprise (DAS-SAE) to the Appointing Authority for relocation to or from outside the continental United States. Upon request of the Appointing Authority, exceptions to this policy may be made with prior written approval of the DAS-HRE. Eligibility for reimbursement shall occur when all of the following conditions exist:

* The move is for the primary benefit of the State;
* A permanent change in duty station is required; and
* The individual must change his or her place of personal residence beyond twenty-five (25) miles. (For moves less than twenty-five (25) miles, no relocation expenses reimbursement will be allowed unless DAS-HRE has given prior written approval.)

An employee may elect to relocate temporarily and remain eligible to relocate permanently at any time thereafter for a period of up to twelve (12) months from the day before the employee is to report to the new duty station. Temporary living expenses requested for reimbursement during such a "temporary relocation" shall be included as part of the total amount reimbursable under this policy [up to ninety (90) calendar days]. Claims for reimbursement of temporary living expenses shall be filed on the Temporary Living Expense Claim form [TP(RELO-SUB)]. One (1) member of the employee's immediate household may be eligible for limited temporary living expenses.

Reimbursement of relocation expenses will not occur prior to the time the employee is officially on the payroll or the time the employee has an official change

in duty station, and will be made on the basis of DAS-HRE rules and policies in effect at that time. However, approval to incur expenses and to submit claims for reimbursement may occur before the employee is officially reassigned or placed on the payroll. Claims for reimbursement of relocation expenses shall be filed on the Relocation Expense Claim form [TP(RELO-EXP)]. Unless otherwise provided in this policy, reimbursement amounts for meals, lodging and personal vehicle mileage will be the same as for a State employee on State business.

Disputes with regard to the application and interpretation of this policy, as well as exceptions to this policy, shall be submitted to and resolved by the Director of the Department of Administrative Services. The resolution shall be put in writing and copies sent to the Appointing Authority, the employee and DAS-HRE.

2. DEFINITIONS

- **Amortization** - A payment plan which enables the borrower to reduce his or her debt gradually through monthly payments of the principal.
- **Appraisal fee** - A fee charged by an appraiser for an appraisal report. If the lender secures the appraisal, the fee is usually paid to the lender.
- **Assumption fee** - A fee charged by a lender to compensate for administrative costs related to an assumption of a pre-existing mortgage.
- **Binding, not to exceed bid** - A bid that is guaranteed not to exceed a certain dollar amount.
- **Bridge loan** - A loan, from a financial institution, to

cover the short interval between buying a house and selling another.

- **Credit report** - A report required by a lender on the credit standing of a prospective borrower.
- **Duty station** - A geographic location where an employee is officially assigned to work.
- **Escrow agent's fee** - A fee charged by an escrow agent to establish an escrow account.
- **Former residence** - A personal place of residence owned or rented by the employee immediately preceding the move.
- **Household good**s - Personal property that belongs to the employee or the employee's immediate household members and that is related to occupying, maintaining or caring for a home. Household goods include yard items such as utility sheds and play sets that are reasonably movable as well as recreational equipment and vehicles.
- **Immediate household** - Individuals who are members of or reside in the employee's household.
- **Lender application fee or loan origination fee** - A fee charged by a lender which is in essence a "service charge" to compensate for the lender's administrative and loan preparation costs. The fee is usually expressed in points (a flat percentage of the loan amount).
- **Mobile home** - A mobile dwelling constructed for use as a residence and designed to be moved. Includes components attached to or a part of the home.
- **Mortgage** - A lien or claim given by a buyer to a lender to secure advances on, or the unpaid purchase

price of, real property. Includes contracts for the purchase of real property.

- **Mortgage prepayment penalty** - A fee charged by the lender when a borrower pays off an existing mortgage prior to its expiration.
- **Promotion** - The acceptance by a nontemporary employee of an offer by an appointing authority to move to a position in a class with a higher pay grade that may involve movement between positions covered by merit system provisions and positions not covered by merit system provisions.
- **Realtor commission** - A fee charged by the agent for the sale of real estate property; usually a percent of the property's sale price.
- **Reassignment** - The movement of an employee and the position the employee occupies within the same organizational unit or to another organizational unit at the discretion of the Appointing Authority. A reassignment may include a change in duties, work location, days of work or hours of work, and may be temporary or permanent. A reassignment may result in a change from the employee's previous job classification.
- **Residence** - An employee's place of permanent residence.
- The employee may have only one (1) residence from which the move is being made. Other homes or real property owned or rented by the employee are not covered for the purposes of this policy, unless it is temporary housing. However, with prior approval, household goods from other locations may also be

moved (e.g., items in storage or situations where the employee or a member of the employee's immediate family occupies a dormitory room).

- A residence owned by the employee means a residence owned in whole or in part by the employee or spouse.
- If the former residence is part of a multiple-family or multiple-purpose property owned by the employee, incidental moving expenses incurred for selling the property will be prorated to include only that part of the expenses applicable to the employee's actual residence.
- **Severance agreement** - A written agreement between the Employer and employee stipulating salary and benefits to be paid upon separation.
- **Stop-over or pick-up charges** - A fee charged by the moving company when the goods to be moved must be picked up from more than one (1) location, or when a temporary delay in delivery to the new location is necessary (may also be called in-transit temporary storage).
- **Title and recording fees** - Fees charged by a county to record a sale of real property and establish ownership of real estate property.
- **Transfer tax** - A state revenue stamp, documentary stamp or other tax required on the transfer of real property. The amount is based on the actual sale price of the real property.

3. MAKING ARRANGEMENTS

In all situations, the employee is responsible for making relocation arrangements, but must first have the

approval of the appointing authority before finalizing the arrangements. Neither the agency nor the State of Iowa shall be responsible for loss or damage to an employee's personal property.

An employee who is approved for reimbursement of relocation expenses shall obtain original "binding, not to exceed" written bids from at least two (2) licensed carriers. The bid with the lowest dollar amount will be the bid accepted. The employee may, however, make an alternate selection, but the amount that will be reimbursed shall not exceed the dollar amount of the lowest bid, and the employee must receive prior approval from the appointing authority before contracting with or utilizing an alternate carrier.

An employee approved for reimbursement of relocation expenses who is moving his or her mobile home shall obtain at least two (2) "binding, not to exceed" written bids on the cost of moving the mobile home and the disassembly and reassembly of any components. The bid with the lowest dollar amount will be the bid accepted. The employee may, however, make an alternate selection, but the amount that will be reimbursed shall not exceed the dollar amount of the lowest bid, and the employee must receive prior approval from the appointing authority before contracting with or utilizing an alternate transporter and installer.

After the relocation is complete, the employee will furnish the agency with the proper documentation needed to prepare and process the claim for payment.

In case the employee wishes to pay the carrier,

transporter, or installer immediately after the move or is required to do so, the employee may claim reimbursement from the State by using the Relocation Expense Claim form [TP(RELO-EXP)]. All supporting documents that are required by the State (original invoice) must be furnished by the carrier, transporter, or installer to the employee, who must attach them to his or her claim. The invoice must be marked clearly and signed by the mover "Paid in Full."

Employees who wish to move themselves shall not be reimbursed an amount that exceeds the lowest bid for the move. The expense reimbursement voucher must be accompanied by the two (2) carrier bids and any applicable receipts. Neither the employee nor family members will be reimbursed for time spent assisting with or doing their own move.

4. EXPENSES THAT ARE REIMBURSABLE

THE FOLLOWING EXPENSES ARE ELIGIBLE FOR FULL REIMBURSEMENT:

- Household goods.

a. Movement of household goods by a moving company.

- Moving interior and exterior household goods from the former principal residence to the new principal residence.
- Insurance for the full (no deductible) replacement value protection of all household goods. The cost of insurance must be clearly spelled out in the movers' bids.
- Cost of packing and unpacking household goods.
- Cost of disassembly and reassembly of household goods.

- Stop-over and pick-up charges. This also includes expenses of moving household goods into storage and removing household goods from storage.
- Storage charges on household goods for up to ninety (90) days.

  Payments to the carrier, transporter, or installer for moving expenses may be paid directly by the State or the employee may pay the carrier, transporter, or installer directly and request reimbursement from the State. In either case, the following documentation will be required:
- Originals or faxed copies of two (2) signed moving company bid sheets from licensed carriers, transporters, or installers; and
- Original invoice or bill of lading furnished by the carrier, transporter, or installer; and
- Invoice marked "Paid in Full" and signed by the carrier, transporter, or installer (if paid directly by the employee); and
- Completed relocation expenses claim forms.

b. Self-move of household goods.

- Mileage reimbursement at the state rate for using a motor vehicle. More than one (1) trip may be reimbursed between the former principal residence and the new principal residence, as necessary.
- Trailer and trailer hitch rental. Truck rental plus reimbursement for the cost of fuel for the truck. More than one (1) trip may be reimbursed between the former principal residence and the new principal residence, as necessary. Original receipts for fuel

must be accompanied by documentation showing origin, destination and miles driven.

- Trip insurance for full (no deductible) replacement value protection for the time period of the move.
- Rental of equipment to disassemble or reassemble household goods.
- Day labor [maximum of twelve dollars ($12) per hour] hired to assist with the self-move (the employee and members of the immediate household are not eligible for this reimbursement). A handwritten receipt dated and signed by the person receiving payment showing the hours worked and the amount paid must accompany the request for reimbursement.

c. Movement of a mobile home.

- Preparation of the mobile home for the move.
- Moving the mobile home including, as necessary, the cost of disassembly and reassembly of any components attached to or a part of the mobile home.
- Set-up including tie-downs, skirting, leveling pads and concrete blocks.
- Insurance for full (no deductible) replacement value protection of the mobile home.

  NOTE: If not moved, the mobile home will be considered a principal residence and expenses related to its sale will be reimbursed accordingly.
- Realtor commission. Realtor commission on the sale of the employee's former principal residence. The claim for reimbursement shall include one (1) copy of the real estate closing statement showing the sale

price of the residence and the realtor's commission fees.

- Marketing expenses to sell the residence without a realtor. Expenses associated with marketing the former principal residence for sale without using the services of a realtor are reimbursable in lieu of the realtor commission. All other expenses associated with the sale are subject to and covered by the five thousand dollar ($5,000) limit.
- Subsistence expenses (temporary living expenses). Subsistence expenses are defined, for this purpose, as breakfast, lunch, dinner, lodging, and up to ten minutes of long distance telephone or cellular phone calls to the former principal residence each day.

  Subsistence expenses will start on the day prior to the day the employee is to report to the new duty station and end on the day after the employee's household goods are delivered to the employee's new principal residence or at the end of ninety (90) calendar days, whichever comes first.

  The ninety (90) calendar days for the employee shall be consecutive unless the employee must be absent on State business from the new duty station for more than five consecutive workdays, in which case those days will not be counted toward the ninety (90) calendar day time frame.

  Subsistence reimbursement for meals and lodging will be up to the current rate for employee in-state travel as established in the DAS-SAE Accounting Policies and Procedures Manual. One (1) member of the employee's immediate household, if living

with the employee, is also eligible to receive up to the same amount per day for meals, but not lodging, for a maximum of ninety (90) calendar days. Both ninety (90) calendar day periods will run concurrently. This reimbursement is in addition to "expenses during move of household goods." Lodging may include month to month apartment rental and related utilities in lieu of a motel, in which case unrefunded deposits may be claimed for reimbursement. "Related" utilities are those items that would be included in the cost of a motel and are defined, for this purpose, as gas, electricity, basic telephone, basic cable television and water. Claims for reimbursement of subsistence expenses shall be filed on the Temporary Living Expense Claim form [TP(RELO-EXP)].

In lieu of or in combination with subsistence expenses, an employee may be reimbursed for mileage and meals at the daily in-State rate to commute between the new duty station and the employee's former principal residence. Daily reimbursement for commuting will not, however, exceed the daily subsistence expense maximums that would be allowed if the employee remained at the new duty station location.

- Income tax assistance.

Employees must pay taxes on the prior calendar year's taxable relocation expenses. Income tax assistance payments of thirty-five percent (35%) for reimbursement of taxable relocation expenses will be included each time a claim is paid.

Important: Employees will not receive any further compensation for taxable relocation expenses at the end of the calendar year.

THE FOLLOWING EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT UP TO AN AGGREGATE TOTAL OF FIVE THOUSAND DOLLARS ($5,000):

- Incidental expenses.

a. Costs associated with the sale or purchase of a residence. To be eligible for reimbursement under this category, the employee must own his/her principal residence at the time of hire or reassignment.

This category includes necessary and reasonable costs incurred by the employee incidental to the purchase of a new principal residence and customarily paid by the buyer, and incidental to the sale of a former principal residence and customarily paid by the seller.

The following costs associated with the sale of the employee's principal residence are reimbursable under this policy:

- Items payable in connection with a loan:
  Veterans Administration Funding Fee
  Mortgage Release/Prepayment Penalty
  Wire Transfer Fee
  Postage Fee
- Title charges:
  Administrative Compliance Fee
  Settlement Fee
  Abstract or Title Search
  Document Preparation

Notary Fee
Attorney Fee
Deed Preparation
Abstract Continuation

- Government recording and transfer charges:
  Mortgage Release Fee
  Deed or Tax Stamps
- Inspection Fees (if required by law)
  Pest Inspection
  Termite Inspection
  Radon Inspection
  Structural Inspection
  Electrical/Plumbing Inspection

The following costs associated with the purchase of a principal residence are reimbursable under this policy:

- Items payable in connection with obtaining a loan:
  Loan Origination Fee
  Appraisal Fee
  Credit Report
  Processing Fee
  Closing Fee
  Prepaid Loan Fee
  Loan Assumption Fee
  Commitment Fee
  Escrow Agent Fee
  Wire Transfer Fee
  Postage Fee
  Underwriters Fee
- Title charges:
  Administrative Compliance Fee
  Abstract or Title Search

Document Preparation
Title Examination
Notary Fee
Attorney Fee
Plat Drafting
Plat Drawing/Survey
Title Insurance (Title Guarantee)
Survey Charges
Flood Certification Fee

- Government recording and transfer charges:
  Deed Recording Fee
- Inspection Fees (if required by law):
  Radon Inspection
  Structural Inspection
  Electrical/Plumbing Inspection

b. Utility disconnect and connect charges. Utility connect charges do not include refundable utility deposits or refundable utility cooperative memberships.

c. Residence disposal and location expenses.

- Transportation for up to two (2) round trips between the former principal residence and the new principal residence (reimbursable at the current state rate if a personal automobile is used or at the coach rate if travel is by air) for the employee and one (1) household member. This includes travel to conduct business associated with the sale of the former principal residence.
- Actual meal and lodging expenses for up to five (5) days and four (4) nights for each of the trips mentioned in the paragraph above for the employee

and one (1) household member while visiting the new principal residence location.

- Automobile rental for up to five (5) days plus reimbursement for the cost of fuel for each of the trips mentioned in the paragraph above.
- Long distance telephone or cellular phone calls and fax charges incidental to the sale or subletting of the former principal residence and/or the purchase or rental of the new principal residence.

d. Expenses during move of household goods.

- Actual meals and lodging for the employee and each member of the immediate household for up to five (5) days and four (4) nights while household goods are in transit.
- At the time of the move, one-way mileage (at the state rate) for up to two (2) vehicles, owned by the employee or a member of the employee's household, from the former principal residence to the new principal residence. Should the employee's household contain more than two (2) licensed drivers, the number of vehicles for which mileage reimbursement may be claimed shall be equal to the number of licensed drivers. In lieu of driving automobiles from the former principal residence to the new principal residence, the employee and/or the employee's immediate household members may choose an alternate means of transportation for reimbursement and have the vehicles moved by the moving company.

e. Costs incurred in settling a lease, not to exceed three (3) months' rent.

This expense shall not be allowed if it is determined that the employee knew, or reasonably should have known, that a reassignment was imminent before entering into a lease agreement.

5. DAYS OFF WITH PAY

Employees may utilize up to a total of eighty (80) hours of paid work time off for any combination of the following reasons:

- Locating a new principal residence.
- Closing on the sale or lease of the former principal residence.
- Closing on the purchase or lease of the new principal residence.
- Moving household goods from the former to the new principal residence.
- Related incidental activities.

6. EXPENSES NOT REIMBURSABLE

- Expenses reimbursed by the former employer as part of a severance agreement.
- The cost of transporting vehicles not included in "Expenses during move of household goods."
- The cost of or related to moving livestock.
- Any other items not specifically covered by this policy.
- Any reimbursable item in excess of the limits set in this policy.
- Refundable apartment and utility deposits.
- Cable, satellite or other TV, or radio installation or disconnection charges.

7. REPAYMENT

As a condition of receiving reimbursement for moving

expenses, the recipient must sign an agreement to continue employment with the appointing authority as provided for in the rules of the Department of Administrative Services [IAC 11-64.9(5)]. A copy of the agreement shall accompany the reimbursement request forms.

APPENDIX F
AIRPORT FIREFIGHTERS

1. Overtime Compensation

Notwithstanding the provisions of Article VIII, Section 2, employees in the job classification Airport Firefighter shall receive overtime for those hours they work in excess of their regularly scheduled work shift.

2. Sick Leave Computation and Accrual

Airport Firefighters shall continue to accrue sick leave using the current conversion factor.

3. Annual Leave Computation Accrual

Airport Firefighters shall continue to accrue leave using their current conversion factor.

4. Holiday Computation and Accrual

For employees in the job classification Airport Firefighter, the hours for holidays shall be computed using the current conversion factor and the total shall be pro rata with the employee receiving one twenty-sixth (1/26) of the yearly entitlement per pay period. The hours shall be credited to the employee's accrued vacation account and shall be taken in accordance with the procedures set forth in Article IX, Section 11,

Vacations.

5. Pursuant to Article IX, Section 11(B)1, Airport Firefighters will be granted leave equal to one (1) scheduled shift.

APPENDIX G
DEPARTMENT OF PUBLIC DEFENSE

1. The Employer agrees to provide reimbursement of up to one hundred dollars ($100.00) for cold weather protective clothing. Employees in the following job classifications are eligible for cold weather protective clothing:

Electricians
HVAC Technicians
HVAC Coordinators
Power Plant Engineers
Locksmiths
Plumbers
Maintenance Repairers
Mechanics
Heavy Equipment Operators
Equipment Operators

Employees shall be eligible for this reimbursement every two (2) years.

The cold weather gear eligible for this reimbursement includes:

- Winter head gear/face masks
- Winter outer garments
- Thermal under garments

- Insulated gloves
- Insulated socks

2. Employees at their discretion will be allowed to carry over twenty (20) hours to the next year. The year for the purpose of utilization of compensatory time shall end on September 30.

3. The Employer agrees to enforce the State of Iowa Violence-Free Workplace Policy. Training will be available for employees upon request.

4. The Employer agrees to provide for safety shoes consistent with the provisions of the main body of the contract.

APPENDIX H
DEPARTMENT OF CORRECTIONS

1. Scheduling for compensatory time, holidays, banked holidays and holiday premium time will be in accordance with Article IX, Section 11, Vacations.

2. In the event an employee of a correctional institution has been determined by the Appointing Authority to have been held hostage, the employee will be eligible for a paid leave of absence up to ninety (90) days as determined by a licensed physician to be necessary for recovery from stress. Such paid leave shall not be charged against the employee's sick leave account.

3. The parties recognize the importance of the confidentiality of medical information. Additionally, the parties agree that all applicable federal and State laws

shall be followed in regards to information concerning inmates/residents/clients who have been identified as having communicable/contagious diseases. Employees will be provided with appropriate information which will be available either on each living unit or the institution's intranet system regarding inmates/residents/clients who have been identified as having communicable/contagious diseases of substantial health risk pursuant to the memorandum from Hal Farrier dated December 29, 1986, which addresses the Health Services Policy HSP-85-907. The provisions of this memorandum will be implemented no later than July 15, 1987.

4. "Med Passer" differential will be paid to Correctional Officers and Nursing Unit Coordinators that are required to pass medication. An eligible employee will receive seventy-five cents ($0.75) per hour differential for a full shift on any day he or she passes medications, regardless of whether the employee actually passes medications on each hour of the shift. The differential will not be paid for days the employee does not pass medications.

5. Every employee required to wear Basic Dress Uniforms (BDU) will be provided with three (3) sets of cotton/polyester BDUs consisting of three (3) trousers, three (3) long sleeved shirts and three (3) short sleeved shirts.

6. The Employer will allow Union representatives the use of an existing phone line for Union business with supervisor's approval. This will be at no additional cost to the Union or the Employer. Use of this will be in compliance with Article II and Article IV of this

Agreement.

7. Effective July 1, 2009, the Employer will reimburse employees up to seventy-five dollars ($75.00) per fiscal year of the cost for the initial purchase/replacement of shoes/boots for employees that are required to wear a particular color or style of shoes/boots.

8. Effective July 1, 2009, the Employer agrees to provide a paid meal period to all employees in the job classifications of Correctional Building Service Coordinators, Correctional Trades Leaders, and Correctional Food Services Coordinators. The Employer agrees to continue providing paid meal periods for those positions currently receiving them.

9. The Department of Corrections agrees that any changes to posts/positions that become open or are created will be discussed at monthly institution Labor/Management meetings.

10. The parties agree that a pilot of shifts with no unpaid break for a meal period shall be implemented for all Registered Nurses, Licensed Practical Nurses and Nursing Unit Coordinators at the Mt. Pleasant Correctional Facility and Iowa State Penitentiary. (The Anamosa pilot will continue as described in the Patient Care Appendix.) This pilot will begin on the first day of the first pay period for fiscal year 2010 and end on the last day of the last pay period of fiscal year 2010. This pilot may be extended beyond the term of this current Agreement only through agreement by both parties. The State may make administrative adjustments to their start and finish times to implement staggered shifts as needed.

11. Pursuant to Article IX, Section 11, annual leave may be accumulated to three (3) times the annual entitlement provided Iowa Code Chapter 70A 1(2)(b) is amended. This provision expires June 30, 2013.

APPENDIX I
DEPARTMENT OF TRANSPORTATION

1. Pursuant to Article VIII, Section 1, Work Schedules, employees called out to work contiguous to their regularly scheduled shift will be allowed to complete their shift up to a total of twelve (12) consecutive hours.

2. The following shall control the interpretation of Article VIII, Section 1, as applied to the Department of Transportation and shall not serve as a precedent to grievances from other departments nor serve in a prejudicial manner to either the Employer or the Union with respect to grievances from other departments:

a. Schedules:

DOT maintenance employees will be furnished work schedules indicating the employees' days and hours of work. These schedules are for informational purposes only and shall not constitute the basis of a grievance concerning overtime eligibility or computation.

DOT employees working on a construction project will be informed of the location and hours of work of their assignment as soon as practicable after the Employer becomes aware of the location and hours of

work.

b. Hours:

Reduction in hours during the work week should be done for lack of work or other legitimate reasons. Such determinations are at the sole discretion of the Employer. Maintenance garage employees will be sent home on the basis of inverse seniority within the maintenance garage. For purposes of this paragraph only, seniority groups will be defined as the individual job classification, except for Highway Technician Associate and Highway Technicians that are assigned to and currently performing highway maintenance work and Equipment Operators Seniors who shall constitute a single seniority group.

3. Pursuant to Article VIII, Section 2, Overtime, for Blue Collar and Technical bargaining unit employees, in those cases when an employee, who is not scheduled for Saturday and Sunday work, is sent home due to lack of work, or is sick on a scheduled work day, work performed on a Saturday or Sunday during that work week will be paid at the premium rate of pay.

4. Pursuant to Article VIII, Section 2, Overtime, for "equalization of overtime" purposes, if the employee has not notified the Employer in writing that he/she will not be available for overtime, and if the Employer is not able to contact the employee and they can verify by phone record the attempted contact, then the employee will be recorded as having declined to work overtime. Overtime equalization will be within twenty (20) hours per fiscal year.

A shared worker returning to his/her regular work

unit shall be credited with the average number of overtime hours worked by employees within the same classification within the work unit while the employee was performing the shared worker duties.

5. Pursuant to Article IX, Section 12, Holidays:

a. Holiday pay will be equal to one (1) regularly scheduled work day whether the employee actually works or not.

b. Holiday pay for employees assigned to and working on a construction site will be equal to the average of the hours worked per day in the work week containing the holiday, not to exceed ten (10) hours but not less than eight (8) hours.

6. The Employer agrees to provide reimbursement of seventy-five dollars ($75) per the term of this contract for cold weather protective clothing for employees whose job assignments require them to regularly work outside during the cold weather months. If the clothing is required to meet the ANSI safety standards or Iowa Department of Transportation Policy and Procedures, this requirement must be met.

The cold weather gear eligible for this reimbursement includes:

- winter head gear/face masks
- winter outer garments
- thermal under garments
- insulated gloves
- insulated socks

The employees eligible for this reimbursement include:

Highway Technician Associate (Equipment

Operators)
Highway Technician
Equipment Operator Senior
Highway Technician Senior
Garage Operations Assistant
Construction Technician
Construction Technician Senior
Survey Party Chief
Construction Technician Assistant
Asst. Survey Party Chief
Soils Party Chief
Bridge Inspector 1
Bridge Inspector 2
Asst. Soils Party Chief
Mechanic
Maintenance Worker 2
Anyone who performs winter operations as a shared worker.

This section will apply to any classes or position(s) mutually agreed upon by Management and the Union based on the primary duties of the position(s). If the parties are unable to agree, DAS-HRE will mediate a resolution. If unable to reach a mediated resolution, the Director/Designee of the Department of Transportation and AFSCME Iowa Council 61 President/Designee will make the decision.

7. When required for safety reasons there shall be two (2) employees of the DOT assigned to extra heavy-duty right-wing trucks during snow removal operations when winging outside the shoulder line. The use of the wing as a moldboard extension for plowing pavement and

shoulder surfaces is excluded.

8. Motor Vehicle Officers and Motor Vehicle Sergeants with at least twenty-five (25) years of seniority, but not more than fifty percent (50%) of the crew, by classification, will not be required to work the late shift (shift 3). If it becomes necessary to assign employees to work the late shift, they will be assigned in reverse seniority order.

9. Employees in the Highway Division will be eligible for work differential under the following parameters.

A. Those employees who are not Highway Technician Associates, Highway Technicians and Highway Technician Seniors, Equipment Operator Seniors, Garage Operations Assistants or Mechanics when performing the duties in one (1) of the following activities:

* Phase One snow/ice removal
* Phase Two snow/ice removal
* Frost Runs
* Chemicals and Abrasives
* Snow Fence
* Equipment Cleaning
* Other snow/ice duties
* Anti-icing.

B. Those employees who are not in the Construction Technician series, Materials Technician/Fabricators series, Highway Technicians or Highway Technician Seniors will be eligible for work differential when performing the following duties:

* Construction Inspection
* Materials Inspection

* Survey duties related to a specific construction project
* District Land Survey operations.

Eligible employees will be paid a work differential of six and one-half percent (6.5%) of the top pay of a Highway Technician Associate. This will be for a full shift on any day they perform work eligible for the differential regardless of whether or not the work is performed for their full shift.

Training that Management requires to perform duties covered by the work differential will be paid at the work differential rate. The differential will not be paid for any day the employee is not assigned these duties.

Management will determine the number of employees in each work unit eligible for this differential. Qualified employees within the affected work unit(s) will be selected on the basis of seniority absent a business necessity that would dictate otherwise. If an insufficient number of employees are interested, the Employer may require employees to do the work, starting with the least senior qualified employee. Permanent employees may notify their immediate supervisor of their preference not to participate in work eligible for these differential pays and Management will make every attempt to grant this request.

10. The parties agree to a pilot project for the life of the agreement to allow employees at their discretion to accumulate up to two hundred (200) hours of compensatory time. Any hours over two hundred (200) will be paid in cash. Employees at their discretion will be allowed to carry over forty (40) hours to the next year.

The year for purposes of utilization of compensatory time shall end on either March 31 or September 30, whichever the employee elects for the duration of this agreement. The pilot will sunset on June 30, 2013 and is non-precedent setting and cannot be used in any impasse procedures between the parties regarding earning, using, or payment for compensatory time. If the pilot is not continued in the next contract, the limits will revert to one hundred sixty (160) hours maximum accumulation with a forty (40) hour carry over.

11. For purposes of Labor/Management Meetings, Driver License Station Employees will be considered its own Labor/Management local. The Employer and the Union agree to establish quarterly Labor/Management meetings and will be in accordance with current contract language Article XI, Section 15(B).

12. Pursuant to Article XI, Section 15, Motor Vehicle Enforcement employees who must travel more than twenty (20) miles will be reimbursed for mileage expenses only.

13. Upon retirement from Motor Vehicle Enforcement, the Department will issue the retired officer identification pursuant to the Law Enforcement Officers Safety Act of 2004.

14. For vacancies posted after July 1, 2009, the residency requirement for Motor Vehicle Officers will be posted by county. The residency requirement for Sergeants, Motor Carrier Investigators, Investigators and Hazardous Materials Specialists will be a twenty (20) air mile radius of the location designated by the Employer.

15. While attending training held at Camp Dodge, employees will lodge at Camp Dodge or a location authorized by Management. During activities that are NOT held at Camp Dodge, employees will be allowed to stay at a hotel of their choice with reimbursement pursuant to Article IX, Section 13(B).

APPENDIX J
DEPARTMENT OF HUMAN SERVICES

1. "Med Passer" differential will be paid to qualified employees (Youth Service Workers, Youth Service Technicians, Resident Treatment Workers, Resident Treatment Technicians, and Psychiatric Security Specialists). Additional classifications shall be mutually agreed upon by the Employer and AFSCME Iowa Council 61. An eligible employee will receive a seventy-five cents ($0.75) per hour differential for a full shift on any day he or she passes medications, regardless of whether the employee actually passes medications on each hour of the shift. The differential will not be paid for days the employee does not pass medications.

The Employer will continue to provide employees passing medications with a refresher course once during the term of this master contract. Medication information maintained by the institution will be made accessible to employees who are passing medications.

2. Pursuant to Article XI, Section 7, Training, contingent upon the availability of funding, a sum of

fifty thousand dollars ($50,000) for each fiscal year of the Agreement shall be set aside within the DHS to fund these programs. These funds may be expended for training programs, participation in employee tuition reimbursement costs, or other education or career enrichment activities. The expenditure of funds under this Agreement is contingent upon the continued availability of this funding.

It is the intention of both parties to improve the quality of training and education of the employees engaged in the care and treatment and related services to DHS residents and patients.

3. If employees are held over for six (6) hours or greater due to severe weather and/or mandated overtime, the Employer will provide a complimentary meal ticket for personal use only, in the institution's dining facility. Tickets must be used no later than the end of their next scheduled shift.

4. The parties agree to continue to work together to reduce client-related incidents while also protecting the rights of clients. The State-level Health and Safety Committee established pursuant to Article XII, Section 11 will meet to discuss violent client situations and aggregate data. These discussions will continue at the local Labor/Management Meetings or at the Statewide DHS Labor/Management Meetings pursuant to Article XI, Section 15. The parties agree to use a professional facilitator to conduct the meetings, as necessary. The facilitator shall be selected by mutual agreement.

5. The AFSCME Iowa Council 61 President will be notified of critical incidents resulting in injury to staff

by clients requiring medical attention off grounds.

6. At Independence and Clarinda Mental Health Institutes, whenever the Employer decides to realign the number of RTWs assigned to a shift, the positions where an employee is needed shall be offered to the most senior employee. If no senior employee volunteers for the offer, employee(s) shall be mandated in reverse seniority order. If further realignment is necessary, the Employer will offer the position by seniority within the classification on the shift where the realignment is determined to be needed. If no employee volunteers the least senior employee on the shift with excess assigned staff will be assigned. This process may be altered by mutual agreement. This will not be precedent setting or used as such in any forum.

7. In the event that equipment is purchased, and the operation of that equipment is assigned to an employee, the Employer agrees to provide that employee with such training as is necessary, as determined by the Employer, to carry out the duties of the assigned position.

8. The Employer agrees to provide a reimbursement of one hundred dollars ($100) per the term of this contract for cold weather protective clothing for employees whose job assignments require them to regularly work outside during the cold weather months.

The cold weather gear eligible for this reimbursement includes:

- Winter head gear/face masks
- Winter outer garments
- Thermal under garments
- Insulated gloves

- Insulated socks
- Insulated boots

The employees eligible for this reimbursement include no more than one hundred twenty (120) employees, as follows. The Union will provide a list of eligible employees at each institution on or before September 15 of the first contract year.

- Woodward 15
- Independence 23
- Toledo 7
- Cherokee 28
- Eldora 19
- Glenwood 28

9. Employees at their discretion will be allowed to carry over forty (40) hours of compensatory time into the next contract year.

APPENDIX K
ATTENDANCE POLICY

This document constitutes a letter of understanding between AFSCME Iowa Council 61 and the Employer regarding attendance policies. The parties agree that attendance policies that are currently in place will remain intact unless mutually agreed upon otherwise.

Policies which may be developed during the term of this Agreement will be done with Union input.

APPENDIX L
DEPARTMENT OF ADMINISTRATIVE SERVICES – GENERAL SERVICES ENTERPRISE (DAS-GSE)

1. Definitions: For the purpose of this policy, the following definitions shall apply:

Payday: the day designated by DAS-SAE for the distribution of pay warrants and direct deposit warrant stubs.

Paycheck: a pay warrant or direct deposit warrant stub received by the employee as payment for hours worked or paid leave granted.

2. Policy: It is the policy of DAS that all supervisors shall distribute paychecks on payday prior to each employee's regularly scheduled lunch break.

If an employee is unavailable when the supervisor first attempts to deliver the paycheck, the supervisor will make an additional attempt to deliver the check prior to the employee's lunch break. If the paycheck has not been delivered to the employee by the start of the employee's lunch period, it will be returned to the personnel office. The personnel office will retain the paycheck until the end of the employee's work shift at which time it will be mailed to the employee.

3. The Employer will develop, with the assistance of the Union, a policy and program to identify the conditions requiring the use of personal protective equipment. The policy and program shall include, but not be limited to, the procedures regarding acquisition of personal protective equipment, for prescription

safety glasses, protective footwear, and spring and severe cold weather clothing. The above language means the replacement only of existing cold weather clothing which the Employer will make available once every two (2) years starting in fiscal year 2011 to a predetermined group of the employees (approved prior to implementation by both Union and Management) working in the grounds, mechanical, electrical, DAS-GSE Construction Project Managers who are currently classified as Executive Officers covered by this contract, carpentry, drivers, custodial and locksmith areas.

4. Employees will notify management prior to purchasing safety shoes. The Employer will reimburse employees for the cost, up to one hundred fifty-five dollars ($155), of ANSI rated safety shoes for employees who are required to wear them.

5. Bulletin Boards in the Capitol Complex - In general, all Union postings should be placed on Union bulletin boards located in buildings throughout the Capitol Complex. Union officials who are responsible for postings are also responsible for removing the postings. A tack board should be used. No posting should be taped, glued, or fastened by any method on painted wall surfaces. Posting should not extend above the top of a wall panel. No postings should occur in elevators, on the grounds, or within the building stairways, rest rooms, or tunnels.

6. The Employer will designate September 30 as the date the employees have to utilize compensatory time or be paid out in cash.

7. Staff at Fleet/Mail currently provided uniforms

through a vendor contract will continue to be provided appropriate work clothing that is laundered and maintained by the vendor. DAS-GSE employees not within Fleet/Mail will be responsible for the laundering of their own uniform. Uniforms shall be shirts and pants as agreed to by the Union and Management and shall be replaced once a year or as needed. Uniforms will not be provided to new employees until they complete their probationary period.

APPENDIX M
BOARD OF REGENTS (BOR)

A. Board of Regents Institutions

1. On a monthly basis, the Employer will provide the local Unions with a list of all employees considered to be confidential. The list shall include each employee's name, classification, seniority date and work location.

The Employer will furnish the data fields specified in Article II, Section 2(F), monthly to both AFSCME Iowa Council 61 and the Regents local Unions on standard microcomputer disk at no cost to the Union.

2. Pursuant to Article II, Section 4(D), each institution within the BOR will continue its practice regarding Employer and employee contributions to TIAA/CREF or any qualified substitute retirement annuity during any Union leave without pay of thirty (30) calendar days or less.

3. Pursuant to Article IV, Section 2, grievances shall be submitted to the department head or their designee at

Step 1 and to the following persons or their designee at Step 2:

a. Iowa Braille and Sight Saving School: Superintendent
b. Iowa School for the Deaf: Superintendent
c. Iowa State University: Associate Vice President for Human Resource Services
d. University of Iowa: Senior Associate Director, Human Resources, Director of Employee and Labor Relations. The University of Iowa reserves the right to remove Social Security numbers from grievances. University ID or Employee ID may be used in lieu of Social Security numbers.
e. University of Northern Iowa: President

4. Pursuant to Article IV, Section 2, grievances which have not been settled under the foregoing procedure are eligible for arbitration and the BOR office will be the representative in arbitrations involving the Regents institutions.

5. Pursuant to Article IV, Section 14, BOR Institutions shall participate in GRIP with one management panel member from the BOR Office staff.

6. Pursuant to Article VI, Section 2, General Layoff Procedures, on a monthly basis, the Employer shall provide the local Unions with a list of bargaining unit employees awaiting recall. Such list will include each employee's name, classification, seniority date, date of eligibility for recall, and all classifications the employee requests for recall.

The temporary layoff provisions of Article VI, Section 3, do not apply to the Regents institutions.

Temporary layoffs for Regents institutions shall be for less than twenty (20) consecutive calendar days. In such cases employees will be laid off by seniority within classification and work unit.

7. Pursuant to Article VI, the Employer agrees if an employee is provided advanced notice of the potential for elimination of the position currently held, the Union and local shall receive a copy of the notice.

8. Pursuant to Article VII, Section 6 – Transfer Limitations, paragraph H, transfers will be granted as follows:

1. Transfer within the employing unit (full-time or part-time) pursuant to Section 2 of Article VII.
2. Recall within the employing unit to the class and status (full-time or part-time) from which laid off.
3. Promotion, demotion, reclassification within the employing unit (Employer's discretion).
4. Transfer between employing units (full-time or part-time) pursuant to Section 3 of Article VII.
5. Recall between employing units to the class from which laid off.
6. Promotion or demotion between employing units or between agencies (Employer's discretion).
7. Transfer between agencies pursuant to Section 4 of Article VII.
8. Recall between agencies to the class from which laid off.
9. Recall to class other than one from which laid off.
10. New Hire (Employer's discretion).

9. When an employee is terminated during the probationary period following a promotion, the

employee shall be afforded the rights set forth in Article VI, Section 2(H). The employee will only be allowed to be recalled to a classification that is in the same or lower pay grade than the original classification of the employee prior to the promotion.

10. The Employer and the local Unions shall establish a procedure for providing copies of all job postings to the local Unions.

11. Bargaining unit employees of BOR Institutions will participate in the employing institution's life and disability insurance programs as negotiated for the term of the 2011-2013 collective bargaining agreement.

12. Pursuant to Article XII, Section 2, Buildings/Structures/Steam Tunnels, the Employer and the Union, at local Labor/Management meetings, will establish policies and procedures for safe operation and protocol for work in steam tunnels or permit-required confined spaces.

13. Pursuant Article XII, Section 5, the Employer will reimburse employees for the cost, up to ninety dollars ($90), of safety shoes for employees who are required to wear them.

14. The Employer will follow protocol established by CDC and other accrediting bodies, such as Joint Commission on the Accreditation of Hospitals. Education will be provided as needed. Other issues shall be referred to Health & Safety Committees pursuant to Article XII, Section 11.

B. Iowa State University

1. Pursuant to Article VII, Section 2, Transfers, the policy at Iowa State University will be as follows:

Job postings shall indicate the work unit, work schedule including days off, number of hours per week, flexible schedule if applicable, number of months worked per year, and any selective certification requirements. If the position has a rotating schedule, the frequency of rotation, scheduled hours of work and days off shall be clearly indicated on the job posting and job line. All vacant positions will be posted and bid pursuant to the Agreement with the most senior qualified employee getting the job. The Employer agrees not to reassign employees to vacant positions prior to using the transfer procedure.

It is understood that the Employer has the right to determine positions to be posted. The Employer will not reassign to the old location.

The start of the six (6) month limitation shall be the day following the closing date for the posting.

2. Pursuant to Article XI, Section 7, Training, employees at Iowa State University who work with asbestos shall receive training and medical examinations in accordance with State of Iowa law. Training for handling of other hazardous materials and chemicals will be provided in accordance with applicable regulations and laws.

3. Pursuant to Article XI, Section 11, it is the position of Iowa State University that if an employee is to be evaluated, the employee shall be notified prior to the commencement of an evaluation and given the reason or reasons for the evaluation and/or actions being taken. In addition, the University will provide to the employee the results of the evaluation within the designated time

period. This is not to be construed as a modification of the Employer's ability to discipline employees for just cause.

4. Iowa State University agrees to make available cold weather gear (insulated Carhartt bibs, coats, and gloves) for the snow crew.

5. Pursuant to Appendix B, layoff units will be the individual farms for workers at Iowa State Farm with the exception of the farms located in the Ames Central Iowa Research Farms that will be considered as one (1) layoff unit.

C. University of Iowa

1. Pursuant to Article VII, Section 2, Transfers, the policy at the University of Iowa will be as follows: After completing the Application for Transfer in person and the electronic merit application, all bargaining unit employees may apply for a contract transfer by phoning the Employment Services office and stating their name, University Employee ID, and the job into which they wish to transfer. Once the application is active, updating of information on the application for transfer may be done in person or by phone.

It is understood and agreed that "vacancies" eligible for the contract transfer procedure shall be designated as open within the "locations" listed here.

Transfers shall be made between locations, except for "shift" transfers and regular days off, which may be made within a single location.

A shift transfer shall be allowed when there is a minimum difference of two (2) hours between the employee's present starting time and the starting time

of the posted vacancy.

Transfers to change regularly scheduled days off shall be allowed when there is a difference in the employee's regular days off and the work schedule of the posted vacancy. Examples include:

- rotating days off to weekends off;
- Monday through Friday schedule to a Tuesday through Saturday schedule;
- a rotation working every sixth weekend to one requiring every third weekend;
- a schedule that provides days off in a defined rotation to a similar rotation with different days off;

Notwithstanding the above, the University of Iowa reserves the right of job assignment and all other rights as found under the Management Rights Article of this Agreement signed by AFSCME Iowa Council 61 and its affiliate AFSCME Local 12.

Transfer locations for the University of Iowa are those agreed upon by the representatives of Local 12 and the University, as available at the offices of the local union and University Human Resource representatives and posted at the University website.

The University of Iowa will provide Local 12 with the employee ID utilized by the University for all employees.

2. The parties affirm their interest in resolving interpersonal conflict and disputes informally to promote civility in the workplace. Therefore, AFSCME Local 12 and the University of Iowa will develop procedures to utilize the University's Mediation Service through the local Labor/Management committee. The

committee will then develop joint communications to inform employees about the service and encourage its use. Upon request, the timeliness for any related contract grievance may be mutually extended.

3. Bargaining unit members may be invited to participate in University of Iowa Wellness programs on a similar basis to other University of Iowa faculty and staff, at the University's sole discretion. Bargaining unit employees may receive cash incentives established at the University's sole discretion as part of these programs. Employees may be responsible for any fees that may be required for individual programs. If meetings for a particular program occur during an employee's regularly scheduled work time, the employee may be released to attend by his/her immediate supervisor in paid status. Absences for treatment or rehabilitation at the direction of the employee's health care provider and not directly associated with the UI Wellness programs are not addressed by this provision but may be covered under the sick leave provision of this agreement. Release time to attend Wellness related activities shall be at the sole discretion of the Employer.

The participation of bargaining unit employees at the University of Iowa in the University's Wellness programs does not create a precedent or obligation on the part of other units of the Employer. Furthermore, the University may make changes to its Wellness programs at its sole discretion, so long as bargaining unit staff members are treated consistent with other University faculty and staff in regard to such changes.

Further, the parties agree if funding should become available for the creation of wellness programs for merit-covered staff at the other Regent institutions that such programs would be discussed with AFSCME Iowa Council 61 before implementation.

D. University of Northern Iowa

1. Pursuant to Article VII, Section 2, Transfers, the policy at the University of Northern Iowa will be as follows:

a. Specific location - defined as department, except as follows:
   - Within Physical Plant, Building Services, location is further defined as work site (building[s] and crew [assigned as needed]).
   - Within Residence Services, location is further defined as work site by building or dining service unit.
   - Within HPELS location is further defined for Storekeepers as East Gym, West Gym, and the WRC and any other future locations.

b. Shift
   - First Shift - any regularly scheduled permanent shift of which four (4) or more hours occur between 6:00 a.m. and 6:00 p.m.
   - Second Shift - any regularly scheduled permanent shift of which four (4) or more hours occur between 6:00 p.m. and midnight.
   - Third Shift - any regularly scheduled permanent shift of which four (4) or more hours occur between midnight and 6:00 a.m.
   - Rotating Shift - any regularly scheduled shift on

a permanent basis involving service in two (2) or more of the above.

c. Work Unit - same as specific location above.

d. Days Off - permanently scheduled days off of Saturday and Sunday of each week unless otherwise noted. Exceptions include, but are not limited to, the following:

- Physical Plant/Building Services
  - o Gallagher Bluedorn Performing Arts Center
  - o Wellness Recreation Center
  - o McLeod Center
  - o West Gym
  - o UNI Dome
- Power Plant
- Public Safety
- Dining Services
- Broadcasting Service

e. Library - location is further defined as:

- Reference and Instructional Services
- Access Services
- Collection Management and Special Services
- Library Information Technologies
- Technical Services

2. Pursuant to Article IX, Section 11(D), Police Officers at the University of Northern Iowa shall be allowed to take vacation time in increments of one (1) day or more for special occasions when no trade in the work week can be arranged.

3. The University of Northern Iowa shall maintain its current policy regarding cold weather clothing for employees.

APPENDIX N
RESERVED

APPENDIX O
SECURITY BARGAINING UNIT

1. Pursuant to Article VIII, Section 3, Meal Periods, the Employer agrees to continue providing paid meal periods for those positions currently receiving them.
2. Pursuant to Article XII, Section 3, Protective Clothing, the Employer shall provide and maintain a sufficient amount of appropriate clothing for employees required to work in inclement weather and/or hazardous environments so that employees will not be required to wear the protective clothing worn by employees on the preceding shift.

APPENDIX P
DEPARTMENT OF NATURAL RESOURCES

1. Park Managers shall not be assigned to work more than eight (8) weekends during non-peak season (November 1-April 15), except in those areas where the state maintains year round cabins or lodges.
2. Park Managers shall receive a clothing allowance of five hundred dollars ($500.00) per year. Newly hired Park Managers (excluding employees who transferred, promoted or demoted into the Park Manager classification) shall receive a clothing allowance of one

thousand dollars ($1,000.00) upon employment.

3. All Park Manager positions shall be posted in accordance with the current staffing plans, after the plan has been presented to the Statewide Labor-Management meeting and Union input has been received.

4. Park Managers shall be provided with cell phones. Police radio equipment shall be provided for each Park Manager's State vehicle unless otherwise agreed upon between the employee and the Employer.

5. Pursuant to Article VIII, Section 6, Shift Differential; Section 7, Standby; and Section 8, Call-Back Time; employees who live in State-owned houses, specifically including the job classifications of, 05301 Natural Resources Technician 1, 05331 Natural Resources Technician 2, and 05335 Park Manager, shall not be eligible for shift differential, standby, or call-back compensation.

APPENDIX Q
PROFESSIONAL FISCAL & STAFF BARGAINING UNIT

1. Pursuant to Article VIII, Section 1, the following applies to field staff personnel:

a. Employees who are required to work outside the normal office setting or hours are considered "field staff." The Employer shall designate those employees who are to be considered field staff and such employees shall not receive compensatory time for work in excess

of the normal forty (40) hour work period.

b. The parties recognize that the agency exists to meet the needs of the public, through principles of professionalism, including accountability and flexibility. The agency will utilize personnel methods and means in the most appropriate and efficient manner as determined by Management. Field staff employees will be allowed flexibility in the scheduling of their work hours "consistent with the fulfillment of their duties and requirements."

c. The policies existing on January 1, 1987 relating to the establishment of work schedules shall be maintained for field staff employees.

d. Field staff employees in DAS-SAE, Revenue, Iowa Workforce Development and Inspections and Appeals who do not receive premium overtime, will receive hour for hour compensatory time credited to their account for hours worked in excess of forty (40) hours in any work week when those hours fall on a Saturday or a Sunday and the employee has received prior Management approval before working those hours.

e. All Professional Fiscal & Staff job classifications that are eligible for premium overtime will be designated as such in Appendix A.

2. Pursuant to Article VIII, Section 1, work schedules for non-field staff personnel are as follows:

a. Work schedules are defined as an employee's assigned hours, days of the week, days off and shift rotations. Nothing herein shall be construed as a guarantee of the number of hours of work per day or per work period.

b. All employees in the bargaining unit who are not field staff personnel shall be granted hour for hour compensatory time for all hours worked in excess of forty (40) hours in any work week. The decision to take pay in cash or compensatory time rests with the employee. However, the Employer may require the employee to take compensatory time rather than cash when required pursuant to federal grants. Employees must receive prior Management approval before working any hours in excess of forty (40) hours in any work week. Such compensatory time shall be credited to the employee's account and shall be utilized at the request of the employee with the approval of Management. Such approval shall not be unreasonably withheld. If an employee is unable to utilize earned compensatory time by June 30th of the calendar year, the Employer will pay the employee in cash for all unused compensatory time. If budgetary considerations dictate, the Employer may direct employees to use their compensatory time between June 1st and June 30th.

c. Where practical and feasible, as reasonably determined by Management, the employee may elect flexible hours of work including:

(1) Variable starting and ending times

(2) Compressed work week such as:

Four (4) - ten (10) hour days

Four (4) - nine (9) hour days and one (1) four (4) hour day

(3) Other mutually agreeable flexible hour concepts

Upon separating from State service, employees shall be paid for any unused earned compensatory time.

3. Pursuant to Article VIII, Section 3, Meal Periods, bargaining unit employees will be granted an unpaid and unscheduled meal period.

4. Pursuant to Article VIII, Section 4, Rest Periods, bargaining unit employees will receive two (2) fifteen (15) minute rest periods per day. Such rest periods will be unscheduled.

5. Pursuant to Article X, Section 3C, Unpaid Educational Leave, up to fifteen (15) PFS employees who have completed eighteen (18) months of service may be granted this leave for up to two (2) years.

6. Pursuant to Article VI, Section 2, General Layoff Procedures, Department of Revenue shall be considered a statewide organizational unit for the purpose of bumping.

APPENDIX R
CLERICAL BARGAINING UNIT

1. Pursuant to Article VIII, Section 3, Meal Periods, the Employer agrees to continue the practices in effect on January 1, 1989, on providing meal periods for all bargaining unit employees.

2. Pursuant to Article VIII, Section 4, Paid Rest Periods, the Employer agrees to continue the practices in effect on January 1, 1989, on providing rest periods for all bargaining unit employees. The employees who work at least one (1) hour beyond their regularly scheduled shift shall receive a fifteen (15) minute rest period.

3. Per the State's Violence-Free Workplace Policy, the Employer is committed to provide work places that are free from violence, harassment, and mobbing. The Employer and the Union shall jointly devise a plan for the State to educate clerical bargaining unit employees on the Violence-Free Workplace Policy at each Regent's institution and General Government agency. The plan shall be completed by September 1, 2009.

Employees are encouraged to explore appropriate remedies within the work unit. If a situation is unresolved within the work unit, employees may contact the DAS-HRE or the applicable Regents Institution to seek resolution. The Employer will provide a phone number and the name of the office responsible for investigation of such complaints.

Grievances may be filed according to Article IV of this Agreement.

4. Clerical employees, at their discretion, will be allowed to carry over forty (40) hours of compensatory time into the next contract year.

APPENDIX S
COMMUNITY BASED CORRECTIONS BARGAINING UNIT

1. Employees in the Community Based Corrections Bargaining Unit will be included in the Grievance Resolution Improvement Process (GRIP). One member of CBC Management, from a different district, will be allowed to sit on the panel of CBC cases.

2. Transfers for Community Based Corrections:

Section 1 Eligibility

Employees must have been in their current classification for at least six (6) months in order to be eligible for transfers pursuant to this Appendix. However, if an employee goes into a classification with a lower pay grade in lieu of layoff, the employee shall immediately be eligible for transfers pursuant to this Appendix. Additionally, an employee who is required to change shifts upon promotion shall be immediately eligible for transfers to a different shift within the employing unit.

Employees who desire to transfer to another position within the same classification or an interchangeable classification either within a District or between Districts shall file a written request as prescribed by the Department with the appropriate District personnel office indicating that interest on forms mutually agreed to by the Union and the Employer. The Employer agrees to provide the Union with a list of the names and addresses of the appropriate District personnel officers.

The Employer may decline senior applicants who do not meet the minimum qualifications for the vacant position.

Section 2 Transfers Within Districts

The Employer shall post all openings indicating the specific location, county(ies), shift, work unit and days off. Specific location shall be defined as the organizational unit of the agency. Specific shift shall be defined as the hours of work. Specific

work unit shall be defined as the area inside of the organizational unit where the employee performs his/her work. Specific work unit can be defined as rotating post or relief post. Specific days off shall be the days off that are assigned to the position. A period of five (5) work days from the date of the announcement shall be allowed for interested employees to file a written request to be included in the group of applicants to be considered for that vacancy. At the close of the five (5) work day posting period, the Employer will review those requests from any employee in the same district who is in the same classification or an interchangeable classification as the vacancy. When an employee applies for a posted position and he/she has not removed his/her name by the close of the posting, he/she must accept the job, if offered. The Employer shall offer the position to the most senior bargaining unit employee who has filed a transfer request.

For informational purposes only, there shall be no probation period for any such transfer.

The Employer shall transfer the most senior employee who makes such request for the open position provided he/she possesses the ability to perform the duties as assigned and meets any special or selective certification requirements. (Such requirements shall be reflected on the posting.) The Employer may deny transfers if the transfer would substantially impair the Employer's ability to maintain operational efficiency. The Employer is not obligated to retrain employees in order to

qualify them for transfers under the provisions of this Appendix.

For purposes of transfers, the employing unit shall be as set forth in Appendix B.

Section 3 Transfers Between Districts

In the event a vacancy is not filled under the provisions of Sections 2 of this Appendix, the Employer shall consider employees in the same classification as the vacancy from other Districts who have filed a transfer request. The Employer shall offer the position to the most senior employee who makes such request for the open position. The employee shall have three (3) working days in which to accept or decline the offer in writing

Section 4 Definition of Permanent Vacancy

For purposes of this Appendix, a permanent vacancy is created:

1. When the Employer has approval to increase the work force and decides to fill the new positions;

2. When any of the following personnel transactions take place and the Employer decides to replace the previous incumbent: termination, transfer out of the bargaining unit, promotion, or demotion; where the Employer creates a new shift and/or days off schedule, the Employer agrees to post the position within the residential facility or field office where the change is proposed;

3. If no employee has indicated a desire to transfer to a vacancy and the Employer fills such vacancy by transfer of an employee from another classification in the same salary range and determines that the vacated

position is to be filled, such position shall be subject to the provisions of this Appendix;

4. Where the Employer creates new shifts and/or new days off schedules, such positions shall be filled in accordance with this Appendix. This procedure does not apply to regular rotating schedules;

5. Transfers within the bargaining unit resulting from Sections 2 or 3 above;

6. When a Probation/Parole Officer 1 or 2 position is vacated and the position is to be filled as a Probation/Parole Officer 1 or 2, the District shall first post the vacancy as a Probation/Parole Officer 2 pursuant to Sections 2 and 3 above. If no employee transfers into the position, the Employer may then post the vacancy as a Probation/Parole Officer 1.

Section 5 Transfer Limitations

1. The application of the procedures in this Appendix shall be limited to the original vacancy and the six subsequent vacancies resulting from the filling of the original vacancy.

2. Employees may not transfer under the provisions of this Appendix more often than once every six (6) months, unless reassigned by Management within the six month period.

3. Employees transferring under the provisions of this Appendix shall not be eligible for payment of moving expenses by the Employer.

4. Employees transferring into federally funded positions will receive the salary provided by the federal grant.

5. The local Union shall be allowed to inspect

vacancy lists on a monthly basis. Employees reassigned more than twenty five (25) miles from the original work site will be provided a twenty (20) working day notice. Employees who refuse to accept such reassignment will be afforded the rights set forth in Article VI, Section 2(H).

6. Nothing in this Appendix shall be construed as a limitation on the Employer's ability to reassign employees to meet agency needs as determined by the Employer.

7. Transfers will be granted as follows:
   a. Transfers within Districts pursuant to Section 2;
   b. Recalls within the District to the classification and status (full-time or part-time) from which laid off;
   c. Transfers within Districts of part-time to full-time or full-time to part-time pursuant to Section 4;
   d. Promotion, demotion and reallocation within Districts (at the Employer's discretion);
   e. Transfers between Districts pursuant to Section 4;
   f. Recall between Districts to the class from which laid off;
   g. Transfers between Districts of part-time to full-time or of full-time to part-time, pursuant to Section 4;
   h. Promotion or demotion between Districts (at the Employer's discretion);
   i. Recall to a class other than one from which

laid off;

j. New hires.

8. For the purposes of calculating the six (6) month transfer limitation, the date of the transfer shall be:

a. Within District transfer: the date the employee is notified the transfer request is accepted.

b. Between District transfers: the date the employee accepts the transfer.

9. An employee who works thirty (30) or more hours per week shall be eligible for transfer to full-time positions in the same classification.

3. Pursuant to Article VIII, Section 1, Community Based Corrections employees who are required to work outside the normal office setting or hours are considered "field staff." The Employer reserves the right to designate which employees are to be considered field staff, and such employees shall not receive overtime compensation pursuant to Section 2 of that Article. If the following criteria are met, the Employer may designate the employee as field staff:

The employee works outside the normal office setting or outside normal working hours at least fifty percent (50%) of the time, and the employee's time outside of the normal office setting or normal working hours is uncontrollable, difficult to schedule, or governed by the needs of others.

The parties recognize that State agencies exist to meet the needs of the agency, through principles of professionalism, including accountability and flexibility. State agencies will utilize personnel methods and means in the most appropriate and efficient manner as

determined by Management. Field staff employees will be allowed flexibility in the scheduling of their work hours consistent with the fulfillment of their duties and requirements.

a. State agencies will establish the workload necessary to meet the needs of the agency.

b. Certain designated core hours will be established by mutual agreement to meet local needs. These core hours will be established to afford the clients an opportunity to contact employees during designated office time, to allow for scheduling of staff meetings and supervisory conferences, and to allow Management the means by which to insure staff development and to meet its duties and responsibilities.

In the event an employee and local Management are unable to agree upon core hours, the matter will be reviewed by the Appointing Authority or his/her designee who will render a final decision.

c. The employees will be able to set their own work hours to maintain their assigned workload, with the exception of certain designated hours of core time. Units of work will be determined to meet the needs of the agency outside of the core hours. It will be the employee's responsibility to insure that adequate hours outside of the core hours are worked to meet the needs of his/her assigned duties. The employees will be allowed adequate flexibility to determine which hours are necessary for maintaining their assigned workload; therefore, no overtime will be given for hours worked in excess of the normal work week.

d. Although the employee generally controls his/

her work schedule outside of the set core hours, the hours worked or not worked must be consistent with job expectations. Management reserves the right to review workloads to insure that these expectations are being met, as well as meeting the needs of the agency. Additionally, nothing in this Appendix shall be construed to prohibit requiring employees to submit weekly work plans and/or daily report sheets.

e. The provisions of Article VIII, Section 6, Shift Differential, and Section 8, Call-Back Time, are not applicable to field staff employees.

4. All employees in the bargaining unit who are not field staff personnel or are not in classes designated by an asterisk in Appendix A, Community Based Corrections, shall be granted hour for hour compensatory time for all hours worked in excess of eighty (80) hours in any pay period. The decision to pay in cash or compensatory time rests with the employee. However, the Employer may require the employee to take compensatory time rather than cash when required pursuant to federal grants. Employees must receive prior Management approval before working any hours in excess of eighty (80) hours in any pay period. Such compensatory time shall be credited to the employee's account and shall be utilized at the request of the employee with the approval of Management. Such approval shall not be unreasonably withheld. If an employee is unable to utilize earned compensatory time by June 30th of the calendar year, the Employer will pay the employee in cash for all unused compensatory time. If budgetary considerations dictate, the Employer

may direct employees to use their compensatory time between June 1st and June 30th.

5. Pursuant to Article X, Section 3, Leaves of Absence may be granted by the District Director.

6. Consistent with Article X, Section 3(C), Unpaid Educational Leave, up to eight (8) Community Based Corrections employees who have completed eighteen (18) months of service may be granted this leave for up to two (2) years.

7. Pursuant to Article X, Section 3(F)1, the employee shall have the right to be returned to his/her position or one of like nature in the same county.

8. Article XI, Section 5, Tuition Reimbursement. No employee shall receive more than one thousand dollars ($1000) annually in educational assistance.

9. Parking Fees. When employees are required by the Employer to utilize their personal vehicle during the work day, the Employer will reimburse such employees for any parking fees incurred provided a paid receipt is furnished. This provision is not applicable to parking fees incurred as a result of driving to and from work.

10. Pursuant to Article XII, Section 6, claims for damage to personal items up to a maximum of three hundred dollars ($300) may be submitted to the District Director. Claims for amounts in excess of three hundred dollars ($300) shall be submitted to the District Board of Directors.

11. Pursuant to Article XII, Section 7 Employer-Owned Vehicles, the Employer shall not require that employees transport clients in their personal vehicles.

12. Article XII, Communicable/Contagious Diseases.

Employees will be provided with appropriate information regarding residents who have been identified as having communicable/contagious diseases of substantial health risk.

13. Article XII, High Crime Areas. The Employer shall make a good faith effort to assure that bargaining unit employees are not required to enter high crime areas alone. The provisions of this paragraph shall not be construed to require the Employer to hire additional personnel. Grievances alleging violations of this paragraph shall not be eligible for arbitration under Article IV of this Agreement.

14. Article XII, Communication Devices. The Employer shall provide communication devices for employees who provide intensive supervision and for employees who perform on-site furlough checks in accordance with the following:

All communication devices shall enable the employee to have direct access capability which does not require operator assistance. Further, they shall have an acceptable access range so that staff will maintain effective use of the device. Finally, all staff will be properly trained on the use of those communication devices available to them. Within the guidelines established here, the selection of the particular type of communication device is a local Management decision.

15. Pursuant to Article XI, Section 7, Training, contingent upon the availability of funding and adequate staffing coverage, each Judicial District Department of Correctional Services and the Department of Corrections shall allocate resources to

provide in-service employee correctional career training that is equally available to all interested line staff.

It is the intention of both parties to improve the quality and the availability of training and education of employees engaged in the supervision, treatment and related services to offenders under the jurisdiction of the Judicial District Departments of Correctional Services.

16. The Employer and the Union agree to establish quarterly meetings on a statewide level when requested by the Union for discussion of issues which were unresolved at the Local/Chapter level and which affect employees in AFSCME bargaining units. Agenda items shall be exchanged at least two (2) weeks prior to the meeting. One Union representative from each Chapter and the four (4) state wide Local Officers and up to an equal number from management will attend the meetings without loss of pay. Any employee who must travel more than twenty (20) miles will be reimbursed for mileage expense only.

17. The parties recognize the necessity of securing offender medications within Residential Correctional Facilities. Employees who are designated to allot medication at an offender's request will receive seventy-five cents ($0.75) per hour differential for a full shift on any day that he or she is designated to allot medication, regardless of whether he or she allots medication on each hour of the shift.

18. Per the State's Violence-Free Workplace Policy, the Employer is committed to provide work places that are free from violence, harassment, and mobbing. Effective July 1, 2009, the parties agree that training will be

provided to all employees, with a completion date of July 1, 2010. The written policy shall include reporting procedures and shall be posted electronically and/or on bulletin boards where utilized. Employees that have completed the training after January 1, 2008 do not have to retake the training. New employees shall have the training completed within the first year of hire.

19. Section 6 Sick Leave

Pursuant to Article IX, Section 10, paragraph F, Sick Leave, Conversion Rights, employees who have accumulated a minimum of thirty days (240 hours) in their sick leave account and who do not use sick leave for a full calendar month, may elect to have six (6) hours added to their accrued vacation account in lieu of adding their total monthly accrual to their accrued sick leave account. In the case of eligible permanent part-time employees, such conversion rights shall be prorated at the rate of two (2) to one (1) [one (1) hour of vacation for every two (2) hours of earned sick leave]. Employees who have made an election pursuant to these provisions will be allowed to accumulate up to an additional eighteen (18) days (144 hours) beyond twice their annual vacation and unscheduled holiday entitlement.

APPENDIX T
IOWA WORKFORCE DEVELOPMENT DEPARTMENT

1. When an employee is awarded a bid for an open

position, they will be moved to the position within thirty (30) calendar days unless the employee and the department mutually agree to a longer period in time.

2. The Employer and Union agree to the following: Each time the State determines a need to lay off employees, or to reduce hours, in accordance with Article VI, or when a work unit or office goes out of existence and the affected employee(s) are not laid off, the employees will be informed if any of the following options exist for them to bump another employee. Affected employees will be required to prioritize their bumping selection on the approved form and return to management within seven (7) calendar days:

OPTIONS WITHIN THE SAME CLASSIFICATION

- Least senior employee in the same class in the same office.
- Least senior employee in the same class in the service delivery area.
- Least senior in the same class statewide.

LOWER CLASS WITHIN THE SAME SERIES

- Least senior employee in the lower class in the series in the office.
- Least senior employee in the lower class in the series in the service delivery area.
- Least senior employee in the lower class in the series statewide.

PREVIOUSLY HELD/SAME PAY GRADE DIFFERENT CLASSIFICATION

- Same pay grade, previously held classification in the office.
- Same pay grade, previously held classification in the

service delivery area.

- Same pay grade, previously held classification statewide.

PREVIOUSLY HELD LOWER CLASSIFICATION

- Lower previously held class in the office.
- Lower previously held class in the service delivery area.
- Lower previously held class statewide.

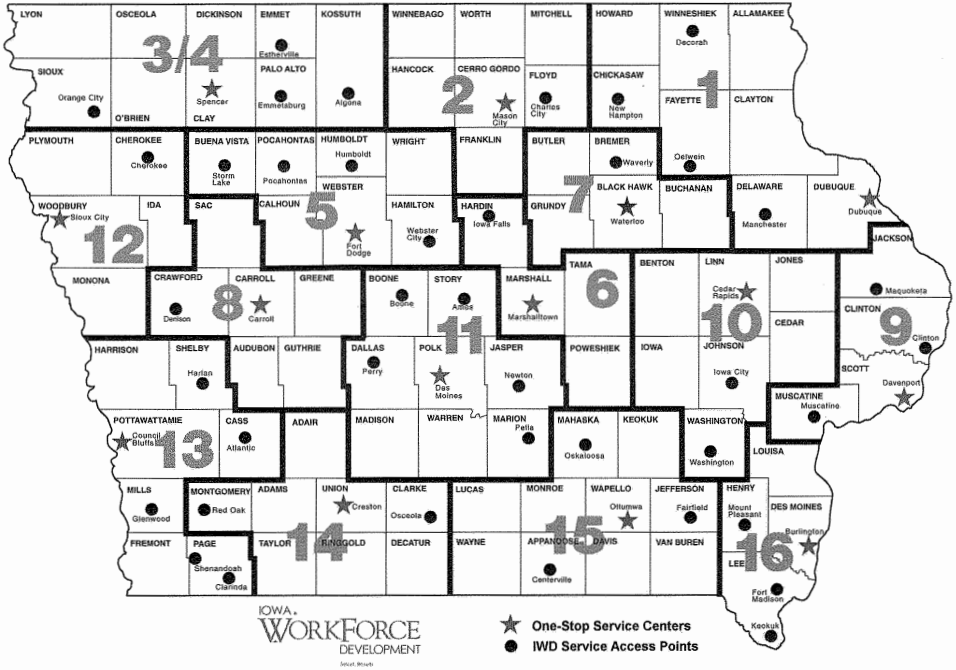
If the employee refuses to make a selection or there are no available options, the employee will be laid off.

The employee must meet the selective requirements of the position to which they select to bump. The current fifteen (15) service delivery areas as of July 1, 2007, (see map) will be utilized by employees to determine their bumping order during the term of this agreement.

3. The Union and the Employer agree to continue Statewide Labor/Management Meetings according to the procedure used during the 2005-2007 Collective Bargaining Agreement.

4. In accordance with Article VIII, Section 2(A)(2), department approved Workforce Development training and conferences will be regarded as hours worked for the purpose of computing overtime pay.

Iowa Workforce Development Delivery System



APPENDIX U

MEMORANDUM OF UNDERSTANDING #1
Upward Mobility

Joint committee(s) of an equal number of labor and management representatives will be formed to study and report its recommendations regarding potential pilot projects concerning Upward Mobility.

The work of this committee will begin when either labor or management identify potential grant funding for training staff that could result in upward mobility for existing staff.

Pilot projects will be non-precedent setting.

MEMORANDUM OF UNDERSTANDING #2
Recruitment for Health Care Professionals

DAS-HRE's recruitment coordinator will facilitate a labor management committee consisting of four (4) labor representatives and four (4) management representatives to identify recruitment issues in the health care professions. After identifying these issues, the committee with develop a plan to implement recruitment strategies. The committee will meet during the life of this contract.

MEMORANDUM OF UNDERSTANDING #3
Reducing Patient on Staff Violence

Representatives of AFSCME International and AFSCME Iowa Council 61 shall meet separately with representatives of DHS, IVH, and the University of Iowa Hospitals (Psychiatric Unit) to discuss and, where appropriate, attempt to agree on practices to reduce incidents of patient on staff violence. Nothing herein shall be interpreted in a manner that interferes with the Employer's ultimate responsibility to develop and implement appropriate work procedures.

MEMORANDUM OF UNDERSTANDING #4
Minimizing Mandatory Overtime

The Parties agree that minimizing mandatory overtime is a common goal. Every reasonable attempt will be made by the Employer to satisfy overtime needs by using volunteers rather than requiring employees to work outside their scheduled shift. The parties agree to continue their good faith efforts to work together to minimize mandatory overtime and, at the Iowa Veterans Home and the Department of Human Services, will work through local labor-management team meetings to address these issues. Either party at the local level may refer the matter to the President of AFSCME Iowa Council 61 and the Chief Operating Officer of DAS-HRE who shall intervene in an effort to resolve the issue.

MEMORANDUM OF UNDERSTANDING #5
Second Shift Differential ASP and ISP

The parties agree that Anamosa State Penitentiary and Iowa State Penitentiary will continue the practice of paying shift differential for second shift, at the shift differential rate as stated in Article VIII, Section 6 of the Collective Bargaining Agreement.

MEMORANDUM OF UNDERSTANDING #6
Job Evaluation

In accordance with Article II, Section 1D, the Employer will notify the Union prior to adding or deleting classes in the classification plan. During the term of this agreement the Union may submit up to eight (8) job classes; [four (4) General Government and four (4) Board of Regents] for job evaluation review. No more than one (1) department specific job classification in any one (1) department may be submitted. The Union will provide documentation that the classification has undergone a major change in duties, or that the classification has documented evidence of recruitment and retention problems.

After receiving this information, the Employer (DAS or BOR) will study, verify and gather further information as needed on the classes selected. The Employer will apply the job evaluation instrument and determine the final point factor score for each job classification. The Employer will determine the pay grade assigned to each classification based on the final point factor score, as well as the market comparison.

The Chief Operating Officer of DAS-HRE will notify the Union President of AFSCME Iowa Council 61 of the pay grades recommended. The President may request a meeting within twenty (20) calendar days following the receipt of the recommendations if the President does not agree with the pay grade.

The final paygrade recommendations shall become effective on a date agreed to by the parties.

MEMORANDUM OF UNDERSTANDING #7
Union Security Provisions

If "fair share" type legislation is passed and signed by the Governor for State of Iowa employees, the Employer agrees to implement the legislation as mandated.

The Union understands and agrees that the Governor has a constitutional obligation to consider and determine whether or not to sign any legislation presented to him, that no fair share legislation has been passed by the Legislature at this time, and that this proposal (and any contract into which this proposal may be incorporated) does not limit or impair in any way the exercise of the Governor's constitutional obligation regarding the enactment of legislation.

MEMORANDUM OF UNDERSTANDING #8
DAS-GSE Clothing and Uniforms

A. The parties mutually agree to participate in a one (1) year pilot program for improving the overall appearance for the Custodial Uniforms within DAS. This pilot program will be for the Capitol Building

Custodians. This program can be extended past the one (1) year term if mutually agreed to by the Union and Management.

B. The parties mutually agree that positions assigned to work as DAS-GSE Construction Project Managers who are currently classified as Executive Officers covered by the contract that require substantial customer contact and/or interaction shall be provided business casual clothing at a cost similar to other DAS-GSE contract covered employees and as mutually agreed to by the Union and Management. This process shall be considered a one (1) year pilot program. This program can be extended past the one (1) year term if mutually agreed to by the Union and Management.

APPENDIX V
IOWA VETERANS HOME

1. Pursuant to Article VII, Section 2, Transfers Within Employing Units, where the Employer creates new shifts and/or days off schedules such positions shall be filled in accordance with Article VII. This procedure does not apply to regular rotating schedules.

2. "Med Passer" differential will be paid to qualified employees (Resident Treatment Workers and Resident Treatment Technicians) on a daily basis. An eligible employee will receive a seventy-five cents ($0.75) per hour differential for a full shift on any day he or she passes medications, regardless of whether the employee

actually passes medications on each hour of the shift. The differential will not be paid for days the employee does not pass medications.

3. Pursuant to Article XI, Section 7, Training:
It is the intention of both parties to improve the quality of training and education of the employees engaged in providing care, treatment and related services to Iowa Veterans Home (IVH) residents and patients.

4. For employees of IVH who are held over for 6 hours or greater due to severe weather and/or mandated overtime, the Employer will provide a complimentary meal ticket for personal use in the institution's dining facility. This ticket must be used no later than the end of their next scheduled shift.

5. Employees covered at the IVH by Appendix W, Patient Care, shall be compensated for hours worked in excess of a regular bi-weekly schedule (80 hour pay period) instead of forty (40) hours per week as provided by the State/AFSCME Collective Bargaining Agreement. (See Appendix W)

The parties agree that employees in the Nursing Unit will still be allowed to trade days off within the pay period. Trades must be approved by the Nursing Office administrative staff to ensure that each employee maintains eighty (80) scheduled hours in the payroll pay period.

6. The State and the Union will work together to find a methodology and train employees on how to effectively handle violent clients.

7. The Employer agrees to reimburse employees of the maintenance department up to a maximum of one

hundred dollars ($100.00) for each employee not to exceed twenty-four hundred dollars ($2,400) per fiscal year to purchase cold weather protective clothing.

8. IVH employees can use the wellness room for thirty-six dollars ($36.00) per year.

9. The Employer shall reimburse employees for the cost of the initial license for the trades classes. Renewal of such licenses shall be at the expense of the employee. This provision applies only to employees hired before January 1, 2009. The Employer will not deny any reasonable request for professional development of the licensed trades/maintenance classes. This provision established no precedent.

10. The parties will enter into a letter of agreement regarding the upgrade of the Clerks to Mail Clerk 1.

11. Employees at their discretion will be allowed to carry over forty (40) hours of compensatory time into the next contract year.

APPENDIX W
PATIENT CARE BARGAINING UNIT

1. Pursuant to Article XI, Section 5, Tuition Reimbursement, the Employer will schedule in-service training sessions at least four (4) times per fiscal year. The Department of Corrections will provide two (2) eight (8) hour days of paid leave for professional development approved by Management for registered nurses during the term of the Collective Bargaining Agreement.

2a. Pursuant to Article VIII, Section 2(B), Overtime Compensation, employees in the Patient Care bargaining unit excluding Activity Specialists, Registered Nurses, Nurse Clinicians, Nurse Specialists, Nurse Practitioners, and Physician Assistants, and employees in job classes in the Patient Care bargaining unit covered by the premium overtime provisions of Article VIII, Section 2 (see Appendix A) shall be compensated for hours worked in excess of forty (40) in a work week with equivalent paid leave on an hour for hour basis.

2b. Pursuant to Article VIII, Section 2(B), Overtime Compensation, Activity Specialists, Registered Nurses, Nurse Clinicians, Nurse Specialists, Nurse Practitioners, and Physician Assistants shall be compensated at the rate of one and one half (1½) for all hours in pay status in excess of eighty (80) hours in a pay period. The procedures identified in Article VIII Section 2(B) will apply except that employees shall be able to carry over forty (40) hours of compensatory time from one (1) fiscal year to another.

2c. Except for employees referred to in 2b. above, at the end of the fiscal year, the paid leave balance will be carried forward into the new fiscal year and will not be cashed out. The Employer shall make every reasonable effort to ensure that employees may use paid leave accrued under this Appendix in accordance with operational needs.

3. The Anamosa State Penitentiary will continue the pilot program in which registered nurses are scheduled to work a straight eight (8) hour shift with no unpaid

break for a meal period ending June 30, 2013.

4. Temporary vacancies shall be offered to the most senior employee for voluntary assignment but shall be mandated to the least senior employee if all more senior employees refuse the assignment unless the Employer has a business necessity or the vacancy requires the employee to possess a special qualification.

The parties agree that temporary vacancy policies or practices that are currently in place will remain intact unless mutually agreed upon otherwise. Policies which may be developed during the term of this Agreement will be done with Union input.

5. Each local Union shall develop a protocol at each DOC facility specifying a proposed scheduling system for holidays which has zero (0) budget impact and provides necessary coverage. Upon receipt of the proposal by management, a date for the implementation of the schedule will be set no later than thirty (30) days after receipt.

6. Overtime shall be determined, approved, and mandated by management.

7. For the Iowa Veterans Home only:
Pursuant to Article VII, Section 6 – Transfer Limitations, paragraph H, transfers will be granted as follows:

1. Transfer within the employing unit pursuant to Section 2.
2. Recall within the employing unit to the class and status (full-time or part-time) from which laid off.
3. Transfer within the employing unit of part-time employees to full-time positions or full-time

employees to part-time positions.

4. Promotion, demotion, reclassification within the employing unit (Employer's discretion).
5. Transfer between employing units pursuant to Section 3.
6. Recall between employing units to the class from which laid off.
7. Transfer between employing units of part-time employees to full-time positions or full-time employees to part-time positions.
8. Promotion or demotion between employing units or between agencies (Employer's discretion).
9. Transfer between agencies pursuant to Section 4.
10. Recall between agencies to the class from which laid off.
11. Recall to a class other than one from which laid off.
12. New hire (Employer's discretion).

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/24/2011 - 12/22/2011

AFSCME PAY PLAN 014
FISCAL YEAR 2012

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
10	ANNUALLY	20,425.60	28,808.00	17	ANNUALLY	27,684.80	40,331.20
	BIWEEKLY	785.60	1,108.00		BIWEEKLY	1,064.80	1,551.20
	HOURLY	9.82	13.85		HOURLY	13.31	19.39
11	ANNUALLY	21,465.60	30,264.00	18	ANNUALLY	28,787.20	42,244.80
	BIWEEKLY	825.60	1,164.00		BIWEEKLY	1,107.20	1,624.80
	HOURLY	10.32	14.55		HOURLY	13.84	20.31
12	ANNUALLY	22,318.40	31,824.00	19	ANNUALLY	30,201.60	44,158.40
	BIWEEKLY	858.40	1,224.00		BIWEEKLY	1,161.60	1,698.40
	HOURLY	10.73	15.30		HOURLY	14.52	21.23
13	ANNUALLY	23,462.40	33,217.60	20	ANNUALLY	31,616.00	46,321.60
	BIWEEKLY	902.40	1,277.60		BIWEEKLY	1,216.00	1,781.60
	HOURLY	11.28	15.97		HOURLY	15.20	22.27
14	ANNUALLY	24,460.80	34,819.20	21	ANNUALLY	33,009.60	48,568.00
	BIWEEKLY	940.80	1,339.20		BIWEEKLY	1,269.60	1,868.00
	HOURLY	11.76	16.74		HOURLY	15.87	23.35
15	ANNUALLY	25,480.00	36,712.00	22	ANNUALLY	34,486.40	50,939.20
	BIWEEKLY	980.00	1,412.00		BIWEEKLY	1,326.40	1,959.20
	HOURLY	12.25	17.65		HOURLY	16.58	24.49
16	ANNUALLY	26,540.80	38,334.40	23	ANNUALLY	36,025.60	53,372.80
	BIWEEKLY	1,020.80	1,474.40		BIWEEKLY	1,385.60	2,052.80
	HOURLY	12.76	18.43		HOURLY	17.32	25.66

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/24/2011 - 12/22/2011

AFSCME PAY PLAN **014**
FISCAL YEAR 2012

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
24	ANNUALLY	38,022.40	55,889.60	31	ANNUALLY	50,460.80	78,104.00
	BIWEEKLY	1,462.40	2,149.60		BIWEEKLY	1,940.80	3,004.00
	HOURLY	18.28	26.87		HOURLY	24.26	37.55
25	ANNUALLY	39,228.80	58,676.80	32	ANNUALLY	52,936.00	81,848.00
	BIWEEKLY	1,508.80	2,256.80		BIWEEKLY	2,036.00	3,148.00
	HOURLY	18.86	28.21		HOURLY	25.45	39.35
26	ANNUALLY	40,643.20	61,755.20	33	ANNUALLY	55,598.40	85,696.00
	BIWEEKLY	1,563.20	2,375.20		BIWEEKLY	2,138.40	3,296.00
	HOURLY	19.54	29.69		HOURLY	26.73	41.20
27	ANNUALLY	42,515.20	64,417.60	34	ANNUALLY	58,385.60	89,876.80
	BIWEEKLY	1,635.20	2,477.60		BIWEEKLY	2,245.60	3,456.80
	HOURLY	20.44	30.97		HOURLY	28.07	43.21
28	ANNUALLY	44,532.80	67,808.00	35	ANNUALLY	61,297.60	94,265.60
	BIWEEKLY	1,712.80	2,608.00		BIWEEKLY	2,357.60	3,625.60
	HOURLY	21.41	32.60		HOURLY	29.47	45.32
29	ANNUALLY	46,633.60	70,948.80	36	ANNUALLY	64,334.40	98,592.00
	BIWEEKLY	1,793.60	2,728.80		BIWEEKLY	2,474.40	3,792.00
	HOURLY	22.42	34.11		HOURLY	30.93	47.40
30	ANNUALLY	47,985.60	74,443.20	37	ANNUALLY	72,092.80	102,606.40
	BIWEEKLY	1,845.60	2,863.20		BIWEEKLY	2,772.80	3,946.40
	HOURLY	23.07	35.79		HOURLY	34.66	49.33

STATE OF IOWA
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AFSCME PAY PLAN **014**
FISCAL YEAR 2012

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
38	ANNUALLY	75,504.00	107,473.60	45	ANNUALLY	104,977.60	149,240.00
	BIWEEKLY	2,904.00	4,133.60		BIWEEKLY	4,037.60	5,740.00
	HOURLY	36.30	51.67		HOURLY	50.47	71.75
39	ANNUALLY	79,185.60	112,715.20	46	ANNUALLY	111,217.60	158,059.20
	BIWEEKLY	3,045.60	4,335.20		BIWEEKLY	4,277.60	6,079.20
	HOURLY	38.07	54.19		HOURLY	53.47	75.99
40	ANNUALLY	83,012.80	118,144.00	47	ANNUALLY	117,707.20	167,232.00
	BIWEEKLY	3,192.80	4,544.00		BIWEEKLY	4,527.20	6,432.00
	HOURLY	39.91	56.80		HOURLY	56.59	80.40
41	ANNUALLY	86,985.60	123,718.40	48	ANNUALLY	123,323.20	175,344.00
	BIWEEKLY	3,345.60	4,758.40		BIWEEKLY	4,743.20	6,744.00
	HOURLY	41.82	59.48		HOURLY	59.29	84.30
42	ANNUALLY	91,145.60	129,688.00	49	ANNUALLY	129,105.60	183,768.00
	BIWEEKLY	3,505.60	4,988.00		BIWEEKLY	4,965.60	7,068.00
	HOURLY	43.82	62.35		HOURLY	62.07	88.35
43	ANNUALLY	95,534.40	135,844.80	50	ANNUALLY	135,512.00	192,566.40
	BIWEEKLY	3,674.40	5,224.80		BIWEEKLY	5,212.00	7,406.40
	HOURLY	45.93	65.31		HOURLY	65.15	92.58
44	ANNUALLY	100,152.00	142,272.00	51	ANNUALLY	141,814.40	201,884.80
	BIWEEKLY	3,852.00	5,472.00		BIWEEKLY	5,454.40	7,764.80
	HOURLY	48.15	68.40		HOURLY	68.18	97.06

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AFSCME PAY PLAN FISCAL YEAR 2012							014
PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
52	ANNUALLY	148,657.60	211,515.20				
	BIWEEKLY	5,717.60	8,135.20				
	HOURLY	71.47	101.69				
53	ANNUALLY	155,854.40	221,686.40				
	BIWEEKLY	5,994.40	8,526.40				
	HOURLY	74.93	106.58				
54	ANNUALLY	163,300.80	232,232.00				
	BIWEEKLY	6,280.80	8,932.00				
	HOURLY	78.51	111.65				
55	ANNUALLY	171,121.60	243,380.80				
	BIWEEKLY	6,581.60	9,360.80				
	HOURLY	82.27	117.01				

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AFSCME PAY PLAN **014**
FISCAL YEAR 2012

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
10	ANNUALLY	20,633.60	29,099.20	17	ANNUALLY	27,955.20	40,726.40
	BIWEEKLY	793.60	1,119.20		BIWEEKLY	1,075.20	1,566.40
	HOURLY	9.92	13.99		HOURLY	13.44	19.58
11	ANNUALLY	21,673.60	30,576.00	18	ANNUALLY	29,078.40	42,660.80
	BIWEEKLY	833.60	1,176.00		BIWEEKLY	1,118.40	1,640.80
	HOURLY	10.42	14.70		HOURLY	13.98	20.51
12	ANNUALLY	22,547.20	32,136.00	19	ANNUALLY	30,513.60	44,595.20
	BIWEEKLY	867.20	1,236.00		BIWEEKLY	1,173.60	1,715.20
	HOURLY	10.84	15.45		HOURLY	14.67	21.44
13	ANNUALLY	23,691.20	33,550.40	20	ANNUALLY	31,928.00	46,779.20
	BIWEEKLY	911.20	1,290.40		BIWEEKLY	1,228.00	1,799.20
	HOURLY	11.39	16.13		HOURLY	15.35	22.49
14	ANNUALLY	24,710.40	35,172.80	21	ANNUALLY	33,342.40	49,046.40
	BIWEEKLY	950.40	1,352.80		BIWEEKLY	1,282.40	1,886.40
	HOURLY	11.88	16.91		HOURLY	16.03	23.58
15	ANNUALLY	25,729.60	37,086.40	22	ANNUALLY	34,840.00	51,438.40
	BIWEEKLY	989.60	1,426.40		BIWEEKLY	1,340.00	1,978.40
	HOURLY	12.37	17.83		HOURLY	16.75	24.73
16	ANNUALLY	26,811.20	38,708.80	23	ANNUALLY	36,379.20	53,913.60
	BIWEEKLY	1,031.20	1,488.80		BIWEEKLY	1,399.20	2,073.60
	HOURLY	12.89	18.61		HOURLY	17.49	25.92

STATE OF IOWA
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AFSCME PAY PLAN FISCAL YEAR 2012								014
PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM	
24	ANNUALLY	38,396.80	56,451.20	31	ANNUALLY	50,960.00	78,894.40	
	BIWEEKLY	1,476.80	2,171.20		BIWEEKLY	1,960.00	3,034.40	
	HOURLY	18.46	27.14		HOURLY	24.50	37.93	
25	ANNUALLY	39,624.00	59,259.20	32	ANNUALLY	53,456.00	82,659.20	
	BIWEEKLY	1,524.00	2,279.20		BIWEEKLY	2,056.00	3,179.20	
	HOURLY	19.05	28.49		HOURLY	25.70	39.74	
26	ANNUALLY	41,059.20	62,379.20	33	ANNUALLY	56,160.00	86,548.80	
	BIWEEKLY	1,579.20	2,399.20		BIWEEKLY	2,160.00	3,328.80	
	HOURLY	19.74	29.99		HOURLY	27.00	41.61	
27	ANNUALLY	42,931.20	65,062.40	34	ANNUALLY	58,968.00	90,771.20	
	BIWEEKLY	1,651.20	2,502.40		BIWEEKLY	2,268.00	3,491.20	
	HOURLY	20.64	31.28		HOURLY	28.35	43.64	
28	ANNUALLY	44,969.60	68,494.40	35	ANNUALLY	61,900.80	95,201.60	
	BIWEEKLY	1,729.60	2,634.40		BIWEEKLY	2,380.80	3,661.60	
	HOURLY	21.62	32.93		HOURLY	29.76	45.77	
29	ANNUALLY	47,091.20	71,656.00	36	ANNUALLY	64,979.20	99,569.60	
	BIWEEKLY	1,811.20	2,756.00		BIWEEKLY	2,499.20	3,829.60	
	HOURLY	22.64	34.45		HOURLY	31.24	47.87	
30	ANNUALLY	48,464.00	75,192.00	37	ANNUALLY	72,820.80	103,625.60	
	BIWEEKLY	1,864.00	2,892.00		BIWEEKLY	2,800.80	3,985.60	
	HOURLY	23.30	36.15		HOURLY	35.01	49.82	

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
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AFSCME PAY PLAN
FISCAL YEAR 2012

014

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
38	ANNUALLY	76,252.80	108,555.20	45	ANNUALLY	106,017.60	150,737.60
	BIWEEKLY	2,932.80	4,175.20		BIWEEKLY	4,077.60	5,797.60
	HOURLY	36.66	52.19		HOURLY	50.97	72.47
39	ANNUALLY	79,976.00	113,838.40	46	ANNUALLY	112,320.00	159,640.00
	BIWEEKLY	3,076.00	4,378.40		BIWEEKLY	4,320.00	6,140.00
	HOURLY	38.45	54.73		HOURLY	54.00	76.75
40	ANNUALLY	83,844.80	119,329.60	47	ANNUALLY	118,892.80	168,896.00
	BIWEEKLY	3,224.80	4,589.60		BIWEEKLY	4,572.80	6,496.00
	HOURLY	40.31	57.37		HOURLY	57.16	81.20
41	ANNUALLY	87,859.20	124,945.60	48	ANNUALLY	124,550.40	177,091.20
	BIWEEKLY	3,379.20	4,805.60		BIWEEKLY	4,790.40	6,811.20
	HOURLY	42.24	60.07		HOURLY	59.88	85.14
42	ANNUALLY	92,060.80	130,977.60	49	ANNUALLY	130,395.20	185,598.40
	BIWEEKLY	3,540.80	5,037.60		BIWEEKLY	5,015.20	7,138.40
	HOURLY	44.26	62.97		HOURLY	62.69	89.23
43	ANNUALLY	96,491.20	137,196.80	50	ANNUALLY	136,864.00	194,500.80
	BIWEEKLY	3,711.20	5,276.80		BIWEEKLY	5,264.00	7,480.80
	HOURLY	46.39	65.96		HOURLY	65.80	93.51
44	ANNUALLY	101,150.40	143,686.40	51	ANNUALLY	143,228.80	203,902.40
	BIWEEKLY	3,890.40	5,526.40		BIWEEKLY	5,508.80	7,842.40
	HOURLY	48.63	69.08		HOURLY	68.86	98.03

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 12/23/2011 - 06/21/2012

AFSCME PAY PLAN FISCAL YEAR 2012							014
PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
52	ANNUALLY	150,134.40	213,636.80				
	BIWEEKLY	5,774.40	8,216.80				
	HOURLY	72.18	102.71				
53	ANNUALLY	157,414.40	223,912.00				
	BIWEEKLY	6,054.40	8,612.00				
	HOURLY	75.68	107.65				
54	ANNUALLY	164,944.00	234,561.60				
	BIWEEKLY	6,344.00	9,021.60				
	HOURLY	79.30	112.77				
55	ANNUALLY	172,827.20	245,814.40				
	BIWEEKLY	6,647.20	9,454.40				
	HOURLY	83.09	118.18				

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/22/2012 - 12/20/2012

AFSCME PAY PLAN **014**
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
10	ANNUALLY	21,049.60	29,681.60	17	ANNUALLY	28,516.80	41,537.60
	BIWEEKLY	809.60	1,141.60		BIWEEKLY	1,096.80	1,597.60
	HOURLY	10.12	14.27		HOURLY	13.71	19.97
11	ANNUALLY	22,110.40	31,179.20	18	ANNUALLY	29,660.80	43,513.60
	BIWEEKLY	850.40	1,199.20		BIWEEKLY	1,140.80	1,673.60
	HOURLY	10.63	14.99		HOURLY	14.26	20.92
12	ANNUALLY	23,004.80	32,780.80	19	ANNUALLY	31,116.80	45,489.60
	BIWEEKLY	884.80	1,260.80		BIWEEKLY	1,196.80	1,749.60
	HOURLY	11.06	15.76		HOURLY	14.96	21.87
13	ANNUALLY	24,169.60	34,216.00	20	ANNUALLY	32,572.80	47,715.20
	BIWEEKLY	929.60	1,316.00		BIWEEKLY	1,252.80	1,835.20
	HOURLY	11.62	16.45		HOURLY	15.66	22.94
14	ANNUALLY	25,209.60	35,880.00	21	ANNUALLY	34,008.00	50,024.00
	BIWEEKLY	969.60	1,380.00		BIWEEKLY	1,308.00	1,924.00
	HOURLY	12.12	17.25		HOURLY	16.35	24.05
15	ANNUALLY	26,249.60	37,835.20	22	ANNUALLY	35,547.20	52,457.60
	BIWEEKLY	1,009.60	1,455.20		BIWEEKLY	1,367.20	2,017.60
	HOURLY	12.62	18.19		HOURLY	17.09	25.22
16	ANNUALLY	27,352.00	39,478.40	23	ANNUALLY	37,107.20	54,995.20
	BIWEEKLY	1,052.00	1,518.40		BIWEEKLY	1,427.20	2,115.20
	HOURLY	13.15	18.98		HOURLY	17.84	26.44

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/22/2012 - 12/20/2012

AFSCME PAY PLAN **014**
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
24	ANNUALLY	39,166.40	57,574.40	31	ANNUALLY	51,979.20	80,475.20
	BIWEEKLY	1,506.40	2,214.40		BIWEEKLY	1,999.20	3,095.20
	HOURLY	18.83	27.68		HOURLY	24.99	38.69
25	ANNUALLY	40,414.40	60,444.80	32	ANNUALLY	54,516.80	84,302.40
	BIWEEKLY	1,554.40	2,324.80		BIWEEKLY	2,096.80	3,242.40
	HOURLY	19.43	29.06		HOURLY	26.21	40.53
26	ANNUALLY	41,870.40	63,627.20	33	ANNUALLY	57,283.20	88,275.20
	BIWEEKLY	1,610.40	2,447.20		BIWEEKLY	2,203.20	3,395.20
	HOURLY	20.13	30.59		HOURLY	27.54	42.44
27	ANNUALLY	43,784.00	66,372.80	34	ANNUALLY	60,153.60	92,580.80
	BIWEEKLY	1,684.00	2,552.80		BIWEEKLY	2,313.60	3,560.80
	HOURLY	21.05	31.91		HOURLY	28.92	44.51
28	ANNUALLY	45,864.00	69,867.20	35	ANNUALLY	63,148.80	97,115.20
	BIWEEKLY	1,764.00	2,687.20		BIWEEKLY	2,428.80	3,735.20
	HOURLY	22.05	33.59		HOURLY	30.36	46.69
29	ANNUALLY	48,027.20	73,091.20	36	ANNUALLY	66,268.80	101,566.40
	BIWEEKLY	1,847.20	2,811.20		BIWEEKLY	2,548.80	3,906.40
	HOURLY	23.09	35.14		HOURLY	31.86	48.83
30	ANNUALLY	49,441.60	76,689.60	37	ANNUALLY	74,276.80	105,705.60
	BIWEEKLY	1,901.60	2,949.60		BIWEEKLY	2,856.80	4,065.60
	HOURLY	23.77	36.87		HOURLY	35.71	50.82

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/22/2012 - 12/20/2012

AFSCME PAY PLAN 014
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
38	ANNUALLY	77,771.20	110,718.40	45	ANNUALLY	108,139.20	153,753.60
	BIWEEKLY	2,991.20	4,258.40		BIWEEKLY	4,159.20	5,913.60
	HOURLY	37.39	53.23		HOURLY	51.99	73.92
39	ANNUALLY	81,577.60	116,105.60	46	ANNUALLY	114,566.40	162,843.20
	BIWEEKLY	3,137.60	4,465.60		BIWEEKLY	4,406.40	6,263.20
	HOURLY	39.22	55.82		HOURLY	55.08	78.29
40	ANNUALLY	85,529.60	121,721.60	47	ANNUALLY	121,264.00	172,265.60
	BIWEEKLY	3,289.60	4,681.60		BIWEEKLY	4,664.00	6,625.60
	HOURLY	41.12	58.52		HOURLY	58.30	82.82
41	ANNUALLY	89,606.40	127,441.60	48	ANNUALLY	127,046.40	180,627.20
	BIWEEKLY	3,446.40	4,901.60		BIWEEKLY	4,886.40	6,947.20
	HOURLY	43.08	61.27		HOURLY	61.08	86.84
42	ANNUALLY	93,912.00	133,598.40	49	ANNUALLY	132,995.20	189,300.80
	BIWEEKLY	3,612.00	5,138.40		BIWEEKLY	5,115.20	7,280.80
	HOURLY	45.15	64.23		HOURLY	63.94	91.01
43	ANNUALLY	98,425.60	139,942.40	50	ANNUALLY	139,609.60	198,390.40
	BIWEEKLY	3,785.60	5,382.40		BIWEEKLY	5,369.60	7,630.40
	HOURLY	47.32	67.28		HOURLY	67.12	95.38
44	ANNUALLY	103,168.00	146,556.80	51	ANNUALLY	146,099.20	207,979.20
	BIWEEKLY	3,968.00	5,636.80		BIWEEKLY	5,619.20	7,999.20
	HOURLY	49.60	70.46		HOURLY	70.24	99.99

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 06/22/2012 - 12/20/2012

AFSCME PAY PLAN FISCAL YEAR 2013							014
PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
52	ANNUALLY	153,129.60	217,900.80				
	BIWEEKLY	5,889.60	8,380.80				
	HOURLY	73.62	104.76				
53	ANNUALLY	160,555.20	228,384.00				
	BIWEEKLY	6,175.20	8,784.00				
	HOURLY	77.19	109.80				
54	ANNUALLY	168,251.20	239,262.40				
	BIWEEKLY	6,471.20	9,202.40				
	HOURLY	80.89	115.03				
55	ANNUALLY	176,280.00	250,723.20				
	BIWEEKLY	6,780.00	9,643.20				
	HOURLY	84.75	120.54				

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 12/21/2012 - 06/21/2013

AFSCME PAY PLAN **014**
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
10	ANNUALLY	21,257.60	29,972.80	17	ANNUALLY	28,808.00	41,953.60
	BIWEEKLY	817.60	1,152.80		BIWEEKLY	1,108.00	1,613.60
	HOURLY	10.22	14.41		HOURLY	13.85	20.17
11	ANNUALLY	22,339.20	31,491.20	18	ANNUALLY	29,952.00	43,950.40
	BIWEEKLY	859.20	1,211.20		BIWEEKLY	1,152.00	1,690.40
	HOURLY	10.74	15.14		HOURLY	14.40	21.13
12	ANNUALLY	23,233.60	33,113.60	19	ANNUALLY	31,428.80	45,947.20
	BIWEEKLY	893.60	1,273.60		BIWEEKLY	1,208.80	1,767.20
	HOURLY	11.17	15.92		HOURLY	15.11	22.09
13	ANNUALLY	24,419.20	34,548.80	20	ANNUALLY	32,905.60	48,193.60
	BIWEEKLY	939.20	1,328.80		BIWEEKLY	1,265.60	1,853.60
	HOURLY	11.74	16.61		HOURLY	15.82	23.17
14	ANNUALLY	25,459.20	36,233.60	21	ANNUALLY	34,340.80	50,523.20
	BIWEEKLY	979.20	1,393.60		BIWEEKLY	1,320.80	1,943.20
	HOURLY	12.24	17.42		HOURLY	16.51	24.29
15	ANNUALLY	26,520.00	38,209.60	22	ANNUALLY	35,900.80	52,977.60
	BIWEEKLY	1,020.00	1,469.60		BIWEEKLY	1,380.80	2,037.60
	HOURLY	12.75	18.37		HOURLY	17.26	25.47
16	ANNUALLY	27,622.40	39,873.60	23	ANNUALLY	37,481.60	55,536.00
	BIWEEKLY	1,062.40	1,533.60		BIWEEKLY	1,441.60	2,136.00
	HOURLY	13.28	19.17		HOURLY	18.02	26.70

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 12/21/2012 - 06/21/2013

AFSCME PAY PLAN **014**
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
24	ANNUALLY	39,561.60	58,156.80	31	ANNUALLY	52,499.20	81,286.40
	BIWEEKLY	1,521.60	2,236.80		BIWEEKLY	2,019.20	3,126.40
	HOURLY	19.02	27.96		HOURLY	25.24	39.08
25	ANNUALLY	40,809.60	61,048.00	32	ANNUALLY	55,057.60	85,155.20
	BIWEEKLY	1,569.60	2,348.00		BIWEEKLY	2,117.60	3,275.20
	HOURLY	19.62	29.35		HOURLY	26.47	40.94
26	ANNUALLY	42,286.40	64,272.00	33	ANNUALLY	57,865.60	89,148.80
	BIWEEKLY	1,626.40	2,472.00		BIWEEKLY	2,225.60	3,428.80
	HOURLY	20.33	30.90		HOURLY	27.82	42.86
27	ANNUALLY	44,220.80	67,038.40	34	ANNUALLY	60,756.80	93,516.80
	BIWEEKLY	1,700.80	2,578.40		BIWEEKLY	2,336.80	3,596.80
	HOURLY	21.26	32.23		HOURLY	29.21	44.96
28	ANNUALLY	46,321.60	70,574.40	35	ANNUALLY	63,772.80	98,092.80
	BIWEEKLY	1,781.60	2,714.40		BIWEEKLY	2,452.80	3,772.80
	HOURLY	22.27	33.93		HOURLY	30.66	47.16
29	ANNUALLY	48,505.60	73,819.20	36	ANNUALLY	66,934.40	102,585.60
	BIWEEKLY	1,865.60	2,839.20		BIWEEKLY	2,574.40	3,945.60
	HOURLY	23.32	35.49		HOURLY	32.18	49.32
30	ANNUALLY	49,940.80	77,459.20	37	ANNUALLY	75,025.60	106,766.40
	BIWEEKLY	1,920.80	2,979.20		BIWEEKLY	2,885.60	4,106.40
	HOURLY	24.01	37.24		HOURLY	36.07	51.33

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 12/21/2012 - 06/21/2013

AFSCME PAY PLAN 014
FISCAL YEAR 2013

PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
38	ANNUALLY	78,540.80	111,820.80	45	ANNUALLY	109,220.80	155,292.80
	BIWEEKLY	3,020.80	4,300.80		BIWEEKLY	4,200.80	5,972.80
	HOURLY	37.76	53.76		HOURLY	52.51	74.66
39	ANNUALLY	82,388.80	117,270.40	46	ANNUALLY	115,710.40	164,465.60
	BIWEEKLY	3,168.80	4,510.40		BIWEEKLY	4,450.40	6,325.60
	HOURLY	39.61	56.38		HOURLY	55.63	79.07
40	ANNUALLY	86,382.40	122,948.80	47	ANNUALLY	122,470.40	173,992.00
	BIWEEKLY	3,322.40	4,728.80		BIWEEKLY	4,710.40	6,692.00
	HOURLY	41.53	59.11		HOURLY	58.88	83.65
41	ANNUALLY	90,500.80	128,710.40	48	ANNUALLY	128,315.20	182,436.80
	BIWEEKLY	3,480.80	4,950.40		BIWEEKLY	4,935.20	7,016.80
	HOURLY	43.51	61.88		HOURLY	61.69	87.71
42	ANNUALLY	94,848.00	134,929.60	49	ANNUALLY	134,326.40	191,193.60
	BIWEEKLY	3,648.00	5,189.60		BIWEEKLY	5,166.40	7,353.60
	HOURLY	45.60	64.87		HOURLY	64.58	91.92
43	ANNUALLY	99,403.20	141,336.00	50	ANNUALLY	141,003.20	200,366.40
	BIWEEKLY	3,823.20	5,436.00		BIWEEKLY	5,423.20	7,706.40
	HOURLY	47.79	67.95		HOURLY	67.79	96.33
44	ANNUALLY	104,208.00	148,012.80	51	ANNUALLY	147,555.20	210,059.20
	BIWEEKLY	4,008.00	5,692.80		BIWEEKLY	5,675.20	8,079.20
	HOURLY	50.10	71.16		HOURLY	70.94	100.99

STATE OF IOWA
HUMAN RESOURCES ENTERPRISE
Effective 12/21/2012 - 06/21/2013

AFSCME PAY PLAN FISCAL YEAR 2013							014
PAY GRADE		MINIMUM	MAXIMUM	PAY GRADE		MINIMUM	MAXIMUM
52	ANNUALLY	154,668.80	220,084.80				
	BIWEEKLY	5,948.80	8,464.80				
	HOURLY	74.36	105.81				
53	ANNUALLY	162,156.80	230,672.00				
	BIWEEKLY	6,236.80	8,872.00				
	HOURLY	77.96	110.90				
54	ANNUALLY	169,936.00	241,654.40				
	BIWEEKLY	6,536.00	9,294.40				
	HOURLY	81.70	116.18				
55	ANNUALLY	178,048.00	253,240.00				
	BIWEEKLY	6,848.00	9,740.00				
	HOURLY	85.60	121.75				

Board of Regents, State of Iowa
AFSCME Pay Plan
July 1, 2011 (based on 2080 hours in calendar year)

Grade	Pay Basis	7/1/2011 Minimum	7/1/2011 Maximum
3	Hourly	11.57	17.21
	Semi-Monthly	1,002.73	1,491.53
	Monthly	2,005.47	2,983.07
	Annual	24,065.60	35,796.80
4	Hourly	12.10	17.98
	Semi-Monthly	1,048.67	1,558.27
	Monthly	2,097.33	3,116.53
	Annual	25,168.00	37,398.40
5	Hourly	12.63	18.79
	Semi-Monthly	1,094.60	1,628.47
	Monthly	2,189.20	3,256.93
	Annual	26,270.40	39,083.20
6	Hourly	13.21	19.64
	Semi-Monthly	1,144.87	1,702.13
	Monthly	2,289.73	3,404.27
	Annual	27,476.80	40,851.20
7	Hourly	13.79	20.52
	Semi-Monthly	1,195.13	1,778.40
	Monthly	2,390.27	3,556.80
	Annual	28,683.20	42,681.60
8	Hourly	14.41	21.45
	Semi-Monthly	1,248.87	1,859.00
	Monthly	2,497.73	3,718.00
	Annual	29,972.80	44,616.00
9	Hourly	15.09	22.41
	Semi-Monthly	1,307.80	1,942.20
	Monthly	2,615.60	3,884.40
	Annual	31,387.20	46,612.80
10	Hourly	15.75	23.42
	Semi-Monthly	1,365.00	2,029.73
	Monthly	2,730.00	4,059.47
	Annual	32,760.00	48,713.60
11	Hourly	16.45	24.49
	Semi-Monthly	1,425.67	2,122.47
	Monthly	2,851.33	4,244.93
	Annual	34,216.00	50,939.20
12	Hourly	17.21	25.57
	Semi-Monthly	1,491.53	2,216.07
	Monthly	2,983.07	4,432.13
	Annual	35,796.80	53,185.60

13	Hourly	17.96	26.71
	Semi-Monthly	1,556.53	2,314.87
	Monthly	3,113.07	4,629.73
	Annual	37,356.80	55,556.80
14	Hourly	18.79	27.92
	Semi-Monthly	1,628.47	2,419.73
	Monthly	3,256.93	4,839.47
	Annual	39,083.20	58,073.60
15	Hourly	19.62	29.18
	Semi-Monthly	1,700.40	2,528.93
	Monthly	3,400.80	5,057.87
	Annual	40,809.60	60,694.40

Board of Regents, State of Iowa
AFSCME Pay Plan
January 1, 2012 (based on 2088 hours in calendar year)

Grade	Pay Basis	1/1/2012 Minimum	1/1/2012 Maximum
3	Hourly	11.69	17.38
	Semi-Monthly	1,017.03	1,512.06
	Monthly	2,034.06	3,024.12
	Annual	24,408.72	36,289.44
4	Hourly	12.22	18.16
	Semi-Monthly	1,063.14	1,579.92
	Monthly	2,126.28	3,159.84
	Annual	25,515.36	37,918.08
5	Hourly	12.76	18.98
	Semi-Monthly	1,110.12	1,651.26
	Monthly	2,220.24	3,302.52
	Annual	26,642.88	39,630.24
6	Hourly	13.34	19.84
	Semi-Monthly	1,160.58	1,726.08
	Monthly	2,321.16	3,452.16
	Annual	27,853.92	41,425.92
7	Hourly	13.93	20.73
	Semi-Monthly	1,211.91	1,803.51
	Monthly	2,423.82	3,607.02
	Annual	29,085.84	43,284.24
8	Hourly	14.55	21.66
	Semi-Monthly	1,265.85	1,884.42
	Monthly	2,531.70	3,768.84
	Annual	30,380.40	45,226.08
9	Hourly	15.24	22.63
	Semi-Monthly	1,325.88	1,968.81
	Monthly	2,651.76	3,937.62
	Annual	31,821.12	47,251.44
10	Hourly	15.91	23.65
	Semi-Monthly	1,384.17	2,057.55
	Monthly	2,768.34	4,115.10
	Annual	33,220.08	49,381.20
11	Hourly	16.61	24.73
	Semi-Monthly	1,445.07	2,151.51
	Monthly	2,890.14	4,303.02
	Annual	34,681.68	51,636.24
12	Hourly	17.38	25.83
	Semi-Monthly	1,512.06	2,247.21
	Monthly	3,024.12	4,494.42
	Annual	36,289.44	53,933.04

13	Hourly	18.14	26.98
	Semi-Monthly	1,578.18	2,347.26
	Monthly	3,156.36	4,694.52
	Annual	37,876.32	56,334.24
14	Hourly	18.98	28.20
	Semi-Monthly	1,651.26	2,453.40
	Monthly	3,302.52	4,906.80
	Annual	39,630.24	58,881.60
15	Hourly	19.82	29.47
	Semi-Monthly	1,724.34	2,563.89
	Monthly	3,448.68	5,127.78
	Annual	41,384.16	61,533.36

Board of Regents, State of Iowa
AFSCME Pay Plan
July 1, 2012 (based on 2088 hours in calendar year)

Grade	Pay Basis	7/1/2012 Minimum	7/1/2012 Maximum
3	Hourly	11.92	17.73
	Semi-Monthly	1,037.04	1,542.51
	Monthly	2,074.08	3,085.02
	Annual	24,888.96	37,020.24
4	Hourly	12.46	18.52
	Semi-Monthly	1,084.02	1,611.24
	Monthly	2,168.04	3,222.48
	Annual	26,016.48	38,669.76
5	Hourly	13.02	19.36
	Semi-Monthly	1,132.74	1,684.32
	Monthly	2,265.48	3,368.64
	Annual	27,185.76	40,423.68
6	Hourly	13.61	20.24
	Semi-Monthly	1,184.07	1,760.88
	Monthly	2,368.14	3,521.76
	Annual	28,417.68	42,261.12
7	Hourly	14.21	21.14
	Semi-Monthly	1,236.27	1,839.18
	Monthly	2,472.54	3,678.36
	Annual	29,670.48	44,140.32
8	Hourly	14.84	22.09
	Semi-Monthly	1,291.08	1,921.83
	Monthly	2,582.16	3,843.66
	Annual	30,985.92	46,123.92
9	Hourly	15.54	23.08
	Semi-Monthly	1,351.98	2,007.96
	Monthly	2,703.96	4,015.92
	Annual	32,447.52	48,191.04
10	Hourly	16.23	24.12
	Semi-Monthly	1,412.01	2,098.44
	Monthly	2,824.02	4,196.88
	Annual	33,888.24	50,362.56
11	Hourly	16.94	25.22
	Semi-Monthly	1,473.78	2,194.14
	Monthly	2,947.56	4,388.28
	Annual	35,370.72	52,659.36
12	Hourly	17.73	26.35
	Semi-Monthly	1,542.51	2,292.45
	Monthly	3,085.02	4,584.90
	Annual	37,020.24	55,018.80

13	Hourly	18.50	27.52
	Semi-Monthly	1,609.50	2,394.24
	Monthly	3,219.00	4,788.48
	Annual	38,628.00	57,461.76
14	Hourly	19.36	28.76
	Semi-Monthly	1,684.32	2,502.12
	Monthly	3,368.64	5,004.24
	Annual	40,423.68	60,050.88
15	Hourly	20.22	30.06
	Semi-Monthly	1,759.14	2,615.22
	Monthly	3,518.28	5,230.44
	Annual	42,219.36	62,765.28

Board of Regents, State of Iowa
AFSCME Pay Plan
January 1, 2013 (based on 2088 hours in calendar year)

Grade	Pay Basis	1/1/2013 Minimum	1/1/2013 Maximum
3	Hourly	12.04	17.91
	Semi-Monthly	1,047.48	1,558.17
	Monthly	2,094.96	3,116.34
	Annual	25,139.52	37,396.08
4	Hourly	12.58	18.71
	Semi-Monthly	1,094.46	1,627.77
	Monthly	2,188.92	3,255.54
	Annual	26,267.04	39,066.48
5	Hourly	13.15	19.55
	Semi-Monthly	1,144.05	1,700.85
	Monthly	2,288.10	3,401.70
	Annual	27,457.20	40,820.40
6	Hourly	13.75	20.44
	Semi-Monthly	1,196.25	1,778.28
	Monthly	2,392.50	3,556.56
	Annual	28,710.00	42,678.72
7	Hourly	14.35	21.35
	Semi-Monthly	1,248.45	1,857.45
	Monthly	2,496.90	3,714.90
	Annual	29,962.80	44,578.80
8	Hourly	14.99	22.31
	Semi-Monthly	1,304.13	1,940.97
	Monthly	2,608.26	3,881.94
	Annual	31,299.12	46,583.28
9	Hourly	15.70	23.31
	Semi-Monthly	1,365.90	2,027.97
	Monthly	2,731.80	4,055.94
	Annual	32,781.60	48,671.28
10	Hourly	16.39	24.36
	Semi-Monthly	1,425.93	2,119.32
	Monthly	2,851.86	4,238.64
	Annual	34,222.32	50,863.68
11	Hourly	17.11	25.47
	Semi-Monthly	1,488.57	2,215.89
	Monthly	2,977.14	4,431.78
	Annual	35,725.68	53,181.36
12	Hourly	17.91	26.61
	Semi-Monthly	1,558.17	2,315.07
	Monthly	3,116.34	4,630.14
	Annual	37,396.08	55,561.68

13	Hourly	18.69	27.80
	Semi-Monthly	1,626.03	2,418.60
	Monthly	3,252.06	4,837.20
	Annual	39,024.72	58,046.40
14	Hourly	19.55	29.05
	Semi-Monthly	1,700.85	2,527.35
	Monthly	3,401.70	5,054.70
	Annual	40,820.40	60,656.40
15	Hourly	20.42	30.36
	Semi-Monthly	1,776.54	2,641.32
	Monthly	3,553.08	5,282.64
	Annual	42,636.96	63,391.68

FY12 Calendar

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

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21	22	23	24	25	26	27
28	29	30	31			

September 2011

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

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16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	**25**	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
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5	**6**	7	8	9	10	11
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19	20	21	22	23	24	25
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March 2012

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

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29	30					

May 2012

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27	28	29	30	31		

June 2012

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FY13 Calendar

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	**6**	7	8	9	10	11
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19	20	21	22	23	24	25
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September 2012

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16	**17**	18	19	20	21	22
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October 2012

S	M	T	W	T	F	S
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28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30						

2011-2013 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE STATE OF IOWA AND THE AFSCME IOWA COUNCIL 61 AFL-CIO

Bargaining Committee Teams

State of Iowa

Chet Culver, Governor
Ray Walton, Chief Negotiator
James Hanks, Cheif Spokesperson

AFSCME Iowa Council 61

Danny J. Homan, Chief Negotiator/President
Mark Frymoyer, Asst. to the President
Steve Siegel, Staff Representative

Blue Collar Bargaining Team:

Ed Alcock
Brad Bauler
Chet Brewer
Wayne Copeland
Deb Duncan – **Blue Collar Chair**
Mike Heng
Christina Manuel
Joe (Alfred) Marron
Randall Meyer
Chris McNeeley
Peggy Phipps
John Stellmach
Scott Thompson
Andy Cooper
Bob Hubbard
Myles Taylor

Clerical Bargaining Team:

Andy Bock – **Clerical Chair**
Skip Cox
John Craig
Michelle Dixon
Shelly Hill
Mary Thompson
Roxy West

Community Based Corrections Bargaining Team:

Jeff Grell – **CBC Chair**
Carl Hamilton
Julie Mariner
Bob Morck
Jeff Price
Julie Schultz
Lewis Washington
Sara Brookhart

Patient Care Bargaining Team:

Doug Buttikofer
Dawn Hecox
Robbie Kinney – **Patient Care Chair**
Kathy Slattery

Professional Fiscal & Staff Bargaining Team:

Mark Condon
John Doidge
Jerry Gibson
Stan McElderry – **PFS Chair**
Larry Stevens
Jason Cooper

Security Bargaining Team:

Joe Bergen
Matt Borders
Mike Fraise
Leo Gansen
Diana Gerveler
Marty Hathaway – **Security Chair**
Ken Johnson
Jerry Jones
Scott Knudtson
Ron Miller
Chris Vitek
Al Bierbrodt
Michelle Jacobs
Tom Patterson

Technical Bargaining Team:

Mark Atwood
Susan Baker – **Regents Chair**
Kathy Butler
James "Bill" DeSmidt
Daryl Erickson
Cheryl Gibson
Janet Hansen – **Technical Chair**
Rebecca Howe
John Kelley
Ed Martin
Sean Passick
Lynne Pothast
Deanna Roberts
Curt Salow
Deb Shepherd
Rick Groves

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