

2026-2028
NEGOTIATED AGREEMENT
BETWEEN
JOHNSON COUNTY BOARD OF SUPERVISORS
AND
AFSCME LOCAL 183
EMPLOYEES OF JOHNSON COUNTY
DEPARTMENT OF SOCIAL SERVICES
AND JOHNSON COUNTY CASE MANAGEMENT DEPARTMENT

2026-28 Johnson County Social Services
Johnson County Case Management

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PREAMBLE

This Agreement is entered into by JOHNSON COUNTY (hereinafter referred to as the Employer) and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 183 representing employees of the JOHNSON COUNTY SOCIAL SERVICES DEPARTMENT and the JOHNSON COUNTY CASE MANAGEMENT DEPARTMENT hereinafter referred to as the Union or Employee Organization). State employees hereinafter means State of Iowa Department of Human Services Employees. The Employer, the Union, and the employees further recognize and declare their mutual desire to promote harmonious and cooperative relationships among the parties covered by this agreement and to assure the effective and efficient operation of the Johnson County Department of Social Services and Johnson County Case Management Department.

ARTICLE 1

RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for the County employees of the Johnson County Social Services Department and the Johnson County Department of Mental Health/Disability Services, excluding supervisors, confidential employees, the Accountant, and other persons excluded under Section 4 of the Public Employment Relations Act.

ARTICLE 2

HOURS OF WORK

2.1 Normal hours

- A. This Article is intended to set forth the normal work week but shall not be construed as a guarantee of any amount of work per day or per week or as a limitation of hours of work per day or per week.
- B. The normal hours of work each day shall be consecutive, except for interruptions for lunch period. References to consecutive hours of work in the balance of this Article shall be construed generally to exclude the lunch period.

2.2 Work week

The normal work week shall consist of 5 consecutive 8-hour days, Monday through Friday inclusive.

2.3 Work Shift

Eight consecutive hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular shift, and each work shift shall have regular starting and quitting times.

2.4 Workday

The hours of work for County employees shall be 8:00 a.m. to 4:30p.m.

2.5 Part-time employees

Part-time employees working 20 hours per week or more shall have vacation, holidays, longevity, and sick leave benefits prorated by the number of hours regularly worked as compared to a regular 40-hour work week.

Employees working 20 hours per week or more may elect to receive health, dental and/or life insurance by agreeing to pay, in addition to any premium paid by the employee, 50 percent of any monthly premium paid by county under terms governing provision to full-time employees.

2.6 Inclement weather/Emergency closings

If any employee does not report to work at the start of a workday because the office is closed at that time because of weather conditions or other emergency closings, the employee shall be paid his/her salary for the entire day. If an employee comes to work on a day that the office is closed at the start of the workday and if the employee is asked to work and consents, he/she shall receive equal time off for the period of time worked. If the office closed early because of weather conditions or other emergency closings, the employees shall be paid their normal salary as if they had worked their normal workday.

2.7 Flexible schedules

Where practical and feasible, as approved in advance by the employer, the employee may work flexible hours, including:

- A. Variable starting and ending times
- B. Compressed work week such as:
 - a. 4-day work week
 - b. 4 long days/one short day work week
- C. Other mutually agreeable flexible hours.

The employer will not unreasonably refuse approval.

ARTICLE 3

GRIEVANCE PROCEDURE/DISCIPLINE AND DISCHARGE

3.1 Definition

A grievance shall be defined as a dispute an employee may have with the Employer involving the interpretation or application of a specific term or provision of this agreement.

3.2 Policy

- A. All levels of agency supervisory or staff personnel shall be directed to consider grievances and complaints as a first order of business. The maximum time limits

set forth in the various steps should not be used where there is an immediate safety hazard or if circumstances will permit a more prompt processing of the grievances or complaints.

- B. Any employee may file a grievance or complaint without fear or jeopardizing his/her position or opportunities for advancement or salary increase. This shall be published and made known to the employees.
- C. All grievances and complaints shall be discussed with the Employer on County time.
- D. An extension of the time limits specified in the grievance procedure may be made when mutually agreed upon in writing.
- E. The term "working days" as used in this article shall mean the days Monday through Friday inclusive.
- F. Nothing in this section shall be construed to limit the rights of the employer or bargaining unit employees under the Iowa Public Employment Relations Act.

3.3 Minimum procedure requirements

- A. The Union steward shall be allowed to process and/or discuss a grievance during regular working hours, receiving his/her normal pay, upon receiving the permission of his/her supervisor, and such permission shall not be unreasonably withheld.
- B. The grievant shall be allowed to discuss his/her grievance with the Union steward without loss of pay during working hours, upon receiving the permission of his/her immediate supervisor, and such permission shall not be unreasonably withheld.
- C. The employee or employees involved in the proceeding will cooperate with the supervisor so there will be a minimum of interference with the normal operation of the agency's work.
- D. By the mutual written agreement of the parties, separate grievances may be consolidated. If practical, such consolidation will take place by Step 4 of the procedure.

3.4 Grievance steps

A grievant has the right to be represented by the Union. However, if an employee chooses to invoke their grievance procedure without representation from the Union, the Union steward shall have the right to be present at each step, and no grievance settlement shall conflict with the terms of this Agreement.

All grievances must be presented promptly and no later than 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 6 months from the date of occurrence.

Step 1:

The grievant may, with Union representation if desired, file a grievance in writing to the supervisor containing the alleged contract violation and the requested remedy. Within 10 working days of the written grievance, the supervisor shall answer the grievance, in writing, to the grievant and the Union.

Step 2:

If the grievant is not satisfied with the decision of the supervisor the grievant may, with Union representation if desired, within 10 working days of the written notification of the supervisor, file an appeal in writing to the Board of Supervisors designated representative. It shall contain all the pertinent matters which were brought forth in the first step. The Boards designated representative shall meet with the grievant, and his/her Union representative if desired, within 10 working days of the receipt of the appeal to discuss all pertinent matters. The Boards designated representative's final decision on the grievance will be presented in writing to the grievant and his/her Union representative within 10 working days after the close of the meeting.

Step 3:

If the grievant is not satisfied with the decision of the Board of Supervisors designated representative the grievant may, with Union representation if desired, within 10 working days of the written notification of the Board of Supervisors designated representative follow one, and only one of the following procedures:

- a. Send a written notice to the Board of Supervisors designated representative and follow the procedures in Step 4 (b) Arbitration of this Article.
- b. File an appeal in writing to the Board of Supervisors which shall contain all pertinent matters which were brought forth in the first 3 steps. The Board of Supervisors shall set a hearing for its next regular meeting after receipt of written notification of appeal. The board of Supervisors decision shall be presented in writing to the grievant, the Union, and the supervisor within 5 working days of the hearing.

Step 4 Arbitration:

- a. If the disposition of the grievance in Step 3 (b) is not satisfactory to the grievant, the grievant may, by sending a written notice to the Board of Supervisors designated representative within 10 working days after the response to the Board of Supervisors, request arbitration.
- b. The parties shall within 10 working days after notice of request for arbitration, attempt to select an arbitrator by mutual agreement. If the parties fail to select an arbitrator, the FMCS shall be requested by either or both parties to provide a panel of 5 arbitrators. Both parties shall have the right to strike names from the panel. The parties shall meet and by the flip of a coin determine which party shall strike the first name from the list; the other party shall then strike one name; the process shall be repeated, and the remaining person shall be the arbitrator. The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be

requested to issue his/her decision within 30 days after the conclusion of the testimony and argument.

Expenses of the arbitrators' services and proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator. The singular employee shall also be interpreted to mean employees where such would be applicable.

3.5 Time limits

Failure by an employee to comply with any limitation shall constitute a withdrawal of the grievance.

Failure of the Employer to comply with any time limitations shall automatically move the grievance to the next step in the grievance procedure.

3.6 Form and content of written appeal notification

- A. The appeal shall be written on a form, a sample of which is attached to this Agreement.
- B. The appeal shall contain specific information as to the section of the Agreement claimed violated, the time and place of the alleged complaint or grievance, notation of procedures followed, and corrective action desired.
- C. All germane information brought out in the hearings may be added to and shall become a part of the appeal.

3.7 The hearing

- A. All hearings shall be held in an information manner. Witnesses may be called by either party and questioned by both parties. Documents and written statements which are material shall be considered but shall not be limited by rules of evidence.
- B. The aggrieved employee shall be notified far enough in advance of any hearing so that he/she can make arrangements to attend the hearing.
- C. The aggrieved employee and all witnesses, who are classified county employees, shall be allowed time off with pay to attend the hearings. But witnesses shall not be cumulative and shall be controlled as to numbers as not to affect the service of the agency. Statements of witnesses may be taken in lieu of appearances or stipulation made thereto.
- D. No classified employee may be coerced by his/her supervisor or the County into not proceeding with a grievance or appearing as a witness at a hearing. Such action by the supervisor or County shall be considered as a basis for a grievance.

3.8 Authority of arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue submitted to him/her in writing by the Employer and the Union and shall have no

authority to make his/her decision on any other issue not so submitted to him/her. The Arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. The arbitrator shall submit in writing his/her decision within 30 days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The arbitrator's decision shall be based solely upon his/her interpretation of meaning or application of the express terms of this Agreement to the facts of the grievance presented. All awards of back pay shall be limited to the amount of wages the employee would have earned from his/her employment with the Employer, less any other compensation for personal services that he/she has received any other source during said period.

No decisions of an arbitrator or of the County in any grievance case shall create the basis for retroactive adjustment, except for awards of back pay as described above, or other adjustment in any other case.

No arbitrator shall decide more than one grievance on the same hearing or series of hearings, except by mutual agreement between the parties.

3.9 Discipline and discharge

A. Purpose and scope

Both parties to this Agreement recognizes that a certain amount of discipline may be necessary for the efficient operation of these departments, and that the County has rights and responsibilities under law in providing the services of these Departments in an efficient manner.

Disciplinary action or measures shall include the following which normally are invoked in order listed:

1. Personal counseling
2. Oral reprimand
3. Written reprimand
4. Suspension
5. Discharge

The principles of progressive discipline shall be applied by the Employer, except in cases where the conduct is aggravated or where the seriousness of the offense warrants discharge on the first or any subsequent offenses.

Disciplinary action may be imposed upon an employee only for failing to fulfill his/her responsibilities as an employee. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure.

If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the other employees or the public.

B. Personal counseling

This involves counseling by the Department Head or Department Head's designee and is used for minor infractions of the cause of action listing below. Counseling sessions are attempts to explain and interpret situations so that the employee will understand the necessity of proper procedure.

C. Oral reprimand

Oral reprimands are usually given in cases of minor infractions of the causes for action listed below. The employee is advised of the severity of his/her conduct and repercussions of its repetition. The Department Head or Department Head's designee shall inform the employee they are receiving an oral reprimand.

D. Written reprimand

A written reprimand setting forth the specific cause or causes under which a Department Head/designee has so acted will be given to the employee for more serious or repeated infractions of the causes of action listed below. The Department Head/designee will counsel the employee, explaining the problem. A copy of the reprimand, signed by the employee and Department Head/designee, will become part of the employee's personnel file and a copy sent to the Union steward. The employee will be warned that repeated infractions will subject him/her to more serious disciplinary action.

E. Suspension

The employee may, for more serious or repeated infractions, be suspended with or without pay. Within two working days following the completed investigation, a written statement of the reason or reasons for the suspension and the duration of the suspension shall be given to the employee and a copy sent to the Union steward and the employee's personnel file.

F. Discharge

When other forms of disciplinary action have proven ineffective or where the conduct is so aggravated or the seriousness of the offense warrants it, the supervisor may discharge the employee for any cause or causes listed in subsection G of this section.

The Union shall have the right to take up the discharge as a grievance at this step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party.

Any employee found to be unjustly discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment (within the limitations of Section 3.8). A written statement setting forth the specific cause or causes under which a supervisor has

so acted will be given to the employee within 24 hours of the discharge and a copy placed in the employee's personnel file and a copy sent to the Union steward.

G. Cause for action

Appropriate disciplinary action may be taken for any of the following causes:

1. Incompetency, inefficiency, or negligence in the performance of duty.
2. Serious misconduct.
3. Insubordination, constituting a serious breach of discipline.
4. Unauthorized absence or abuse of leave privileges.
5. Acceptance of any valuable consideration given to influence the employee in the performance of his/her duty.
6. Intentional falsification of any application or of any County record.
7. Use of the employee's official position for personal advantage.
8. Conduct punishable as a felony which is directly work-related or which affects the employee's ability to carry out his/her work.
9. Or any other just or proper cause.

H. Probation period

The first six months of employment shall be probational period. Employees may not grieve discipline or discharge imposed during this probationary period.

ARTICLE 4

SENIORITY

4.1 Definition

Seniority means an employee's length of continuous service with the employer since his/her last date of hire within their Department, following the completion of 6 months' probation, at the end of which seniority shall be calculated from the date of hire within their department.

4.2 Seniority lists

The Employer shall post on each of the Departments' bulletin boards monthly, except in those months where no changes occur, a current seniority list showing the continuous service of each employee within each Department. A copy of the seniority list shall be furnished to the local Union when it is posted.

4.3 Breaks in continuous service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, retirement, or for failing to return to work at the end of any leave of absence or its extension.

There shall be no deduction from continuous service for any time lost which does not constitute a break in continuous service.

4.4 Work for change

A. Hiring procedure

Whenever a job opening occurs within a Department, in an existing job classification or as a result of a new job classification, a notice of such opening shall be posted on the Department's employee bulletin board with a copy to the Union at the time of posting for 5 working days. During this period, employees currently employed within the hiring Department may apply for the open position. The application shall be in writing, and it shall be submitted to the employee's immediate supervisor. The employer may choose from among the applicants based on seniority and merit, including evaluations of present employees applying for the position.

B. Emergency opening

If any vacancy occurs as a result of a resignation or discharge in an existing job classification, an emergency employee not presently employed with Johnson County Department of Social Services and Johnson County Case Management Department may be hired to fill the vacancy for the period of time necessary to fulfill the hiring procedure set forth in Section 4.4(B), which in any case be no longer than 45 days.

The emergency employee shall be eligible to apply for the vacancy. Management will not continually fill vacancies with emergency employees in order to deprive employees of benefits.

C. Leadworker duties

When two or more classified employees are performing the duties in the same class and one is assigned limited supervisory responsibilities, that position may be designated as Leadworker by the Employer. In that event he or she will receive a step increase in pay for the time of the assignment, though it may result in being paid beyond the maximum for the pay range.

ARTICLE 5

HOLIDAYS

5.1 Holidays recognized and observed

Holidays for employees shall be the same as County designated holidays, including the 2 personal days.

5.3 Holiday pay

Employees who perform no work on a holiday shall be paid their hourly rate of pay.

5.4 Holiday work

If an employee works on any of the holidays he/she shall be paid at a double rate for hours worked in addition to his/her holiday pay.

ARTICLE 6

VACATIONS

6.1 Vacation time

Subject to and in accordance with the provisions of this Article, paid vacations shall be granted to employees pursuant to the following schedule:

- A. Vacation shall be based upon the date of hire and accrue at the rate of:
 - a. During the first through the fourth years of service: Three weeks
 - b. During the fifth through the ninth years of service: Four weeks
 - c. During the tenth through the nineteenth years of service: Five weeks
 - d. During the twentieth or later years of service: Six weeks
- B. An employee will be allowed to take at least a total of 2 weeks (10 days) vacation a year, provided it has been accumulated.
- C. An employee can accrue vacation time up to a maximum of 2 times his/her annual entitlement.
- D. Vacation time shall be accumulated at a prorated basis from the first day of employment.

6.2 Vacation pay

The rate of vacation pay shall be the employee's normal pay for the day or week for which the employee would have been regularly scheduled to work.

6.3 Vacation period

So far as possible, each vacation will be granted at the time selected by the employee so long as it does not conflict with the operation of the Employer, provided that the final right to allot vacation periods and the right to deny such vacation periods is reserved exclusively to the Employer. Employees shall request, in writing, vacation time 15 working days in advance. The employer will furnish a written response within 10 working days following the request. Employees may request vacation time fewer than 15 working days in advance. The employer will furnish a written response within 10 working days following the request. Employees may request vacation time fewer than 15 days in advance, and the Employer will not unreasonably refuse such requests. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority within the same job classification shall be given his choice of vacation in the event of any conflict over vacation periods, provided that the more senior employee scheduled his vacation at least 60 days in advance. If a less seniority employee must be so rescheduled the rescheduling does not constitute an extreme emergency under Section 6.4. By mutual agreement of the parties, the time limits in this Section may be altered.

6.4 Work during vacation period

The Employer will grant vacations when scheduled, except for extreme emergency. Any employee requested to work during his/her vacation, after all efforts have been made to avoid this, shall be reimbursed for any verified financial loss as a result of the call back, and the vacation shall be rescheduled.

6.5 Vacation rights in case of layoff or separation

Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason prior to taking his/her vacation, shall be compensated in cash for the unused vacation, not to exceed 400 hours, he/she has accumulated at the time of separation.

ARTICLE 7

SICK LEAVE

7.1 Allowance

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

In the event of sickness or disability in the employee's family (defined as spouse, domestic partner, parents, children, brother, sister, grandparents, parents-in-law, brothers-and sisters-in-law, and other members of the employee's immediate household) the employee shall be granted up to 3 days paid sick leave per occurrence, unless the director authorizes longer. Sick leave may also be used for doctor appointments or health maintenance needs on a partial day basis.

Employees shall accrue 5.538 hours of sick leave on a pay period basis.

7.2 Accumulation

Employees shall start to earn sick leave from their date of hire, and they shall accumulate sick leave as long as they are in the service of the Employer up to a maximum of 120 days.

7.3 Notification

The employee shall notify his/her immediate supervisor as soon as reasonably possible of any personal sickness or illness which will cause the employee to miss work. An employee who becomes sick at work will notify his/her immediate supervisor before leaving the premises. The employer has the right to investigate suspected cases of abuse of sick leave.

7.4 Sick leave conversion procedure

Full-time employees who have accumulated 90 days of sick leave may convert each additionally accrued four days sick leave to one day of vacation. If an employee's accrued sick leave account thereafter is depleted below 90 days, no conversion right

exists until the account is rebuilt to 90 days. Use of vacation accrued pursuant to this clause will be governed by rules of regular vacation.

7.5 Maternity leave

Leave for the purpose of giving birth to a child, or for recovering from giving birth, is treated in the same manner as other sick leave. A paid two-week (80 hour) parental leave is provided after recovery from giving birth and within 12 weeks of the child's birth. In the event of adoption or placement in the home, see Parental Leave and Sick Leave.

7.6 Parental leave

A paid two week (80 hour) paid parental leave is provided to full-time benefit eligible parents to allow for child bonding time. Parental leave must be used in minimum of one-week increments within 12 weeks of the child's birth, adoption, placement in the home or court appointed guardianship. In the event of adoption, parental leave is available upon the child's arrival in the home. Employees are limited to a combined total of four weeks of parental leave during a 12 month period.

7.7 Co-Worker Aid Fund

A. Purpose

An employee may voluntarily donate vacation to a co-worker in the same bargaining unit whose sick leave is exhausted due to personal illness or illness in the coworker's immediate family. Donations of vacation may not be made for use by a co-worker for funerals or pallbearer service. Donations must come from vacation currently available for use by the employee. In any calendar year the maximum vacation an employee can donation to the Co-Worker Aid Fund is half the employee's annual vacation accrual.

B. Procedure

The procedure and conditions for such donations are:

1. The co-worker must have been on leave due to personal illness or illness in the co-worker's immediate family at least two consecutive weeks and exhausted their own accrued sick leave.
2. The co-worker must use the donated vacation within 30 working days of the effective date of the donation. Thereafter, unless the co-worker's leave is extended beyond that 30-working day period, any unused portion of donated vacation will be returned to employees who donated in the reverse order in which it was donated with the most recent donation being first returned.
3. Donated vacation will be accounted for by the hour, regardless of pay rates. Donated vacation will be paid at the wage rate of the employee who uses it. In no case shall a co-worker receive more in compensation than the co-worker would have earned while actively at work.
4. The employee making the donation must notify the department head in writing specifying the co-worker, the amount of vacation to be donated, and the date and time of day of the donation. The donation is effective when the department head verifies the donation meets the conditions of Section 7.5. The

employee may not retract the donation. If the Department Head determines that previous donations would provide the co-worker with enough compensation hours for the next 30 working days, then the Department Head shall not accept additional donations. The Department Head's determination as to whether the donation is accepted or effective may not be grieved.

5. The Employer's obligation is limited to accounting for donated vacation of which the department has written notice. Under no circumstances is the Employer required to solicit or encourage donations, nor may any employees coerce or pressure other employees to donate vacation time.

ARTICLE 8

LEAVES OF ABSENCE

8.1 Eligibility requirements

Employees shall be eligible for paid or unpaid leaves of absence as specified herein.

In the event an employee fails to return to work at the end of such leave or its extension the employee shall be deemed to have voluntarily resigned on the last day of work prior to such leave, except in cases of emergency, in which case the employee shall notify the Employer as soon as he/she is able. During a leave of absence without pay for 30 days or more the employee:

- A. Must pay any insurance premiums falling due during any month the employee is not on the payroll if coverage is desired.
- B. Shall not earn sick, vacation, or other forms of leave with pay.

8.2 Application for leave and return from leave

- A. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires.

A response to a request for a leave of absence shall be furnished to the employee by his/her immediate supervisor, and it shall be in writing. Requests for immediate leaves, for example, family sickness or death, shall be answered before the end of the shift on which the request is submitted.

A request for a short leave of absence, a leave not exceeding one month, shall be answered within 10 days. A request for a leave of absence exceeding one month shall be answered within 20 days.

- B. In addition to accruing seniority while on paid or unpaid leave of absence granted under the provisions of this Agreement employees shall be returned to the position they held at the time the leave of absence was requested.

8.3 Paid leaves

A. Family death

In case of death in the immediate family of a benefit eligible employee, paid absence may be authorized by the department head. The immediate family includes spouse, domestic partner, children, parents, siblings, stepparents, step-children, step-siblings, grandparents, grandchildren, parents-in-law, sisters- or brothers-in-law, sons or daughters-in-law; guardian or other permanent members of the immediate household.

Length of leave includes:

1. Spouse, domestic partner, and child(ren): Up to five (5) days;
2. Immediate family including parents, siblings, stepparents, step-children, step-siblings, grandparents, grandchildren, parents-in-law, sisters- or brothers-in-law, sons or daughters-in-law, guardian or other permanent members of the immediate household: Up to three (3) days
3. Family members other than "immediate": Up to one (1) day

The department head may also authorize vacation, use of compensatory time, and unpaid leave in case of death of a present or retired employee for the employees who worked in the same department for the purpose of attending the funeral.

B. Jury duty

Employees shall be granted a leave of absence with pay any time they are required for jury duty or jury service. Employees shall return to the Employer pay received as juror, excluding mileage.

C. Voting time

Employees shall be granted a reasonable amount of time on any election day to vote with no loss of pay.

D. Witness duty

An employee subpoenaed to appear before a court or other public body on any matter not related to their work and in absence for the period required to respond to the subpoena. The employees shall reimburse any witness fee to the employer, excluding mileage

E. Education

All in-service training approved by the employer and attended by the employee shall be at the expense of the employer and shall take place during regular working hours.

Employees may be granted leaves of absence for educational purposes (not to exceed 1 month in any calendar year) to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability.

Any employee in the bargaining unit who wishes to take a class for credit may request time off from work with pay if that class is not available after working hours, and such requests shall not be unreasonably denied if the following conditions are met:

1. The class is work related. The employee shall provide evidence that the class is work related at the time the request is made.
2. Each employee may take up to 3 hours credit per year under the provisions of this paragraph.
3. The employee's absence from work is not unduly burdensome of the workflow for remaining employees.
4. The employee makes up the time they are absent from work for the class on a weekly basis. The employee shall arrange the details of such make-up time with his/her immediate supervisor. This is make-up time and does not constitute additional hours worked.
5. If the nature of the work makes it necessary to limit the number of employees attending a class at the same time, the employee with the greater seniority within the unit shall be given first choice.
6. The employee receives the approval of his/her unit supervisors at least 15 days in advance or 3 days from university schedule availability.

The employer shall reimburse the employee for the costs of tuition after the employee successfully completes the course.

8.4 Unpaid leaves

A. Reasonable purpose

Leaves of absence for a limited period not to exceed one year may be granted for any reasonable purpose up to a year, and such leave may be extended for any reasonable purpose. A request for unpaid leave may be denied if the department head determines approval would impair the department's ability to provide services, or for other good cause.

B. Union business

Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer may at the written request of the Union be granted a leave of absence. The leave of absence shall not exceed 2 years, but it may be renewed or extended for a similar period at any time upon the request of the Union by mutual agreement. Members of the Union selected by the Union to participate in any other Union activity may be granted a leave of absence at the request of the Union. A leave of absence for such Union activity shall not exceed 1 month, but it may be renewed or extended for a similar period at any time upon the request of the Union by mutual agreement.

C. Military service

The County complies with state and federal regulations concerning military leave. An employee, other than one employed temporarily for six months or less, who is ordered to active military service, upon showing the orders to the department head/elected official receives a paid leave of absence for up to thirty days (See *Iowa Code*, Sec. 29A.28).

D. Religious observance

All department supervisors will make reasonable accommodation to the religious needs of all employees for observance of their religious practices and beliefs. The department reserves the right to refuse such accommodation in cases of emergency or extreme hardship on our clients or on the agency.

8.5 Unsatisfied requests for leave of absence

If the employee is not satisfied with the Employer's decision on his/her leave of absence request, it shall be proper subject for the grievance procedure.

ARTICLE 9

WAGES

9.1 Wage schedule

The parties agree that each step in the wage scheduled will be increased by three percent (3%) effective July 1, 2026, reflected in Appendix A. Step increases shall be granted as they fall due on employees' anniversary dates during the contract year 2026-2027.

The parties agree that each step in the wage scheduled will be increased by three percent (3%) effective July 1, 2027, reflected in Appendix B. Step increases shall be granted as they fall due on employees' anniversary dates during the contracted year 2027-2028.

When any position not listed on the wage schedule is established, the Employer may designate a job classification and rate structure for the position. In the event the Union does not agree that the classification and rate are proper, the Union shall have the right to submit the issue as a grievance at Step III of the grievance procedure.

No one's pay shall be reduced unless otherwise specified in this contract.

9.2 Pay period

The salaries and wages of employees shall be paid in accordance with County policies and procedures.

9.3 Pay grade

Employees will be paid the same as the pay grade shown in the attached wage schedules unless specified in Section 4 of this Article.

9.4 Pay differential

The supervisors shall authorize a pay differential for a position when duty requirements are present and performed which are not normally required of the classification in general. This differential is over and above the pay within the pay grade for the class of position presently held by the employee and is paid only as long as the employee occupies the particular position and performs these duties.

9.5 Pay on promotion

A promotion changes an employee's pay review date. An employee being promoted will have his/her pay increased to the minimum step (A) of the higher class. In cases of overlapping pay grades and when the employee's rate of pay is above the minimum step for the class to which he/she is promoted, he/she will receive a one-step promotional pay increase. However, when the promotion is to be a class with a pay grade number three steps or more higher than the present grade number, the supervisor may approve a two-step promotional increase.

Employees who possess education or experience qualifications in excess of the requirements for the class to which they are being promoted may have their salary adjusted more than the amounts shown in the preceding paragraphs if approved by the supervisor. This Section applies only when funds are budgeted and/or available.

9.6 Experience beyond minimum qualifications

Any employee who has education and/or experience beyond the minimum qualifications of the position to which he/she is appointed may, at the discretion of the supervisor, be paid at a higher step of the pay grade if he/she is a new hire.

9.7 Longevity

Employees shall receive longevity pay as set out in Appendix F. Eligible part-time employees shall receive half the amounts indicated. Eligible employees shall receive longevity pay in a lump sum on the last pay day in November (based on seniority pay eligibility as of Nov. 1), or in a lump sum upon termination of employment, whichever is earlier. Longevity pay shall be in a separate check, taxed separate from other income. Employees hired after July 1, 2012, will not be eligible for longevity.

ARTICLE 10

CONDITIONS OF EMPLOYMENT

10.1 Travel reimbursement

A. Mileage

The employer agrees to reimburse any employee who is required to use a personal automobile in the performance of work for the county at the maximum rate allowed by the county but not less than 21 cent per mile.

B. Meals/Lodging

Employees conducting county business outside the county shall be reimbursed for the cost of meals and lodging. Cost of alcoholic beverages is not reimbursed. Tips are not included in employees per diem reimbursement. Receipts for lodging must be attached to claims for reimbursement.

C. Advance travel request

When employees are required by the Employer to travel outside the state and anticipated expenses exceed \$200 employees may request an advance travel allowance not to exceed 80 percent of the anticipated travel expenses.

ARTICLE 11

OVERTIME

11.1 Rate of pay

A. Choice of compensation

Work performance in excess of 40 hours in any work week shall be compensated in one of the following manners:

The employee may choose to be paid at the rate of time and one-half the employee's regular hourly rate for work performed in excess of 40 hours in any work week; or, the employee choose to receive compensation time at the rate of one and one-half hours of compensation time for work performed in excess of 40 hours in any work week, but in either case no employee shall be paid twice for the same hours.

1. Part-time employees shall be compensated as above, at straight time until 40 hours are worked, for work in any work week exceeding the number of hours they normally are scheduled to work.

Additionally, the employer reserves the right, for budgetary reasons, to pay for hours beyond the forty-hour week in compensatory time.

B. Scheduling compensation time

If an employee is to be compensated in compensation time for work performed in excess if 40 hours in any work week the employee shall schedule such time off with his or his immediate supervisor, who shall approve the employee's request so long as a sufficient work staff remains in that unit.

C. Accumulation of compensation time

Employees may bank a maximum of forty (40) hours of compensation time. Unused compensation time shall be paid out at the end of each fiscal year.

11.2 Distribution

Overtime work shall be distributed equally insofar as feasible to employees working within the same job classification.

11.3 Overtime work

All overtime work shall be determined and must be authorized by the Employer. Initially, overtime will be offered on a voluntary basis. In the event too few qualified employees are obtained for the overtime under this procedure, the Employer shall have the right to assign overtime to employees.

11.4 Hours for overtime purposes

For the purposes of computing overtime, all hours (worked or unworked) for which an employee is compensated shall be regarded as hours worked.

ARTICLE 12

WORK BREAKS

12.1 Rest periods

All employees' work schedules shall provide for a 15-minutes rest period during each one-half shift.

Employees who for any reason work beyond their regular quitting time into the next shift shall receive a 15-minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

12.2 Meal periods

All employees shall be granted a one-half hour lunch period during each work shift. Whenever possible the lunch period shall be scheduled at the middle of each shift.

ARTICLE 13

GENERAL PROVISIONS

13.1 Pledge against discrimination and coercion

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, or national origin. Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

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

The Employer agrees not to interfere with the employees in the exercise of their rights under Chapter 20, Code of Iowa, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union or for any other cause.

The Union recognizes its responsibilities as bargaining agent and agrees to represent all employees in the bargaining unit and that there shall be no discrimination, interferences, restraint, or coercion by the Union or any Union representative against any employee because of lack of Union membership, or in regard to any right under Chapter 20 of the Code of Iowa.

13.2 Union bulletin boards

The Employer agrees to furnish and maintain a suitable bulletin board in a convenient place in the work area to be used by the Union.

The Union shall limit its posting of notices and bulletins to such bulletin boards. The employer will post continuing education opportunities and training opportunities on such bulletin boards.

13.3 Union activities on employer's time and premises

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, a Union steward shall be allowed to consult with the Employer or his/her designated representative concerning the enforcement of any provision of this Agreement. Such meetings shall be scheduled one week in advance.

13.4 Work rules

The Employer agrees to furnish each employee in the bargaining unit with a copy of all existing work rules within a reasonable time of their being effective. New employees shall be provided with a copy of the rules at the time of hire. Work rules shall be uniformly applied and enforced. Newly established work rules or amendments to existing work rules shall be reduced to writing and furnished to the Union at least fourteen calendar days prior to the effective date of the rule.

13.5 Staff personnel files

The Employer is required by law to provide certain basic information to governmental bodies, etc. Also, the Employer may be requested by various credit agencies, banks, etc., to furnish credit information. Usually, these inquiries result from employee's application for loans, credit cards, etc., and expressly ask for such information as verification of employment, income, social security number, marital status, verification of age, and potentiality of continued employment. Any requests for information such as these shall be received in writing, and any answer by the Employer shall be in writing and shall be signed by both the Employer and the affected employee.

The contents of staff members' personnel files are open for viewing only by the employee, their supervisors, department head, confidential employee or personnel conducting a state-sanctioned audit. No materials may be removed from personnel files without express permission from the Department Head. Employees must be advised of materials in their personnel file. Employees shall initial or sign any disciplinary documents placed in the file to verify their knowledge/receipt of these documents.

13.6 Notification of personnel transaction

County employees will receive a copy of all personnel transactions affecting their status. These changes will usually be for promotions, merit pay increases, change from probationary to permanent status, demotions, or pay adjustments due to a pay range increase. Questions relative to personnel transactions should be directed to the employee's supervisor, or the Department Head.

Any subject matter submitted by the Employer to the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present, or future employment shall be served upon the employee in writing. The Employer will not submit to the employee's personnel file any subject matter without just or proper cause.

13.7 Vacation and sick leave notification

Each month along with the employee's paycheck he/she will receive notification of the amount of accumulated unused sick leave and vacation leave earned.

13.8 Safety of employees

Where an employee has reason to believe in advance that a client will present physical danger, the employee may request that the supervisor call law enforcement to the building, and such request shall not be unreasonably denied.

Where an employee's safety is threatened during contact with a client the employee has the right to call the law enforcement assistance directly.

13.9 Negotiations meetings

The Union shall provide the Department Head with a list of those employees chosen by the Union to participate in negotiations, no less than 1 week before negotiations commence, and shall notify the Department Head in writing of any changes or substitutions no later than 1 week before such change or substitution is made.

Employees chosen by the Union to attend negotiation sessions shall be paid for this actively under the following conditions:

1. Three employees shall be paid up to, but not to exceed a total combined amount of 48 hours to attend negotiation sessions.
2. The employee shall be paid his/her straight time rate of pay for attending such negotiation meetings.
3. It is understood between the parties that the time for which employees shall be paid is actual time spent in joint management-Union negotiations and not preparation time for such negotiations.

ARTICLE 14

MANAGEMENT RIGHTS

It is recognized that, except as specifically limited by express language of this Agreement, the County shall retain whatever rights and authority as are necessary for it to operate and direct the affairs of the County in all of its various aspects, including, but not limited

to, the right to direct the working forces; to plan, direct, and control all the operations and services to the County; to determine and implement the methods, means, assignments, organization, and number of personnel by which such operations and service are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods and services should be made or purchased; to hire, promote, and demote employees; to suspend, discipline, and discharge employees for proper cause; to relieve employees due to lack of work or other legitimate reasons; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment, or facilities; to maintain the efficiency of governmental operations; to take such actions as may be necessary to carry out its mission; to initiate, certify, and administer its budget; and to exercise all powers and duties granted the Employer by law.

ARTICLE 15

SAVINGS

Should any article, section, or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section, or portion thereof directly specific in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated article section or portion thereof.

In the event that any provision of this Agreement is or shall at any time the contrary to law, all other provisions of this Agreement shall continue to effect.

ARTICLE 16

LABOR-MANAGEMENT COMMITTEE

A labor-management committee is hereby established to afford employees and management a forum at which to discuss items that may be of interest to both parties. The committee shall consist of members of the bargaining unit and representatives of management, and each side shall be afforded an equal number of participants, selected respectively by the union and management.

All parties agree that committee meetings may be convened at either the request of labor or management. The parties agree to meet to discuss increases in benefits provided in the handbook that exceed those listed in this agreement. The requesting party will do so in writing. A mutual date, time, and location will then be agreed upon; and the meeting held within 30 calendar days of the requesting party's written request.

Each party shall notify the other at least 1 week in advance of each meeting of selected members, and shall, at least 1 week in advance, exchange agenda items. Meetings shall not exceed 2 hours. Employee members of the committee will be paid for any formal meeting time falling within their normal working hours.

ARTICLE 17

DURATION

THIS AGREEMENT shall be effective as of the 1st day of July 2026 and shall remain in full force and effect until the 30th day of June 2028. In the event either party notifies the other in writing, negotiations for the following fiscal year shall begin on or before September 15, 2027.

IN WITNESS WHEREOF the parties hereto have set their hands

This 6 day of May, 2026.

AFSCME, LOCAL 183

By its representative:

Quintin Bryant
Quintin Bryant, AFSCME

By the bargaining committee:

Jeffrey R. Kellbach
RJH
AA

JOHNSON COUNTY, IOWA

By its Board of Supervisors:

[Signature]
Jon Green, Chairperson

Manda Martin

Rosalyn Green-Dieg

VJ

Red Sullivan

By its representative:

Mrs. Belletti

[Signature]

APPENDIX A

Johnson County Social Services
Wage Matrix
July 1, 2026-June 30, 2027

3.00%

Titles		1	2	3	4	5	6	7	8
	<u>Grade</u>	<u>Start</u>	<u>6 months</u>	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>	<u>4 years</u>	<u>5 years</u>	<u>6 years</u>
Clerk	1	\$40,684.18	\$42,355.25	\$43,833.50	\$45,590.27	\$47,218.50	\$48,868.14	\$50,774.88	\$52,810.16
hr.		\$19.56	\$20.36	\$21.07	\$21.92	\$22.70	\$23.49	\$24.41	\$25.39
Bi-weekly		\$1,564.78	\$1,629.05	\$1,685.90	\$1,753.47	\$1,816.10	\$1,879.54	\$1,952.88	\$2,031.16
Community Program Aid	2	\$46,382.96	\$47,968.34	\$49,896.50	\$51,824.66	\$53,967.06	\$56,216.58	\$58,680.34	\$61,186.94
hr.		\$22.30	\$23.06	\$23.99	\$24.92	\$25.95	\$27.03	\$28.21	\$29.42
Bi-weekly		\$1,783.96	\$1,844.94	\$1,919.10	\$1,993.26	\$2,075.66	\$2,162.18	\$2,256.94	\$2,353.34
General Assistance Specialist	3	\$53,967.06	\$56,216.58	\$58,680.34	\$61,186.94	\$63,607.86	\$66,392.98	\$69,435.18	\$72,263.15
hr.		\$25.95	\$27.03	\$28.21	\$29.42	\$30.58	\$31.92	\$33.38	\$34.74
Bi-weekly		\$2,075.66	\$2,162.18	\$2,256.94	\$2,353.34	\$2,446.46	\$2,553.58	\$2,670.58	\$2,779.35
Case Manager, Social Worker II	4	\$61,186.94	\$63,607.86	\$66,392.98	\$69,435.18	\$72,263.15	\$75,305.36	\$78,518.96	\$81,839.68
hr.		\$29.42	\$30.58	\$31.92	\$33.38	\$34.74	\$36.20	\$37.75	\$39.35
Bi-weekly		\$2,353.34	\$2,446.46	\$2,553.58	\$2,670.58	\$2,779.35	\$2,896.36	\$3,019.96	\$3,147.68

APPENDIX B

Johnson County Social Services
Wage Matrix
July 1, 2027-June 30, 2028

3.00%

Titles	Grade	1	2	3	4	5	6	7	8
		Start	6 months	1 year	2 years	3 years	4 years	5 years	6 years
Clerk	1	\$41,905.34	\$43,619.26	\$45,140.37	\$46,961.41	\$48,632.48	\$50,324.98	\$52,298.13	\$54,395.54
hr.		\$20.15	\$20.97	\$21.70	\$22.58	\$23.38	\$24.19	\$25.14	\$26.15
Bi-weekly		\$1,611.74	\$1,677.66	\$1,736.17	\$1,806.21	\$1,870.48	\$1,935.58	\$2,011.47	\$2,092.14
Community Program Aid	2	\$47,775.52	\$49,403.74	\$51,396.18	\$53,388.61	\$55,595.28	\$57,909.07	\$60,437.10	\$63,029.41
hr.		\$22.97	\$23.75	\$24.71	\$25.67	\$26.73	\$27.84	\$29.06	\$30.30
Bi-weekly		\$1,837.52	\$1,900.14	\$1,976.78	\$2,053.41	\$2,138.28	\$2,227.27	\$2,324.50	\$2,424.21
General Assistance Specialist	3	\$55,595.28	\$57,887.65	\$60,437.10	\$63,029.41	\$65,514.59	\$68,385.41	\$71,513.31	\$74,426.98
hr.		\$26.73	\$27.83	\$29.06	\$30.30	\$31.50	\$32.88	\$34.38	\$35.78
Bi-weekly		\$2,138.28	\$2,226.45	\$2,324.50	\$2,424.21	\$2,519.79	\$2,630.21	\$2,750.51	\$2,862.58
Case Manager, Social Worker II	4	\$63,029.41	\$65,514.59	\$68,385.41	\$71,513.31	\$74,426.98	\$77,554.88	\$80,875.60	\$84,303.44
hr.		\$30.30	\$31.50	\$32.88	\$34.38	\$35.78	\$37.29	\$38.88	\$40.53
Bi-weekly		\$2,424.21	\$2,519.79	\$2,630.21	\$2,750.51	\$2,862.58	\$2,982.88	\$3,110.60	\$3,242.44

APPENDIX C

LONGEVITY PAY

After 4 – 10 years:

\$500.00/year

After 11 – 15 years:

\$600.00/year

After 16-20 years:

\$700.00/year

After 21-25 years:

\$800.00/year

After 26 or more years:

\$1,000.00/year

Longevity pay for eligible employees hired prior to July 1, 2012.

SIDELETTER OF AGREEMENT

The parties mutually agree the Iowa Supreme Court ruling allowing same-sex marriages to occur has removed the necessity of maintaining the domestic partner coverage under the insurance section of this labor agreement.

The language is removed from the FY2011 agreement. However, should this right to marry be nullified in the future, the language, "includes same gender domestic partner" will be reinstated under the insurance section.

DATED THIS 21st **DAY OF** January, **20** 10.


FOR THE COUNTY


FOR THE UNION



AFSCME COUNCIL 61 GRIEVANCE FORM

AFSCME LOCAL
CONTRACT
GRIEVANCE NUMBER
CLASSIFICATION
HOME PHONE NUMBER ()
IMMEDIATE SUPERVISOR

NAME OF EMPLOYEE (GRIEVANT)	SOC. SEC. NO. (processing delayed if not filled in)	CLASSIFICATION
HOME ADDRESS	CITY, STATE, & ZIP	HOME PHONE NUMBER ()
WORK LOCATION	IMMEDIATE SUPERVISOR	

STATEMENT OF GRIEVANCE

CONTRACT VIOLATION

ARTICLE	SECTION
---------	---------

STATE THE ISSUE INVOLVED AND THE DATE THE INCIDENT TOOK PLACE:			
ADJUSTMENT REQUIRED:			
EMPLOYEE (GRIEVANT) SIGNATURE (optional)	DATE	UNION STEWARD'S SIGNATURE	STEWARDS SOC. SEC. NO. (processing delayed if not filled in)
(STEWARD) HOME ADDRESS	CITY, STATE, & ZIP	(STEWARD) HOME PHONE NUMBER ()	

1st STEP

MANAGEMENT REPRESENTATIVE'S SIGNATURE	DATE RECEIVED	DATE ANSWERED
---------------------------------------	---------------	---------------

DISPOSITION OF GRIEVANCE

2nd STEP

MANAGEMENT REPRESENTATIVE'S SIGNATURE	DATE RECEIVED	DATE ANSWERED
---------------------------------------	---------------	---------------

DISPOSITION OF GRIEVANCE

3rd STEP

MANAGEMENT REPRESENTATIVE'S SIGNATURE	DATE RECEIVED	DATE ANSWERED
---------------------------------------	---------------	---------------

DISPOSITION OF GRIEVANCE