



# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240  
319-356-5200 • icpl.org

## LIBRARY BOARD OF TRUSTEES

May 27, 2021

**Electronic** Formal Meeting - 5:00 pm

**ZOOM MEETING PLATFORM**

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### **Electronic Meeting**

*(Pursuant to Iowa Code section 21.8)*

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

You can participate in the meeting and can comment on an agenda item by joining the Zoom meeting via the internet by going to:

[https://zoom.us/meeting/register/tJcqdeGorDlrGtTxH9Vg4rpBVC8YNLV3jBKr](https://zoom.us/join/zoom/register/tJcqdeGorDlrGtTxH9Vg4rpBVC8YNLV3jBKr)

If you are asked for a meeting ID, enter Meeting ID: **937 2802 9100**

to enter a "Waiting Room" for the meeting.

If you do not have a computer or smartphone, or a computer without a microphone, you may call in by telephone by dialing (312) 626-6799.

When prompted, enter the **Meeting ID: 937 2802 9100**

Providing comments in person is not an option.

**LIBRARY BOARD OF TRUSTEES**

**May 27, 2021**

**Electronic Formal Meeting - 5:00 pm**

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**Wesley Beary, President**

**John Beasley**

**Kellee Forkenbrock**

**Derek Johnk, Secretary**

**Carol Kirsch, Vice-President**

**Robin Paetzold**

**Tom Rocklin**

**Hannah Shultz**

**Monique Washington**

**1. Call Meeting to Order.**

**2. Public Discussion.**

**3. Items to be discussed.**

**A. AFSCME Agreement Overview and Changes**

Comment: AFSCME Agreement for July 1 2021 TO June 30 2026. Board action required.

**B. Policy Review: 806: Meeting Room & Lobby Use**

Comment: This is a regularly scheduled policy review. Board action required.

**C. Policy Review: 809: Library Use**

Comment: Memo for Board review.

**D. Fines and Fees Report**

Comment: Fines and fees updates for Board review and discussion.

**E. Phase Transitions and Mask Mandate Changes**

Comment: COVID-19 positivity rates, phase transitions, and mask mandate changes report for Board review and discussion.

**F. In-Person Meetings - Updates**

Comment: Old business item to discuss resuming in-person board meetings.

**4. Staff Reports:**

- A. Director's Report
- B. Departmental Reports: Adult Services, Community and Access Services
- C. Development Office Report
- D. Miscellaneous

**5. President's Report**

**6. Announcements from Members**

**7. Committee Reports**

**8. Communications**

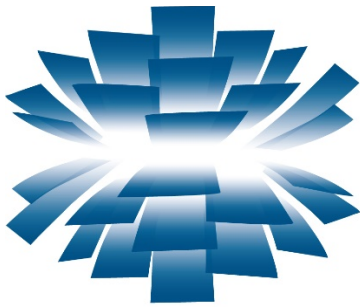
- A. Thank you - Children's Department Staff

**9. Consent Agenda:**

- A. Approve Minutes of Library Board of Trustees April 22, 2021 Regular Meeting
- B. Approve Minutes of Library Board of Trustees April 29, 2021 Special Meeting
- C. Approve Disbursements for April 1 TO April 30 2021

**10. Set Agenda Order for June Meeting**

**11. Adjournment**



# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR Elsworth Carman • PHONE 319-356-5200 • FAX 319-356-5494 • icpl.org

To: Library Board of Trustees

From: Anne Mangano, Collection Services Coordinator

RE: AFSCME Local 183 Labor Agreement

DATE: May 27, 2021

Attached is the agreement between AFSCME Local 183 and the City of Iowa City/Iowa City Public Library Board of Trustees. The current contract expires June 30, 2021. After exchanging initial proposals on February 4<sup>th</sup> and February 18<sup>th</sup>, 2021, a tentative agreement was reached through negotiations on Thursday, February 18<sup>th</sup>. The City Council adopted the contract through a resolution on Tuesday, May 4<sup>th</sup>. This new contract goes into effect July 1, 2021 and covers five years (FY22-FY26).

Proposed changes establish across the board (ATB) wage increases through FY25, with a wage re-opener for FY26:

- FY22: 2.50%
- FY23: 2.25%
- FY24: 2.00%
- FY25: 2.25%

This is the first time the contract was negotiated under the 2017 state law changes to public employee bargaining rights (Chapter 20), reducing what provisions can be included in a contract. All language now prohibited by state law has been removed, including insurance, transfer procedures, evaluation procedures, staff reduction procedures, dues deduction, supplemental pay, subcontracting procedures, political payroll deductions, and leaves of absences for political activities. The agreement also provides for the deletion of the Side Letter titled "Appendix D Classification Review Process."

Transit staff retain broader bargaining rights now prohibited by Chapter 20 for other AFSCME employees. The contract covering library employees (AFSCME Mixed) is Section A in this document (pg. 1-36) as well as the pay plans in Section C (pg. 76-92).

The Library Board must also approve the contract. The complete text of the contract is attached here for your review.

**Action:** Staff recommend approval of the agreement.



# AGREEMENT BETWEEN

**CITY OF IOWA CITY**



**IOWA CITY LIBRARY BOARD OF TRUSTEES**

**AND**

**THE AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES  
LOCAL #183, AFL-CIO**



**JULY 1, 2021  
TO  
JUNE 30, 2026**

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# **Section A**

AGREEMENT WITH THE CITY OF IOWA CITY and THE IOWA CITY LIBRARY BOARD OF TRUSTEES WITH JOHNSON COUNTY AREA PUBLIC EMPLOYEES, AFSCME, LOCAL #183

## **PREAMBLE**

This agreement is executed by the CITY OF IOWA CITY, Iowa, and the Iowa City Library Board of Trustees, and the Johnson County Area Public Employees, AFSCME, Local #183. Unless otherwise stated, the word "City" will refer to the City and to the Library Board and the employee organization will be called "Union". Throughout this Agreement members of the bargaining unit are referred to as "employees".

It is the purpose of this Agreement to promote and ensure harmonious cooperation and understanding between the City and the Union to ensure collective bargaining under the laws of the State of Iowa, as well as applicable ordinances of the City of Iowa City. It is the purpose of the City and the Union to establish salaries and terms of employment consistent with the availability of public funds and with the goals and purposes of the City Charter. The City and the Union jointly pledge their cooperation to work together in the public interest to provide improvement in the effectiveness and efficiency of the services offered to the citizens of Iowa City.

The parties agree to the following specific provisions:

## **ARTICLE 1**

### **RECOGNITION**

Section 1. The City of Iowa City, Iowa, recognizes the Johnson County Area Public Employees, AFSCME, Local 183, as the sole and exclusive bargaining agent for all City of Iowa City employees except those specifically excluded in Section 3 of this Article. This certification is based on an Order of Certification promulgated by the Iowa Public Employment Relations Board on February 2, 1976.

Section 2. The Iowa City Library Board of Trustees recognizes the Johnson County Area Public Employees, AFSCME, Local 183, as the sole and exclusive bargaining agent for all Iowa City Public Library Employees except those specifically excluded in Section 3 of this Article. This certification is based on an Order of Certification promulgated by the Iowa Public Employment Relations Board on February 9, 1976.

Section 3. Sworn police officers and firefighters as well as all supervisory, confidential and temporary employees and others who are excluded from the laws relating to collective bargaining in Chapter 20 of the current Code of Iowa are excluded from the terms, conditions, or application of this Agreement.

Section 4. The City agrees that it will not sponsor or promote, financially or otherwise, any other group or labor organization, for the purpose of undermining the Union; nor will it interfere with, restrain, coerce or discriminate against any of its employees in connection with their membership in the Union.

## **ARTICLE 2**

### **MANAGEMENT RIGHTS**

Section 1. Except as limited by the express provisions of this Agreement, nothing herein shall be construed to restrict, limit, or impair the rights, powers, and authority of the City under the laws of the State of Iowa and the City's ordinances. These rights, powers, and authority include, but are not limited to the following:

- a. To direct the work of its employees.
- b. To develop, implement and enforce work rules, safety standards, performance and productivity standards.
- c. To hire, promote, transfer, assign, classify, schedule and retain employees within the operation of the City government and to develop and maintain qualifications, standards and procedures for employment, promotions, and transfers.
- d. To discipline, suspend or discharge employees for just cause.
- e. To maintain the efficiency of the governmental operation and to determine and maintain the nature, scope and definition of City organization.
- f. To relieve employees from duties because of lack of work, lack of adequate public financing, or for other legitimate reasons.
- g. To determine the amounts, methods, and procedures for compensating employees and the definition of, necessity for, allocation of, and nature of overtime and the method of compensating overtime.
- h. To determine and implement the methods, means, tools, locations, equipment, and assignment of personnel by which its operations are to be conducted including but not limited to the right to contract and subcontract work.
- i. To take such actions as may be necessary to carry out its mission.

Section A-2

- j. To initiate, prepare, certify and administer its budget.
- k. To exercise all powers and duties granted to it by law.

### **ARTICLE 3** **NO STRIKE--NO LOCKOUT**

Section 1. No Strike. No employee covered by this Agreement shall engage in any strike at any City facility or at any location in the City where City services are performed during the life and duration of this Agreement. If any strike shall take place, the Union will immediately notify employees engaging in such activities to cease and desist, and it shall publicly declare that such activity is in violation of this Agreement and is unauthorized. Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross any picket line established by any labor organization when called upon to cross such picket line in the line of duty. The City will make reasonable efforts to assure employee safety in crossing picket lines. Any employee engaging in any activity in violation of the Article shall be subject to immediate disciplinary action including discharge by the City.

Section 2. No Lockout. The City agrees not to lock out employees during the term of this Agreement.

### **ARTICLE 4** **BULLETIN BOARDS**

Section 1. The City shall assign space as currently provided on bulletin boards for the Union to post notices, a copy of which shall be provided to the Human Resources Administrator. Notices shall not contain political material, libelous material, or material which is injurious to the City or to employees. Union notices will be limited to designated spaces.

### **ARTICLE 5** **BUSINESS AGENTS**

Section 1. The Union shall have the right to designate agents, not to exceed two (2) persons at any one time, who shall have access to City facilities only during regular working hours, for the purpose of investigating matters relating to the administration of this Agreement.

Section 2. The Union shall notify the Human Resources Administrator after making such designation. Any such investigation will be conducted so as to not interfere with City business and any such agent will comply with City safety, security and other regulations. Notice will be given to the Department Director or designee when a business agent enters City property or facilities.

City employees may not spend working time to meet with business agents unless specifically permitted by another provision of this Agreement.

### **ARTICLE 6** **(Reserved)**

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## **ARTICLE 7**

### **HOURS OF WORK**

#### **Section 1. Definitions.**

Hourly Employees - Recognizing that Non-Permanent Employees fill needs required for the day-to-day operation of Iowa City, Non-Permanent Employees shall be known as Hourly Employees. Said employees will be able to work up to, but not exceed, 1300 hours in a given fiscal year, and up to 1500 in a given fiscal year if they participate in rotating weekend schedules. Up to ten hours, on an average, per pay period of rotating weekend shifts will not be counted as part of a regular assignment. If any Hourly Employee exceeds these hours in a given fiscal year they will be considered a Permanent Employee and entitled to wages and benefits as provided in the contract.

Hourly Employees will not replace, but may supplement the work done by Permanent Employees, or perform tasks not routinely assigned to Permanent Employees. Hourly Employees will not be lead workers nor will they have the same job descriptions as Permanent Employees. Hourly Employees will receive the specified training in the department in which the employee is working.

Student interns are not considered Hourly Employees for the purposes of this agreement.

Permanent Employees – Permanent employees shall be as follows:

- (A) Those persons who are appointed to authorized budgeted positions and who have completed a probationary period upon initial employment with the City, or
- (B) Those persons who were hourly employees who have worked more than 1300 hours in a given fiscal year or who participate in rotating weekend schedules and have worked more than 1500 hours in a given fiscal year.

The City shall provide the Union a list of names of all persons employed by the City, regardless of their status as employees, along with hire dates, termination dates (if applicable), and account number except those persons excluded in Article 1, Section 3, of this agreement.

#### **Section 2. Regular Work Week.**

- A. Definitions - A day will be defined as the time between 12:01 A.M. and midnight, twenty-four (24) hours later. A week will be defined as the time between 12:01 A.M. Sunday and midnight Saturday. Holidays and paid leaves shall count as hours worked.
- B. Permanent Full-Time - Five Day Operations - The regular work week for permanent full-time employees shall begin on Monday and extend through Friday and shall consist of five (5) consecutive, eight (8) hour days.
- C. Permanent Full-Time - Continuous Shift Operations - (Work is regularly scheduled 24 hours per day, seven days per week.) The regular work week shall consist of five (5) days of eight (8) consecutive hours for a total of forty (40) hours. For purposes of this contract the first day off in any week is defined as the sixth day and the second day off is defined as the seventh day. Employees assigned to continuous shift operations may meet and confer with their division concerning shift scheduling.
- D. Six and Seven Day Operations - The regular work week for permanent full-time employees shall consist of five (5) eight (8) hour days for a total of forty (40) hours. For purposes of this

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contract the first day off in any week is defined as the sixth day and the second day off is defined as the seventh day. Employees whose schedules regularly vary from this pattern will be covered by letter at the time the variation is made. (Example - landfill employees.)

Section 3. Scheduling. Regular work schedules will be posted on departmental bulletin boards within each division. Any permanent change in the regular work schedules for a division will be posted at least ten (10) days in advance of the change.

To the greatest extent possible, temporary adjustments in the work schedule of individuals will be posted at the beginning of the week. As much notice as possible will be given in the case of emergencies, inclement weather, or unexpected absences. The City will notify the Union in advance of permanent changes in the regular work week and will discuss such changes if requested.

#### Section 4. Part-Time Employees.

- A. Part-time employees are those persons regularly assigned to less than forty (40) hours of work per week. Benefits shall be prorated for permanent part-time employees in accordance with their regularly assigned hours per week. Occasionally the hours actually worked will vary from the assigned number. No minimum amount of work is guaranteed to part-time employees. Any employee whose hours actually exceed his/her assigned hours shall be reassigned hours for the purpose of proration of benefits. An employee may request a redetermination of his/her assigned hours or proration of benefits through the grievance procedure. Nothing in this section shall require a regular part-time employee to regularly work more than his/her assigned hours.
- B. Hourly Employees. All hourly employees, as defined in Section 1 above, and all other employees of the Employer are not entitled to any benefits or other provisions of this Agreement.
- C. Current employees will have bidding preference for job vacancies over volunteer helpers and volunteer time will not count toward seniority.

Section 5. Rest Periods. Except for the transit drivers the City will provide a fifteen (15) minute rest period at two times during the regular work day. The location and scheduling will be determined by the immediate supervisor. The rest period will be scheduled at regular times within the work day to accommodate staffing needs. Employee preferences will be considered.

Section 6. Meal Periods. The City will provide an unpaid lunch period of not less than thirty (30) minutes each day to employees in five day operations. Whenever possible, the lunch period will be scheduled at a regular time in the work day. Meal periods will be scheduled to accommodate the staffing needs of the department with consideration of the preference of employees. In lieu of the two fifteen (15) minute paid rest periods, full-time bus drivers will be provided a thirty minute lunch break with pay. Meal breaks will be scheduled near the middle of the shift; i.e., no earlier than 3 hours into the shift and shall not leave more than 5 hours and 15 minutes remaining on the shift.

Deviations due to special or changed circumstances shall be mutually agreed upon.

Section 7. Clean-up Time. If the nature of work performed requires it, employees will be allowed a minimum of five (5) minutes for personal clean-up at the end of the work day.



Section 8. Inclement Weather. Employees are expected to come to work regardless of weather conditions if they can possibly do so. Employees who appear for work at the scheduled time will be compensated. Generally, City operations will not be suspended, but may be rescheduled. If work is to be rescheduled the immediate supervisor will have available information. The employer will take into consideration the employee's comfort and protection in cases of extreme climatic conditions.

Employees who are unable to get to work or who leave work early because of weather conditions may do one of the following:

- a. Arrange to make up the work with the approval of the immediate supervisor.
- b. Charge the time missed to accrued holiday, vacation, compensatory time, or personal leave.
- c. Take leave without pay for the time missed.

Section 9. (Reserved)

## **ARTICLE 8** **OVERTIME**

Section 1. Overtime. Overtime is work performed by a permanent full or part-time employee in excess of eight (8) hours per day or forty (40) hours per week with the following exceptions:

- A) Employees regularly scheduled to work more than eight (8) hours per day will receive overtime for the time worked in excess of the regularly scheduled hours per day.
- B) Employees who work more than eight (8) hours on a given day due to flex time mutually agreed upon by the employee and their supervisor will receive overtime for the time worked in excess of their scheduled flex hours on that day.

e.g., Employees who work twelve (12) hours per day will receive overtime for time spent in excess of twelve (12) hours per day or forty (40) hours per week.

Prior authorization from the employee's supervisor is required before overtime work will be credited. Employees may be periodically required to work overtime but may request not to perform work because of physical inability or serious personal need. Such requests to be excused from performing overtime will not be unreasonably denied.

For permanent full-time employees, work performed on the sixth (6th) or seventh (7th) day of the work week shall be considered overtime.

There will be no pyramiding of overtime;

e.g., If an employee is called back to work on Saturday he/she may claim the overtime rate either for the minimal call-in OR the sixth (6th) day premium, not for both sections.

Overtime will be compensated at the rate of one and one-half (1-1/2) times the current base hourly rate of the employees or by compensatory time off at the rate of one and one-half (1-1/2) hours for each hour of overtime worked. Employee preference will determine whether overtime is paid or time off given unless departmental staffing needs or financial considerations require

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employees to be paid or given time off. The employees may request reasons for the denial of the time off or pay.

## Section 2. Overtime Equalization.

- A. To the greatest extent possible, overtime shall be offered to employees equally over a period of three (3) months, considering the type of work, the qualifications and ability of the individual employee, the employee's desire to perform the overtime service, and the employee's seniority. The following procedure will generally be used:

The employee with the necessary qualifications and abilities and the least number of overtime hours in that classification will be first offered such assignment. In the event that overtime hours among employees in that classification are equal, seniority shall prevail. In the event no qualified employee desires such work, the City shall select the qualified employee with the least credited overtime hours for such assignment and if there are two or more employees with the same number of overtime hours, the employee with the least seniority shall be thus assigned.

Employees who refuse overtime work on a particular job will be charged the same number of hours as employees who actually do the work. Any employee who may be periodically excused from overtime work for physical disability or serious personal need shall carry an amount of overtime equal to that of the employee with the highest number of hours.

When the need arises to work overtime to finish a job, the employees who are performing the work may be offered the overtime first if the work is to be completed. If an affected employee elects not to work overtime, he/she will be expected to continue until a replacement is secured.

During emergency situations such as, but not limited to, excessive snow, freezing rain, wind, rain or cold, employees in the affected divisions may be scheduled to work twelve (12) hours or more in any twenty-four (24) hour period. Work in excess of twelve (12) hours will be assigned according to the equalization procedure.

The equalization procedure is inapplicable to regularly scheduled overtime in transit.

- B. (Reserved)
- C. The City shall maintain and post (at least monthly) in a public place in the work area, a list of classifications showing overtime hours worked by each employee, and shall keep such list current with accumulated overtime being credited forward. Overtime accumulation shall commence on January 1, April 1, July 1 and October 1 of each year and shall be equalized quarterly.

Employees who are new to a division shall be credited with the highest number of hours in their classification. Any deviation from the above process shall be by letter between the City and the Union.

Section 3. Overtime Rest Period. If an employee is required to work at least two (2) hours immediately after the employee's normal work day the City will provide for one of the following:

- a. A rest period of one-half hour immediately following the work day, or

Section A-7

- b. One additional half-hour of paid compensation at the overtime rate.

This section does not apply if the employee is required to work less than two (2) hours following the work day.

Section 4. Stand-By Time. Employees who are on stand-by time are required to be at a place designated by them which has access to a phone and from which they may reach the work area promptly. Employees on stand-by will be compensated as follows:

<u>Employee Assigned to Stand-by</u>	<u>Pay Per Week</u>
1. Is provided with and takes vehicle home	7 hours pay
2. Is provided with but declines to take a vehicle home (supervisor may require employee to take vehicle)	7 hours pay
3. Cannot be provided with a vehicle due to lack of vehicle availability	10 hours pay
4. Is not provided with a vehicle because employee resides outside city limits	10 hours pay

Employees of the Street/Sanitation Department who are required to be on stand-by for the purpose of emergency snow removal will be compensated at a rate of ten (10) hours at current base pay rate for each week of stand-by time. Stand-by in these circumstances will be assigned in no less than one week increments. Such employees will be furnished a call device, but no vehicle.

Section 5. Reporting Pay. If an employee reports for work at his/her regular time and place but is sent home by the supervisor because of an emergency because work cannot be performed, such employee shall be paid a minimum of two (2) hours at his/her regular straight time pay. The City will make every effort to allow the employee to make up the work at straight time at a different time, where the nature of work permits.

Section 6. Minimum Call-In. An employee who has completed an eight (8) hour work day and who is called in to work in an emergency situation without prior notice will be paid for a minimum of two (2) hours. If the emergency call-in takes more than two (2) hours the employee will be compensated for time spent. Minimum call-in will be paid at the overtime rate. An employee who is called in prior to the regular start of his/her working day will be compensated for a minimum of two (2) hours at the overtime rate. In the event minimum call-in and regular working hours overlap, straight time will be paid for the overlapping hours in addition to the minimum call-in.

There shall be no pyramiding or duplicating of overtime pay. That is, if an employee is called to work, he/she cannot collect for another two (2) hours unless it has been two (2) hours since the last call.

Any City employee required to appear as a witness in Court for work-related matters or at a municipal infraction hearing for work-related matters outside their work schedule will be paid for such appearance pursuant to minimum call-in provisions above. The employer will not alter work schedules solely to avoid this payment.

Section 7. Professional Employees. No overtime will be paid or credit given for overtime work of professional employees. Generally, assignments will be based on an assumed forty (40) hour week for full-time professionals and on the assigned number of hours of part-time professionals. Professional employees will enter all assigned hours worked in excess of their normal schedules on their time sheets. A professional employee may meet with his/her department head at a mutually convenient time and place to review the hours worked in an attempt to facilitate

#### Section A-8

the provisions of this section consistent with department practices. However, this clause shall not be construed as a guarantee of compensatory time or overtime pay.

Section 8. Library Overtime. Permanent employees required to work on Sundays at the Library will received six (6) hours credit for each four (4) hour shift worked.

Section 9. Calculation of Overtime. Overtime will be recorded on the basis of an initial six (6) minute segment, and an employee must work the entire segment to be credited with one-tenth (1/10) hour for overtime. After the first six (6) minutes, overtime will be recorded and credited on a minute-for-minute basis.

Section 10. Payment of Overtime. Payment of authorized overtime will be on succeeding pay checks.

Section 11. Accumulated Overtime. Accumulated overtime to be carried over from one fiscal year to another shall not exceed forty (40) hours and any overtime in excess of forty (40) hours accumulated at the end of the fiscal year shall be administered in accordance with Section 1 of this article.

**Section 12. Shift Differential. Employees who work a scheduled shift which begins at or after 1:30 p.m., but before 10:00 p.m. shall receive an additional twenty-five (\$.25) per hour. Employees who work a scheduled shift which begins at or after 10:00 p.m. but before 1:00 a.m. shall receive an additional forty cents (\$.40) per hour.**

## **ARTICLE 9 HOLIDAYS**

Section 1. The following days shall be paid holidays for permanent employees: New Year's Day (January 1); Martin Luther King, Jr. Day (third Monday in January); Memorial Day (last Monday in May); Juneteenth (June 19); Independence Day (July 4); Labor Day (first Monday in September); Veteran's Day (November 11); Thanksgiving Day (fourth Thursday in November); the Friday after Thanksgiving; Christmas Day (December 25); and one personal leave day. Provided, however, that at the time employment begins or terminates, personal leave shall be pro-rated on the basis of two (2) hours personal leave credit for each quarter of the fiscal year, or portion thereof, during which the employee is in pay status.

In order to receive holiday credit, an employee must be in pay status the day before and the day after a holiday.

Section 2. In addition, there shall be granted to permanent employees who do not work a continuous shift, the day before or after Christmas, or the day before or after New Year's Day as an additional holiday. The City Manager (or the Library Director for library employees) may direct that employees observe a particular day for this holiday but if the Manager fails to make such designation by December 15 of the calendar year in question, employees may select a particular day subject to the approval of the supervisor. If the City Manager or Library Director does not designate a day, employees may choose a day between December 17 and January 6.

Section 3. Permanent employees on a continuous shift shall receive eighty-eight (88) hours of holiday credit and eight (8) hours of personal leave credit on July 1 annually. Any continuous shift employee who begins work after July 1 of any calendar year will receive credit for the remaining holiday dates in the year and for personal leave as provided in Section 1 of this Article. If an employee separates after July 1 of any year, those holidays and personal leave hours which have

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been credited but which have not as yet occurred or been earned will be deducted for the purpose of considering separation pay.

e.g., Employee A receives credit for eighty-eight (88) hours of holiday time on July 1. The employee terminates on November 1 and has not used any holiday hours. He would be paid sixteen (16) hours of holiday pay (Independence Day and Labor Day).

e.g., Employee B receives eighty-eight (88) hours of holiday credit on July 1. Employee B terminates November 1 and has used forty (40) holiday hours. Only two (2) holidays (Independence Day and Labor Day) have occurred prior to termination, therefore twenty-four (24) hours (40 used less 16 occurring) would be deducted from vacation pay or from the last week's wages.

For the purpose of this Article, a holiday for continuous shift employees (except Police Department employees) begins at 12:01 A.M. on the day of the holiday and continues for a period of twenty-four (24) hours thereafter. In the Police Department a holiday begins at 11:00 P.M. on the day preceding the holiday and continues for twenty-four (24) hours thereafter.

When a holiday occurs on Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed.

Section 4. Part-time employees will receive holiday pay and personal leave on a pro-rata basis.

Section 5. Eligible employees who are called in to work on a holiday on which City operations are not open to the public will be paid at a rate of one and one-half (1½) times for the hours actually worked and shall also receive regular holiday pay.

Section 6. Permanent employees who are assigned to work on holidays when City operations to which they are assigned are operating or open to the public will receive holiday credit equal to one and one-half (1½) times the hours actually worked. This credit may be used after the holiday occurs but must be taken before the next succeeding July 1. Generally, this section applies to library, parks, recreation, and parking enforcement employees. Refuse employees will use this system when two holidays occur in the same week.

Employees may request pay in lieu of holiday credit. The employer's decision to grant or deny the pay shall not be arbitrary or capricious.

Section 7. Holidays or personal leave days shall not be carried over from one fiscal year to the next.

Section 8. Definition. "Continuous shift employees" as used in this article indicates those employees who work in twenty-four (24) hour per day operations and who are subject to assignment on shifts beginning between 3:00 P.M. and 7:59 A.M.

## **ARTICLE 10**

### **VACATIONS**

Section 1. Accumulation. Vacations shall be earned by permanent employees by month according to the following schedule:

#### Section A-10

<u>Length of Service</u>	<u>Days Per Pay Month</u>
0-5 years	1
5 years 1 day - 10 years	1 1/4
10 years 1 day - 15 years	1 1/2
15 years 1 day - 20 years	1 3/4
more than 20 years	2

Professional librarians shall accumulate vacation at a rate of 22 days per year regardless of length of service.

The maximum number of hours eligible for carry over after July 1 of any year or for payment upon termination shall be one hundred ninety-two (192) hours (24 days). If scheduled and approved vacation time is cancelled by the employer, the cancelled vacation hours may be carried over into the next fiscal year to be used as time off within the first ninety (90) days of the fiscal year as long as the use of such time is scheduled and approved within the first thirty (30) days of the fiscal year. If the employer does not allow the use of time carried over under this provision, the cancelled vacation hours will be paid out.

Section 2. Use of Vacation. Scheduling will be arranged with the supervisor to accommodate staffing needs and employee preferences. Except in the event of serious personal need by a less senior person, seniority will prevail.

Section 3. Payment of Accumulation. Upon discharge, resignation or retirement, a permanent employee is eligible for payment of not more than 192 hours (24 days) of accumulated vacation leave at the current base rate of pay.

## **ARTICLE 11**

### **SICK LEAVE**

Section 1. Accumulation. Employees shall be granted one day of sick leave credit per month and shall have the right to accumulate unused sick leave up to a maximum of 1440 hours (180 days). Sick leave shall not be accumulated while an employee takes a leave of absence without pay, but any employee granted a paid leave shall continue to earn sick leave. Accumulation of sick leave shall commence on the date of first permanent employment. Additional sick leave will accrue while an employee is receiving worker's compensation and supplementing those payments with accumulated paid leave(s).

Incentive: Employees who utilize no sick leave in any thirteen consecutive pay periods and who have at least 600 hours of sick leave accumulated at the end of the six months may, at the option of the employee, convert four hours of sick leave to four hours of incentive leave. Following any twenty-six consecutive pay periods with no use of sick leave, employees who have at least 1200 hours of sick leave accumulated may, at their option, convert an additional four hours of sick leave to incentive leave for a total of up to but no more than twelve hours in any 26 consecutive pay periods. The maximum number of hours eligible for carry over from one fiscal year to the next shall be eight (8) hours.

Section 2. Use of Sick Leave.

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- a. A day of accumulated sick leave shall be used for each day an employee is sick and off work during a work week. A doctor's statement regarding nature of illness and recovery therefrom may be required if abuse is suspected. Requirement of such doctor's statement will not be used merely for the purpose of harassment of any employee. Sick leave may be used on an hour-to-hour basis for doctor's appointments or other health maintenance needs.
- b. In addition to sickness of an employee, sick leave may be used for:
  - (1) On-the-job injury.
  - (2) Serious illness or hospital confinement of a spouse, domestic partner as recognized by City policy, or child, or critical illness of the employee's mother, father, mother-in-law, father-in-law, including mother or father of a domestic partner, brother, sister, or grandparents, as well as any other relatives or member of the immediate household of the employee up to a maximum of forty-eight (48) hours per occurrence provided that the employee's presence and efforts are needed.
- c. The City may discipline employees for abuse of sick leave.

Section 3. Notification. An employee shall notify his/her supervisor as soon as reasonably possible of any sickness or illness which will cause him/her to miss work. Certain employees may be required to provide such notification prior to the beginning of their work day. In those cases where the Department or Division requires such prior notification, the City will be responsible for establishing a method whereby those employees can provide such notification. Unless such notification is given, the absence will not be charged to sick leave, but will be charged to other accumulated leave, or if no such accruals exist, to leave of absence without pay. Unusual circumstances will be evaluated and may result in charging the absence to sick leave. An employee who becomes sick at work will notify his/her supervisor before leaving the area.

#### Section 4. Sick Leave Bank.

- a. Permanent employees in the bargaining unit may draw from a Sick Leave Bank if they have exhausted their own sick leave accumulation and are seriously ill. Hours of sick leave shall be contributed to the bank by bargaining unit members who have reached the maximum accumulation of sick leave (1440 hours or 180 days) at the rate of one day per month.
- b. Employees who use Sick Bank days will repay the bank at the regular sick leave accrual schedule after returning to work. Employees who do not return to work or who fail to accumulate a sufficient amount of sick leave will pay back the Bank from other accrued leave or in cash.
- c. A joint City-Union committee will administer the use of Sick Bank days by employees. The committee will be made up of one Union representative, one City representative and one person chosen by the two representatives. The Bank Administration Committee will determine when sick leave may be used, application procedures, the length of time which any employee may borrow, the length of the waiting period after exhaustion of sick leave before employees may borrow time, amount of time before which days must be paid back, and other criteria for using Bank days.

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The Committee is charged with maintaining the integrity of the Bank for serious or catastrophic illness of individuals in the bargaining unit and will develop policies to protect against abuse by individuals.

- d. The City will contribute thirty (30) days of sick leave to the Bank October 1, 1976. No individual may use more than ten (10) days during the term of this Agreement.

Section 5. Employees using sick leave who are medically able to perform some of the regular duties of their position while at home (or alternative work site) may, at the request of the employee or the supervisor, and with the permission of the supervisor, be assigned work to be performed at home.

For work performed at home, regular pay rather than use of sick leave accrual will be utilized, and the ratio of sick leave to straight pay will be determined on a case-by-case basis by the supervisor.

This policy is designed to permit credit for work performed at home by employees using sick leave, when performance of work at home is advantageous to the City; however, no employee will be required to perform work while on sick leave nor will any employee be guaranteed the right to do so.

Section 6. While an employee is receiving sick leave pay from the City, self-employment for pay or work for another employer for pay is expressly forbidden. A waiver of this provision may be given if the employee presents evidence from his/her physician to the City that the employee's medical disability would preclude fulfillment of the employee's duties with the City, but that the nature of the disability would permit work at alternative outside employment. Failure to comply with this policy will result in progressive disciplinary action.

## **ARTICLE 12 SPECIAL LEAVES**

Section 1. On-the-Job Injury. Upon application the City may grant a leave of absence with pay in the event of an injury or illness of an employee while at work provided the following conditions exist:

- a. The injury or illness arises out of the course of City employment, and
- b. The City's medical advisor determines that time off from work is required.

If the above provisions are applicable, leave with pay will be granted during the remaining time on the work day when the injury occurs and for a period of two (2) additional working days if authorized by the medical advisor.

If the injured or disabled employee requires more than two (2) working days in which to recuperate and return to work, any additional absence may be charged to sick leave or, if sick leave is exhausted, to leave of absence without pay. Employees may use accumulated sick leave or other accumulated leaves to supplement worker's compensation benefits.

Section 2. Funerals. An employee will be granted up to three (3) work days per incident with no loss of compensation or accruals if required to attend the funeral of his/her spouse, domestic



partner as recognized by City policy, child, grandchild, stepchild, foster child, mother, father, stepparent, sister, brother, step-sister or step-brother.

An employee will be granted one (1) day per occurrence with no loss of compensation nor loss of accrual from sick, annual, or compensation time to attend the funeral of his/her mother-in-law, father-in-law, grandparent, aunt or uncle, brother-in-law, sister-in-law, or permanent member of the immediate household. In such cases, he/she shall be granted up to two (2) additional days for travel, if necessary. In-law relationships referred to herein shall include such relationships through a domestic partner as recognized by City policy.

If additional time is needed, an employee shall be permitted to use up to three (3) work days of accumulated sick leave with the approval of his/her supervisor.

**Section 3. Leave of Absence Without Pay.** A leave of absence without pay is a predetermined amount of time off work, which has been recommended by the Department Director and approved by the City Manager or for library employees, by the Library Director, except in cases of medically necessary disability leaves which shall be automatic provided the employee has exhausted all other accrued leave (paid and unpaid) and submits to a physical exam by a city-paid and appointed doctor (if required by the employer). Generally, such leave shall not exceed twelve (12) months. Upon termination of any such leave of absence, the employee shall return to work in the same range and step as when he/she left and will receive compensation on the same basis as if he/she had continued to work at his/her regular position without leave, provided that during that period if the nature of operations has changed so that similar work does not exist or that an opening for the employee no longer exists, the employee shall be eligible to bid on vacancies in related areas or vacancies for which the employee is otherwise qualified for a period of twelve (12) months following termination of the leave. The employee is responsible for applying for and keeping aware of any openings.

In the event an employee fails to return to work at the end of any such leave or extension, he/she shall be deemed to have voluntarily resigned or, if applicable, voluntarily retired on the last day of work prior to such leave. During a leave of absence without pay, the employee:

- a. Cannot pay retirement contributions if the leave exceeds one month in duration.
- b. Shall not receive any other accruals or job benefits during the period of absence.
- c. Shall not acquire additional seniority during said leave except in the case of temporary medical disability or as otherwise specified by this Agreement.
- d. Shall not earn sick, vacation, or other leave.
- e. Must use all accumulated vacation to which he/she is entitled prior to the time that the leave without pay commences.
- f. Must pay prorated health, dental, life and disability insurance premiums falling due during any month the employee is not on the payroll, if coverage is desired and is available subject to insurance carrier approval, as follows:
  1. For any calendar month during which the employee is on unpaid leave not exceeding ten working days and insurance coverage is desired, the City will pay the cost of the insurance premiums.
  2. For any calendar month during which the employee is on unpaid leave in excess of ten working days and insurance coverage is desired, the employee must pay 1/12 of the insurance premium for each working day beyond ten working days that the employee is on unpaid leave of absence. The remainder of the premium will be paid for by the City.

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3. The employee may choose which insurance coverages, if any, are to be retained during the unpaid leave of absence.
4. Payment for insurance coverages desired by the employee may be deducted from current or future pay due to the employee or at the employee's option may be billed on a monthly basis. Failure to return from an unpaid leave where insurance coverage was desired will result in the City billing the individual for costs which would otherwise have been deducted from the employee's pay.

The Department Director may waive the above conditions (a. through e.) for leaves of absence not exceeding ten (10) working days.

Section 4. Jury Duty. Any employee summoned for jury duty during the employee's regular work hours shall receive regular straight time pay during any period of jury service. The City shall receive the pay earned from such jury service. Compensation for travel expenses may be retained by the employee. An employee who is summoned for jury duty but is not selected to serve on the jury and is discharged with an hour or more remaining in the work-day shall return to work.

Section 5. Witness Fees. An employee shall be granted leave with pay when required to be absent from work for the purpose of testifying in court in response to legal summons when the employee is neither plaintiff nor defendant in the action and when such court appearance arises from the performance of his/her duties, obligations, or activities as a City employee, and the City shall receive the witness fees up to the amount of compensation paid to the employee by the City for days testified.

Section 6. Military Leave. Employees called by any branch of the Armed Forces of the United States shall, when ordered to active service, be entitled to a leave of absence for such period of time that the member serves in such capacity and until discharged therefrom. The City shall comply with applicable law in regard to military leave.

Employees subject to the foregoing shall, upon reinstatement to City employment, retain their original employment date for the purpose of determining seniority and eligibility for salary advancement just as though such time spent in service of the United States has been spent in regular employment with the City.

Section 7. Voting Time. An employee shall be permitted to vote at a polling place in the City of Iowa City or the City of Coralville during the work day in any national, state, or local election if it is not reasonably possible for him/her to vote during off hours.

Section 8. Pregnancy Leave. A pregnant permanent employee shall be entitled to a leave of absence without pay if she is disabled as a result of pregnancy or related cause at the exhaustion of other accumulated leaves. All employees requiring such leave shall notify the Department Director prior to the anticipated date of birth and should be able to substantiate their condition by a doctor's statement. Employees may work during pregnancy if health permits.

Those granted leaves under this section shall present doctor's statements as to pregnancy disability and recovery therefrom. Within seven (7) days following birth, miscarriage, or abortion the employee shall advise the City of the date by which she will return to work. Unless the employee returns to work by such date, or any other date by reason of extension granted by the City, the employee will be considered to have voluntarily resigned or retired.

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An employee who takes leave pursuant to this section shall return to work as soon as she is medically able, retaining all rights granted by the federal Family Medical Leave Act or other applicable law.

Section 9. Union Business Leave.

- a. Any employee elected to office in the International American Federation of State, County and Municipal Employees shall be granted a leave of absence without pay for a period not to exceed two years. Such leaves shall be granted to not more than one City employee in Local 183 at any one time. An employee desiring such leave shall give thirty (30) days notice to the City. Consistent with Section 3 of this Article, such employees shall not have a job guarantee on return.
- b. Leave of absence without pay to attend and serve as a delegate to conventions and training conferences relating to the Union shall be granted to not more than five (5) City employees in Local 183 in any one calendar year. Not more than five (5) days may be taken by any three (3) employees and not more than ten (10) days may be taken by any two (2) employees under this section. Employees seeking such leave shall present certification in writing of their selection by the Union to act as a representative to a specified conference at least ten (10) working days prior to the time they wish to be absent.
- c. No more than one employee who is elected or appointed to offices in the Union that is not part-time staff will be granted sufficient unpaid time off to carry on the duties of the office provided he/she gives reasonable advance notice and receives approval for such leave from the department head. Approval may be denied by the department head where the employee's absence could adversely affect or interfere with the operation of the department.
- d. Employees on Union leaves shall only be entitled to accrual of seniority for time spent on such leaves, except for subsection c above, where employee will continue to accrue benefits during a period not to exceed ten (10) work days per year.
- e. Employees appointed to the position of Staff Representative for AFSCME/Iowa Council 61 shall be entitled to an unpaid leave of absence not to exceed one year. The City may deny such leave if it would create a hardship. Return from leave is governed by Section 3 of this Article. Not more than one employee shall be granted such leave at any one time. The employee must make application for such leave at least ten (10) working days in advance of the commencement of this leave. The provisions of Subsection d. above shall apply.
- f. The City agrees to place Union supplied Union information in its new employee packets. This information shall not include political material, libelous material, or material which is injurious to the City or to employees.

Section 10. Professional Leave. The City and the Union agree that professional development is of benefit to employees designated as "professionals" and the employer. In recognition of this Agreement, the following guidelines will be considered when granting or denying requests for professional leaves:

- a. The potential benefit to the employee.

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- b. The potential benefit to the employer.
- c. The work-relatedness of training program, conference, workshop, class, or convention that is attended.
- d. Who in the affected class of employees went most recently.
- e. Seniority.

It is understood by the parties that the above provisions in no way constitute a guarantee of training to anyone.

### **ARTICLE 13** **SENIORITY**

Section 1. Seniority shall mean length of continuous service with the City. It shall begin on the date of employment and become applicable immediately following completion of a probationary period of not more than six (6) months in a permanent position, unless extended in writing due to unusual circumstances. Continuous service in a temporary position shall be added to the employee's seniority for use only in Section 3, Use of Seniority, below.

An employee will lose seniority rights upon resignation, discharge for just cause, retirement, or death.

Seniority shall accrue during all paid leaves and during periods which a member is assigned a classification outside of the bargaining unit. If an employee is on leave of absence without pay as a result of temporary disability as substantiated by a doctor's certificate or for on-the-job injury, seniority will accrue indefinitely. An employee will accrue seniority while on leave without pay or layoff for one (1) year or for a period equal to the length of time worked if less than one year.

In the event that two (2) or more employees have an identical seniority date, the order of their seniority shall be determined by the alphabetical order of last names.

The City will maintain a seniority list showing the length of continuous service and will make a copy of the list available to the Union each six (6) months.

Section 2. Probation. The initial probation period for permanent appointments will be six (6) continuous months.

The probationary period may be extended in writing because of unusual circumstances. Probationary employees are entitled to all benefits of this contract with two exceptions:

- 1. They may not grieve any disciplinary actions taken against them.
- 2. (Reserved)

If an employee has worked as a temporary City employee prior to appointment to a similar permanent position, the temporary time worked may be credited toward completion of probation if it is applicable experience.

For such employees, the probationary period will be shortened to reflect credit for temporary time worked. The length of probation will be specified in writing in the permanent appointment papers.

Section 3. (Reserved)

Section 4. (Reserved)

Section 5. Compensation after Transfer. When an employee transfers to another position within the same or a lower range he/she shall move to a step and rate of pay within the range of the position transferred to with pay to be determined on the basis of relative skills, abilities, experience and seniority. When an employee transfers to a higher range his/her pay shall fall within that range and in no event will be less than the equivalent of a one step increase based on their pay prior to the transfer.

Section 6. (Reserved)

**ARTICLE 14**  
**DISCIPLINE**

Section 1. Purpose. All parties to this Agreement recognize that a certain amount of discipline is necessary for efficient operation of the City and the City has rights and responsibilities under law in providing services in an efficient manner. These certain penalties for infractions are agreed upon by the parties as a mode of operating and are not intended to limit the management rights of the City as explained in Chapter 20 of the current Code of Iowa. Disciplinary actions against employees will be taken for just cause. Appeal of disciplinary actions shall be by permanent employees and shall be through the grievance procedure set forth in this Agreement.

Section 2. The goals of progressive discipline are to correct behavior and produce efficient City operations rather than merely to punish wrongdoers. Disciplinary actions or measures shall ordinarily be invoked in the order listed:

- a. Oral reprimand or warning.
- b. Written reprimand or warning.
- c. Suspension with loss of pay.
- d. Discharge.

Section 3. Serious violations may be dealt with by any of the above disciplinary measures on the first offense. Permanent employees shall have the right to take up a suspension or discharge at Step 2 of the grievance procedure.

Section 4. An employee may request the presence of a steward at the time of discipline. The steward may request a copy of the oral or written warning at that time. A copy of suspension or discharge will be forwarded to the chief steward.

**ARTICLE 15**  
**(Reserved)**

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## **ARTICLE 16**

### **SAFETY**

Section 1. Policy. The City and the Union recognize the importance of the personal safety of individual employees on the job and recognize that in the routine course of work employees are subject to risks.

Section 2. Standards. Employees shall not be required to work in areas or to operate equipment which is a hazard to themselves or the public. Periodic training in safety matters will be provided to employees who engage in hazardous work. Employees will have access to protective gear required by law. Employees will handle property and equipment of the City with due care appropriate to the nature of the work and equipment employed.

Section 3. Notice of Defect. Employees who operate equipment shall, during or immediately following the work day, report any defect noticed by him/her in said equipment to the immediate supervisor.

Section 4. Special Grievance Procedure. If an employee is requested to work in a location or with equipment which presents an imminent personal hazard to him/herself or others the employee will report immediately to the Division Superintendent or designee who will determine the minimal standards under which employees must work. If the employee is then directed to work in a location or with equipment which is an imminent personal hazard to him/herself, he/she shall file a Step 2 grievance with the Department Director. Other disputes over safety hazards will be processed through the regular grievance procedure in Article 20 Section 4. Use of this procedure to create unnecessary delays will result in disciplinary action.

Section 5. Safety Committee. The Union shall select two (2) city employees as representatives to each department/division safety committee.

Section 6. The employer will provide required protective clothing or protective devices, including up to \$125.00 annually for the purchase of safety shoes. Employees required to wear shoes with puncture resistant soles will receive such reimbursement up to \$175 annually. The employer shall pay the reasonable full cost of medically prescribed safety shoes. All safety shoe purchases must receive prior approval from the employee's immediate supervisor. Denial of safety shoe purchase is subject to the grievance procedure commencing at Step 2.

Section 7. The employer will provide up to \$100.00 during each fiscal year for the purchase of prescription safety glasses, as needed, for those employees who are required to regularly wear safety glasses. The employer may specify the source and type of safety glasses for which reimbursement will be made. Replacement of safety glasses shall be subject to approval by the supervisor.

## **ARTICLE 17**

### **PERSONNEL TRANSACTIONS**

Section 1. Employees shall receive a copy of payroll transactions and other documents which will be used for purposes of promotion or discipline. The employee's copy will be forwarded at the time it is placed in the file.

Section 2. Under the supervision of an employee of the Human Resources Office and during normal business hours, employees shall have access to their personnel files including the right to

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copy the contents of the file at their own expense. An employee shall have the right to attach a written response to any document in his/her personnel file.

Section 3. Upon request, written warnings for minor infractions which are over twelve (12) months old will be removed from an employee's file, provided the problem has been corrected or there has been substantial improvement toward correction.

Section 4. Oral warnings shall not be part of an employee's personnel record except as a notation of when such warning was given. Upon request, such notation shall be removed from the personnel file following eight months of service without any discipline.

Section 5. The employer will not use for disciplinary purposes any discipline document that would have been eligible for removal from the personnel file had the employee made such request.

## **ARTICLE 18**

### **(Reserved)**

## **ARTICLE 19**

### **RECOVERY AND REHABILITATION PROGRAM**

Section 1. Voluntary Referral Service. The City will provide where possible a voluntary referral service for employees with personal problems. Employees who suspect they may have a work problem even in the early stages are encouraged to seek treatment or counseling. All such requests and/or referrals in Section 3 for service will be treated in a confidential manner. Every attempt will be made to assist employees in obtaining needed services if they voluntarily request such assistance.

Section 2. Problem Drinking. In the interest of providing efficient services to the public the City recognizes that employee alcoholism can and should be treated. Educational materials on problem drinking may be requested from the Human Relations office. All bargaining unit employees are eligible for treatment and rehabilitation for alcoholism or problem drinking through the City's referral service and other available community resources. Alcoholism as an illness is not a cause for discipline per se; however, interference with job performance may be subject to discipline. Every attempt will be made by the City and the Union to assist employees with drinking problems to obtain needed assistance. Rehabilitation assistance will be offered, but if job performance is not raised to an acceptable level, disciplinary action will be taken.

Section 3. Procedure. Supervisors who identify work problems or stewards who identify personal problems may refer employees to the Human Relations office for assistance in obtaining educational and rehabilitation services for alcoholism or other personal problems which influence performance. Nothing in this section relieves employees of responsibility for their conduct on the job.

## **ARTICLE 20**

### **GRIEVANCE PROCEDURE**

Section 1. Definitions. The word "grievance" wherever used in this Agreement shall mean any dispute between the City and the Union or any employee with regard to the meaning, application, or violation of any of the terms and provisions of this Agreement. The word "working

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day" shall be defined as any day except Saturday and Sunday and holidays listed in Article 9, Section 1, excluding the personal leave day, for purposes of this section.

Section 2. Representation. An employee who is a member of the bargaining unit covered by this Agreement shall have the right to be represented by a steward at any grievance hearing or at any step of the grievance procedure, if he/she chooses. Employees are also entitled to representation by a steward at disciplinary conferences. Stewards will not attend other conferences between supervisors and employees except with the supervisor's approval.

The Union will certify the names and addresses of the designated stewards to the City Human Resources Administrator. In the absence of such certification the City will not be obligated under this Article to release any employee from duty for the purposes of investigating a grievance or representing another employee in any disciplinary or grievance proceeding.

The City will compensate not more than one employee steward for the investigation of a grievance. If a second City employee has a special office in the Union handling grievances, that employee may request released time from his/her supervisor, and permission to work on the grievance will not be unreasonably withheld, but the City will not provide compensation for time spent. Any stewards who are City employees shall be released from work for not more than two (2) hours in one work week to work on grievance resolution. The employee will obtain permission from the immediate supervisor before investigating the grievance, but such permission will not be unreasonably withheld. Released time under this section is limited to grievance resolution. Notwithstanding any of the above, the Union President shall be released from work without loss of pay for a reasonable amount of time during any work week to work on grievance resolution.

Supervisors and stewards agree to handle discipline and grievances with discretion.

Section 3. Limitations. Unless a grievance is appealed as hereinafter provided, it shall have no further validity or effect. Time limits may be extended by mutual agreement of the parties. Any monetary award or compensation arising out of the resolution of a grievance is limited to the period of time sixty (60) days prior to the filing of the grievance regardless of the length of the practice giving rise to the grievance or the employee's lack of knowledge thereof.

The following provisions will apply to interpretation of the above language:

1. Pay corrections in matters involving inaccuracies in payment of base pay and merit increases or inaccuracies created by data entry or other Accounting Division error will be made retroactive to the date of the error, which may be greater than sixty (60) days.
2. Any other type of payment error will be subject to the 60 day limitation on retroactive pay as outlined in Article 20.

Section 4. Procedures. A grievance that may arise shall be processed and settled in the following manner:

- A. Step 1. The grievance shall be presented orally for discussion between the employee grievant, the steward if the employee chooses to be represented by a steward, and the employee's immediate supervisor within seven (7) working days after the knowledge of the event giving rise to the grievance. The supervisor shall deliver the answer verbally to the aggrieved employee or steward within seven (7) working days after the Step 1 conference. The date of the oral presentation of the grievance and the date of the verbal response shall be certified in writing. If no response is received from the supervisor within seven (7) working days the grievance will be processed pursuant to Step 2.

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- B. Step 2. If the grievance is not resolved by Step 1, the aggrieved employee or his/her steward (if applicable) shall, within seven (7) working days following completion of Step 1, present three (3) written copies of such grievance signed by the aggrieved person, two (2) to be filed with the Department Director or designated representative and one (1) to be filed with the Union. For Library employees the grievance must be filed at this Step with the Library Director or designee. The written grievance shall contain a statement from the employee of the facts and section of this Agreement grieved and specifying what relief or remedy is desired. The grievant and steward shall include on the written grievance their names and the addresses to which they wish a response to be sent.

The grievant, steward and department director shall meet within seven (7) working days to discuss the grievance. The Department Director shall issue a decision in writing within seven (7) working days following the meeting.

- C. Step 3. A grievance not resolved by Step 2 shall be submitted to the City Manager or his/her designee within fifteen (15) working days of the date of receipt of the written decision referred to in Step 2. A meeting between the parties may be held if requested in writing. Such meeting shall be held within fifteen (15) working days. The City Manager will respond to the grievant and steward within fifteen (15) working days following receipt of the grievance or the third step meeting (if requested).
- D. Arbitration. Grievances not resolved at Step 3 of the Grievance Procedure may be submitted to a third party for arbitration. A request for arbitration must be submitted by written notice to the other party within ten (10) working days following receipt of the City Manager's decision at Step 3. Copies of any such request will be furnished to the City and to the Union.

The cost of arbitration and recording the same shall be divided equally between the parties to this Agreement. The cost of a certified court report, if requested by the arbitrator, shall be divided equally between the parties. Each party will pay for the cost of its own case preparation and for expenses of witnesses.

The arbitration proceeding shall be conducted by an arbitrator to be selected by the City and the Union within five (5) working days after notice has been given. If the parties fail to select an arbitrator, a request by either or both parties shall be made to the Federal Mediation and Conciliation Service or the Iowa Public Employment Relations Board to provide a panel of five (5) prospective arbitrators who are members of the National Academy of Arbitrators. Both the City and the Union shall have the right to strike two names from the panel. The party giving notice for arbitration shall strike the first name; the other party shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The arbitrator shall have the power to interpret, apply, and enforce this written Agreement but shall have no power to add to, subtract from, or modify the terms thereof. The rules of evidence and the nature of conduct required during the arbitration hearing shall be in accordance with all state and federal legislation, applicable rules and regulations.

The decision of the arbitrator shall be issued within thirty (30) days after conclusion of the hearing and shall be final and binding upon the parties.

#### Section A-22

The parties of the grievance, their witnesses and representatives shall have the right to be present at the grievance arbitration in addition to the arbitrator. Other persons may be present at arbitration hearings as the parties may mutually agree. Either party shall have the right to record the evidence presented at the arbitration hearing. Arbitration hearings shall be closed to the public and evidence taken shall not be revealed to any third party until such time as the decision of the arbitrator is made unless parties agree otherwise.

Section 5. Labor-Management Committee. The Labor-Management Committee shall consist of the persons designated by the Union and the City. Not more than four (4) bargaining unit employees may be excused to attend meetings held during working hours. Representatives or agents of the parties may be present at grievance committee meetings.

- a. Bargaining unit employees (not more than four) excused from work to attend committee meetings will be paid for all regular duty time spent at such meetings.
- b. "Representatives or agents of the parties" as referenced above means only those representatives or agents retained by AFSCME and does not include, for the purpose of pay, officers, stewards, or other members of the bargaining unit.
- c. It is thus understood that the City shall in no circumstances be obliged to pay more than four (4) bargaining unit employees for duty time spent in attendance at a Labor-Management Committee meeting under the terms and provisions of this Section, except in such cases where said provisions may be voluntarily waived by both parties to the agreement.

Meetings shall be no longer than two (2) hours in length and shall be scheduled to alternate between the working hours and non-working hours of the labor members unless mutually agreed otherwise.

The function of the Labor-Management Committee shall be to meet and confer monthly with the City during the life of the contract for the purpose of adjusting pending grievances and to discuss procedures for avoiding future grievances (including safety matters) provided that:

- a. No topics will come before the Labor-Management Committee which are proper subjects for negotiations (e.g., new demands, changed circumstances, requests for new language, etc.); except for the investigation and discussion of cost containment features to health insurance. Any such features recommended by the committee must be ratified by the City and the Union prior to implementation.
- b. Every agenda item will be investigated before the meeting with the appropriate Department Director or designee. (Public Works – Division Heads).

Section 6. Employee Involvement Efforts. The parties agree to actively pursue employee involvement efforts which will provide for joint problem-solving and more effective communication and pledge their mutual cooperation to achieve this end. However, no such programs will be implemented except upon mutual agreement by the City and the Union.

## **ARTICLE 21**

### **PAY PLAN**

Section 1. Classification Plan. The classification plan for bargaining unit employees is attached to this Agreement (see Appendix C). The pay plan in effect on June 28, 2020 shall be adjusted upward by two and one-half percent (2.5%) effective June 27, 2021. The pay plan in effect on June 27, 2021 shall be adjusted upward by two and one-quarter percent (2.25%) effective June 26, 2022. The pay plan in effect on June 26, 2022, shall be adjusted upward by two (2.0%) effective June 25, 2023. The pay plan in effect on June 25, 2023 shall be adjusted upward by two and one-quarter percent (2.25%) on July 7, 2024. There will be a re-opener for wages for Fiscal Year 2026. The effective date of compensation adjustments and benefit adjustments applicable to any fiscal year will be the first day of the pay period which begins between the dates of June 24 and July 7, inclusive.

Effective dates over the next four years, for example, are as follows:

June 27, 2021	June 26, 2022
June 25, 2023	July 7, 2024

Section 2. Merit Plan. The pay plan is based on merit. The City will justify the denial of merit increases following the employee's eligibility date. An employee who does not receive a merit increase on his/her eligibility date may file a Step 2 grievance.

Section 3. Pay Plan. Each range of the pay classification plan will contain six (6) steps (1-6). Employees at Step 1 are eligible for review and an increase to Step 2 after six (6) months. Step 1 will be determined by the City unilaterally based on market information and other factors relating to the particular job title for which the wage is being set. Employees on Steps 2-6 are eligible for review and an increase to the next step annually. Employees on Step 6 or those who are outside of the range are not eligible for step increases.

Section 4. (Reserved)

Section 5. Longevity Pay. Permanent employees who have completed the required number of years of continuous service with the City by December 1 shall receive longevity pay on the last payday in November in accordance with this schedule:

YEARS COMPLETED	
<u>ON DECEMBER 1</u>	<u>AMOUNT</u>
5 years	\$325.00
10 years	500.00
15 years	650.00
20 years	800.00
25 years	1,050.00

Employees who terminate will receive a prorata share of the longevity payment reflected in their final check. The proration will be based on the nearest whole month of the year.

Section 6. Pre-Tax Advantage Program. The Employer will offer employees a program, consistent with IRS regulations, through which employees may elect to make pre-tax reductions in

taxable wages which will be paid to an account from which dependent care and health/dental premiums and expenses not covered by insurance will be paid.

Section 7. Time Cards and Time Sheets. For all City employees, the City shall provide the employee an opportunity to review their time card and time sheet at the same time.

## **ARTICLE 22**

### **AUTHORIZED REPRESENTATION, ENTIRE AGREEMENT AND WAIVER**

All negotiations or bargaining with respect to the terms and conditions of this Agreement shall be conducted by authorized representatives of the Union and the City. Agreements reached as a result of such negotiations shall become effective only when signed by the authorized representatives of the parties.

This Agreement supersedes and cancels all previous agreements and practices between the Employer and the Union and constitutes the entire Agreement between the parties and concludes collective bargaining for its duration. All parties to this Agreement waive each and every right to negotiate to which they would otherwise be entitled under the laws of the State of Iowa.

## **ARTICLE 23**

### **GENERAL CONDITIONS**

Section 1. This agreement shall be construed under the laws of Iowa.

Section 2. The City agrees to meet and confer at reasonable times with the Union on mandatory items to the fullest extent required by law and to provide to the Union a copy of the City Personnel Rules and Regulations and any amendments as adopted by Council. Comments on rules and the need for revisions in rules and regulations may be discussed by the Labor-Management Committee but any new negotiations on mandatory items or other items will be conducted only by authorized teams in compliance with this complete Agreement.

Section 3. The City and the Union agree they will not act to discriminate because of race, creed, color, sex, age, national origin, gender identity, disability, religion, marital status, sexual orientation, or political affiliation unless the reason for the discrimination is job-related or otherwise allowed by law.

Section 4. (Reserved)

Section 5. Pay-period. The City will give the Union notice and opportunity to discuss, at a labor management committee meeting, prior to implementing a pay-schedule other than bi-weekly.

## **ARTICLE 24**

### **DURATION OF AGREEMENT**

This agreement shall be in effect between July 1, 2021, and June 30, 2026 to include a reopener for Fiscal Year 2026 wages only. Furthermore, this contract shall continue from year to year subsequent to June 30, 2026, unless written notice to change or modify it is mailed or hand-delivered by either party to the other party prior to September 15 of the year preceding the expiration date or any extension thereof, and received by the other party no later than September 25 of that same year or the next working day thereafter.

Section A-25

**ARTICLE 25**  
**SAVINGS CLAUSE**

Should any Article, Section, or any portion thereof of this Agreement be held unlawful 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 declared null and void in the decision and the remainder of this Agreement shall remain in full force and effect. Neither party shall be required as a result of their agreement with each other to conduct themselves in a manner which would cause them to neglect their duties under law or to engage in activities in violation of the law.

If replacement provisions are deemed necessary by the Union or Management they shall be negotiated immediately.

Cases involving issues cognizable under the Iowa Civil Service Law (Chapter 400 et. seq. as amended) shall not be subject to the grievance and arbitration provisions of this contract unless this contract specifically regulates the issue(s) in question.

THE AMERICAN FEDERATION OF  
STATE, COUNTY, AND MUNICIPAL  
EMPLOYEES, LOCAL #183

CITY OF IOWA CITY, IOWA

By: \_\_\_\_\_ By: \_\_\_\_\_  
PRESIDENT MAYOR

By: \_\_\_\_\_ ATTEST: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
LIBRARY BOARD OF IOWA CITY, IOWA

\_\_\_\_\_  
By: \_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
By: \_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
TEAM MEMBERS

Approved by

By: \_\_\_\_\_  
AFSCME/Iowa Council 61

\_\_\_\_\_  
CITY ATTORNEY'S OFFICE

## AMENDMENTS TO CONTRACT SIDE LETTER ON LIBRARY SCHEDULING

Library employees may request to work 6 partial days; for example, one-half day on Saturday and one-half day on Monday, where staffing permits. The basis to determine adequate staffing will be enough people within one department electing the option to make it viable. For permanent full-time library employees who elect this option, work performed on the 7th day of the work week shall be considered overtime.

Library employees working scheduled overtime on Sunday will have the option at the beginning of each permanent scheduling period to designate whether the time will be taken as compensatory time, or paid, at the rate of one and one half hours for each hour worked. Compensatory time off can be changed through mutual agreement at the same time and in the same manner as other scheduling or leave changes.

Employees who wish to change their option of pay or time compensation within a scheduling period may submit a request to their supervisor in the same manner as other scheduling and leave changes. The Library will honor requests of this nature whenever staffing and financial resources permit, with the understanding on both sides that no reasonable request will be unreasonably denied.

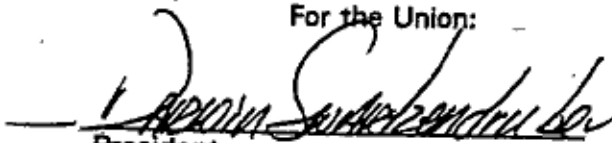
RE: July 23, 1982

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF IOWA CITY  
AND AFSCME LOCAL #183  
JULY 1, 1994**

The Parties agree as follows:

Treatment Plant Operators - Wastewater Treatment Plant, will continue to receive shift differential based on the practice in effect on January 1, 1994, provided the then current schedule remains in effect.

For the Union:

  
President

humanef/union/afscme/appendix.h

For the City:

  
Assistant City Manager



**SIDE LETTER OF AGREEMENT  
BETWEEN THE CITY OF IOWA CITY  
AND AFSCME LOCAL #183  
JULY 1, 1994**

The parties agree as follows:

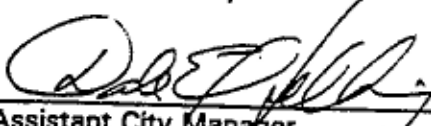
At mutually agreed upon times during the 1996-1999 Contract, the investigation and discussion of on-site childcare and/or childcare vouchers will be considered a proper topic for consideration by the Labor-Management Committee referred to in Article 20, Section 5.

For the Union:

  
\_\_\_\_\_  
President

humanresources/afscme/ledette

For the City:

  
\_\_\_\_\_  
Assistant City Manager

**SIDE LETTER OF AGREEMENT  
BETWEEN THE CITY OF IOWA CITY  
AND AFSCME LOCAL #183  
JULY 1, 2007**

The parties agree as follows:

The job classifications recommended for an upgrade as a result of the classification study will move to the new paygrade effective June 30, 2007. Employees in those classifications will move to the new paygrade on that date.

Employees at step 6 longer than 12 months as of June 30, 2007, will receive an increase equal to 3.5% in addition to the across-the-board increase of 3.25%, provided that no employee will receive a wage rate that is lower than Step 1 or higher than Step 6 of the new paygrade. Thereafter, employees previously at step 6 will have a new eligibility date which will be the first day of each fiscal year.

If an employee was placed on Step 1 or between steps 1 and 2 of the new paygrade, they will be eligible for a review and increase on the earlier of their current annual evaluation date or a new annual evaluation date of January 1. These employees will be eligible for the greater of 3.5% or step 2 at that time.

Following implementation of the study, for employees above step 2 but between steps, future step increases will be equal to the % difference between the next lower and the next higher step. No employee will have a wage rate higher than step 6.

Employees currently (as of June 29, 2007) in positions being downgraded will be treated as if their classification has not been changed. They will continue to receive all negotiated across-the-board increases, as well as step increases where applicable, as long as they remain as an employee of the City in their current position.

Positions being downgraded are as follows:

Position	Old Range	New Range
MWI-Library (1 person remains an MWI, Range 2 & 2 people are retitled Custodian-Library, Range 1)	2	1
Customer Service Rep-Parking (retitled Parking Clerk)	7	4
Buyer II - Purchasing (1 person remains a Buyer II, Range 9 & 1 person is retitled Buyer I, Range 6)	9	6
Customer Service Rep - Revenue	9	7
Page Supervisor (retitled Sr. Library Assistant)	11	9

For the Union:

Paul F. Shaw

President

For the City:

[Signature]  
Assistant City Manager

Mgr/asst/unions/side letter 7-07.doc

Beginning February 2011, the following shall be added to the existing side letter of 11/27/78 and the amendments of 7/23/82 and 10/10/00 and shall apply to Iowa City Public Library Employees.

A selection list of Holiday shifts for the next fiscal year will be routed in March following the Library Board of Trustees determination of the next year's calendar. Holiday shifts will be no fewer than four hours.

The Holiday schedule will be routed in seniority order to eligible permanent employees. Managers and temporary employees will not be included in the rotation list but may be assigned to shifts in order to meet Library needs. Full-time employees shall select two shifts and part-time employees shall select one shift, with each having the option of selecting one additional shift before passing the list to the next most senior employee. If not all shifts are filled after each employee has made their selection(s), the list will route again in reverse seniority order, with part-time employees selecting one shift and full-time employees selecting two. No permanent part-time employee will be required to work more than one shift per holiday, but they will not be prohibited from doing so.

New employees will be added in where their seniority is determined. After all Holiday shifts are assigned, employees will be allowed to give or trade holiday shifts with another eligible employee, but no employee may accrue or be paid for holiday time that is more than the total of the holiday hours earned, times the number of holidays the Library is open. Conflicts will be resolved between the department manager and affected employees.

Approved by the Library Board of Trustees, January 27, 2011

## CONTRACT SIDE LETTER ON LIBRARY USE AND DEFINITION OF HOURLY EMPLOYEES

Recognizing that Library Non-Permanent Employees fill needs required for the day-to-day operation of the Iowa City Public Library, Non-Permanent Employees shall be known at the Iowa City Public Library as Hourly Employees. Said employees will be able to work up to, but not exceed, 1,300 hours in a given fiscal year, and up to 1,500 in a given fiscal year if they participate in rotating weekend schedules. Hourly Employees will be regularly assigned less than twenty (20) hours per week. Up to ten hours, on an average, per pay period of rotating weekend shifts will not be counted as part of a regular assignment. If any Hourly Employee exceeds these hours in a given fiscal year they will be considered a Permanent Employee and entitled to wages and benefits as provided in the contract.

### Definitions:

Hourly Employees will not replace, but may supplement the work done by Permanent Employees, or perform tasks not routinely assigned to Permanent Employees. Hourly Employees will not be lead workers on public service desks nor will they have the same job descriptions as Permanent Employees. Hourly Employees will receive specified training in the department in which the employee is working.

Student Interns are not considered Hourly Employees for the purposes of this agreement.

On-call Substitute Librarians are considered Hourly Employees at the Iowa City Public Library and, in addition to the requirements above, must meet the same educational and work experience requirements of permanent staff performing similar duties. On-call Substitute Librarians will cover desk shifts previously assigned to permanent staff.

April 12, 2011

Approved by Library Board of Trustees, June 23, 2011

## **Section B**

AGREEMENT WITH THE CITY OF IOWA CITY WITH JOHNSON COUNTY AREA PUBLIC EMPLOYEES, AFSCME, LOCAL #183

### **PREAMBLE**

This agreement is executed by the CITY OF IOWA CITY, Iowa, and the Johnson County Area Public Employees, AFSCME, Local #183. Unless otherwise stated, the word "City" will refer to the City and the employee organization will be called "Union". Throughout this Agreement members of the bargaining unit are referred to as "employees".

It is the purpose of this Agreement to promote and ensure harmonious cooperation and understanding between the City and the Union to ensure collective bargaining under the laws of the State of Iowa, as well as applicable ordinances of the City of Iowa City. It is the purpose of the City and the Union to establish salaries and terms of employment consistent with the availability of public funds and with the goals and purposes of the City Charter. The City and the Union jointly pledge their cooperation to work together in the public interest to provide improvement in the effectiveness and efficiency of the services offered to the citizens of Iowa City.

The parties agree to the following specific provisions:

## **ARTICLE 1**

### **RECOGNITION**

Section 1. The City of Iowa City, Iowa, recognizes the Johnson County Area Public Employees, AFSCME, Local 183, as the sole and exclusive bargaining agent for all City of Iowa City Transit employees except those specifically excluded in Section 3 of this Article. This certification is based on an Order of Certification promulgated by the Iowa Public Employment Relations Board on February 2, 1976.

Section 2. (Reserved)

Section 3. Others who are excluded from the laws relating to collective bargaining in Chapter 20 of the current Code of Iowa are excluded from the terms, conditions, or application of this Agreement.

Section 4. The City agrees that it will not sponsor or promote, financially or otherwise, any other group or labor organization, for the purpose of undermining the Union; nor will it interfere with, restrain, coerce or discriminate against any of its employees in connection with their membership in the Union.

## **ARTICLE 2**

### **MANAGEMENT RIGHTS**

Section 1. Except as limited by the express provisions of this Agreement, nothing herein shall be construed to restrict, limit, or impair the rights, powers, and authority of the City under the laws of the State of Iowa and the City's ordinances. These rights, powers, and authority include, but are not limited to the following:

- a. To direct the work of its employees.
- b. To develop, implement and enforce work rules, safety standards, performance and productivity standards.
- c. To hire, promote, transfer, assign, classify, schedule and retain employees within the operation of the City government and to develop and maintain qualifications, standards and procedures for employment, promotions, and transfers.
- d. To discipline, suspend or discharge employees for just cause.
- e. To maintain the efficiency of the governmental operation and to determine and maintain the nature, scope and definition of City organization.
- f. To relieve employees from duties because of lack of work, lack of adequate public financing, or for other legitimate reasons.
- g. To determine the amounts, methods, and procedures for compensating employees and the definition of, necessity for, allocation of, and nature of overtime and the method of compensating overtime.
- h. To determine and implement the methods, means, tools, locations, equipment, and assignment of personnel by which its operations are to be conducted including but not limited to the right to contract and subcontract work.
- i. To take such actions as may be necessary to carry out its mission.
- j. To initiate, prepare, certify and administer its budget.
- k. To exercise all powers and duties granted to it by law.

Section B-2

### **ARTICLE 3**

#### **NO STRIKE--NO LOCKOUT**

Section 1. No Strike. No employee covered by this Agreement shall engage in any strike at any City facility or at any location in the City where City services are performed during the life and duration of this Agreement. If any strike shall take place, the Union will immediately notify employees engaging in such activities to cease and desist, and it shall publicly declare that such activity is in violation of this Agreement and is unauthorized. Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross any picket line established by any labor organization when called upon to cross such picket line in the line of duty. The City will make reasonable efforts to assure employee safety in crossing picket lines. Any employee engaging in any activity in violation of the Article shall be subject to immediate disciplinary action including discharge by the City.

Section 2. No Lockout. The City agrees not to lock out employees during the term of this Agreement.

### **ARTICLE 4**

#### **BULLETIN BOARDS**

Section 1. The City shall assign space as currently provided on bulletin boards for the Union to post notices, a copy of which shall be provided to the Human Resources Administrator. Notices shall not contain political material, libelous material, or material which is injurious to the City or to employees. Union notices will be limited to designated spaces.

### **ARTICLE 5**

#### **BUSINESS AGENTS**

Section 1. The Union shall have the right to designate agents, not to exceed two (2) persons at any one time, who shall have access to City facilities only during regular working hours, for the purpose of investigating matters relating to the administration of this Agreement.

Section 2. The Union shall notify the Human Resources Administrator after making such designation. Any such investigation will be conducted so as to not interfere with City business and any such agent will comply with City safety, security and other regulations. Notice will be given to the Department Director or designee when a business agent enters City property or facilities.

City employees may not spend working time to meet with business agents unless specifically permitted by another provision of this Agreement.

### **ARTICLE 6**

#### **DUES CHECK OFF**

Section 1. The City agrees to deduct Union membership fees and dues once each month from the pay of those employees who individually authorize in writing that such deductions be made. The Union will certify the amount of dues to be deducted and the structure of the dues scheduled in a letter signed by the President and notarized. Authorization for check off must be received by the 15th of the month in order to be withheld from the first check of the next month.

Section B-3

Section 2. Dues will be deducted from the first pay check of each calendar month and will be remitted, together with an itemized statement, to the Union Treasurer within ten (10) days after the deductions have been made.

On a monthly basis, and at no cost to the union, the Employer shall provide the Union with a computer disk, which, in a format agreeable to both parties, shows the bargaining unit employee's name, home address, and any other information mutually agreed to.

Section 3. The City will not deduct dues beginning the first of the calendar month after which an employee is no longer part of the bargaining unit. An employee may voluntarily cancel or revoke authorization for check off by delivery of written notice to the City. The City will provide a copy of the notice to the Union. Cancellations received by the 15th of the month will become effective on the first of the next month.

Section 4. The City will not be liable and will be held blameless for damage arising by virtue of mistakes in connection with funds collected under the provisions of this Article. The City will not be responsible for payment of dues, special assessments or any other deduction upon an individual's default.

## **ARTICLE 7**

### **HOURS OF WORK**

#### **Section 1. Definitions.**

Hourly Employees - Recognizing that Non-Permanent Employees fill needs required for the day-to-day operation of Iowa City, Non-Permanent Employees shall be known as Hourly Employees. Said employees will be able to work up to, but not exceed, 1300 hours in a given fiscal year, and up to 1500 in a given fiscal year if they participate in rotating weekend schedules. Up to ten hours, on an average, per pay period of rotating weekend shifts will not be counted as part of a regular assignment. If any Hourly Employee exceeds these hours in a given fiscal year they will be considered a Permanent Employee and entitled to wages and benefits as provided in the contract.

Hourly Employees will not replace, but may supplement the work done by Permanent Employees, or perform tasks not routinely assigned to Permanent Employees. Hourly Employees will not be lead workers nor will they have the same job descriptions as Permanent Employees. Hourly Employees will receive the specified training in the department in which the employee is working.

Student interns are not considered Hourly Employees for the purposes of this agreement.

Permanent Employees – Permanent employees shall be as follows:

- (A) Those persons who are appointed to authorized budgeted positions and who have completed a probationary period upon initial employment with the City, or
- (B) Those persons who were hourly employees who have worked more than 1300 hours in a given fiscal year or who participate in rotating weekend schedules and have worked more than 1500 hours in a given fiscal year.

The City shall provide the Union a list of names of all persons employed by the City, regardless of their status as employees, along with hire dates, termination dates (if applicable), and account number except those persons excluded in Article 1, Section 3, of this agreement.

#### **Section B-4**



## Section 2. Regular Work Week.

- A. Definitions - A day will be defined as the time between 12:01 A.M. and midnight, twenty-four (24) hours later. A week will be defined as the time between 12:01 A.M. Sunday and midnight Saturday. Holidays and paid leaves shall count as hours worked.
- B. Permanent Full-Time - Five Day Operations - The regular work week for permanent full-time employees shall begin on Monday and extend through Friday and shall consist of five (5) consecutive, eight (8) hour days.
- C. Permanent Full-Time - Continuous Shift Operations - (Work is regularly scheduled 24 hours per day, seven days per week.) The regular work week shall consist of five (5) days of eight (8) consecutive hours for a total of forty (40) hours. For purposes of this contract the first day off in any week is defined as the sixth day and the second day off is defined as the seventh day. Employees assigned to continuous shift operations may meet and confer with their division concerning shift scheduling.
- D. Six and Seven Day Operations - The regular work week for permanent full-time employees shall consist of five (5) eight (8) hour days for a total of forty (40) hours. For purposes of this contract the first day off in any week is defined as the sixth day and the second day off is defined as the seventh day. Employees whose schedules regularly vary from this pattern will be covered by letter at the time the variation is made.

Section 3. Scheduling. Regular work schedules will be posted on departmental bulletin boards within each division. Any permanent change in the regular work schedules for a division will be posted at least ten (10) days in advance of the change.

To the greatest extent possible, temporary adjustments in the work schedule of individuals will be posted at the beginning of the week. As much notice as possible will be given in the case of emergencies, inclement weather, or unexpected absences. The City will notify the Union in advance of permanent changes in the regular work week and will discuss such changes if requested.

## Section 4. Part-Time Employees.

- A. Part-time employees are those persons regularly assigned to less than forty (40) hours of work per week. Benefits shall be prorated for permanent part-time employees in accordance with their regularly assigned hours per week. Occasionally the hours actually worked will vary from the assigned number. No minimum amount of work is guaranteed to part-time employees. Any employee whose hours actually exceed his/her assigned hours shall be reassigned hours for the purpose of proration of benefits. An employee may request a redetermination of his/her assigned hours or proration of benefits through the grievance procedure. Nothing in this section shall require a regular part-time employee to regularly work more than his/her assigned hours.
- B. Hourly Employees. All hourly employees, as defined in Section 1 above, and all other employees of the Employer are not entitled to any benefits or other provisions of this Agreement.
- C. Current employees will have bidding preference for job vacancies over volunteer helpers and volunteer time will not count toward seniority.

### Section B-5

Section 5. Rest Periods. Except for the transit drivers the City will provide a fifteen (15) minute rest period at two times during the regular work day. The location and scheduling will be determined by the immediate supervisor. The rest period will be scheduled at regular times within the work day to accommodate staffing needs. Employee preferences will be considered.

Section 6. Meal Periods. The City will provide an unpaid lunch period of not less than thirty (30) minutes each day to employees in five day operations. Whenever possible, the lunch period will be scheduled at a regular time in the work day. Meal periods will be scheduled to accommodate the staffing needs of the department with consideration of the preference of employees. In lieu of the two fifteen (15) minute paid rest periods, full-time bus drivers will be provided a thirty minute lunch break with pay. Meal breaks will be scheduled near the middle of the shift; i.e., no earlier than 3 hours into the shift and shall not leave more than 5 hours and 15 minutes remaining on the shift.

Deviations due to special or changed circumstances shall be mutually agreed upon.

Section 7. Clean-up Time. If the nature of work performed requires it, employees will be allowed a minimum of five (5) minutes for personal clean-up at the end of the work day.

Section 8. Inclement Weather. Employees are expected to come to work regardless of weather conditions if they can possibly do so. Employees who appear for work at the scheduled time will be compensated. Generally, City operations will not be suspended, but may be rescheduled. If work is to be rescheduled the immediate supervisor will have available information. The employer will take into consideration the employee's comfort and protection in cases of extreme climatic conditions.

Employees who are unable to get to work or who leave work early because of weather conditions may do one of the following:

- a. Arrange to make up the work with the approval of the immediate supervisor.
- b. Charge the time missed to accrued holiday, vacation, compensatory time, or personal leave.
- c. Take leave without pay for the time missed.

Section 9. Travel Time - Transit. In addition to hours specified on the run sheet, ten minutes will be paid to cover "travel time" to or from the Transit Facility. This only applies to drivers whose relief point is the Transit Interchange. Employees who are not required to return the bus to the Transit Facility and who decline to travel to or from the Facility shall not receive this pay.

## **ARTICLE 8** **OVERTIME**

Section 1. Overtime. Overtime is work performed by a permanent full or part-time employee in excess of eight (8) hours per day or forty (40) hours per week with the following exceptions:

- A) Employees regularly scheduled to work more than eight (8) hours per day will receive overtime for the time worked in excess of the regularly scheduled hours per day.

Section B-6

- B) Employees who work more than eight (8) hours on a given day due to flex time mutually agreed upon by the employee and their supervisor will receive overtime for the time worked in excess of their scheduled flex hours on that day.

e.g., Employees who work twelve (12) hours per day will receive overtime for time spent in excess of twelve (12) hours per day or forty (40) hours per week.

Prior authorization from the employee's supervisor is required before overtime work will be credited. Employees may be periodically required to work overtime but may request not to perform work because of physical inability or serious personal need. Such requests to be excused from performing overtime will not be unreasonably denied.

For permanent full-time employees, work performed on the sixth (6th) or seventh (7th) day of the work week shall be considered overtime.

There will be no pyramiding of overtime:

e.g., If an employee is called back to work on Saturday he/she may claim the overtime rate either for the minimal call-in OR the sixth (6th) day premium, not for both sections.

Overtime will be compensated at the rate of one and one-half (1-1/2) times the current base hourly rate of the employees or by compensatory time off at the rate of one and one-half (1-1/2) hours for each hour of overtime worked. Employee preference will determine whether overtime is paid or time off given unless departmental staffing needs or financial considerations require employees to be paid or given time off. The employees may request reasons for the denial of the time off or pay.

## Section 2. Overtime Equalization.

- A. To the greatest extent possible, overtime shall be offered to employees equally over a period of three (3) months, considering the type of work, the qualifications and ability of the individual employee, the employee's desire to perform the overtime service, and the employee's seniority. The following procedure will generally be used:

The employee with the necessary qualifications and abilities and the least number of overtime hours in that classification will be first offered such assignment. In the event that overtime hours among employees in that classification are equal, seniority shall prevail. In the event no qualified employee desires such work, the City shall select the qualified employee with the least credited overtime hours for such assignment and if there are two or more employees with the same number of overtime hours, the employee with the least seniority shall be thus assigned.

Employees who refuse overtime work on a particular job will be charged the same number of hours as employees who actually do the work. Any employee who may be periodically excused from overtime work for physical disability or serious personal need shall carry an amount of overtime equal to that of the employee with the highest number of hours.

When the need arises to work overtime to finish a job, the employees who are performing the work may be offered the overtime first if the work is to be completed. If an affected employee elects not to work overtime, he/she will be expected to continue until a replacement is secured.

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During emergency situations such as, but not limited to, excessive snow, freezing rain, wind, rain or cold, employees in the affected divisions may be scheduled to work twelve (12) hours or more in any twenty-four (24) hour period. Work in excess of twelve (12) hours will be assigned according to the equalization procedure.

The equalization procedure is inapplicable to regularly scheduled overtime in transit.

- B. Distribution of extra hours in the Transit Division. For hours available after the "Extra Board" hours have been assigned, to the greatest extent possible, extra hours shall be offered to employees equally over each run pick period. The employer may first offer the hours by seniority to part-time employees who have worked less than 40 hours that week. After that it will be offered to employees by seniority if scheduling time allows. For equalization purposes, employees who refuse extra hours will be charged the same number of hours as were offered. The City shall maintain and post a list of extra hours worked in the Transit Division.
- C. The City shall maintain and post (at least monthly) in a public place in the work area, a list of classifications showing overtime hours worked by each employee, and shall keep such list current with accumulated overtime being credited forward. Overtime accumulation shall commence on January 1, April 1, July 1 and October 1 of each year and shall be equalized quarterly.

Employees who are new to a division shall be credited with the highest number of hours in their classification. Any deviation from the above process shall be by letter between the City and the Union.

Section 3. Overtime Rest Period. If an employee is required to work at least two (2) hours immediately after the employee's normal work day the City will provide for one of the following:

- a. A rest period of one-half hour immediately following the work day, or
- b. One additional half-hour of paid compensation at the overtime rate.

This section does not apply if the employee is required to work less than two (2) hours following the work day.

Section 4. Stand-By Time. Employees who are on stand-by time are required to be at a place designated by them which has access to a phone and from which they may reach the work area promptly. Employees on stand-by will be compensated as follows:

<u>Employee Assigned to Stand-by</u>		<u>Pay Per Week</u>
1.	Is provided with and takes vehicle home	7 hours pay
2.	Is provided with but declines to take a vehicle home (supervisor may require employee to take vehicle)	7 hours pay
3.	Cannot be provided with a vehicle due to lack of vehicle availability	10 hours pay
4.	Is not provided with a vehicle because employee resides outside city limits	10 hours pay

Employees of the Street/Sanitation Department who are required to be on stand-by for the purpose of emergency snow removal will be compensated at a rate of ten (10) hours at current base

pay rate for each week of stand-by time. Stand-by in these circumstances will be assigned in no less than one week increments. Such employees will be furnished a call device, but no vehicle.

Section 5. Reporting Pay. If an employee reports for work at his/her regular time and place but is sent home by the supervisor because of an emergency because work cannot be performed, such employee shall be paid a minimum of two (2) hours at his/her regular straight time pay. The City will make every effort to allow the employee to make up the work at straight time at a different time, where the nature of work permits.

Section 6. Minimum Call-In. An employee who has completed an eight (8) hour work day and who is called in to work in an emergency situation without prior notice will be paid for a minimum of two (2) hours. If the emergency call-in takes more than two (2) hours the employee will be compensated for time spent. Minimum call-in will be paid at the overtime rate. An employee who is called in prior to the regular start of his/her working day will be compensated for a minimum of two (2) hours at the overtime rate. In the event minimum call-in and regular working hours overlap, straight time will be paid for the overlapping hours in addition to the minimum call-in.

There shall be no pyramiding or duplicating of overtime pay. That is, if an employee is called to work, he/she cannot collect for another two (2) hours unless it has been two (2) hours since the last call.

Any City employee required to appear as a witness in Court for work-related matters or at a municipal infraction hearing for work-related matters outside their work schedule will be paid for such appearance pursuant to minimum call-in provisions above. The employer will not alter work schedules solely to avoid this payment.

Section 7. Professional Employees. No overtime will be paid or credit given for overtime work of professional employees. Generally, assignments will be based on an assumed forty (40) hour week for full-time professionals and on the assigned number of hours of part-time professionals. Professional employees will enter all assigned hours worked in excess of their normal schedules on their time sheets. A professional employee may meet with his/her department head at a mutually convenient time and place to review the hours worked in an attempt to facilitate the provisions of this section consistent with department practices. However, this clause shall not be construed as a guarantee of compensatory time or overtime pay.

Section 9. Calculation of Overtime. Overtime will be recorded on the basis of an initial six (6) minute segment, and an employee must work the entire segment to be credited with one-tenth (1/10) hour for overtime. After the first six (6) minutes, overtime will be recorded and credited on a minute-for-minute basis.

Section 10. Payment of Overtime. Payment of authorized overtime will be on succeeding pay checks.

Section 11. Accumulated Overtime. Accumulated overtime to be carried over from one fiscal year to another shall not exceed forty (40) hours and any overtime in excess of forty (40) hours accumulated at the end of the fiscal year shall be administered in accordance with Section 1 of this article.

Section 12. Shift Differential. Employees who work a scheduled shift which begins at or after 1:30 p.m., but before 10:00 p.m. shall receive an additional twenty-five (\$.25) per hour. Employees who work a scheduled shift which begins at or after 10:00 p.m. but before 1:00 a.m. shall receive an additional forty cents (\$.40) per hour.

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## **ARTICLE 9 HOLIDAYS**

Section 1. The following days shall be paid holidays for permanent employees: New Year's Day (January 1); Martin Luther King, Jr. Day (third Monday in January; Memorial Day (last Monday in May); Juneteenth (June 19); Independence Day (July 4); Labor Day (first Monday in September); Veteran's Day (November 11); Thanksgiving Day (fourth Thursday in November); the Friday after Thanksgiving; Christmas Day (December 25); and one personal leave day. Provided, however, that at the time employment begins or terminates, personal leave shall be pro-rated on the basis of two (2) hours personal leave credit for each quarter of the fiscal year, or portion thereof, during which the employee is in pay status.

In order to receive holiday credit, an employee must be in pay status the day before and the day after a holiday.

Section 2. In addition, there shall be granted to permanent employees who do not work a continuous shift, the day before or after Christmas, or the day before or after New Year's Day as an additional holiday. The City Manager may direct that employees observe a particular day for this holiday but if the Manager fails to make such designation by December 15 of the calendar year in question, employees may select a particular day subject to the approval of the supervisor. If the City Manager does not designate a day, employees may choose a day between December 17 and January 6.

Section 3. Permanent employees on a continuous shift shall receive eighty-eight (88) hours of holiday credit and eight (8) hours of personal leave credit on July 1 annually. Any continuous shift employee who begins work after July 1 of any calendar year will receive credit for the remaining holiday dates in the year and for personal leave as provided in Section 1 of this Article. If an employee separates after July 1 of any year, those holidays and personal leave hours which have been credited but which have not as yet occurred or been earned will be deducted for the purpose of considering separation pay.

e.g., Employee A receives credit for eighty-eight (88) hours of holiday time on July 1. The employee terminates on November 1 and has not used any holiday hours. He would be paid sixteen (16) hours of holiday pay (Independence Day and Labor Day).

e.g., Employee B receives eighty-eight (88) hours of holiday credit on July 1. Employee B terminates November 1 and has used forty (40) holiday hours. Only two (2) holidays (Independence Day and Labor Day) have occurred prior to termination, therefore twenty-four (24) hours (40 used less 16 occurring) would be deducted from vacation pay or from the last week's wages.

For the purpose of this Article, a holiday for continuous shift employees (except Police Department employees) begins at 12:01 A.M. on the day of the holiday and continues for a period of twenty-four (24) hours thereafter. In the Police Department a holiday begins at 11:00 P.M. on the day preceding the holiday and continues for twenty-four (24) hours thereafter.

When a holiday occurs on Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed.

Section 4. Part-time employees will receive holiday pay and personal leave on a pro-rata basis.

Section 5. Eligible employees who are called in to work on a holiday on which City operations are not open to the public will be paid at a rate of one and one-half (1½) times for the hours actually worked and shall also receive regular holiday pay.

Section 6. Permanent employees who are assigned to work on holidays when City operations to which they are assigned are operating or open to the public will receive holiday credit equal to one and one-half (1½) times the hours actually worked. This credit may be used after the holiday occurs but must be taken before the next succeeding July 1. Generally, this section applies to, transit employees

Employees may request pay in lieu of holiday credit. The employer's decision to grant or deny the pay shall not be arbitrary or capricious.

Section 7. Holidays or personal leave days shall not be carried over from one fiscal year to the next.

Section 8. Definition. "Continuous shift employees" as used in this article indicates those employees who work in twenty-four (24) hour per day operations and who are subject to assignment on shifts beginning between 3:00 P.M. and 7:59 A.M.

## **ARTICLE 10** **VACATIONS**

Section 1. Accumulation. Vacations shall be earned by permanent employees by month according to the following schedule:

<u>Length of Service</u>	<u>Days Per Pay Month</u>
0-5 years	1
5 years 1 day - 10 years	1 1/4
10 years 1 day - 15 years	1 1/2
15 years 1 day - 20 years	1 3/4
more than 20 years	2

The maximum number of hours eligible for carry over after July 1 of any year or for payment upon termination shall be one hundred ninety-two (192) hours (24 days). If scheduled and approved vacation time is cancelled by the employer, the cancelled vacation hours may be carried over into the next fiscal year to be used as time off within the first ninety (90) days of the fiscal year as long as the use of such time is scheduled and approved within the first thirty (30) days of the fiscal year. If the employer does not allow the use of time carried over under this provision, the cancelled vacation hours will be paid out.

Section 2. Use of Vacation. Scheduling will be arranged with the supervisor to accommodate staffing needs and employee preferences. Except in the event of serious personal need by a less senior person, seniority will prevail.



Section 3. Payment of Accumulation. Upon discharge, resignation or retirement, a permanent employee is eligible for payment of not more than 192 hours (24 days) of accumulated vacation leave at the current base rate of pay.

## **ARTICLE 11** **SICK LEAVE**

Section 1. Accumulation. Employees shall be granted one day of sick leave credit per month and shall have the right to accumulate unused sick leave up to a maximum of 1440 hours (180 days). Sick leave shall not be accumulated while an employee takes a leave of absence without pay, but any employee granted a paid leave shall continue to earn sick leave. Accumulation of sick leave shall commence on the date of first permanent employment. Additional sick leave will accrue while an employee is receiving worker's compensation and supplementing those payments with accumulated paid leave(s).

Upon resignation or retirement, the City shall pay for one-half of the accumulated sick leave at the time of resignation/retirement on the basis of the employee's then current hourly base salary, provided that the dollar amount of the payment may be up to but shall not exceed the amount that an employee would have been due if he/she had terminated on June 28, 1985. Employees hired on or after June 29, 1985, are not eligible for payment under the provisions of this paragraph. An employee must have been employed by the City for at least one year in order to be eligible for payment of accumulated sick leave upon termination.

Incentive: Employees who utilize no sick leave in any thirteen consecutive pay periods and who have at least 600 hours of sick leave accumulated at the end of the six months may, at the option of the employee, convert four hours of sick leave to four hours of incentive leave. Following any twenty-six consecutive pay periods with no use of sick leave, employees who have at least 1200 hours of sick leave accumulated may, at their option, convert an additional four hours of sick leave to incentive leave for a total of up to but no more than twelve hours in any 26 consecutive pay periods. The maximum number of hours eligible for carry over from one fiscal year to the next shall be eight (8) hours.

### **Section 2. Use of Sick Leave.**

- a. A day of accumulated sick leave shall be used for each day an employee is sick and off work during a work week. A doctor's statement regarding nature of illness and recovery therefrom may be required if abuse is suspected. Requirement of such doctor's statement will not be used merely for the purpose of harassment of any employee. Sick leave may be used on an hour-to-hour basis for doctor's appointments or other health maintenance needs.
- b. In addition to sickness of an employee, sick leave may be used for:
  - (1) On-the-job injury.
  - (2) Serious illness or hospital confinement of a spouse, domestic partner as recognized by City policy, or child, or critical illness of the employee's mother, father, mother-in-law, father-in-law, including mother or father of a domestic partner, brother, sister, or grandparents, as well as any other relatives or member of the immediate household of the employee up to a maximum of forty-eight (48) hours per occurrence provided that the employee's presence and efforts are needed.

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- c. The City may discipline employees for abuse of sick leave.

Section 3. Notification. An employee shall notify his/her supervisor as soon as reasonably possible of any sickness or illness which will cause him/her to miss work. Certain employees may be required to provide such notification prior to the beginning of their work day. In those cases where the Department or Division requires such prior notification, the City will be responsible for establishing a method whereby those employees can provide such notification. Unless such notification is given, the absence will not be charged to sick leave, but will be charged to other accumulated leave, or if no such accruals exist, to leave of absence without pay. Unusual circumstances will be evaluated and may result in charging the absence to sick leave. An employee who becomes sick at work will notify his/her supervisor before leaving the area.

Section 4. Sick Leave Bank.

- a. Permanent employees in the bargaining unit may draw from a Sick Leave Bank if they have exhausted their own sick leave accumulation and are seriously ill. Hours of sick leave shall be contributed to the bank by bargaining unit members who have reached the maximum accumulation of sick leave (1440 hours or 180 days) at the rate of one day per month.
- b. Employees who use Sick Bank days will repay the bank at the regular sick leave accrual schedule after returning to work. Employees who do not return to work or who fail to accumulate a sufficient amount of sick leave will pay back the Bank from other accrued leave or in cash.
- c. A joint City-Union committee will administer the use of Sick Bank days by employees. The committee will be made up of one Union representative, one City representative and one person chosen by the two representatives. The Bank Administration Committee will determine when sick leave may be used, application procedures, the length of time which any employee may borrow, the length of the waiting period after exhaustion of sick leave before employees may borrow time, amount of time before which days must be paid back, and other criteria for using Bank days.

The Committee is charged with maintaining the integrity of the Bank for serious or catastrophic illness of individuals in the bargaining unit and will develop policies to protect against abuse by individuals.
- d. The City will contribute thirty (30) days of sick leave to the Bank October 1, 1976. No individual may use more than ten (10) days during the term of this Agreement.

Section 5. Employees using sick leave who are medically able to perform some of the regular duties of their position while at home (or alternative work site) may, at the request of the employee or the supervisor, and with the permission of the supervisor, be assigned work to be performed at home.

For work performed at home, regular pay rather than use of sick leave accrual will be utilized, and the ratio of sick leave to straight pay will be determined on a case-by-case basis by the supervisor.

This policy is designed to permit credit for work performed at home by employees using sick leave, when performance of work at home is advantageous to the City; however, no employee will be

required to perform work while on sick leave nor will any employee be guaranteed the right to do so.

Section 6. While an employee is receiving sick leave pay from the City, self-employment for pay or work for another employer for pay is expressly forbidden. A waiver of this provision may be given if the employee presents evidence from his/her physician to the City that the employee's medical disability would preclude fulfillment of the employee's duties with the City, but that the nature of the disability would permit work at alternative outside employment. Failure to comply with this policy will result in progressive disciplinary action.

## **ARTICLE 12 SPECIAL LEAVES**

Section 1. On-the-Job Injury. Upon application the City may grant a leave of absence with pay in the event of an injury or illness of an employee while at work provided the following conditions exist:

- a. The injury or illness arises out of the course of City employment, and
- b. The City's medical advisor determines that time off from work is required.

If the above provisions are applicable, leave with pay will be granted during the remaining time on the work day when the injury occurs and for a period of two (2) additional working days if authorized by the medical advisor.

If the injured or disabled employee requires more than two (2) working days in which to recuperate and return to work, any additional absence may be charged to sick leave or, if sick leave is exhausted, to leave of absence without pay. Employees may use accumulated sick leave or other accumulated leaves to supplement worker's compensation benefits.

Section 2. Funerals. An employee will be granted up to three (3) work days per incident with no loss of compensation or accruals if required to attend the funeral of his/her spouse, domestic partner as recognized by City policy, child, grandchild, stepchild, foster child, mother, father, stepparent, sister, brother, step-sister or step-brother.

An employee will be granted one (1) day per occurrence with no loss of compensation nor loss of accrual from sick, annual, or compensation time to attend the funeral of his/her mother-in-law, father-in-law, grandparent, aunt or uncle, brother-in-law, sister-in-law, or permanent member of the immediate household. In such cases, he/she shall be granted up to two (2) additional days for travel, if necessary. In-law relationships referred to herein shall include such relationships through a domestic partner as recognized by City policy.

If additional time is needed, an employee shall be permitted to use up to three (3) work days of accumulated sick leave with the approval of his/her supervisor.

Section 3. Leave of Absence Without Pay. A leave of absence without pay is a predetermined amount of time off work, which has been recommended by the Department Director and approved by the City Manager, except in cases of medically necessary disability leaves which shall be automatic provided the employee has exhausted all other accrued leave (paid and unpaid) and submits to a physical exam by a city-paid and appointed doctor (if required by the employer). Generally, such leave shall not exceed twelve (12) months. Upon termination of any such leave of

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absence, the employee shall return to work in the same range and step as when he/she left and will receive compensation on the same basis as if he/she had continued to work at his/her regular position without leave, provided that during that period if the nature of operations has changed so that similar work does not exist or that an opening for the employee no longer exists, the employee shall be eligible to bid on vacancies in related areas or vacancies for which the employee is otherwise qualified for a period of twelve (12) months following termination of the leave. The employee is responsible for applying for and keeping aware of any openings.

In the event an employee fails to return to work at the end of any such leave or extension, he/she shall be deemed to have voluntarily resigned or, if applicable, voluntarily retired on the last day of work prior to such leave. During a leave of absence without pay, the employee:

- a. Cannot pay retirement contributions if the leave exceeds one month in duration.
- b. Shall not receive any other accruals or job benefits during the period of absence.
- c. Shall not acquire additional seniority during said leave except in the case of temporary medical disability or as otherwise specified by this Agreement.
- d. Shall not earn sick, vacation, or other leave.
- e. Must use all accumulated vacation to which he/she is entitled prior to the time that the leave without pay commences.
- f. Must pay prorated health, dental, life and disability insurance premiums falling due during any month the employee is not on the payroll, if coverage is desired and is available subject to insurance carrier approval, as follows:
  1. For any calendar month during which the employee is on unpaid leave not exceeding ten working days and insurance coverage is desired, the City will pay the cost of the insurance premiums.
  2. For any calendar month during which the employee is on unpaid leave in excess of ten working days and insurance coverage is desired, the employee must pay 1/12 of the insurance premium for each working day beyond ten working days that the employee is on unpaid leave of absence. The remainder of the premium will be paid for by the City.
  3. The employee may choose which insurance coverages, if any, are to be retained during the unpaid leave of absence.
  4. Payment for insurance coverages desired by the employee may be deducted from current or future pay due to the employee or at the employee's option may be billed on a monthly basis. Failure to return from an unpaid leave where insurance coverage was desired will result in the City billing the individual for costs which would otherwise have been deducted from the employee's pay.

The Department Director may waive the above conditions (a. through e.) for leaves of absence not exceeding ten (10) working days.

Section 4. Jury Duty. Any employee summoned for jury duty during the employee's regular work hours shall receive regular straight time pay during any period of jury service. The City shall receive the pay earned from such jury service. Compensation for travel expenses may be retained by the employee. An employee who is summoned for jury duty but is not selected to serve on the jury and is discharged with an hour or more remaining in the work-day shall return to work.

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Section 5. Witness Fees. An employee shall be granted leave with pay when required to be absent from work for the purpose of testifying in court in response to legal summons when the employee is neither plaintiff nor defendant in the action and when such court appearance arises from the performance of his/her duties, obligations, or activities as a City employee, and the City shall receive the witness fees up to the amount of compensation paid to the employee by the City for days testified.

Section 6. Military Leave. Employees called by any branch of the Armed Forces of the United States shall, when ordered to active service, be entitled to a leave of absence for such period of time that the member serves in such capacity and until discharged therefrom. The City shall comply with applicable law in regard to military leave.

Employees subject to the foregoing shall, upon reinstatement to City employment, retain their original employment date for the purpose of determining seniority and eligibility for salary advancement just as though such time spent in service of the United States has been spent in regular employment with the City.

Section 7. Voting Time. An employee shall be permitted to vote at a polling place in the City of Iowa City or the City of Coralville during the work day in any national, state, or local election if it is not reasonably possible for him/her to vote during off hours.

Section 8. Pregnancy Leave. A pregnant permanent employee shall be entitled to a leave of absence without pay if she is disabled as a result of pregnancy or related cause at the exhaustion of other accumulated leaves. All employees requiring such leave shall notify the Department Director prior to the anticipated date of birth and should be able to substantiate their condition by a doctor's statement. Employees may work during pregnancy if health permits.

Those granted leaves under this section shall present doctor's statements as to pregnancy disability and recovery therefrom. Within seven (7) days following birth, miscarriage, or abortion the employee shall advise the City of the date by which she will return to work. Unless the employee returns to work by such date, or any other date by reason of extension granted by the City, the employee will be considered to have voluntarily resigned or retired.

An employee who takes leave pursuant to this section shall return to work as soon as she is medically able, retaining all rights granted by the federal Family Medical Leave Act or other applicable law.

Section 9. Union Business Leave.

- a. Any employee elected to office in the International American Federation of State, County and Municipal Employees shall be granted a leave of absence without pay for a period not to exceed two years. Such leaves shall be granted to not more than one City employee in Local 183 at any one time. An employee desiring such leave shall give thirty (30) days notice to the City. Consistent with Section 3 of this Article, such employees shall not have a job guarantee on return.
- b. Leave of absence without pay to attend and serve as a delegate to conventions and training conferences relating to the Union shall be granted to not more than five (5) City employees in Local 183 in any one calendar year. Not more than five (5) days may be taken by any three (3) employees and not more than ten (10) days may be taken by any two (2) employees under this section. Employees seeking such leave shall present certification in writing of their selection by the Union to act as a

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representative to a specified conference at least ten (10) working days prior to the time they wish to be absent.

- c. No more than one employee who is elected or appointed to offices in the Union that is not part-time staff will be granted sufficient unpaid time off to carry on the duties of the office provided he/she gives reasonable advance notice and receives approval for such leave from the department head. Approval may be denied by the department head where the employee's absence could adversely affect or interfere with the operation of the department.
- d. Employees on Union leaves shall only be entitled to accrual of seniority for time spent on such leaves, except for subsection c above, where employee will continue to accrue benefits during a period not to exceed ten (10) work days per year.
- e. Employees appointed to the position of Staff Representative for AFSCME/Iowa Council 61 shall be entitled to an unpaid leave of absence not to exceed one year. The City may deny such leave if it would create a hardship. Return from leave is governed by Section 3 of this Article. Not more than one employee shall be granted such leave at any one time. The employee must make application for such leave at least ten (10) working days in advance of the commencement of this leave. The provisions of Subsection d. above shall apply.
- f. The City agrees to place Union supplied Union information in its new employee packets. This information shall not include political material, libelous material, or material which is injurious to the City or to employees.

Section 10. Professional Leave. The City and the Union agree that professional development is of benefit to employees designated as "professionals" and the employer. In recognition of this Agreement, the following guidelines will be considered when granting or denying requests for professional leaves:

- a. The potential benefit to the employee.
- b. The potential benefit to the employer.
- c. The work-relatedness of training program, conference, workshop, class, or convention that is attended.
- d. Who in the affected class of employees went most recently.
- e. Seniority.

It is understood by the parties that the above provisions in no way constitute a guarantee of training to anyone.

### **ARTICLE 13** **SENIORITY**

Section 1. Seniority shall mean length of continuous service with the City. It shall begin on the date of employment and become applicable immediately following completion of a probationary period of not more than six (6) months in a permanent position, unless extended in writing due to unusual circumstances. Continuous service in a temporary position shall be added to the employee's seniority for use only in Section 3, Use of Seniority, below.

An employee will lose seniority rights upon resignation, discharge for just cause, retirement, death, or layoff for more than two (2) years.

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Seniority shall accrue during all paid leaves and during periods which a member is assigned a classification outside of the bargaining unit. If an employee is on leave of absence without pay as a result of temporary disability as substantiated by a doctor's certificate or for on-the-job injury, seniority will accrue indefinitely. An employee will accrue seniority while on leave without pay or layoff for one (1) year or for a period equal to the length of time worked if less than one year.

In the event that two (2) or more employees have an identical seniority date, the order of their seniority shall be determined by the alphabetical order of last names.

The City will maintain a seniority list showing the length of continuous service and will make a copy of the list available to the Union each six (6) months.

**Section 2. Probation.** The initial probation period for permanent appointments will be six (6) continuous months.

The probationary period may be extended in writing because of unusual circumstances. Probationary employees are entitled to all benefits of this contract with two exceptions:

1. They may not grieve any disciplinary actions taken against them.
2. They may not bid on other jobs (except for promotions).

If an employee has worked as a temporary City employee prior to appointment to a similar permanent position, the temporary time worked may be credited toward completion of probation if it is applicable experience.

For such employees, the probationary period will be shortened to reflect credit for temporary time worked. The length of probation will be specified in writing in the permanent appointment papers.

**Section 3. Use of Seniority.** An employee who has successfully completed an initial City probation period of six months may exercise seniority as follows:

**Transfer Procedures.** Except in the case of emergency circumstances, a notice which describes the position for permanent job openings will be posted on administrative and departmental bulletin boards for not less than five (5) working days. During this period, employees who wish to apply for the position may do so. The City will provide a written form for application which must be received in the Human Resources Office by 5:00 P.M. on the day stated on the notice as the closing date. If current or laid off employees are qualified for the position he/she may compete with other employee applicants for the position.

Step I. If qualifications including skills, abilities, and experience of the applicants are relatively equal, the employee with the greatest seniority will be offered the job first, except as provided in Section 3, subsection b.2.(a) of this Article.

Step II. If the qualifications of current employees are marginal but equal to outside applicants they will be offered the position if it is to be filled, subject to the further provisions of Section 3, subsection b.2.(b) of this Article.

If an employee feels that seniority has been ignored by the City, he/she may request the reason for his/her rejection for the position in writing, and the written reasons will be given.

- b. Reduction in Force. Reductions in force will be by departmental division according to seniority in the jobs affected with the person having the least seniority within classification to be laid off first. The City will give fifteen (15) days notice to employees who are to be laid off except in an emergency. Temporary, casual and seasonal employees within classification (e.g. those job titles listed in Appendix A) will be laid off prior to permanent employees. The City will consult with the Union as far in advance as possible prior to a contemplated layoff in order to provide the most equitable treatment to employees who are to be laid off.

1. The City will attempt to accomplish reduction in force by attrition.
2. An employee whose job is to be eliminated may be transferred to vacancies within the department.

Employees notified of lay-off or who are subject to recall from lay-off under Section 3, Subsection c. of this Article shall be given the opportunity to bid for new or vacant non-promotional positions to be filled by the City as follows:

- (a) When competing with other bargaining unit employees, a laid-off employee will be offered the job first where qualifications, including skills, abilities and experience of the applicants are relatively equal without regard to seniority.
  - (b) When competing with applicants who are not employees of the City, laid-off employees shall be offered the job first where the City determines the laid-off employee has the abilities to adequately perform the job under normal supervision.
3. If no vacancies exist a more senior employee being laid off shall bump the employee with the least seniority in their classification within their department; but, if no such person or position exists, the laid-off employee may bump the least senior employee in a position within their classification in the bargaining unit. If no such person or position exists within the bargaining unit, a laid-off employee may bump the least senior employee in a job outside their classification within their department and, if no such person or job exists, then the bargaining unit.

Provided, however, an employee shall not bump into a job without seniority, proper credentials (including prior recorded experience in the job with the City; except where a laid-off employee was placed in the job out of promotional sequence in the clerical, maintenance worker, plant operator, mechanic, librarian, dispatcher, planner/program analyst and construction inspector series), and the ability to perform the duties of the job under normal supervision. A person shall first bump into the highest classification which also meets the preceding conditions.

Bumping shall not result in any promotion. In no event shall a full-time employee be forced to bump the least senior employee when it would result in decreased hours of work or shall part-time employees bump into



full-time positions unless their total seniority is greater based on a comparison of computation of time actually worked.

Employees shall have seven working days (based on a Monday through Friday work week) from receipt of written notice of lay-off to exercise bumping rights.

- c. Recall from Layoff. The names of permanent employees laid off shall be placed on a re-employment list for the jobs affected in the layoff. Such persons shall be eligible for re-employment in reverse order of layoff in the job from which they were removed for a period of two (2) years, provided that they are still qualified and able to perform the job. Employees may apply for vacancies in the City in titles other than those affected by the layoff during the period that they are on the recall list while maintaining their option to return to the job from which they were laid off.

When an employee is notified by certified mail to last known address to return to work, he/she must make arrangements to return to work with the immediate supervisor within seven (7) days or be removed from the recall list. An employee on the recall list will accrue seniority pursuant to Section 1 of this article and will be entitled to exercise seniority accrued prior to layoff after their return to work. d.

Preferred Shift. Employees may use seniority to bid on a preferred shift or transit run provided a vacancy exists. Employees currently within the classification in which the vacancy has occurred will first be given the option to bid prior to the vacant hours being posted for other City employees.

#### Section 4. Trial Period.

- A. Employee Option. A transferred employee shall be granted up to ten (10) days to determine if he/she wants to continue in the position to which he/she voluntarily transferred. If during the option period the employee desires to do so, he/she may return to the previous position.
- B. City Option. The length of the trial period for a person who is transferring to another position within the City will be adapted to the type of job, length of City employment and similarity to previous jobs, but will not be longer than forty (40) working days except by agreement between the City and the Union. A transferred employee agrees not to initiate another transfer for six (6) months. This limitation on voluntary transfers does not apply to promotions. If the employee's performance is unsatisfactory at the end of the trial period, they may return to their previous position or a similar vacancy.

Section 5. Compensation after Transfer. When an employee transfers to another position within the same or a lower range he/she shall move to a step and rate of pay within the range of the position transferred to with pay to be determined on the basis of relative skills, abilities, experience and seniority. When an employee transfers to a higher range his/her pay shall fall within that range and in no event will be less than the equivalent of a one step increase based on their pay prior to the transfer.

Section 6. Transit Seniority. In the event two or more transit drivers have identical seniority dates, the order of seniority for selecting transit runs shall be determined by lot.



## **ARTICLE 14**

### **DISCIPLINE**

Section 1. Purpose. All parties to this Agreement recognize that a certain amount of discipline is necessary for efficient operation of the City and the City has rights and responsibilities under law in providing services in an efficient manner. These certain penalties for infractions are agreed upon by the parties as a mode of operating and are not intended to limit the management rights of the City as explained in Chapter 20 of the current Code of Iowa. Disciplinary actions against employees will be taken for just cause. Appeal of disciplinary actions shall be by permanent employees and shall be through the grievance procedure set forth in this Agreement.

Section 2. The goals of progressive discipline are to correct behavior and produce efficient City operations rather than merely to punish wrongdoers. Disciplinary actions or measures shall ordinarily be invoked in the order listed:

- a. Oral reprimand or warning.
- b. Written reprimand or warning.
- c. Suspension with loss of pay.
- d. Discharge.

Section 3. Serious violations may be dealt with by any of the above disciplinary measures on the first offense. Permanent employees shall have the right to take up a suspension or discharge at Step 2 of the grievance procedure.

Section 4. An employee may request the presence of a steward at the time of discipline. The steward may request a copy of the oral or written warning at that time. A copy of suspension or discharge will be forwarded to the chief steward.

## **ARTICLE 15**

### **INSURANCE**

Section 1. Medical Insurance. The City will provide the health insurance policy known as the Blue Cross/Blue Shield "Iowa 500," Alliance, two-day deductible plan for employees and eligible dependents. Full-time employees will contribute to the monthly premium as follows: ten percent (10%) of premium for coverage selected effective July 1, 2021; eleven percent (11%) of premium for coverage selected effective July 1, 2022; eleven percent (11%) of premium for coverage selected effective July 1, 2023; twelve percent (12%) of premium for coverage selected effective July 1, 2024. There will be re-opener for insurance for fiscal year 2026.

Part-time employees will pay a pro-rata share of the monthly premium for single or family coverage.

A description of the provisions of the negotiated "Iowa 500," Alliance, plan are set forth in Appendix "B". Benefit coverages are based on usual, customary and reasonable rates. Disputes regarding specific claims shall be addressed to the insurance company and are not subject to the grievance procedure of this agreement.

The parties agree to actively pursue incentives and/or other alternatives to the existing health care plan and pledge their mutual cooperation to achieve this end. However, no such programs will be implemented except upon mutual agreement by the City and the Union.

The City may meet with representatives of the Union for the purpose of negotiating an alternative to the "Iowa 500," Alliance. Five Union representatives shall attend such meetings without loss of pay. Should the parties fail to agree, they will proceed to arbitration pursuant to Article 20. The issue to be decided by the arbitrator is the appropriateness of such an alternative, and whether or not it is reasonably equivalent to the "Iowa 500," Alliance. If the arbitrator determines that the alternative is not appropriate or reasonably equivalent, the "Iowa 500," Alliance plan shall remain in effect.

Section 2. Life Insurance. The City will provide a term life insurance policy for employees the face value of which is an amount equal to the next even thousand dollars greater than annual salary.

e.g., If an employee's annual salary is \$8,834, the face value of the life insurance policy is \$9,000.

In the policy currently provided coverage does not become effective until ninety (90) days after employment.

Section 3. Dental Insurance. The City will provide dental insurance for employees. Family dental insurance will be made available to the employee at the employee's expense.

A description of the provisions of the negotiated Delta Dental plan are set forth in Appendix "B". Benefit coverages are based on usual, customary, and reasonable rates. Disputes regarding specific claims shall be addressed to the insurance company and are not subject to the grievance procedure of this agreement.

Section 4. Payroll Deductions. When the employer develops the computer capability to accommodate payroll deductions for a Union insurance plan or group benefit plan it shall provide for deduction of up to one such item.

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, provided there is field capability and required deductions are not negatively affected. 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.

Section 5. Carrier Change. The parties agree that the employer may change insurance carriers provided the Union is given 60 days written notice of the change and the specifications and administration of the insurance plan(s) are not diminished. Regarding life and long-term disability insurance, the specifications provided in Sections 2 and 6 of this Article define those below which benefits shall not be diminished under this Section.

Section 6. Long Term Disability Insurance. The City will provide long-term disability insurance for permanent full-time bargaining unit employees and for permanent part-time bargaining unit employees who work or are on paid leave time an average of 30 or more hours per week, with sixty percent (60%) coverage of monthly salary to a maximum annual salary of \$85,000. This benefit, as applied, shall be subject to other applicable offsets such as worker's compensation, social security, sick leave, etc. Such disability insurance shall begin paying benefits after one hundred twenty (120) calendar days of continuous covered total disability. Regardless of other

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situations which are covered or not covered by the terms of the policy, long-term disability benefits shall not pay for situations arising from employment by any employer other than the City of Iowa City. Disputes regarding specific claims shall be addressed to the insurance company and are not subject to the grievance procedures of this agreement.

The City will absorb the cost of long-term disability insurance during the term of this contract provided that premiums do not increase in an amount greater than ten percent (10%). If said premiums do increase by more than ten percent (10%), the increase shall be subject to mutual agreement by the parties. All other increases in premium costs shall be subject to normal contract negotiations. All increases shall be included in computing the financial terms of any negotiated contract settlement. For the 2004-2007 collective bargaining agreement, the 10% increase language will only apply to the second and third years.

The parties agree to meet and confer regarding any proposed job retraining for a disabled City employee, in order to discuss the terms and conditions of such retraining and reassignment.

## **ARTICLE 16**

### **SAFETY**

Section 1. Policy. The City and the Union recognize the importance of the personal safety of individual employees on the job and recognize that in the routine course of work employees are subject to risks.

Section 2. Standards. Employees shall not be required to work in areas or to operate equipment which is a hazard to themselves or the public. Periodic training in safety matters will be provided to employees who engage in hazardous work. Employees will have access to protective gear required by law. Employees will handle property and equipment of the City with due care appropriate to the nature of the work and equipment employed.

Section 3. Notice of Defect. Employees who operate equipment shall, during or immediately following the work day, report any defect noticed by him/her in said equipment to the immediate supervisor.

Section 4. Special Grievance Procedure. If an employee is requested to work in a location or with equipment which presents an imminent personal hazard to him/herself or others the employee will report immediately to the Division Superintendent or designee who will determine the minimal standards under which employees must work. If the employee is then directed to work in a location or with equipment which is an imminent personal hazard to him/herself, he/she shall file a Step 2 grievance with the Department Director. Other disputes over safety hazards will be processed through the regular grievance procedure in Article 20 Section 4. Use of this procedure to create unnecessary delays will result in disciplinary action.

Section 5. Safety Committee. The Union shall select two (2) city employees as representatives to each department/division safety committee.

Section 6. The employer will provide required protective clothing or protective devices, including up to \$125.00 annually for the purchase of safety shoes. Employees required to wear shoes with puncture resistant soles will receive such reimbursement up to \$175 annually. The employer shall pay the reasonable full cost of medically prescribed safety shoes. All safety shoe purchases must receive prior approval from the employee's immediate supervisor. Denial of safety shoe purchase is subject to the grievance procedure commencing at Step 2.

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Section 7. The employer will provide up to \$100.00 during each fiscal year for the purchase of prescription safety glasses, as needed, for those employees who are required to regularly wear safety glasses. The employer may specify the source and type of safety glasses for which reimbursement will be made. Replacement of safety glasses shall be subject to approval by the supervisor.

## **ARTICLE 17**

### **PERSONNEL TRANSACTIONS**

Section 1. Employees shall receive a copy of payroll transactions, performance evaluations, and other documents which will be used for purposes of promotion, evaluation or discipline. The employee's copy will be forwarded at the time it is placed in the file.

Section 2. Under the supervision of an employee of the Human Resources Office and during normal business hours, employees shall have access to their personnel files including the right to copy the contents of the file at their own expense. An employee shall have the right to attach a written response to any document in his/her personnel file.

Section 3. Upon request, written warnings for minor infractions which are over twelve (12) months old will be removed from an employee's file, provided the problem has been corrected or there has been substantial improvement toward correction.

Section 4. Oral warnings shall not be part of an employee's personnel record except as a notation of when such warning was given. Upon request, such notation shall be removed from the personnel file following eight months of service without any discipline.

Section 5. The employer will not use for disciplinary purposes any discipline document that would have been eligible for removal from the personnel file had the employee made such request.

## **ARTICLE 18**

### **CLOTHING AND EQUIPMENT**

Section 1. Employees who are required to wear special uniforms will be provided with such uniforms. Uniform shirts shall be ANSI approved when obtained, subject to availability from local (within a 65 mile radius of Iowa City) uniform companies at competitive prices. Cleaning and maintenance will be paid by the employer. Outerwear, including hats, jackets and coats, will not be provided. Gloves for discomfort from cold will not be provided. Rain hats and rain coats will be provided for employees required to perform a majority of their work out-of-doors.

Section 2. Commercial Drivers License. The employer will reimburse non-probationary employees for the difference between the cost of an operators license and Commercial Drivers License and any endorsements or restriction removals when the employee's job requirement includes possession of such license. When available, the City will provide equipment necessary to take the applicable tests.

## **ARTICLE 19**

### **RECOVERY AND REHABILITATION PROGRAM**

Section 1. Voluntary Referral Service. The City will provide where possible a voluntary referral service for employees with personal problems. Employees who suspect they may have a work problem even in the early stages are encouraged to seek treatment or counseling. All such requests and/or referrals in Section 3 for service will be treated in a confidential manner. Every attempt will be made to assist employees in obtaining needed services if they voluntarily request such assistance.

Section 2. Problem Drinking. In the interest of providing efficient services to the public the City recognizes that employee alcoholism can and should be treated. Educational materials on problem drinking may be requested from the Human Relations office. All bargaining unit employees are eligible for treatment and rehabilitation for alcoholism or problem drinking through the City's referral service and other available community resources. Alcoholism as an illness is not a cause for discipline per se; however, interference with job performance may be subject to discipline. Every attempt will be made by the City and the Union to assist employees with drinking problems to obtain needed assistance. Rehabilitation assistance will be offered, but if job performance is not raised to an acceptable level, disciplinary action will be taken.

Section 3. Procedure. Supervisors who identify work problems or stewards who identify personal problems may refer employees to the Human Relations office for assistance in obtaining educational and rehabilitation services for alcoholism or other personal problems which influence performance. Nothing in this section relieves employees of responsibility for their conduct on the job.

## **ARTICLE 20**

### **GRIEVANCE PROCEDURE**

Section 1. Definitions. The word "grievance" wherever used in this Agreement shall mean any dispute between the City and the Union or any employee with regard to the meaning, application, or violation of any of the terms and provisions of this Agreement. The word "working day" shall be defined as any day except Saturday and Sunday and holidays listed in Article 9, Section 1, excluding the personal leave day, for purposes of this section.

Section 2. Representation. An employee who is a member of the bargaining unit covered by this Agreement shall have the right to be represented by a steward at any grievance hearing or at any step of the grievance procedure, if he/she chooses. Employees are also entitled to representation by a steward at disciplinary conferences. Stewards will not attend other conferences between supervisors and employees except with the supervisor's approval.

The Union will certify the names and addresses of the designated stewards to the City Human Resources Administrator. In the absence of such certification the City will not be obligated under this Article to release any employee from duty for the purposes of investigating a grievance or representing another employee in any disciplinary or grievance proceeding.

The City will compensate not more than one employee steward for the investigation of a grievance. If a second City employee has a special office in the Union handling grievances, that employee may request released time from his/her supervisor, and permission to work on the grievance will not be unreasonably withheld, but the City will not provide compensation for time spent. Any stewards who are City employees shall be released from work for not more than two

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(2) hours in one work week to work on grievance resolution. The employee will obtain permission from the immediate supervisor before investigating the grievance, but such permission will not be unreasonably withheld. Released time under this section is limited to grievance resolution. Notwithstanding any of the above, the Union President shall be released from work without loss of pay for a reasonable amount of time during any work week to work on grievance resolution.

Supervisors and stewards agree to handle discipline and grievances with discretion.

Section 3. Limitations. Unless a grievance is appealed as hereinafter provided, it shall have no further validity or effect. Time limits may be extended by mutual agreement of the parties. Any monetary award or compensation arising out of the resolution of a grievance is limited to the period of time sixty (60) days prior to the filing of the grievance regardless of the length of the practice giving rise to the grievance or the employee's lack of knowledge thereof.

The following provisions will apply to interpretation of the above language:

1. Pay corrections in matters involving inaccuracies in payment of base pay and merit increases or inaccuracies created by data entry or other Accounting Division error will be made retroactive to the date of the error, which may be greater than sixty (60) days.
2. Any other type of payment error will be subject to the 60 day limitation on retroactive pay as outlined in Article 20.

Section 4. Procedures. A grievance that may arise shall be processed and settled in the following manner:

- A. Step 1. The grievance shall be presented orally for discussion between the employee grievant, the steward if the employee chooses to be represented by a steward, and the employee's immediate supervisor within seven (7) working days after the knowledge of the event giving rise to the grievance. The supervisor shall deliver the answer verbally to the aggrieved employee or steward within seven (7) working days after the Step 1 conference. The date of the oral presentation of the grievance and the date of the verbal response shall be certified in writing. If no response is received from the supervisor within seven (7) working days the grievance will be processed pursuant to Step 2.
- B. Step 2. If the grievance is not resolved by Step 1, the aggrieved employee or his/her steward (if applicable) shall, within seven (7) working days following completion of Step 1, present three (3) written copies of such grievance signed by the aggrieved person, two (2) to be filed with the Department Director or designated representative and one (1) to be filed with the Union. The written grievance shall contain a statement from the employee of the facts and section of this Agreement grieved and specifying what relief or remedy is desired. The grievant and steward shall include on the written grievance their names and the addresses to which they wish a response to be sent.  
The grievant, steward and department director shall meet within seven (7) working days to discuss the grievance. The Department Director shall issue a decision in writing within seven (7) working days following the meeting.
- C. Step 3. A grievance not resolved by Step 2 shall be submitted to the City Manager or his/her designee within fifteen (15) working days of the date of receipt of the written decision referred to in Step 2. A meeting between the parties may be held if requested in writing. Such meeting shall be held within fifteen (15) working days. The City Manager will respond to the grievant and steward within fifteen (15) working days following receipt of the grievance or the third step meeting (if requested).

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- D. Arbitration. Grievances not resolved at Step 3 of the Grievance Procedure may be submitted to a third party for arbitration. A request for arbitration must be submitted by written notice to the other party within ten (10) working days following receipt of the City Manager's decision at Step 3. Copies of any such request will be furnished to the City and to the Union.

The cost of arbitration and recording the same shall be divided equally between the parties to this Agreement. The cost of a certified court report, if requested by the arbitrator, shall be divided equally between the parties. Each party will pay for the cost of its own case preparation and for expenses of witnesses.

The arbitration proceeding shall be conducted by an arbitrator to be selected by the City and the Union within five (5) working days after notice has been given. If the parties fail to select an arbitrator, a request by either or both parties shall be made to the Federal Mediation and Conciliation Service or the Iowa Public Employment Relations Board to provide a panel of five (5) prospective arbitrators who are members of the National Academy of Arbitrators. Both the City and the Union shall have the right to strike two names from the panel. The party giving notice for arbitration shall strike the first name; the other party shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The arbitrator shall have the power to interpret, apply, and enforce this written Agreement but shall have no power to add to, subtract from, or modify the terms thereof. The rules of evidence and the nature of conduct required during the arbitration hearing shall be in accordance with all state and federal legislation, applicable rules and regulations.

The decision of the arbitrator shall be issued within thirty (30) days after conclusion of the hearing and shall be final and binding upon the parties.

The parties of the grievance, their witnesses and representatives shall have the right to be present at the grievance arbitration in addition to the arbitrator. Other persons may be present at arbitration hearings as the parties may mutually agree. Either party shall have the right to record the evidence presented at the arbitration hearing. Arbitration hearings shall be closed to the public and evidence taken shall not be revealed to any third party until such time as the decision of the arbitrator is made unless parties agree otherwise.

Section 5. Labor-Management Committee. The Labor-Management Committee shall consist of the persons designated by the Union and the City. Not more than four (4) bargaining unit employees may be excused to attend meetings held during working hours. Representatives or agents of the parties may be present at grievance committee meetings.

- a. Bargaining unit employees (not more than four) excused from work to attend committee meetings will be paid for all regular duty time spent at such meetings.
- b. "Representatives or agents of the parties" as referenced above means only those representatives or agents retained by AFSCME and does not include, for the purpose of pay, officers, stewards, or other members of the bargaining unit.
- c. It is thus understood that the City shall in no circumstances be obliged to pay more than four (4) bargaining unit employees for duty time spent in attendance at a Labor-Management Committee meeting under the terms and provisions of this Section,

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except in such cases where said provisions may be voluntarily waived by both parties to the agreement.

Meetings shall be no longer than two (2) hours in length and shall be scheduled to alternate between the working hours and non-working hours of the labor members unless mutually agreed otherwise.

The function of the Labor-Management Committee shall be to meet and confer monthly with the City during the life of the contract for the purpose of adjusting pending grievances and to discuss procedures for avoiding future grievances (including safety matters) provided that:

- a. No topics will come before the Labor-Management Committee which are proper subjects for negotiations (e.g., new demands, changed circumstances, requests for new language, etc.); except for the investigation and discussion of cost containment features to health insurance. Any such features recommended by the committee must be ratified by the City and the Union prior to implementation.
- b. Every agenda item will be investigated before the meeting with the appropriate Department Director or designee. (Public Works – Division Heads).

Section 6. Employee Involvement Efforts. The parties agree to actively pursue employee involvement efforts which will provide for joint problem-solving and more effective communication and pledge their mutual cooperation to achieve this end. However, no such programs will be implemented except upon mutual agreement by the City and the Union.

## **ARTICLE 21**

### **PAY PLAN**

Section 1. Classification Plan. The classification plan for bargaining unit employees is attached to this Agreement (see Appendix C). The pay plan in effect on June 28, 2020 shall be adjusted upward by two and one-half percent (2.5%) effective June 27, 2021. The pay plan in effect on June 27, 2021 shall be adjusted upward by two and one-quarter percent (2.25%) effective June 26, 2022. The pay plan in effect on June 26, 2022, shall be adjusted upward by two (2.0%) effective June 25, 2023. The pay plan in effect on June 25, 2023 shall be adjusted upward by two and one-quarter percent (2.25%) on July 7, 2024. There will be a re-opener for wages for Fiscal Year 2026. The effective date of compensation adjustments and benefit adjustments applicable to any fiscal year will be the first day of the pay period which begins between the dates of June 24 and July 7, inclusive.

Effective dates over the next four years, for example, are as follows:

June 27, 2021	June 26, 2022
June 25, 2023	July 7, 2024

Section 2. Merit Plan. The pay plan is based on performance evaluations and merit. The City will justify the denial of merit increases following the employee's eligibility date. An employee who does not receive a merit increase on his/her eligibility date may file a Step 2 grievance.



Section 3. Pay Plan. Each range of the pay classification plan will contain six (6) steps (1-6). Employees at Step 1 are eligible for review and an increase to Step 2 after six (6) months. Step 1 will be determined by the City unilaterally based on market information and other factors relating to the particular job title for which the wage is being set. Employees on Steps 2-6 are eligible for review and an increase to the next step annually. Employees on Step 6 or those who are outside of the range are not eligible for step increases.

Section 4. Equipment Mechanics Stipend. Each of the Equipment Division employees who is required to provide a complete set of mechanics tools will receive fifty dollars (\$50.00) on or before July 15 of each of the contract years of this Agreement.

Section 5. Longevity Pay. Permanent employees who have completed the required number of years of continuous service with the City by December 1 shall receive longevity pay on the last payday in November in accordance with this schedule:

<u>YEARS COMPLETED</u> <u>ON DECEMBER 1</u>	<u>AMOUNT</u>
5 years	\$325.00
10 years	500.00
15 years	650.00
20 years	800.00
25 years	1,050.00

Employees who terminate will receive a prorata share of the longevity payment reflected in their final check. The proration will be based on the nearest whole month of the year.

Section 6. Pre-Tax Advantage Program. The Employer will offer employees a program, consistent with IRS regulations, through which employees may elect to make pre-tax reductions in taxable wages which will be paid to an account from which dependent care and health/dental premiums and expenses not covered by insurance will be paid.

Section 7. Time Cards and Time Sheets. For all City employees, the City shall provide the employee an opportunity to review their time card and time sheet at the same time.

## **ARTICLE 22**

### **AUTHORIZED REPRESENTATION, ENTIRE AGREEMENT AND WAIVER**

All negotiations or bargaining with respect to the terms and conditions of this Agreement shall be conducted by authorized representatives of the Union and the City. Agreements reached as a result of such negotiations shall become effective only when signed by the authorized representatives of the parties.

This Agreement supersedes and cancels all previous agreements and practices between the Employer and the Union and constitutes the entire Agreement between the parties and concludes collective bargaining for its duration. All parties to this Agreement waive each and every right to negotiate to which they would otherwise be entitled under the laws of the State of Iowa.

**ARTICLE 23**  
**GENERAL CONDITIONS**

Section 1. This agreement shall be construed under the laws of Iowa.

Section 2. The City agrees to meet and confer at reasonable times with the Union on mandatory items to the fullest extent required by law and to provide to the Union a copy of the City Personnel Rules and Regulations and any amendments as adopted by Council. Comments on rules and the need for revisions in rules and regulations may be discussed by the Labor-Management Committee but any new negotiations on mandatory items or other items will be conducted only by authorized teams in compliance with this complete Agreement.

Section 3. The City and the Union agree they will not act to discriminate because of race, creed, color, sex, age, national origin, gender identity, disability, religion, marital status, sexual orientation, or political affiliation unless the reason for the discrimination is job-related or otherwise allowed by law.

Section 4. Early Retirement Incentive. The City will give the Union notice and opportunity to discuss, at a labor management committee meeting, prior to implementing any early retirement incentive program. Such program must be applied on a unit-wide basis and participation will be voluntary.

Section 5. Pay-period. The City will give the Union notice and opportunity to discuss, at a labor management committee meeting, prior to implementing a pay-schedule other than bi-weekly.

**ARTICLE 24**  
**DURATION OF AGREEMENT**

This agreement shall be in effect between July 1, 2021, and June 30, 2026 to include a reopener for Fiscal Year 2026 wages and insurance only. Furthermore, this contract shall continue from year to year subsequent to June 30, 2026, unless written notice to change or modify it is mailed or hand-delivered by either party to the other party prior to September 15 of the year preceding the expiration date or any extension thereof, and received by the other party no later than September 25 of that same year or the next working day thereafter.

**ARTICLE 25**  
**SAVINGS CLAUSE**

Should any Article, Section, or any portion thereof of this Agreement be held unlawful 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 declared null and void in the decision and the remainder of this Agreement shall remain in full force and effect. Neither party shall be required as a result of their agreement with each other to conduct themselves in a manner which would cause them to neglect their duties under law or to engage in activities in violation of the law.

If replacement provisions are deemed necessary by the Union or Management they shall be negotiated immediately.

Cases involving issues cognizable under the Iowa Civil Service Law (Chapter 400 et. seq. as amended) shall not be subject to the grievance and arbitration provisions of this contract unless this contract specifically regulates the issue(s) in question.

THE AMERICAN FEDERATION OF  
STATE, COUNTY, AND MUNICIPAL  
EMPLOYEES, LOCAL #183

CITY OF IOWA CITY, IOWA

By: \_\_\_\_\_ By: \_\_\_\_\_  
PRESIDENT MAYOR

By: \_\_\_\_\_ ATTEST: \_\_\_\_\_

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By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

TEAM MEMBERS

Approved by

By: \_\_\_\_\_  
AFSCME/Iowa Council 61

\_\_\_\_\_  
CITY ATTORNEY'S OFFICE

## IOWA 500

### IOWA 500 HEALTH CARE COVERAGE

IOWA 500 coverage combines basic Blue Cross hospital, Blue Shield physician and Major Medical coverages into a single program using deductibles and co-payments. And after the deductible and co-payment have been satisfied, the dollar coverage and number of hospital days are unlimited except for Nervous and Mental admissions.

In short, the Subscriber shares in the costs of the medically necessary hospital, medical and surgical services provided. However, the Subscriber's share never exceeds the out of pocket maximum per year for covered services, regardless of the number of family members.

IOWA 500 plan benefits encourage medical self-maintenance practices by paying for 90% of the covered Usual, Customary and Reasonable charges for:

- One routine annual physical examination in a doctor's office or clinic
- Home and office calls needed to diagnose or treat a medical condition
- Immunizations required by a Subscriber or any person in a Subscriber's family

The idea behind IOWA 500 coverage? To encourage continuing medical self-maintenance and help reduce the length and number of unnecessary hospital stays. These efforts, of course, can help keep health care costs – and rates – in line.

#### THE IOWA 500 Plan Covers These Extensive Services:

##### **HOSPITAL CARE**                      **90/10**

###### Inpatient

- Semi-private room and board
- Necessary services and supplies
- Operating rooms, intensive care, coronary and burn care units
- Delivery room for normal delivery, Caesarean section, miscarriage or admission for false labor
- Necessary laboratory and x-ray services

###### Outpatient

- Surgery
- Diagnostic, x-ray and laboratory services
- Accident care

##### **HOME HEALTH CARE**                      **90/10**

- Services provided by a Registered Nurse
- Services prescribed by a physician

**PHYSICIAN SERVICES 90/10**

- Home and office visits
- One routine annual physical exam
- Pre-natal and post-natal care in physician's office
- Immunizations
- Hospital visits and nursing facility visits

**NERVOUS AND MENTAL 90/10**

Outpatient - 90/10

**SKILLED NURSING FACILITY 90/10**

- Unlimited Room and Board
- Services and Supplies

**THE IOWA 500 PLAN COVERS THESE OTHER SERVICES:**

These other services are subject to a contract deductible per calendar year

- Prescriptions
- Anesthetics
- Blood plasma
- Casts
- Crutches
- Durable medical equipment
- Other supplies when ordered by a physician

**Nursing Services**

- Private-duty nursing services

**Ambulance**

- Air
- Ground

**DEDUCTIBLES AND CO-PAYMENT**

- Hospital – The Subscriber is responsible for the first two days of semi-private room and board. Per Hospital Admission.
- Physician – The Subscriber pays 10% of the physician's Usual, Customary and Reasonable charges including office calls. IOWA 500 coverage pays the remaining 90%.
- Other Supplies/Services – The Subscriber first pays the deductible per contract per calendar year for the medical supplies and services. These may include prescription drugs, services of a Registered Nurse, ambulance services, home health care and braces.

When the Subscriber's expenditures for hospital, physician, and/or other services reach the out of pocket maximum per year, IOWA 500 pays 100% of all remaining charges. If the Subscriber's expenditures for hospital, physician, and/or other services do not reach the out of pocket maximum, the Subscriber pays 10% of all remaining charges up to a total maximum expenditure of the annual out of pocket maximum.

## **CARRYOVER OF DEDUCTIBLE**

Expenses for covered services incurred during the months of October, November and December and which are used to satisfy that year's deductible can be used toward satisfying the next calendar year's deductible.

<b>Hospital Services</b>	<b>Physician Services</b>	<b>Other Covered Services</b>
1 or 2 day deductible	90%/10%	Single deductible: \$750 (eff. 1/1/22) \$800 (eff. 1/1/23)
		Family deductible: \$1200 (eff. 1/1/22) \$1600 (eff. 1/1/23)

90%/10%  
until out of pocket maximum

### **Out of Pocket Maximum:**

Single OPM:  
\$1250 (eff. 1/1/22)  
\$1300 (eff. 1/1/23)

Family OPM:  
\$2250 (eff. 1/1/22)  
\$2600 (eff. 1/1/23)

**IOWA 500 PAYS  
100% of  
Covered Services**



## ALLIANCE Program Provisions

### 1) The ALLIANCE program consists of seven program components. They are:

#### Pre-Admission Certification

Blue Cross and Blue Shield must be notified prior to any non-emergency or planned inpatient admission to a hospital, skilled nursing facility, mental health institution, or use of home health care or hospice program services.

#### Admission Review

Blue Cross and Blue Shield must be notified of all emergency and maternity admissions within 24 hours.

#### Continued Stay Review

All hospital stays will be reviewed to ensure that continued hospitalization, home care, hospice or other services are medically necessary to meet the patient's ongoing health care needs.

#### Individual Case Management

Focus is placed on special needs of patients with severe illnesses or injuries. Arrangement may be made to waive standard coverage limitations or exclusions that might otherwise hinder alternative care arrangements outside the hospital.

#### Mandatory Outpatient Surgery

Certain surgeries and procedures can be safely performed on an outpatient basis without sacrificing the quality of care. This requirement will be waived if inpatient admission is medically necessary.

#### Additional Home Health Care and Hospice Benefits

Coverage is provided for services not usually offered in traditional coverage. Additional home health benefits provide expanded coverage for:

- Skilled nursing services
- Physical therapy
- Speech therapy
- Occupational therapy
- Medical social services
- Home health aide services
- Enteral and parenteral nutrition
- Prescription drugs and medicines administered intravenously or intramuscularly
- Medical supplies

Hospice care has been added to include respite care, a means by which services can be provided to relieve an individual caring for a terminally ill patient at home. Also included under hospice care are continuous home care and general inpatient care services.

#### Hospital Bill Audits

Experienced Blue Cross and Blue Shield auditors will review a random sample of bills over \$10,000. This ensures that the charges are appropriate and represent services actually received.

### 2) What happens if you fail to obtain prior approval for a non-emergency or planned admission?

- Always obtain pre-admission certification prior to any non-emergency or planned inpatient admissions. Failure to do so will result in a substantial penalty, perhaps as much as 50 percent, after which any applicable deductible and coinsurance amounts will be applied to the remaining balance. Remember, it is your responsibility to make sure the call is placed.

Remember that it is not necessary to contact Blue Cross and Blue Shield unless you are admitted as an inpatient to a health care facility or to receive home health or hospice services. For example, if you obtain care on an outpatient basis (i.e., visit the doctor's office or go to a hospital emergency room or clinic), and you are not admitted for inpatient treatment, you need not contact us.

- Always notify Blue Cross and Blue Shield of all emergency and maternity admissions within 24 hours. If you fail to do so, you will be responsible for the room-and-board charges for any days it is determined your condition did not require inpatient hospitalization.

### 3) To appeal a possible reduction of benefits:

- You or your physician may ask for a reconsideration of the decision. All requests should be made in writing and submitted by either you or your physician.
- You must appeal a benefit reduction within six months of receipt of notice for failure to notify Blue Cross and Blue Shield of an emergency or maternity admission within 24 hours.

ALLIANCE...working with you, for you!

## Summary of Benefits **DELTA DENTAL COVERAGE**

B-3

Delta Dental Plan of Iowa coverage not only provides a variety of benefits but also encourages timely and effective dental maintenance. More than 80% of the dentists in Iowa participate in the Delta Dental program. Delta Dental payment is based on Usual, Customary and Reasonable allowances, subject to deductible and copayment provisions of the program.

Your Delta Dental program includes a "medical necessity" provision which ensures coverage for dental services provided within generally accepted dental practices.

Like Blue Cross and Blue Shield of Iowa, the Delta Dental Plan receives claims directly from participating dentists. And we pay them directly for you. That eliminates claims-handling chores for you and your employees — and saves valuable time and money.

To provide a program to meet your company's needs, Delta Dental Plan benefits are available with deductibles, copayments and maximum payment allowances for covered services.

### **These benefits are combined to meet your needs:**

#### **Preventive Maintenance benefit includes:**

- Routine checkups at six-month intervals including bitewing x-rays at 12-month intervals.
- Teeth cleaning once every six months.
- Topical fluoride applications as prescribed but no more than once every six months.
- Full-mouth x-rays once in any three-year interval unless special need is demonstrated.

#### **Routine Restorative benefit provides ongoing care including:**

- Regular cavity fillings.
- Oral surgery (including pre- and post-operative care).
- Emergency treatment for relief of pain.

#### **Major Restorative benefit covers:**

- High-cost fillings.
- Cast restorations.
- Root canal fillings.
- Non-surgical treatment for gum diseases.





# Delta Dental Plan of Iowa RATE QUOTATION

- 8-4

## PLAN II

### Program Benefits

	Deductible Single/Family (Annual)	Copayment
<input checked="" type="checkbox"/> Preventive Maintenance	\$ -	- %
<input checked="" type="checkbox"/> Routine Restorative	\$ 25/75	50 %
<input checked="" type="checkbox"/> Major Restorative	\$ "	50 %
<input type="checkbox"/> Dental Prosthetics	\$	%
<input type="checkbox"/> Periodontics	\$	%
<input type="checkbox"/> Orthodontics	\$	%
<input type="checkbox"/> Dependents to age		
<input type="checkbox"/> Full-time students		
<input type="checkbox"/> Adults		

### Program Maximums

Single \$ 500 per year

Family \$ 500 per member, per year

Lifetime benefit maximum on Orthodontics \$

### Program Rates\*

Single \$ per month

Family \$ per month

These rates guaranteed for 12 months beginning on 7-1-85  
if purchased by 7-1-85 (date)

\*Rates quoted here are based upon census information provided and acquiring and maintaining a minimum enrollment of 90% of total eligible employees for the duration of the contract.

Authorized Representative

Date

This is a general description of coverage. It is not a statement of contract. Actual coverage is subject to the terms and conditions specified in the contract itself and enrollment regulations in force when the contract becomes effective.



Delta Dental Plan

**City of Iowa City  
Dental Benefit Plan**

Individual Annual Maximum		\$1000 \$1500 (eff. 1/1/17)
Orthodontic Lifetime Maximum		NA
Deductible	Single:	\$25
	Family:	\$75
Diagnostic & Preventive Deductible Waived		100%
Routine and Restorative Deductible Applies		80%
Periodontics Deductible Applies Surgical Periodontics – Not Covered		80%
Endontics Deductible Applies		50%
Cast Restorations Deductible Applies		50%

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## Section C (AFSCME Mixed and Transit)

### AFSCME JOB TITLE LIST

#### APPENDIX C

Paygrade	Job Title	Paygrade	Job Title
1	Custodian - Government Buildings Custodian - Library	7	Library Assistant II MW II - Refuse MW II - Wastewater Treatment <b>Parts/Data Entry Clerk - Transit*</b> Program Assistant - Community Development Operations Assistant - Senior Center Senior Clerk/Typist - Wastewater Housing Assistant MW II - Water Distribution Animal Services Officer CSO - Evidence Signs & Pavement Markings Technician MW II - Water Service Customer Service Representative - Revenue Customer Service Representative - Transportation Services/Resource Management MW II - Eastside Recycling Center Senior Clerk/Typist - Streets
2	Cashier - Parking MW I - Parking <b>MW I - Transportation Services*</b> <b>MW I - Transit*</b> MW I - Library Animal Center Assistant Receptionist - Senior Center MW I - Pools Communications Aide Public Works Aide Housing Receptionist	8	Laboratory Technician - Wastewater Library Assistant III MW III - Forestry MW II - Streets MW III - Cemetery MW III - Parks Senior Accounts Payable Clerk MW III - Refuse Housing Inspector Assistant MW III - Water Service Parts/Inventory Clerk - Equipment Laboratory Technician - Water Media Production Assistant MW III - Government Buildings
3	Cashier - Revenue MW I - Water Customer Service Parking Enforcement Attendant Scalehouse Operator Water Services Clerk MW I - Water Plant	9	Buyer II Mechanic I - Equipment Senior Engineering Technician Senior Library Assistant Housing Program Assistant Communications Technician - Cable TV Landfill Operator Landfill Operator - Heavy Equipment Construction Inspector I
4	Account Clerk - Accounting MW I - Refuse MW I - Streets MW II - Cemetery Library Clerk Animal Care Technician MW I - Wastewater Treatment MW I - Athletic Fields MW I - Parks MW I - Forestry Communications Creative Assistant Recreation Assistant Development Services Assistant Animal Center Assistant II Purchasing Assistant	10	Housing Office Manager Maintenance Operator - Wastewater TPO - Wastewater Treatment TPO - Water Maintenance Operator - Water Utility Billing Coordinator
5	MW II - Parks MW II - Transportation Services <b>MW II - Transit*</b> MW II - CBD MW II - Forestry MW II - Library MW II - Government Buildings MW II - Horticulture MW II - Pools	11	MW III - Streets MW III - Wastewater Collection Mechanic II - Equipment IT Support Specialist - Library Special Projects Inspector <b>Mechanic II - Transit*</b> MW III - Lead Sweeper Operator Electrician - Traffic Engineering MW III - Water Distribution Electrician - Wastewater Library Public Relations Specialist Electronics Technician - Transportation Services Victim Services Coordinator
6	Buyer I - Equipment Community Service Officer Library Assistant I <b>Mass Transit Operator*</b> Buyer I - Purchasing Police Records Technician CSO - Station Master Community Outreach Assistant CSO - Support Services Assistant		

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Construction Inspector II  
 Electronics Technician - Wastewater  
 Librarian I  
 Senior MW - Forestry  
 Senior MW - Parks  
 Senior MW - Turfgrass Specialist  
 Building Inspector  
 Recycling Coordinator  
 Utilities Technician - Engineering  
 Neighborhood Services & Code Enforcement Specialist  
 Senior MW - Horticulture Specialist  
 Water GIS Technician  
 Storm Water Specialist  
 Climate Action Engagement Specialist  
 Senior Landfill Operator - Heavy Equipment  
 Climate Action Analyst

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Chemist  
 Development Regulation Specialist  
 Electronics Technician - Traffic Engineering  
 Family Self-Sufficiency Program Coordinator  
 Librarian II  
 Mechanic III - Equipment (DAY)  
 Mechanic III - Equipment (EVE)  
 Senior Accountant - Accounting  
 Senior Accountant - Revenue  
 Survey Party Chief  
**Mechanic III - Transit\***  
 Senior Accountant - Payroll

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Program Specialist - Senior Center  
 Recreation Program Supervisor  
 Senior Construction Inspector  
 Senior MW - Streets  
 Senior MW - Wastewater Plant  
 Senior MW - Water Distribution  
 Senior TPO - Wastewater  
 Community Outreach Specialist - Senior Center  
 Senior TPO - Water  
 Network Database Specialist - Library  
 Senior MW - Water Plant  
 Customer Service Coordinator  
**Senior MW - Parking & Transit\***  
 Senior MW - Wastewater Collection  
 Library Web Specialist  
 Development Specialist - Senior Center (16)  
 Building Inspector II  
 Media Production Specialist

15

Associate Planner  
 Civil Engineer  
 Human Rights Investigator  
 Senior Librarian  
 Climate Action Coordinator  
 Historic Preservation Planner

\*Transit positions

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1</b>						
Custodian - Government Buildings	\$ 18.69	\$ 20.96	\$ 21.60	\$ 22.39	\$ 23.07	\$ 23.88
Custodian - Library	\$ 1,495.20	\$ 1,676.80	\$ 1,728.00	\$ 1,791.20	\$ 1,845.60	\$ 1,910.40
	\$ 38,875.20	\$ 43,596.80	\$ 44,928.00	\$ 46,571.20	\$ 47,985.60	\$ 49,670.40
<b>2</b>						
Cashier - Parking	\$ 19.26	\$ 21.60	\$ 22.39	\$ 23.07	\$ 23.88	\$ 24.68
MW I - Parking	\$ 1,540.80	\$ 1,728.00	\$ 1,791.20	\$ 1,845.60	\$ 1,910.40	\$ 1,974.40
MW I - Transit	\$ 40,060.80	\$ 44,928.00	\$ 46,571.20	\$ 47,985.60	\$ 49,670.40	\$ 51,334.40
MW I - Library						
Animal Center Assistant						
Receptionist - Senior Center						
MW I - Pools						
Communications Aide						
Public Works Aide						
Housing Receptionist						
MW I - Transportation Services						
<b>3</b>						
Cashier - Revenue	\$ 19.91	\$ 22.39	\$ 23.07	\$ 23.88	\$ 24.68	\$ 25.54
MW I - Water Customer Service	\$ 1,592.80	\$ 1,791.20	\$ 1,845.60	\$ 1,910.40	\$ 1,974.40	\$ 2,043.20
Parking Enforcement Attendant	\$ 41,412.80	\$ 46,571.20	\$ 47,985.60	\$ 49,670.40	\$ 51,334.40	\$ 53,123.20
Scalehouse Operator						
Water Services Clerk						
MW I - Water Plant						
<b>4</b>						
Account Clerk - Accounting	\$ 20.60	\$ 23.07	\$ 23.88	\$ 24.68	\$ 25.54	\$ 26.51
MW I - Refuse	\$ 1,648.00	\$ 1,845.60	\$ 1,910.40	\$ 1,974.40	\$ 2,043.20	\$ 2,120.80
MW I - Streets	\$ 42,848.00	\$ 47,985.60	\$ 49,670.40	\$ 51,334.40	\$ 53,123.20	\$ 55,140.80
MW II - Cemetery						
Library Clerk						
Animal Care Technician						
MW I - Wastewater Treatment						
MW I - Athletic Fields						
MW I - Parks						
MW I - Forestry						
Communications Creative Assistant						
Recreation Assistant						
Development Services Assistant						
Animal Center Assistant II						
Purchasing Assistant						
<b>5</b>						
MW II - Parks	\$ 21.37	\$ 23.86	\$ 24.55	\$ 25.36	\$ 26.28	\$ 27.13
MW II - Transportation Services	\$ 1,709.60	\$ 1,908.80	\$ 1,964.00	\$ 2,028.80	\$ 2,102.40	\$ 2,170.40
MW II - Transit	\$ 44,449.60	\$ 49,628.80	\$ 51,064.00	\$ 52,748.80	\$ 54,662.40	\$ 56,430.40
MW II - CBD						
MW II - Forestry						
MW II - Library						
MW II - Government Buildings						
MW II - Horticulture						
MW II - Pools						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>6</b>						
Buyer I - Equipment	\$ 22.04	\$ 24.68	\$ 25.54	\$ 26.51	\$ 27.40	\$ 28.35
Community Service Officer	\$ 1,763.20	\$ 1,974.40	\$ 2,043.20	\$ 2,120.80	\$ 2,192.00	\$ 2,268.00
Library Assistant I	\$ 45,843.20	\$ 51,334.40	\$ 53,123.20	\$ 55,140.80	\$ 56,992.00	\$ 58,968.00
Mass Transit Operator						
Buyer I - Purchasing						
Police Records Technician						
CSO - Station Master						
Community Outreach Assistant						
CSO - Support Services Assistant						
<b>7</b>						
Library Assistant II	\$ 22.82	\$ 25.54	\$ 26.51	\$ 27.40	\$ 28.35	\$ 29.38
MW II - Refuse	\$ 1,825.60	\$ 2,043.20	\$ 2,120.80	\$ 2,192.00	\$ 2,268.00	\$ 2,350.40
MW II - Wastewater Treatment	\$ 47,465.60	\$ 53,123.20	\$ 55,140.80	\$ 56,992.00	\$ 58,968.00	\$ 61,110.40
Parts/Data Entry Clerk - Transit						
Program Assistant - Community Development						
Operations Assistant - Senior Center						
Senior Clerk/Typist - Wastewater						
Housing Assistant						
MW II - Water Distribution						
Animal Services Officer						
CSO - Evidence						
Signs & Pavement Markings Technician						
MW II - Water Service						
Customer Service Representative - Revenue						
Customer Service Representative - Transportation Services/Resource Management						
MW II - Eastside Recycling Center						
Senior Clerk/Typist - Streets						
<b>8</b>						
Laboratory Technician - Wastewater	\$ 23.52	\$ 26.51	\$ 27.40	\$ 28.35	\$ 29.38	\$ 30.46
Library Assistant III	\$ 1,881.60	\$ 2,120.80	\$ 2,192.00	\$ 2,268.00	\$ 2,350.40	\$ 2,436.80
MW III - Forestry	\$ 48,921.60	\$ 55,140.80	\$ 56,992.00	\$ 58,968.00	\$ 61,110.40	\$ 63,356.80
MW II - Streets						
MW III - Cemetery						
MW III - Parks						
Senior Accounts Payable Clerk						
MW III - Refuse						
Housing Inspector Assistant						
MW III - Water Service						
Parts/Inventory Clerk - Equipment						
Laboratory Technician - Water						
Media Production Assistant						
MW III - Government Buildings						
<b>9</b>						
Buyer II	\$ 24.27	\$ 27.13	\$ 28.09	\$ 29.07	\$ 30.06	\$ 31.15
Mechanic I - Equipment	\$ 1,941.60	\$ 2,170.40	\$ 2,247.20	\$ 2,325.60	\$ 2,404.80	\$ 2,492.00
Senior Engineering Technician	\$ 50,481.60	\$ 56,430.40	\$ 58,427.20	\$ 60,465.60	\$ 62,524.80	\$ 64,792.00
Senior Library Assistant						
Housing Program Assistant						
Communications Technician - Cable TV						
Landfill Operator						
Landfill Operator - Heavy Equipment						
Construction Inspector I						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>10</b>						
Housing Office Manager	\$ 24.96	\$ 27.92	\$ 28.85	\$ 29.81	\$ 30.87	\$ 31.93
Maintenance Operator - Wastewater	\$ 1,996.80	\$ 2,233.60	\$ 2,308.00	\$ 2,384.80	\$ 2,469.60	\$ 2,554.40
TPO - Wastewater Treatment	\$ 51,916.80	\$ 58,073.60	\$ 60,008.00	\$ 62,004.80	\$ 64,209.60	\$ 66,414.40
TPO - Water						
Maintenance Operator - Water						
Utility Billing Coordinator						
<b>11</b>						
MW III - Streets	\$ 26.60	\$ 29.38	\$ 30.46	\$ 31.70	\$ 32.82	\$ 34.05
MW III - Wastewater Collection	\$ 2,128.00	\$ 2,350.40	\$ 2,436.80	\$ 2,536.00	\$ 2,625.60	\$ 2,724.00
Mechanic II - Equipment	\$ 55,328.00	\$ 61,110.40	\$ 63,356.80	\$ 65,936.00	\$ 68,265.60	\$ 70,824.00
IT Support Specialist - Library						
Special Projects Inspector						
Mechanic II - Transit						
MW III - Lead Sweeper Operator						
Electrician - Traffic Engineering						
MW III - Water Distribution						
Electrician - Wastewater						
Library Public Relations Specialist						
Electronics Technician - Transportation Services						
Victim Services Coordinator						
<b>12</b>						
Construction Inspector II	\$ 27.86	\$ 30.44	\$ 31.49	\$ 32.65	\$ 33.85	\$ 34.94
Electronics Technician - Wastewater	\$ 2,228.80	\$ 2,435.20	\$ 2,519.20	\$ 2,612.00	\$ 2,708.00	\$ 2,795.20
Librarian I	\$ 57,948.80	\$ 63,315.20	\$ 65,499.20	\$ 67,912.00	\$ 70,408.00	\$ 72,675.20
Senior MW - Forestry						
Senior MW - Parks						
Senior MW - Turfgrass Specialist						
Building Inspector						
Recycling Coordinator						
Utilities Technician - Engineering						
Neighborhood Services & Code Enforcement Specialist						
Senior MW - Horticulture Specialist						
Water GIS Technician						
Storm Water Specialist						
Climate Action Engagement Specialist						
Senior Landfill Operator - Heavy Equipment						
Climate Action Analyst						
<b>13</b>						
Chemist	\$ 28.76	\$ 31.70	\$ 32.82	\$ 34.05	\$ 35.37	\$ 36.67
Development Regulation Specialist	\$ 2,300.80	\$ 2,536.00	\$ 2,625.60	\$ 2,724.00	\$ 2,829.60	\$ 2,933.60
Electronics Technician - Traffic Engineering	\$ 59,820.80	\$ 65,936.00	\$ 68,265.60	\$ 70,824.00	\$ 73,569.60	\$ 76,273.60
Family Self-Sufficiency Program Coordinator						
Librarian II						
Mechanic III - Equipment (DAY)						
Mechanic III - Equipment (EVE)						
Senior Accountant - Accounting						
Senior Accountant - Revenue						
Survey Party Chief						
Mechanic III - Transit						
Senior Accountant - Payroll						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>14</b>						
Program Specialist - Senior Center	\$ 29.83	\$ 32.82	\$ 34.05	\$ 35.37	\$ 36.67	\$ 37.85
Recreation Program Supervisor	\$ 2,386.40	\$ 2,625.60	\$ 2,724.00	\$ 2,829.60	\$ 2,933.60	\$ 3,028.00
Senior Construction Inspector	\$ 62,046.40	\$ 68,265.60	\$ 70,824.00	\$ 73,569.60	\$ 76,273.60	\$ 78,728.00
Senior MW - Streets						
Senior MW - Wastewater Plant						
Senior MW - Water Distribution						
Senior TPO - Wastewater						
Community Outreach Specialist - Senior Center						
Senior TPO - Water						
Network Database Specialist - Library						
Senior MW - Water Plant						
Customer Service Coordinator						
Senior MW - Parking & Transit						
Senior MW - Wastewater Collection						
Library Web Specialist						
Development Specialist - Senior Center						
Building Inspector II						
Media Production Specialist						
<b>15</b>						
Associate Planner	\$ 31.15	\$ 34.08	\$ 35.41	\$ 36.74	\$ 37.91	\$ 39.21
Civil Engineer	\$ 2,492.00	\$ 2,726.40	\$ 2,832.80	\$ 2,939.20	\$ 3,032.80	\$ 3,136.80
Human Rights Investigator	\$ 64,792.00	\$ 70,886.40	\$ 73,652.80	\$ 76,419.20	\$ 78,852.80	\$ 81,556.80
Senior Librarian						
Climate Action Coordinator						
Historic Preservation Planner						



PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1</b>						
Custodian - Government Buildings	\$ 19.11	\$ 21.43	\$ 22.09	\$ 22.89	\$ 23.59	\$ 24.42
Custodian - Library	\$ 1,528.80	\$ 1,714.40	\$ 1,767.20	\$ 1,831.20	\$ 1,887.20	\$ 1,953.60
	\$ 39,748.80	\$ 44,574.40	\$ 45,947.20	\$ 47,611.20	\$ 49,067.20	\$ 50,793.60
<b>2</b>						
Cashier - Parking	\$ 19.69	\$ 22.09	\$ 22.89	\$ 23.59	\$ 24.42	\$ 25.24
MW I - Parking	\$ 1,575.20	\$ 1,767.20	\$ 1,831.20	\$ 1,887.20	\$ 1,953.60	\$ 2,019.20
MW I - Transit	\$ 40,955.20	\$ 45,947.20	\$ 47,611.20	\$ 49,067.20	\$ 50,793.60	\$ 52,499.20
MW I - Library						
Animal Center Assistant						
Receptionist - Senior Center						
MW I - Pools						
Communications Aide						
Public Works Aide						
Housing Receptionist						
MW I - Transportation Services						
<b>3</b>						
Cashier - Revenue	\$ 20.36	\$ 22.89	\$ 23.59	\$ 24.42	\$ 25.24	\$ 26.11
MW I - Water Customer Service	\$ 1,628.80	\$ 1,831.20	\$ 1,887.20	\$ 1,953.60	\$ 2,019.20	\$ 2,088.80
Parking Enforcement Attendant	\$ 42,348.80	\$ 47,611.20	\$ 49,067.20	\$ 50,793.60	\$ 52,499.20	\$ 54,308.80
Scalehouse Operator						
Water Services Clerk						
MW I - Water Plant						
<b>4</b>						
Account Clerk - Accounting	\$ 21.06	\$ 23.59	\$ 24.42	\$ 25.24	\$ 26.11	\$ 27.11
MW I - Refuse	\$ 1,684.80	\$ 1,887.20	\$ 1,953.60	\$ 2,019.20	\$ 2,088.80	\$ 2,168.80
MW I - Streets	\$ 43,804.80	\$ 49,067.20	\$ 50,793.60	\$ 52,499.20	\$ 54,308.80	\$ 56,388.80
MW II - Cemetery						
Library Clerk						
Animal Care Technician						
MW I - Wastewater Treatment						
MW I - Athletic Fields						
MW I - Parks						
MW I - Forestry						
Communications Creative Assistant						
Recreation Assistant						
Development Services Assistant						
Animal Center Assistant II						
Purchasing Assistant						
<b>5</b>						
MW II - Parks	\$ 21.85	\$ 24.40	\$ 25.10	\$ 25.93	\$ 26.87	\$ 27.74
MW II - Transportation Services	\$ 1,748.00	\$ 1,952.00	\$ 2,008.00	\$ 2,074.40	\$ 2,149.60	\$ 2,219.20
MW II - Transit	\$ 45,448.00	\$ 50,752.00	\$ 52,208.00	\$ 53,934.40	\$ 55,889.60	\$ 57,699.20
MW II - CBD						
MW II - Forestry						
MW II - Library						
MW II - Government Buildings						
MW II - Horticulture						
MW II - Pools						

## AFSCME PAY PLAN FY23 (June 26, 2022)

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>6</b>						
Buyer I - Equipment	\$ 22.54	\$ 25.24	\$ 26.11	\$ 27.11	\$ 28.02	\$ 28.99
Community Service Officer	\$ 1,803.20	\$ 2,019.20	\$ 2,088.80	\$ 2,168.80	\$ 2,241.60	\$ 2,319.20
Library Assistant I	\$ 46,883.20	\$ 52,499.20	\$ 54,308.80	\$ 56,388.80	\$ 58,281.60	\$ 60,299.20
Mass Transit Operator						
Buyer I - Purchasing						
Police Records Technician						
CSO - Station Master						
Community Outreach Assistant						
CSO - Support Services Assistant						
<b>7</b>						
Library Assistant II	\$ 23.33	\$ 26.11	\$ 27.11	\$ 28.02	\$ 28.99	\$ 30.04
MW II - Refuse	\$ 1,866.40	\$ 2,088.80	\$ 2,168.80	\$ 2,241.60	\$ 2,319.20	\$ 2,403.20
MW II - Wastewater Treatment	\$ 48,526.40	\$ 54,308.80	\$ 56,388.80	\$ 58,281.60	\$ 60,299.20	\$ 62,483.20
Parts/Data Entry Clerk - Transit						
Program Assistant - Community Development						
Operations Assistant - Senior Center						
Senior Clerk/Typist - Wastewater						
Housing Assistant						
MW II - Water Distribution						
Animal Services Officer						
CSO - Evidence						
Signs & Pavement Markings Technician						
MW II - Water Service						
Customer Service Representative - Revenue						
Customer Service Representative - Transportation Services/Resource Management						
MW II - Eastside Recycling Center						
Senior Clerk/Typist - Streets						
<b>8</b>						
Laboratory Technician - Wastewater	\$ 24.05	\$ 27.11	\$ 28.02	\$ 28.99	\$ 30.04	\$ 31.15
Library Assistant III	\$ 1,924.00	\$ 2,168.80	\$ 2,241.60	\$ 2,319.20	\$ 2,403.20	\$ 2,492.00
MW III - Forestry	\$ 50,024.00	\$ 56,388.80	\$ 58,281.60	\$ 60,299.20	\$ 62,483.20	\$ 64,792.00
MW II - Streets						
MW III - Cemetery						
MW III - Parks						
Senior Accounts Payable Clerk						
MW III - Refuse						
Housing Inspector Assistant						
MW III - Water Service						
Parts/Inventory Clerk - Equipment						
Laboratory Technician - Water						
Media Production Assistant						
MW III - Government Buildings						
<b>9</b>						
Buyer II	\$ 24.82	\$ 27.74	\$ 28.72	\$ 29.72	\$ 30.74	\$ 31.85
Mechanic I - Equipment	\$ 1,985.60	\$ 2,219.20	\$ 2,297.60	\$ 2,377.60	\$ 2,459.20	\$ 2,548.00
Senior Engineering Technician	\$ 51,625.60	\$ 57,699.20	\$ 59,737.60	\$ 61,817.60	\$ 63,939.20	\$ 66,248.00
Senior Library Assistant						
Housing Program Assistant						
Communications Technician - Cable TV						
Landfill Operator						
Landfill Operator - Heavy Equipment						
Construction Inspector I						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>10</b>						
Housing Office Manager	\$ 25.52	\$ 28.55	\$ 29.50	\$ 30.48	\$ 31.56	\$ 32.65
Maintenance Operator - Wastewater	\$ 2,041.60	\$ 2,284.00	\$ 2,360.00	\$ 2,438.40	\$ 2,524.80	\$ 2,612.00
TPO - Wastewater Treatment	\$ 53,081.60	\$ 59,384.00	\$ 61,360.00	\$ 63,398.40	\$ 65,644.80	\$ 67,912.00
TPO - Water						
Maintenance Operator - Water						
Utility Billing Coordinator						
<b>11</b>						
MW III - Streets	\$ 27.20	\$ 30.04	\$ 31.15	\$ 32.41	\$ 33.56	\$ 34.82
MW III - Wastewater Collection	\$ 2,176.00	\$ 2,403.20	\$ 2,492.00	\$ 2,592.80	\$ 2,684.80	\$ 2,785.60
Mechanic II - Equipment	\$ 56,576.00	\$ 62,483.20	\$ 64,792.00	\$ 67,412.80	\$ 69,804.80	\$ 72,425.60
IT Support Specialist - Library						
Special Projects Inspector						
Mechanic II - Transit						
MW III - Lead Sweeper Operator						
Electrician - Traffic Engineering						
MW III - Water Distribution						
Electrician - Wastewater						
Library Public Relations Specialist						
Electronics Technician - Transportation Services						
Victim Services Coordinator						
<b>12</b>						
Construction Inspector II	\$ 28.49	\$ 31.12	\$ 32.20	\$ 33.38	\$ 34.61	\$ 35.73
Electronics Technician - Wastewater	\$ 2,279.20	\$ 2,489.60	\$ 2,576.00	\$ 2,670.40	\$ 2,768.80	\$ 2,858.40
Librarian I	\$ 59,259.20	\$ 64,729.60	\$ 66,976.00	\$ 69,430.40	\$ 71,988.80	\$ 74,318.40
Senior MW - Forestry						
Senior MW - Parks						
Senior MW - Turfgrass Specialist						
Building Inspector						
Recycling Coordinator						
Utilities Technician - Engineering						
Neighborhood Services & Code Enforcement Specialist						
Senior MW - Horticulture Specialist						
Water GIS Technician						
Storm Water Specialist						
Climate Action Engagement Specialist						
Senior Landfill Operator - Heavy Equipment						
Climate Action Analyst						
<b>13</b>						
Chemist	\$ 29.41	\$ 32.41	\$ 33.56	\$ 34.82	\$ 36.17	\$ 37.50
Development Regulation Specialist	\$ 2,352.80	\$ 2,592.80	\$ 2,684.80	\$ 2,785.60	\$ 2,893.60	\$ 3,000.00
Electronics Technician - Traffic Engineering	\$ 61,172.80	\$ 67,412.80	\$ 69,804.80	\$ 72,425.60	\$ 75,233.60	\$ 78,000.00
Family Self-Sufficiency Program Coordinator						
Librarian II						
Mechanic III - Equipment (DAY)						
Mechanic III - Equipment (EVE)						
Senior Accountant - Accounting						
Senior Accountant - Revenue						
Survey Party Chief						
Mechanic III - Transit						
Senior Accountant - Payroll						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>14</b>						
Program Specialist - Senior Center	\$ 90.50	\$ 33.56	\$ 34.82	\$ 36.17	\$ 37.50	\$ 38.70
Recreation Program Supervisor	\$ 2,440.00	\$ 2,684.80	\$ 2,785.60	\$ 2,893.60	\$ 3,000.00	\$ 3,096.00
Senior Construction Inspector	\$ 63,440.00	\$ 69,804.80	\$ 72,425.60	\$ 75,233.60	\$ 78,000.00	\$ 80,496.00
Senior MW - Streets						
Senior MW - Wastewater Plant						
Senior MW - Water Distribution						
Senior TPO - Wastewater						
Community Outreach Specialist - Senior Center						
Senior TPO - Water						
Network Database Specialist - Library						
Senior MW - Water Plant						
Customer Service Coordinator						
Senior MW - Parking & Transit						
Senior MW - Wastewater Collection						
Library Web Specialist						
Development Specialist - Senior Center						
Building Inspector II						
Media Production Specialist						
<b>15</b>						
Associate Planner	\$ 31.85	\$ 34.85	\$ 36.21	\$ 37.57	\$ 38.76	\$ 40.09
Civil Engineer	\$ 2,548.00	\$ 2,788.00	\$ 2,896.80	\$ 3,005.60	\$ 3,100.80	\$ 3,207.20
Human Rights Investigator	\$ 66,248.00	\$ 72,488.00	\$ 75,316.80	\$ 78,145.60	\$ 80,620.80	\$ 83,387.20
Senior Librarian						
Climate Action Coordinator						
Historic Preservation Planner						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1</b>						
Custodian - Government Buildings	\$ 19.49	\$ 21.86	\$ 22.53	\$ 23.35	\$ 24.06	\$ 24.91
Custodian - Library	\$ 1,559.20	\$ 1,748.80	\$ 1,802.40	\$ 1,868.00	\$ 1,924.80	\$ 1,992.80
	\$ 40,539.20	\$ 45,468.80	\$ 46,862.40	\$ 48,568.00	\$ 50,044.80	\$ 51,812.80
<b>2</b>						
Cashier - Parking	\$ 20.08	\$ 22.53	\$ 23.35	\$ 24.06	\$ 24.91	\$ 25.74
MW I - Parking	\$ 1,606.40	\$ 1,802.40	\$ 1,868.00	\$ 1,924.80	\$ 1,992.80	\$ 2,059.20
MW I - Transit	\$ 41,766.40	\$ 46,862.40	\$ 48,568.00	\$ 50,044.80	\$ 51,812.80	\$ 53,539.20
MW I - Library						
Animal Center Assistant						
Receptionist - Senior Center						
MW I - Pools						
Communications Aide						
Public Works Aide						
Housing Receptionist						
MW I - Transportation Services						
<b>3</b>						
Cashier - Revenue	\$ 20.77	\$ 23.35	\$ 24.06	\$ 24.91	\$ 25.74	\$ 26.63
MW I - Water Customer Service	\$ 1,661.60	\$ 1,868.00	\$ 1,924.80	\$ 1,992.80	\$ 2,059.20	\$ 2,130.40
Parking Enforcement Attendant	\$ 43,201.60	\$ 48,568.00	\$ 50,044.80	\$ 51,812.80	\$ 53,539.20	\$ 55,390.40
Scalehouse Operator						
Water Services Clerk						
MW I - Water Plant						
<b>4</b>						
Account Clerk - Accounting	\$ 21.48	\$ 24.06	\$ 24.91	\$ 25.74	\$ 26.63	\$ 27.65
MW I - Refuse	\$ 1,718.40	\$ 1,924.80	\$ 1,992.80	\$ 2,059.20	\$ 2,130.40	\$ 2,212.00
MW I - Streets	\$ 44,678.40	\$ 50,044.80	\$ 51,812.80	\$ 53,539.20	\$ 55,390.40	\$ 57,512.00
MW II - Cemetery						
Library Clerk						
Animal Care Technician						
MW I - Wastewater Treatment						
MW I - Athletic Fields						
MW I - Parks						
MW I - Forestry						
Communications Creative Assistant						
Recreation Assistant						
Development Services Assistant						
Animal Center Assistant II						
Purchasing Assistant						
<b>5</b>						
MW II - Parks	\$ 22.29	\$ 24.89	\$ 25.60	\$ 26.45	\$ 27.41	\$ 28.29
MW II - Transportation Services	\$ 1,783.20	\$ 1,991.20	\$ 2,048.00	\$ 2,116.00	\$ 2,192.80	\$ 2,263.20
MW II - Transit	\$ 46,363.20	\$ 51,771.20	\$ 53,248.00	\$ 55,016.00	\$ 57,012.80	\$ 58,843.20
MW II - CBD						
MW II - Forestry						
MW II - Library						
MW II - Government Buildings						
MW II - Horticulture						
MW II - Pools						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>6</b>						
Buyer I - Equipment	\$ 22.99	\$ 25.74	\$ 26.63	\$ 27.65	\$ 28.58	\$ 29.57
Community Service Officer	\$ 1,839.20	\$ 2,059.20	\$ 2,130.40	\$ 2,212.00	\$ 2,286.40	\$ 2,365.60
Library Assistant I	\$ 47,819.20	\$ 53,539.20	\$ 55,390.40	\$ 57,512.00	\$ 59,446.40	\$ 61,505.60
Mass Transit Operator						
Buyer I - Purchasing						
Police Records Technician						
CSO - Station Master						
Community Outreach Assistant						
CSO - Support Services Assistant						
<b>7</b>						
Library Assistant II	\$ 23.80	\$ 26.63	\$ 27.65	\$ 28.58	\$ 29.57	\$ 30.64
MW II - Refuse	\$ 1,904.00	\$ 2,130.40	\$ 2,212.00	\$ 2,286.40	\$ 2,365.60	\$ 2,451.20
MW II - Wastewater Treatment	\$ 49,504.00	\$ 55,390.40	\$ 57,512.00	\$ 59,446.40	\$ 61,505.60	\$ 63,731.20
Parts/Data Entry Clerk - Transit						
Program Assistant - Community Development						
Operations Assistant - Senior Center						
Senior Clerk/Typist - Wastewater						
Housing Assistant						
MW II - Water Distribution						
Animal Services Officer						
CSO - Evidence						
Signs & Pavement Markings Technician						
MW II - Water Service						
Customer Service Representative - Revenue						
Customer Service Representative - Transportation Services/Resource Management						
MW II - Eastside Recycling Center						
Senior Clerk/Typist - Streets						
<b>8</b>						
Laboratory Technician - Wastewater	\$ 24.53	\$ 27.65	\$ 28.58	\$ 29.57	\$ 30.64	\$ 31.77
Library Assistant III	\$ 1,962.40	\$ 2,212.00	\$ 2,286.40	\$ 2,365.60	\$ 2,451.20	\$ 2,541.60
MW III - Forestry	\$ 51,022.40	\$ 57,512.00	\$ 59,446.40	\$ 61,505.60	\$ 63,731.20	\$ 66,081.60
MW II - Streets						
MW III - Cemetery						
MW III - Parks						
Senior Accounts Payable Clerk						
MW III - Refuse						
Housing Inspector Assistant						
MW III - Water Service						
Parts/Inventory Clerk - Equipment						
Laboratory Technician - Water						
Media Production Assistant						
MW III - Government Buildings						
<b>9</b>						
Buyer II	\$ 25.32	\$ 28.29	\$ 29.29	\$ 30.31	\$ 31.35	\$ 32.49
Mechanic I - Equipment	\$ 2,025.60	\$ 2,263.20	\$ 2,343.20	\$ 2,424.80	\$ 2,508.00	\$ 2,599.20
Senior Engineering Technician	\$ 52,665.60	\$ 58,843.20	\$ 60,923.20	\$ 63,044.80	\$ 65,208.00	\$ 67,579.20
Senior Library Assistant						
Housing Program Assistant						
Communications Technician - Cable TV						
Landfill Operator						
Landfill Operator - Heavy Equipment						
Construction Inspector I						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>10</b>						
Housing Office Manager	\$ 26.03	\$ 29.12	\$ 30.09	\$ 31.09	\$ 32.19	\$ 33.30
Maintenance Operator - Wastewater	\$ 2,082.40	\$ 2,329.60	\$ 2,407.20	\$ 2,487.20	\$ 2,575.20	\$ 2,664.00
TPO - Wastewater Treatment	\$ 54,142.40	\$ 60,569.60	\$ 62,587.20	\$ 64,667.20	\$ 66,955.20	\$ 69,264.00
TPO - Water						
Maintenance Operator - Water						
Utility Billing Coordinator						
<b>11</b>						
MW III - Streets	\$ 27.74	\$ 30.64	\$ 31.77	\$ 33.06	\$ 34.23	\$ 35.52
MW III - Wastewater Collection	\$ 2,219.20	\$ 2,451.20	\$ 2,541.60	\$ 2,644.80	\$ 2,738.40	\$ 2,841.60
Mechanic II - Equipment	\$ 57,699.20	\$ 63,731.20	\$ 66,081.60	\$ 68,764.80	\$ 71,198.40	\$ 73,881.60
IT Support Specialist - Library						
Special Projects Inspector						
Mechanic II - Transit						
MW III - Lead Sweeper Operator						
Electrician - Traffic Engineering						
MW III - Water Distribution						
Electrician - Wastewater						
Library Public Relations Specialist						
Electronics Technician - Transportation Services						
Victim Services Coordinator						
<b>12</b>						
Construction Inspector II	\$ 29.06	\$ 31.74	\$ 32.84	\$ 34.05	\$ 35.30	\$ 36.44
Electronics Technician - Wastewater	\$ 2,324.80	\$ 2,539.20	\$ 2,627.20	\$ 2,724.00	\$ 2,824.00	\$ 2,915.20
Librarian I	\$ 60,444.80	\$ 66,019.20	\$ 68,307.20	\$ 70,824.00	\$ 73,424.00	\$ 75,795.20
Senior MW - Forestry						
Senior MW - Parks						
Senior MW - Turfgrass Specialist						
Building Inspector						
Recycling Coordinator						
Utilities Technician - Engineering						
Neighborhood Services & Code Enforcement Specialist						
Senior MW - Horticulture Specialist						
Water GIS Technician						
Storm Water Specialist						
Climate Action Engagement Specialist						
Senior Landfill Operator - Heavy Equipment						
Climate Action Analyst						
<b>13</b>						
Chemist	\$ 30.00	\$ 33.06	\$ 34.23	\$ 35.52	\$ 36.89	\$ 38.25
Development Regulation Specialist	\$ 2,400.00	\$ 2,644.80	\$ 2,738.40	\$ 2,841.60	\$ 2,951.20	\$ 3,060.00
Electronics Technician - Traffic Engineering	\$ 62,400.00	\$ 68,764.80	\$ 71,198.40	\$ 73,881.60	\$ 76,731.20	\$ 79,560.00
Family Self-Sufficiency Program Coordinator						
Librarian II						
Mechanic III - Equipment (DAY)						
Mechanic III - Equipment (EVE)						
Senior Accountant - Accounting						
Senior Accountant - Revenue						
Survey Party Chief						
Mechanic III - Transit						
Senior Accountant - Payroll						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>14</b>						
Program Specialist - Senior Center	\$ 31.11	\$ 34.23	\$ 35.52	\$ 36.89	\$ 38.25	\$ 39.47
Recreation Program Supervisor	\$ 2,488.80	\$ 2,738.40	\$ 2,841.60	\$ 2,951.20	\$ 3,060.00	\$ 3,157.60
Senior Construction Inspector	\$ 64,708.80	\$ 71,198.40	\$ 73,881.60	\$ 76,731.20	\$ 79,560.00	\$ 82,097.60
Senior MW - Streets						
Senior MW - Wastewater Plant						
Senior MW - Water Distribution						
Senior TPO - Wastewater						
Community Outreach Specialist - Senior Center						
Senior TPO - Water						
Network Database Specialist - Library						
Senior MW - Water Plant						
Customer Service Coordinator						
Senior MW - Parking & Transit						
Senior MW - Wastewater Collection						
Library Web Specialist						
Development Specialist - Senior Center						
Building Inspector II						
Media Production Specialist						
<b>15</b>						
Associate Planner	\$ 32.49	\$ 35.55	\$ 36.93	\$ 38.32	\$ 39.54	\$ 40.89
Civil Engineer	\$ 2,599.20	\$ 2,844.00	\$ 2,954.40	\$ 3,065.60	\$ 3,163.20	\$ 3,271.20
Human Rights Investigator	\$ 67,579.20	\$ 73,944.00	\$ 76,814.40	\$ 79,705.60	\$ 82,243.20	\$ 85,051.20
Senior Librarian						
Climate Action Coordinator						
Historic Preservation Planner						



PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1</b>						
Custodian - Government Buildings	\$ 19.93	\$ 22.35	\$ 23.04	\$ 23.88	\$ 24.60	\$ 25.47
Custodian - Library	\$ 1,594.40	\$ 1,788.00	\$ 1,843.20	\$ 1,910.40	\$ 1,968.00	\$ 2,037.60
	\$ 41,454.40	\$ 46,488.00	\$ 47,923.20	\$ 49,670.40	\$ 51,168.00	\$ 52,977.60
<b>2</b>						
Cashier - Parking	\$ 20.53	\$ 23.04	\$ 23.88	\$ 24.60	\$ 25.47	\$ 26.32
MW I - Parking	\$ 1,642.40	\$ 1,843.20	\$ 1,910.40	\$ 1,968.00	\$ 2,037.60	\$ 2,105.60
MW I - Transit	\$ 42,702.40	\$ 47,923.20	\$ 49,670.40	\$ 51,168.00	\$ 52,977.60	\$ 54,745.60
MW I - Library						
Animal Center Assistant						
Receptionist - Senior Center						
MW I - Pools						
Communications Aide						
Public Works Aide						
Housing Receptionist						
MW I - Transportation Services						
<b>3</b>						
Cashier - Revenue	\$ 21.24	\$ 23.88	\$ 24.60	\$ 25.47	\$ 26.32	\$ 27.23
MW I - Water Customer Service	\$ 1,699.20	\$ 1,910.40	\$ 1,968.00	\$ 2,037.60	\$ 2,105.60	\$ 2,178.40
Parking Enforcement Attendant	\$ 44,179.20	\$ 49,670.40	\$ 51,168.00	\$ 52,977.60	\$ 54,745.60	\$ 56,638.40
Scalehouse Operator						
Water Services Clerk						
MW I - Water Plant						
<b>4</b>						
Account Clerk - Accounting	\$ 21.96	\$ 24.60	\$ 25.47	\$ 26.32	\$ 27.23	\$ 28.27
MW I - Refuse	\$ 1,756.80	\$ 1,968.00	\$ 2,037.60	\$ 2,105.60	\$ 2,178.40	\$ 2,261.60
MW I - Streets	\$ 45,676.80	\$ 51,168.00	\$ 52,977.60	\$ 54,745.60	\$ 56,638.40	\$ 58,801.60
MW II - Cemetery						
Library Clerk						
Animal Care Technician						
MW I - Wastewater Treatment						
MW I - Athletic Fields						
MW I - Parks						
MW I - Forestry						
Communications Creative Assistant						
Recreation Assistant						
Development Services Assistant						
Animal Center Assistant II						
Purchasing Assistant						
<b>5</b>						
MW II - Parks	\$ 22.79	\$ 25.45	\$ 26.18	\$ 27.05	\$ 28.03	\$ 28.93
MW II - Transportation Services	\$ 1,823.20	\$ 2,036.00	\$ 2,094.40	\$ 2,164.00	\$ 2,242.40	\$ 2,314.40
MW II - Transit	\$ 47,403.20	\$ 52,936.00	\$ 54,454.40	\$ 56,264.00	\$ 58,302.40	\$ 60,174.40
MW II - CBD						
MW II - Forestry						
MW II - Library						
MW II - Government Buildings						
MW II - Horticulture						
MW II - Pools						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>6</b>						
Buyer I - Equipment	\$ 23.51	\$ 26.32	\$ 27.23	\$ 28.27	\$ 29.22	\$ 30.24
Community Service Officer	\$ 1,880.80	\$ 2,105.60	\$ 2,178.40	\$ 2,261.60	\$ 2,337.60	\$ 2,419.20
Library Assistant I	\$ 48,900.80	\$ 54,745.60	\$ 56,638.40	\$ 58,801.60	\$ 60,777.60	\$ 62,899.20
Mass Transit Operator						
Buyer I - Purchasing						
Police Records Technician						
CSO - Station Master						
Community Outreach Assistant						
CSO - Support Services Assistant						
<b>7</b>						
Library Assistant II	\$ 24.34	\$ 27.23	\$ 28.27	\$ 29.22	\$ 30.24	\$ 31.33
MW II - Refuse	\$ 1,947.20	\$ 2,178.40	\$ 2,261.60	\$ 2,337.60	\$ 2,419.20	\$ 2,506.40
MW II - Wastewater Treatment	\$ 50,627.20	\$ 56,638.40	\$ 58,801.60	\$ 60,777.60	\$ 62,899.20	\$ 65,166.40
Parts/Data Entry Clerk - Transit						
Program Assistant - Community Development						
Operations Assistant - Senior Center						
Senior Clerk/Typist - Wastewater						
Housing Assistant						
MW II - Water Distribution						
Animal Services Officer						
CSO - Evidence						
Signs & Pavement Markings Technician						
MW II - Water Service						
Customer Service Representative - Revenue						
Customer Service Representative - Transportation Services/Resource Management						
MW II - Eastside Recycling Center						
Senior Clerk/Typist - Streets						
<b>8</b>						
Laboratory Technician - Wastewater	\$ 25.08	\$ 28.27	\$ 29.22	\$ 30.24	\$ 31.33	\$ 32.48
Library Assistant III	\$ 2,006.40	\$ 2,261.60	\$ 2,337.60	\$ 2,419.20	\$ 2,506.40	\$ 2,598.40
MW III - Forestry	\$ 52,166.40	\$ 58,801.60	\$ 60,777.60	\$ 62,899.20	\$ 65,166.40	\$ 67,558.40
MW II - Streets						
MW III - Cemetery						
MW III - Parks						
Senior Accounts Payable Clerk						
MW III - Refuse						
Housing Inspector Assistant						
MW III - Water Service						
Parts/Inventory Clerk - Equipment						
Laboratory Technician - Water						
Media Production Assistant						
MW III - Government Buildings						
<b>9</b>						
Buyer II	\$ 25.89	\$ 28.93	\$ 29.95	\$ 30.99	\$ 32.06	\$ 33.22
Mechanic I - Equipment	\$ 2,071.20	\$ 2,314.40	\$ 2,396.00	\$ 2,479.20	\$ 2,564.80	\$ 2,657.60
Senior Engineering Technician	\$ 53,851.20	\$ 60,174.40	\$ 62,296.00	\$ 64,459.20	\$ 66,684.80	\$ 69,097.60
Senior Library Assistant						
Housing Program Assistant						
Communications Technician - Cable TV						
Landfill Operator						
Landfill Operator - Heavy Equipment						
Construction Inspector I						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>10</b>						
Housing Office Manager	\$ 26.62	\$ 29.78	\$ 30.77	\$ 31.79	\$ 32.91	\$ 34.05
Maintenance Operator - Wastewater	\$ 2,129.60	\$ 2,382.40	\$ 2,461.60	\$ 2,543.20	\$ 2,632.80	\$ 2,724.00
TPO - Wastewater Treatment	\$ 55,369.60	\$ 61,942.40	\$ 64,001.60	\$ 66,123.20	\$ 68,452.80	\$ 70,824.00
TPO - Water						
Maintenance Operator - Water						
Utility Billing Coordinator						
<b>11</b>						
MW III - Streets	\$ 28.36	\$ 31.33	\$ 32.48	\$ 33.80	\$ 35.00	\$ 36.32
MW III - Wastewater Collection	\$ 2,268.80	\$ 2,506.40	\$ 2,598.40	\$ 2,704.00	\$ 2,800.00	\$ 2,905.60
Mechanic II - Equipment	\$ 58,988.80	\$ 65,166.40	\$ 67,558.40	\$ 70,304.00	\$ 72,800.00	\$ 75,545.60
IT Support Specialist - Library						
Special Projects Inspector						
Mechanic II - Transit						
MW III - Lead Sweeper Operator						
Electrician - Traffic Engineering						
MW III - Water Distribution						
Electrician - Wastewater						
Library Public Relations Specialist						
Electronics Technician - Transportation Services						
Victim Services Coordinator						
<b>12</b>						
Construction Inspector II	\$ 29.71	\$ 32.45	\$ 33.58	\$ 34.82	\$ 36.09	\$ 37.26
Electronics Technician - Wastewater	\$ 2,376.80	\$ 2,596.00	\$ 2,686.40	\$ 2,785.60	\$ 2,887.20	\$ 2,980.80
Librarian I	\$ 61,796.80	\$ 67,496.00	\$ 69,846.40	\$ 72,425.60	\$ 75,067.20	\$ 77,500.80
Senior MW - Forestry						
Senior MW - Parks						
Senior MW - Turfgrass Specialist						
Building Inspector						
Recycling Coordinator						
Utilities Technician - Engineering						
Neighborhood Services & Code Enforcement Specialist						
Senior MW - Horticulture Specialist						
Water GIS Technician						
Storm Water Specialist						
Climate Action Engagement Specialist						
Senior Landfill Operator - Heavy Equipment						
Climate Action Analyst						
<b>13</b>						
Chemist	\$ 30.68	\$ 33.80	\$ 35.00	\$ 36.32	\$ 37.72	\$ 39.11
Development Regulation Specialist	\$ 2,454.40	\$ 2,704.00	\$ 2,800.00	\$ 2,905.60	\$ 3,017.60	\$ 3,128.80
Electronics Technician - Traffic Engineering	\$ 63,814.40	\$ 70,304.00	\$ 72,800.00	\$ 75,545.60	\$ 78,457.60	\$ 81,348.80
Family Self-Sufficiency Program Coordinator						
Librarian II						
Mechanic III - Equipment (DAY)						
Mechanic III - Equipment (EVE)						
Senior Accountant - Accounting						
Senior Accountant - Revenue						
Survey Party Chief						
Mechanic III - Transit						
Senior Accountant - Payroll						

PAYGRADE:	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>14</b>						
Program Specialist - Senior Center	\$ 31.81	\$ 35.00	\$ 36.32	\$ 37.72	\$ 39.11	\$ 40.36
Recreation Program Supervisor	\$ 2,544.80	\$ 2,800.00	\$ 2,905.60	\$ 3,017.60	\$ 3,128.80	\$ 3,228.80
Senior Construction Inspector	\$ 66,164.80	\$ 72,800.00	\$ 75,545.60	\$ 78,457.60	\$ 81,348.80	\$ 83,948.80
Senior MW - Streets						
Senior MW - Wastewater Plant						
Senior MW - Water Distribution						
Senior TPO - Wastewater						
Community Outreach Specialist - Senior Center						
Senior TPO - Water						
Network Database Specialist - Library						
Senior MW - Water Plant						
Customer Service Coordinator						
Senior MW - Parking & Transit						
Senior MW - Wastewater Collection						
Library Web Specialist						
Development Specialist - Senior Center						
Building Inspector II						
Media Production Specialist						
<b>15</b>						
Associate Planner	\$ 33.22	\$ 36.35	\$ 37.76	\$ 39.18	\$ 40.43	\$ 41.81
Civil Engineer	\$ 2,657.60	\$ 2,908.00	\$ 3,020.80	\$ 3,134.40	\$ 3,234.40	\$ 3,344.80
Human Rights Investigator	\$ 69,097.60	\$ 75,608.00	\$ 78,540.80	\$ 81,494.40	\$ 84,094.40	\$ 86,964.80
Senior Librarian						
Climate Action Coordinator						
Historic Preservation Planner						

## **806 Meeting Room and Lobby Use Policy**

### **Proposal:**

A routine, three-year review of the Meeting Room and Lobby Use Policy.

**Issues:** The purpose of the Meeting Room and Lobby Use Policy is to provide space for library programs and events to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural, and recreational events, and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas.

### **Staff Recommendations:**

1. Remove the line, "rooms are not available for private parties," from 806.2 to better reflect the purpose of the Policy to "fulfill the Library's role as a community center" and to preclude any practice which may make patrons feel scrutinized or require staff to evaluate the application of speech and purpose in Library spaces beyond the parameters set in this policy when confirming reservations.
2. Remove the line, "charges to recoup actual cost of food and material are acceptable on a case by case basis as authorized in advance by Library staff," from 806.8 to encourage equitable and consistent access to events held in Library spaces.
3. Remove 806.9 as "Use of the Lobby as a community collection location" is defined previously in 806.4 and mitigates the use of the Lobby as a space for solicitation for participation.
4. Add "**for 3 years**" to build transparency and precision into the public record information related in 806.11.
5. Add "by one hour" and remove "and may end up to 30 minutes after close" to the explanation of meeting room reservations set outside of the Library's operational hours in 806.13. These changes better reflect staffing availability to set and meet consistent expectations for services related to opening and closing Library spaces.
6. Add "no open flames are permitted in the building" to 806.14 to support community expectation and safety for the Library building, visitors, and staff.
7. Remove 806.17 as processing the use of "equipment, the piano, and the Control Room" are procedures which are already established in the room reservation form.
8. Replace "her/his" with "them" to provide more inclusive language.

**Action:** Review and adopt as recommended.

**Prepared by:** 806 Policy Review Committee, Beth Fischer, Frannie Owens, and Sam Helmick



## 806 Meeting Room and Lobby Use Policy

See also related policies: Discussion Rooms (810), Copyright (814), Policy for Library Programs (702), Confidentiality (802), Cable Television Channel Programming (703), Theft Defacement or Alteration of Library Materials and Resources (811), Alcohol (817), and Conduct in the Library (809). See also Code of Iowa City.

806.1 The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas.

806.2 Rooms are available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102 (18), a non-profit citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. **Rooms are not available for private parties.**

806.3 Organizers of City-wide, free cultural or civic events that appeal to a variety of ages are encouraged to use Library meeting rooms and may request exceptions to regular practice.

806.4 Use of the Lobby as a community collection location for donated materials distributed by agencies in Johnson County will be considered on a case-by-case basis. The organization must provide the collection receptacle. Limits will be placed on the size of the collection receptacle and amount of time items are collected. Security of the collected materials cannot be guaranteed.

806.5 Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.

806.6 There is no fee for the use of library meeting rooms. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that results from use (minimum charge: \$50).

806.7 Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local bookstore is permitted when the author is speaking at a Library-sponsored or co-sponsored event.

806.8 Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or ICPL Friends Foundation that benefit the Library. ~~Charges to recoup actual cost of food and materials are acceptable on a case by case basis as authorized in advance by Library staff.~~

~~806.9 Groups using Rooms B or C may move a table into the lobby area outside of Rooms B or C during their meeting. Lobby use may not impede the flow of people in and out of the building or to other meeting rooms.~~

806.~~409~~ The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

806.**10** Events scheduled in Meeting Room A or when A, B, and C are used in combination must be open to the public. Meetings scheduled in Meeting Rooms B, C, D, and E may be closed to the public.

806.**11** Meeting room reservation information is a public record and subject to public notice. Contact information for individuals reserving the rooms is required and will be visible on the Library website and other media **for 3 years.**

806.**12** Meeting rooms will be available for use during the hours the Library is open. If staffing permits and with prior arrangement, meetings in Rooms A, B, C, and D may begin before the Library opens **by one hour**, except on Sundays and holidays. ~~and may end up to 30 minutes after close, except on weekends and holidays~~ Meetings in Room E are limited to Library hours only.

806.**13** Simple refreshments may be served in the meeting rooms. Preparing food in the meeting rooms is not permitted. **No open flames are permitted in the building.** Groups are responsible for clean-up and extraordinary debris removal.

806.14 Meeting room users must follow all applicable City ordinances and codes. Alcohol is prohibited in all meetings rooms except as outlined in Library Policy 817-Alcohol in the Library.

806.15 The Library Board of Trustees or the City of Iowa City are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or lobby.

~~806.17 Users of equipment, the piano, or the Control Room must reserve equipment in advance and provide valid identification and sign a statement of responsibility.~~

806.16 Library programs and events take priority over non-library bookings, but advance reservations will not be cancelled without prior notification of at least eight weeks.

806.17 This policy shall be administered by the Library Director, or ~~her/his~~ **their** designee, who is authorized to adopt rules to implement it. An exception may be granted depending on room availability and staff resources.

Revised: March, 1984  
Revised: September, 1986  
Revised: October, 1989  
Revised: March, 1991  
Revised: May, 1991  
Revised: February, 1996  
Revised: December, 1998  
Revised: January 2002  
Revised: August 2002  
Revised: September 2002  
Revised: April 2004  
Revised: April 2007  
Revised: April 2010  
Revised: April 2013  
Revised: April 28, 2016  
Revised: May 24, 2018  
**Revised: May 27, 2021**



## **809 Library Use Policy**

**Proposal:** Routine, three-year review of the Library Use Policy to be postponed until June 24 meeting.

A review Committee has been assembled and has met to begin reviewing the Library Use Policy. We would like to postpone a review of Library Use Policy updates until we have had more time to review existing staff input.

Committee progress so far:

We have written up and discussed the historical timeline of the Policy changes that have happened since 2001 based on Board Meeting minutes and past Committee notes. Committee members have met and begun a review of the current language and are surveying other respected Public Library systems policies to compare and contrast. We are investigating language used in school districts (including ICCSD) based around the concept of PBIS (Positive Behavior Intervention System) to see if this is warranted for inclusion in the policy itself or in any procedures that might need to be formed based on new policy decisions.

This year's Staff Inservice Day (Feb. 26, 2021) spent a morning and afternoon session dedicated to brainstorming on aspects of this policy and we have extensive notes of staff feedback that we need to further digest and potentially integrate into policy alterations.

**Prepared by:** Jason Paulios, Adult Services Coordinator, May 18, 2021.

**Review Committee:** Paul Bethke (Children's, Collection Services), Becky Dannenberg (Community & Access, Adult Services), Victoria Fernandez (Adult Services), Sam Helmick (Community & Access), Jason Paulios (Adult Services), Amanda Ray (Adult Services), Anne Wilmoth (Children's, Collection Services).

# Fines and Fees: Status Check and Next Steps

## Context

In June of 2019, Iowa City Public Library stopped charging overdue fines on materials in the Children's and Teen collections. This was a significant step in the Library's efforts to both lead and contribute to DEI initiatives and reduce barriers to library services. Like many libraries across the country, we were proud to make a change that allows greater access to our materials.

We had the opportunity to collect some good data from the first six months of going fine free, and crafted a report showing the positive impacts on the community. That full report is attached. When COVID-19 became a public health concern in Johnson County, we were able to quickly discern that the community would benefit from suspending overdue fines on all materials, which we executed with Board support. The current extension is active through June 30, 2021.

COVID-19 caused upheaval in literally every workflow we have at the Library, and one of its most significant impacts was on the standard data collection processes we have in place. Due to these complications, we have very limited hard data to compare between pre-COVID and during-COVID. Specifically, both traditional circulation models and their data indicators (which we routinely track) were suspended in response to the pandemic.

That said, the pandemic provided the motivation and opportunity to fast-track implementing a fine free model throughout the entire collection. The combination of an accelerated implementation and very limited data puts us in an interesting position. While we cannot quantitatively prove the positive impacts of extending the fine free model across all collections, we know that patrons and staff support maintaining current practices, and that the financial impacts of COVID-19 in Iowa City are far from over.

As a reminder, removing overdue fines does not include sunsetting replacement fees. These terms mean different things. An overdue fine is charged when items are returned after due date. The Iowa City Public Library charges 25 cents per day, per item with the exception of Express DVDs (\$1 per day) and circulating equipment (\$1 to \$5 per day depending on the value of the item). A replacement fee is a one-time fee when materials are not returned or if they are returned with damage. The replacement fee is the cost of the item plus a processing charge. The Library will continue to charge a replacement fee for materials damaged or not returned by patrons.

## Changes in Patron Expectations and Use of Collections

The COVID-19 closure changed the way many of our users access materials. We saw a significant and swift increase in the circulation of e-books and e-audio titles for all ages and an initial decline in circulation print materials, CDs, and DVDs. Our selectors responded to this increased use by purchasing more titles and more copies of in-demand materials in digital formats.

As we have worked with the community through curbside pickup, mailing, lobby grab and go, and now self-service hold access, we are seeing a rise in the number of print materials circulating, but we have not yet returned to our pre-COVID numbers.

## Available Data/Big Questions

Three questions come up frequently when considering expanding to a fully fine-free model: How much revenue will we lose, will we lose more items to theft without an incentive to return them, and will people keep items out for longer periods if there is no penalty? I'll attempt to answer these queries with available information.

1. How much revenue will we lose?

This is a tricky question even without COVID. We know not every dollar “owed” to the Library is paid, and we spend a lot of staff time dealing with fines and fees, both for inhouse patrons and those who use our At Home and Jail services.

The easiest way to look at this is to share a snapshot of outstanding fines and fees.

**Outstanding Fines and Fees**

Outstanding Fines and Fees	Fines	Fees
Less than 5 years old	\$93,175.00	\$183,218.25
5 to 10 years old	\$78,828.65	\$124,530.25
Total	\$172,003.65	\$307,748.50

March 1, 2020 to present \$0 in Fines and \$41,232.00 in Fees

2. Are we losing more items than before we went fine free in Children’s and YA?

Children and YA from June 1, 2018 to March 1, 2019 had 2,144 items marked as Lost or Replacement. From June 1, 2019 to March 1, 2020 had 3,531 items marked as Lost or Replacement.

Adult from December 1, 2019 to March 1, 2020 had 1,055 items marked as Lost or Replacement. From December 1, 2020 to March 1, 2021 had 1,950 items marked as Lost or Replacement.

It was difficult to find similar date ranges from before and after Children’s materials going fine free because of COVID. We used a 9 month range to obtain the best samples to compare. We did not start billing until December of 2020 so the Adult collections are based on an even smaller 3 month range.

3. Are people keeping items out longer when they don’t have to pay a fine?

**Average Days Borrowed**

	June 1, 2018 to March 1, 2019	June 1, 2019 to March 1, 2020
Children’s 3 week items	23.64 (646 items)	34.65 (13,423 items)
Children’s 7 day items	7.14 (7 items)	19.88 (778 items)
YA 3 week items	22 (11 items)	35.22 (1,513 items)
YA 7 day items	No data	21.50 (2 items)

	June 3, 2019 to March 1, 2020	June 3, 2020 to March 1, 2021
Adult 3 week items	33.97 (30,911 items)	33.22 (27,152 items)
Adult 7 day items	9.48 (1,552 items)	14.54 (3,725 items)

The parentheses contain the number of items with usable data for calculating the averages. The older the data the fewer items that still had the necessary data.

### **Comments about Fine Suspension**

Not surprisingly, many patrons have commented about how much they appreciate the suspension of fines on adult materials. Early on, a curbside pickup user contacted me to share that she worked as a beautician, and COVID restrictions had cut her income by more than 80%. “As a person used to buying what I need when I want to, I am now trying to account for every cent I spend. Knowing I can check out a book and not be charged a fine if it’s late by a day or two helps more than you could know.”

A lobby grab and go patron commented, “I am only running errands when I absolutely have to, to reduce my exposure. I love to take home a giant stack of mysteries and bring them back next time I’m out, and I won’t have to bother with paying a fine online to keep my card in good standing.”

The majority of staff also support a complete fine free model; it decreases unpleasant conversations at service desks, allows more people access to library cards and services, compliments our strategic initiatives around DEI, and saves time for other library work, including processing, programming, outreach, and customer service.

As we “come back” from the COVID-19 closure, we will need to work hard to maintain our reputation as a customer-focused community resource, open to all, focused on broadening access to an equitable basis. Continuing on with fine free service for all collections would be a great way to welcome people back into their pre-COVID library routines.

### **Next Steps**

Moving forward, we have some difficult decisions to make. If the Board supports the concept of continuing a fine free model that includes all materials, but would like more data to support this decision, we could reinstate fines on adult materials on July 1 and intentionally gather the data needed to support Trustees in making an informed, confident decision. While it will still be impacted by COVID use changes, six months or a year of clean(er) data could be collected and reported mid-year or at the end of FY22.

Alternately, we could go to City Administration and City Council and explain that we hadn’t anticipated the process looking like it did, but we’re now a year into being completely fine free, and we don’t think it’s fair to reinstate fines without at least asking if our stakeholders would support us in making the change permanent and allow us to stop collecting fines from adult materials. Even without the data we want to show, we know a fine free model reduces barriers to library use, supports the DEI work being done at the Library and in the City, and reflects a significant trend in public library service. For all the hardship COVID-19 caused in our community, maintaining our fully fine-free model could be a positive outcome for many ICPL patrons.

I look forward to hearing Trustees’ thoughts about how to proceed.

## Six Month Update on Impacts of Fine Free Children's and Teen Materials

In June 2019, ICPL stopped charging fines on overdue materials from the Children's and Teen collections. Research showed that Iowa City youth from low income areas were disproportionately affected by library fines, and since we know that access to reading material and library services contributes to academic, social, and professional success for children, teens, and adults, ending the practice of collecting overdue fines was a natural extension of our work focused on equity and inclusion. This decision was supported by data shared by libraries across the country that have moved away from fine collection; overall trends indicate that fines do not have the punitive/educational effect that was once believed and removing the overdue fine infrastructure allowed previously banned patrons to access library services again.

What are the impacts of our fine free policy after six months?

### **The number of blocked cards held by children and teens decreased by 57.6%.**

On April 17, 2018, we took a snapshot of the number of blocked cards held by patrons who are under the age of 18. Cards are blocked when a patron owes more than \$10 in fines or fees. Two thousand and thirty-one children and teens held cards that were blocked from using the library. When we reran this number of December 9, 2019, this number dropped to 862. If you look at cards blocked by late fines alone, the number dropped 80.1%. A significant number of children and teens are able to use their Iowa City Public Library card this month than before our fine free policy.

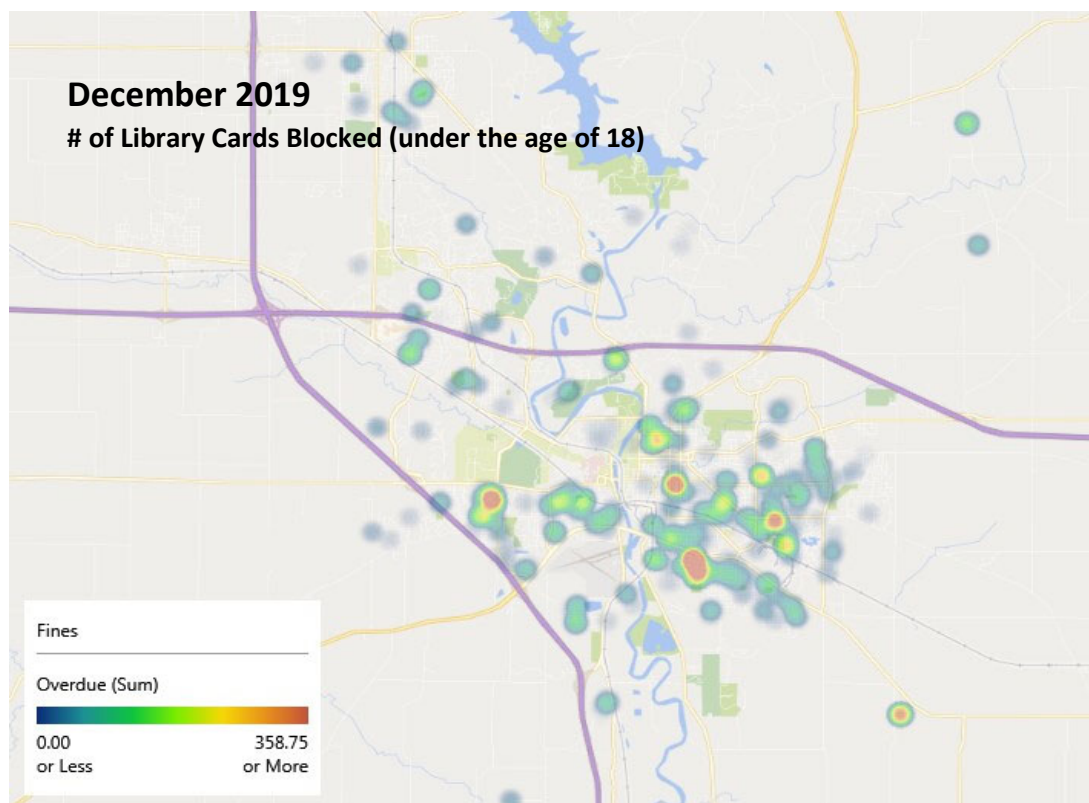
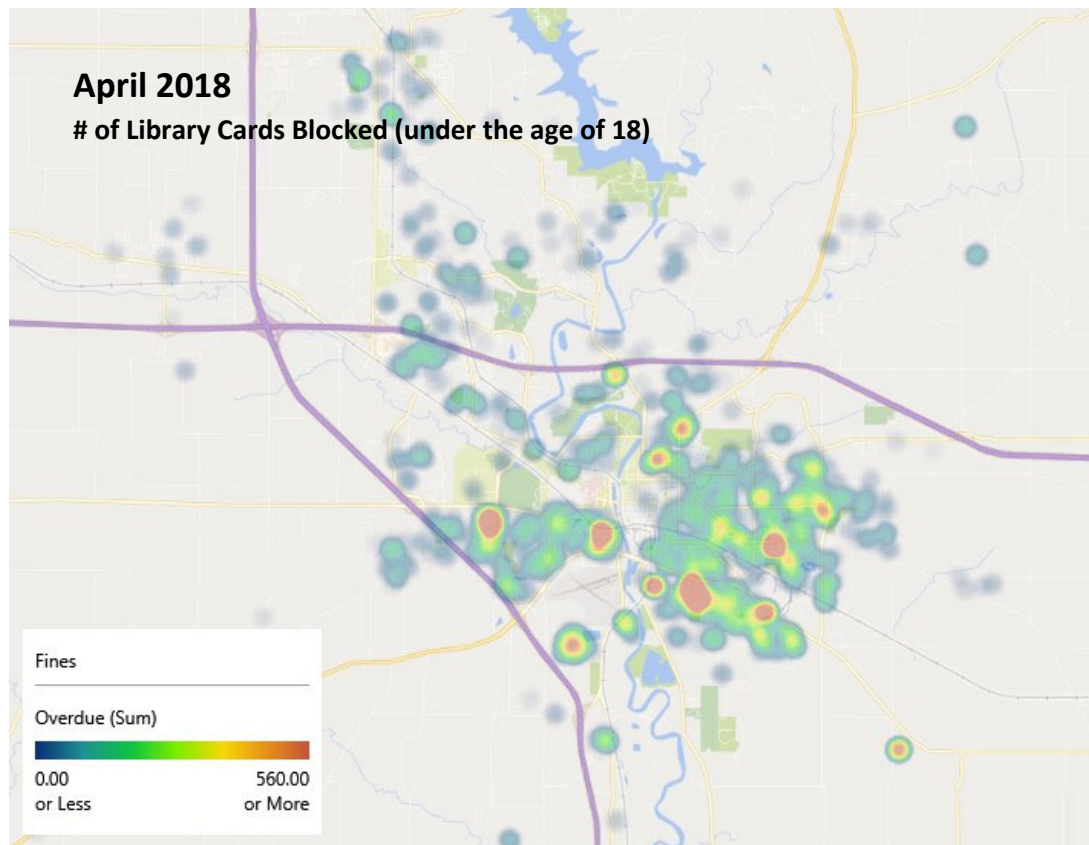
However, there are still blocked cards. The patron may have checked out materials from the adult collection, which still carry late fines. Late fines are tied to the collection, not the card. The second reason a card may be blocked is due to a replacement fee. The Library charges a one-time replacement fee when materials are not returned or if they are returned with damage. To kick-off our fine free policy and the 2019 Summer Reading Program, we automatically waived up to \$50 of fines and replacement fees on all accounts for people 18 and younger.

### **Under-18 active cardholders with blocked cards**

<b>Blocked due to:</b>	<b>April 2018</b>	<b>December 2019</b>	<b>Percent Change</b>
Both Late Fines and Replacement Fees	2031	862	-57.6%
Just Late Fines	1128	224	-80.1%

### **Our Library is now more accessible to children and teens throughout our community.**

The snapshot of blocked cards from April 2018 was visually represented by a heat map (available on the following page), pinpointing the addresses of patrons under 18. The heat map showed that there were areas of our community that disproportionately felt the impact of fines. The second map is one showing data from December 2019. The new map shows far less concentrated areas (red spots) and many areas in Iowa City are no longer showing blocked cards.



**We are just beginning to assess the impact of fines free on the number of items that are long overdue.**

Every month we run a list of items that have been out for more than six months. Selectors use this list to make decisions about replacing missing and lost materials. The January list is the first time we are seeing items checked out and due in June 2019, the first month of the fines free policy. While we did not see any significant increases this month, this is an isolated comparison and does not reveal much information. As we add additional data, we will continue to track trends in long overdue materials.

Collection	January 2019	January 2020	Change
Children's Materials	33	65	32 more items
Teen Materials	26	11	15 fewer items

**The fines-free policy did not impact availability in the children's and young adult collections.**

Percent checked out is an indicator of collection availability. The higher the number, the more items are out with patrons; if the number is lower it means more items are sitting on our shelves. From our percent checked out reports, there is no significant difference between the months we collected fines and the months we did not. In some cases, like young adult fiction and picture books, the differences are within a percentage point. In some months, there are more items on the shelves this year than last, the major exception being children's comics, which is a collection growing in popularity.

**Average Percent Checked Out by Collection**

(Data from June 2018 to December 2019)

Collection	Before Fines Free	During Fines Free
Young Adult Fiction	20.2%	18.9%
jFiction	21.3%	19.3%
jComics	39.9%	44.2%
jEasy (picture books)	19.1%	19.5%
jNonfiction	14.5%	15.6%
jDVD	32.4%	31.6%

**Are more libraries regionally and nationally adopting a fines-free policy?**

In Johnson County and the counties surrounding it (Benton, Cedar, Muscatine, Louisa, Iowa, and Linn), there are 47 public libraries. Currently, 25 (53%) of these libraries are completely fine free, 2 (4.25%) of these libraries are partially fine free, and 5 (10.6%) of these libraries are discussing going fine free. 11 (23.4%) of these regional libraries are not fine free and do not have plans to end fines for overdue materials at this time. 4 (8.5%) libraries did not respond to our inquiries.

At a national level, we can compare to a list of libraries in similar communities: Westerville Public Library (OH), Evanston Public Library (IL), Boulder Public Library (CO), Ann Arbor District Library (MI), and Bloomington Public Library (IL). Of these similar libraries, 2 (40%) are fine free on all collections, 1 (20%) is discussing going fine free, and 2 (40%) are not fine free and do not have plans to change in the near future.

**Nearly all of the feedback we have received from staff and patrons about going fine free for Children's and Teen materials has been positive.**

Staff have shared how much of an impact the change has had on routine patron interactions, and how some patrons articulate their readiness for us to move forward with eliminating all fines.

*I have honestly heard nothing but praise for the switch to fine free; on multiple occasions I have been able to relieve worried parents that they didn't have to pay for materials that were brought back late – makes it less stressful at the desk when you don't have to talk about money owed, too. When I mention fine free while issuing a new library card, patrons are thrilled, they reference other libraries in their hometowns that have done the same, and comment on how much of a help it is.*

*I will say that I have heard some comments about adult materials still having fines, mostly when will fine free will happen for adult collections – for example, the half in, half out approach is challenging to explain to a patron when they check out all of the materials in their household on one card... I think people are quite appreciative, but when they also mention all of the libraries in the news that have gone completely fine free and question/comment on why we have not, it seems like they are waiting for us to take it further.*

*A patron (mom with young kids) told me once that as her family went around the dinner table the night she heard about our change, each family member sharing that day's "high" and "low" as is their custom, her "high" that day was our announcement of doing away with children's late fines. She was so happy and grateful! Still almost every time I tell a patron in the course of work at the desk we no longer charge late fines on children's materials, they always react with happy surprise - every time.*

Patrons have made it clear that the shift allows them to access more materials with less stress and worry.

*It's much less stressful when one of my kids manages to lose a library book (usually by camouflaging them on our bookshelves with the children's books that we own). Instead of worrying about how many fines we might rack up, we just look for the book until we find it-- which usually happens just as quickly, but with fewer tears. So it's definitely improved our quality of life!*

*I work in a junior high. At the beginning of the past 3 summers I have been in the library with my own kids. And each June, I have been approached by a junior high student that I know who ends up asking me to help pay their fine because their family is unable to do so. I always pay it because it's a long summer without access to check out their favorite things. I know that many kids stopped coming because of a fine as small as \$15, that was creating a huge barrier. Thank you!!*

*I love no longer limiting how many books my daughters can get at a time because I'm afraid of the fines if we're a day or two late returning them.*

*Very cool. Kids aren't very organized and mine don't always have access to transportation*



*My kids, who already read a ton, are reading more! And they are reading a wider selection of literature!*

*My mom and I were scared of libraries back in my day because of fines 🙄*

*Holy moly, thank you for the forgiven fines on children's materials. This has saved us many times this fall/winter alone! Again, because autism is unpredictable and getting to the library can be tricky for [my son] and I, being able to have a little flexibility with returning books, movies, etc. makes everything much more accessible.*

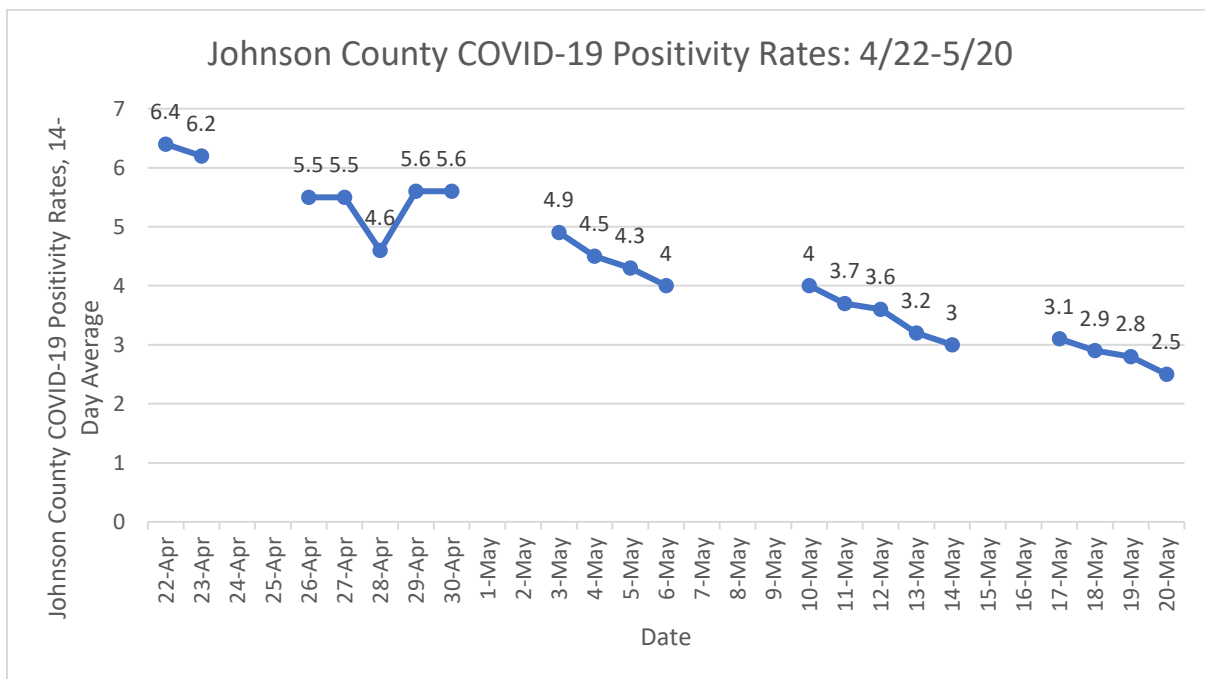
One response to removing fines really captured the reason for the change:

*We started going back to the library again!*

## COVID-19 Positivity Rates, Phase Transitions, and Mask Mandate Changes

Since the beginning of known community transmission of COVID-19 in Iowa City, we have been closely monitoring the positivity rates in Johnson County and using this as a central part of our Reopening Guidelines to decide when to move from one Phase to the next.

At the April meeting, a Trustee asked to see the changes in positivity rates as part of this month's packet. The chart below provides the daily rates from April 22 through May 20.



Source: <https://coronavirus.iowa.gov/pages/case-counts>

For the first time since we implemented the Reopening Guidelines, in the past several weeks we have really leaned into the benchmarks other than the positivity rate. Using just the positivity rate, we could have transitioned into Phase 4 at the end of April, but we knew there were other significant projects we needed to complete before making that change, including communicating plans to bring all staff back into the building, preparing our spaces for additional staff, and assessing any flexible work arrangement requests. I am very glad we committed this time to preparing for and managing the shift back into the building and did not push forward with a Phase change at the same time. We began Phase 4 on 5/19.

Similarly, we have hit the 2.5% positivity rate as of 5/20, which is the threshold between Phase 4 and Phase 5. Since we delayed transitioning into Phase 4, we will move

forward carefully, ensuring all staff and spaces are ready to shift into Phase 5 before we select a date. At this point, the Leadership Team is working on a plan that breaks down the “fully open” concept of Phase 5 into distinct services areas, which will allow us to expand services in a way that minimizes staff stress and makes sense for the community.

Many library staff members were surprised by the change in CDC guidance related to masks released last week (attached) and disappointed to see the Iowa City mask mandate dropped earlier than its scheduled end date of May 31 (press release and Mayor’s Orders attached).

Losing the local mask mandate has proven to make our internal mask requirements harder to enforce. Several patrons have reached out to me to express their expectation that the Library will no longer require masks. Multiple people specifically stated their belief that it is now illegal to require patrons to mask inside the Library because of HF847 (which states [for cities]: “A city shall not adopt an ordinance, motion, resolution, or amendment, or use any other means, that requires the owner of real property to implement a policy relating to the use of facial coverings that is more stringent than a policy imposed by the state.”), but Eric Goers, Assistant City Attorney, believes we are still able to require masks as we see fit.

Geoff Fruin, City Manager, has communicated his expectation that City staff continue to mask in most workplace environments and uphold our masking expectations from the public through July 1. If the past two days were an indication of how library patrons will react to these expectations, we will need to make a difficult decision related to either modifying our mask approach for patrons (shifting from “required” to “strongly recommended,” or similar) or coming up with an effective way to get patrons to fully mask without creating undue stress for frontline staff.

There have been many conversations about how to best respond to changing mask requirements in local, regional, and national library groups over the past few days. The majority of larger Iowa libraries seem to be relaxing their mask requirements—going from required to recommended—and many smaller libraries are doing the same thing. Some communities have told their libraries that they do not have a choice and mandated this change, other libraries are making the change proactively.

At this point, I believe we should continue to require masks on patrons age two and above, but closely monitor the number and tone of comments we get from the community. If the burden of defending this choice gets to be too much for staff, I am prepared to advocate for a change in this practice.

I look forward to discussing options with the Board and hearing Trustees’ thoughts about the recent changes in mask mandates.

[COVID-19 & VACCINATIONS](#)[CITY GOVERNMENT](#)[SERVICES](#)[PAYMENT](#)[NEWS & MEDIA](#)[CALENDAR](#)[REPORT A CONCERN](#)[CLIMATE ACTION](#)

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## City revises local mask mandate to align with CDC guidance

Mayor Bruce Teague has lifted the local mask mandate, but stresses that those who are not vaccinated from COVID-19 should continue to wear masks in public and adhere to social distancing recommendations.

Lifting of the local mandate comes after [the latest CDC guidance](#) announcing that those vaccinated do not need to wear masks when out in public.

Currently, people are considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen).

Those who feel they should continue wearing masks are urged to keep doing so.

Residents should respect the policies of businesses, hospitals and medical facilities, and events that may require mask-wearing. The individual choices of residents to wear masks should also be respected, as many Iowa City residents wore masks in public before the City's mask mandate.

Read the Mayor's Order [rescinding the mask mandate on our website](#).

### CDC information

The latest CDC guidance [includes a series of recommendations](#), including:

- Indoor and outdoor activities pose minimal risk to fully vaccinated people.

Select Language 

- Fully vaccinated people have a reduced risk of transmitting SARS-CoV-2 to unvaccinated people.
- Fully vaccinated people should still get tested if experiencing [COVID-19 symptoms](#).
- Fully vaccinated people should not visit private or public settings if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).
- Fully vaccinated people should continue to follow any applicable federal, state, local, tribal, or territorial laws, rules, and regulations.

## K-12 facilities, events

[According to the Iowa Department of Public Health](#), about 50% of Johnson County residents are fully vaccinated. The largest population not yet vaccinated includes children and teens below the age of 16.

Due to a COVID-19 vaccine recently becoming available to those in the 12 to 16 year age group, [the CDC and the City recommend](#) that all facilities and events featuring a large K-12 audience should maintain their current mask-wearing and social distancing practices.

## Transit

The CDC and Federal government [still require that masks be worn on public transportation](#), including Iowa City-area buses. Those using City buses should continue to wear masks and maintain social distance when on the bus.

The City will continue to monitor local and national developments pertaining to COVID-19, and will rely on guidance from State and County public health officials and the CDC regarding face masks, social distancing, and other safety measures.

For more City COVID-19 information, please visit [icgov.org/Coronavirus](https://www.icgov.org/Coronavirus). If you have yet to obtain a COVID-19 vaccination, please call 211 for information on when and where a vaccination is available.

### Date of publication

Tuesday, May 18, 2021

### Contact

[Geoff Fruin](#)  
City Manager

Select Language 3 ▼

**MAYOR'S ORDER**  
**RE:**  
**FACE COVERINGS**  
**(RESCINDED MAY 18, 2021)**

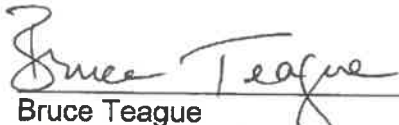
Whereas, on January 11, 2021, I extended my order requiring face coverings in certain settings to address community spread of COVID-19 until May 31, 2021 unless otherwise rescinded earlier; and

Whereas, on May 13, 2021, the Centers for Disease Control and Prevention (CDC) issued new guidance on face coverings as people resume pre-pandemic activities.

I hereby ORDER effective immediately that my January 11, 2021 Mayor's Order re: Face Coverings is rescinded in its entirety.

Issued this 18th day of May 2021.

By:

  
\_\_\_\_\_  
Bruce Teague  
Mayor, City of Iowa City of Iowa City

Attest:

  
\_\_\_\_\_  
Kellie K. Fruehling  
City Clerk

2021 MAY 18 PM 3:47  
CITY CLERK  
IOWA CITY, IOWA

FILED

Graphics provided floor plans to work options on.

Can do panel style and have 10 smaller tables to use also.

Issues Identified:

Screen visibility & Echo

Hybrid model lends to feedback – Zoom on big screen and too many mics

Lack of mics to accommodate all

Maximum Capacity with requirements are Board Members and Admin; Leadership Team, and 14 Public Attendees.

Brent

Have 4-6 Lavalier mics

Have 8 Table mics

Have 1 Manual mic

Cameras – would need City or Library AV Specialist scheduled to run the control room.

Recommendation:

Open Meetings on a phased approach:

Phase 1

Admin Staff and Board Members meet in-person (ABC combined) – with panel tables running east and west for Board Members (4 and 4 table mics). Admin Staff (2) with panel table on south side and 2 lavaliers. Leadership, Staff, and Public would continue to participate via Zoom.

Phase 2

Admin Staff, Leadership Staff, and Board Members meet in-person (ABC combined) – with panel tables running east and west for Board Members (4 and 4 table mics). Leadership/Admin Staff with panel table on south side and 6 lavaliers. Staff and Public would continue to participate via Zoom.

Phase 3

Admin Staff, Leadership Staff, and Board Members meet in-person (ABC combined) – with panel tables running east and west for Board Members (4 and 4 table mics). Leadership/Admin Staff with panel table on south side and 6 lavaliers. Staff and Public would continue to participate via Zoom or use Meeting and Board Rooms.

Phase 4

Admin Staff, Leadership Staff, and Board Members meet in-person (ABC combined) – with panel tables running west and east; Board Members (4 table mics) and Leadership/Admin Staff (4 table mics). Staff and Public would be able to attend south side (lavaliers/manual mic if needed), with a maximum capacity of 14 individuals. Overflow of to Meeting Room D and/or Boardroom and via Zoom.

**MEETING  
ROOM  
D**

**MEETING ROOM A**

**MEETING  
ROOM  
C**

**MEETING  
ROOM  
B**



**LOBBY**

**ENTER**



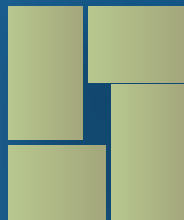
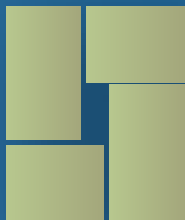
**BOARD  
ROOM**

**BUSINESS  
OFFICE**

**DEVELOPMENT  
OFFICE**



**PUBLIC COMPUTERS**











WORK  
STATION  
#20







# **Director's Report: May 2021**

## **Returning to Work in the Building**

As we discussed last month, staff are transitioning back to working in the building. This process has gone relatively smoothly, and it is a joy to see more staff in our shared workspaces. As expected, recentralizing our work location allows departments to work together more organically, and Coordinators are more easily able to engage in meaningful communication with their work units. It is exciting to be able to (carefully) speak with workmates in person after a long year of virtual meetings. I know coming back to the building was stressful for some staff members, and I am very impressed with the way the change was handled. Parts of the planning felt complex and bumpy, but the actual transition has felt positive.

## **Special Election Satellite Voting**

The Library will serve as a satellite voting location for the June 8<sup>th</sup> Special Election for County Supervisor. Our building will be an active voting location from 10.00am-4.00pm on Saturday, June 5, and from 12.00pm-5.00pm on Sunday, June 6. Both days, voting will take place in Meeting Room A. We will be prepared to work with election officials to minimize crowding and lines in the Library lobby, but have not have significant issues in the past.

## **Changes in City Administration**

Ashley Monroe, Deputy City Manager, is leaving her position with the City on June 9 to move closer to family in Illinois. Ashley has been a consistent ICPL supporter and effective liaison between the Library and City administration during my tenure here. I look forward to introducing the next Deputy City Manager to all things ICPL and working with them on City/Library projects and initiatives. Rachel Kilburg is the new Library/City liaison and she is great to work with, as well.

## **New Trustees Appointed to the Library Board**

Three new Trustees have been appointed to the Library Board. Noa Kim, Dan Stevenson, and Daniel Keranen were appointed at the 5/18 Council meeting for regular six-year terms. I celebrate the choices made by Council and am pleased with the skills and experience the new Trustees will bring to the table; I believe these individuals will enhance an already-strong Board and help us make decisions that will serve and delight all Iowa City residents. (I'll save my meaningful good-byes to the outgoing Trustees for the June meeting, but believe me, they're coming.)

**Ped Mall Playground Updates**

Angie Pilkington and I are serving on the Ped Mall Playground Committee, and we have been participating in meetings and conversations with the playground designers, Parks and Rec staff, and a number of other downtown liaisons for several weeks to discuss options for the new Ped Mall playground. An updated rendering of the play structure has been created, and I am pleased to share it with you. It has been fun to be part of the workgroup for this project and I am really looking forward to seeing this plan come to life. Many children associate the Ped Mall Playground with the Library and it will be such a pleasure to see enhanced play options for our littlest downtown visitors. Demo is scheduled to start in late August or early September.

Respectfully submitted,

Elsworth Carman



# PLAN LEGEND

- 1 Play Tower
- 2 Obstacle Play Equipment
- 3 Shade Structure
- 4 Book/Literary Display
- 5 Play Spinner
- 6 Bonded Rubber Mulch Play
- 7 Interactive + Sensory Panel
- 8 Bench Seating
- 9 Book Play Sculpture



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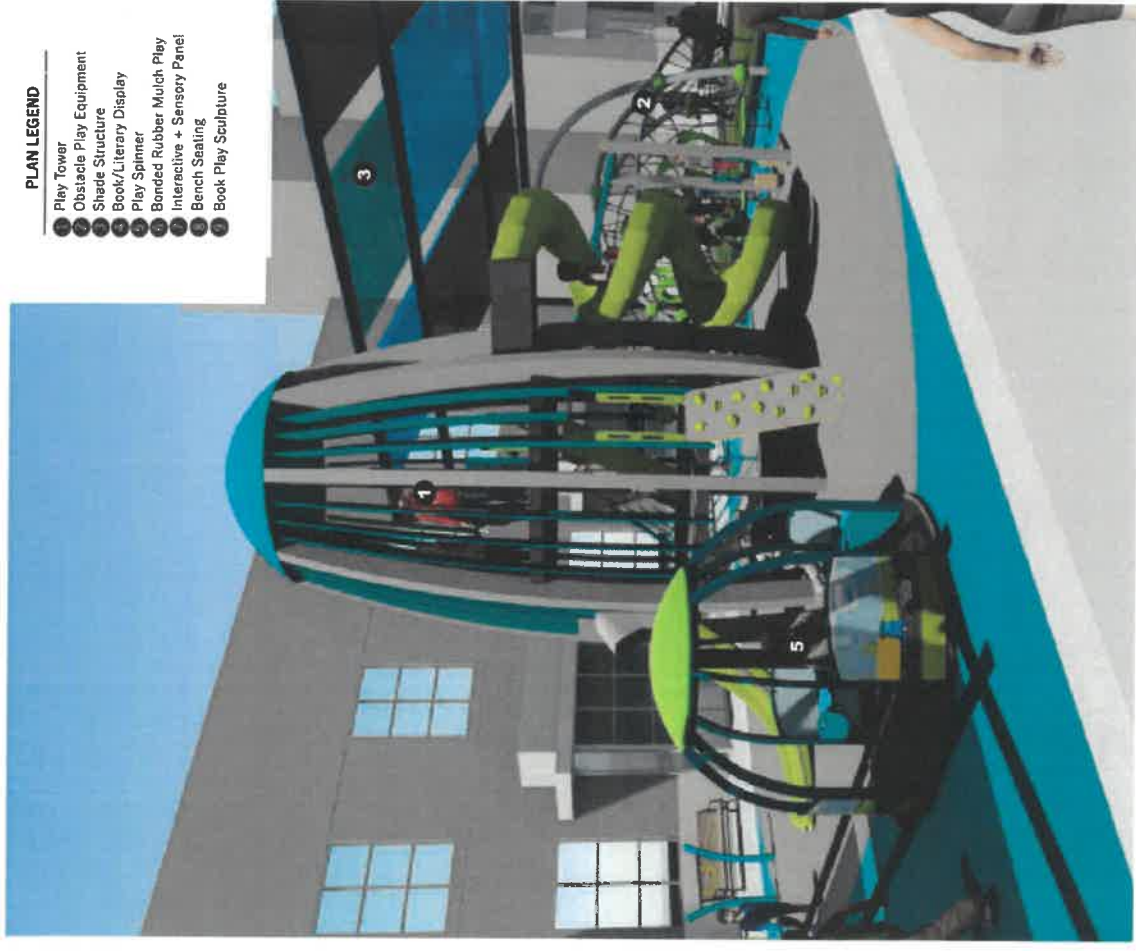
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View Looking NE

**PLAN LEGEND**

- 1 Play Tower
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- 8 Bench Seating
- 9 Book Play Sculpture



View Looking SE



View Looking SE

# Iowa City Downtown Playground

05/07/2021

CONFLUENCE



## Adult Services Department Report

Prepared for the May 27, 2021 Meeting of the Iowa City Public Library Board of Trustees  
Jason Paulios, Adult Services Coordinator

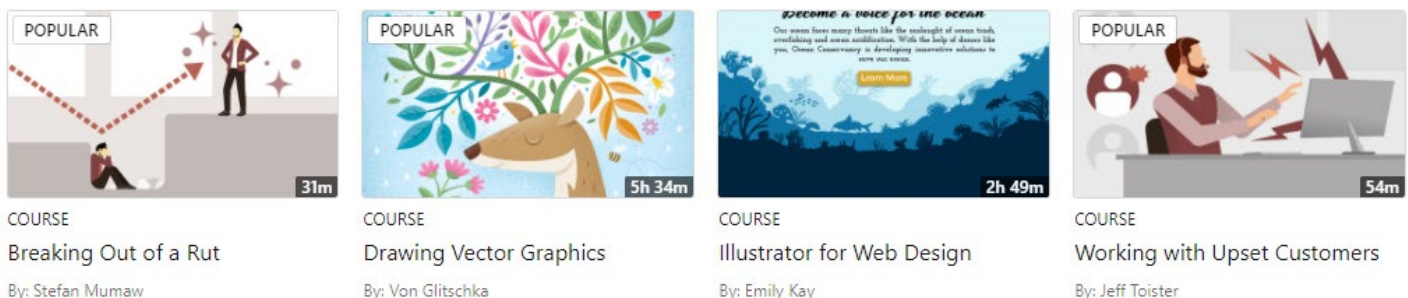
### Summer Reading Program(ming)

The Summer Reading Program guides are out and we look forward to the launch of the Summer Reading Program in person this year! The guide seems thicker than ever with pages full of programs and classes for teens and adults. Victoria, our Teen Services Librarian, will get to experience her first SRP here and will be interviewing candidates for the Graduate Program Teen Intern soon to help her with teen events throughout the summer. Beth will be continuing the popular Let's Talk Books meetups on Tuesdays as well as the Eco Book and Film discussions. Stacey has another slate of technology classes lined up, this time related to library apps and online resources, computer games, and online privacy.

### More new Online Resources offerings – The Wall Street Journal (WSJ.com) & LinkedIn Learning

Over the last year I've learned much about the intricacies of database subscription pricing and patron utilization of our existing offerings. With increased funding this fiscal year and reorganization of prior subscription packages we've been able to add four exciting new services. Joining the previously added resources, Creativebug (video craft tutorials) and WashingtonPost.com, we will begin access in June to **LinkedIn Learning** and **The Wall Street Journal (WSJ.com)**.

Adding Microsoft's **LinkedIn Learning** (formerly Lynda.com) has long been a goal of ours to help supplement our in-house classes for adults. They offer over 8,500 courses with 40-60 new or refreshed videos added every week. Users can choose to navigate the site in seven different languages and videos are offered in other languages or translated (dubbed and subtitles). Users can search by skill, subject, or software and browse by one of three general topics: **business** (ex. project management, entrepreneurship), **creative** (ex. graphic design, photography), or **technology** (ex. software and web development).



*Examples of popular LinkedIn Learning courses*

In 2019 LinkedIn Learning attempted to institute a change in their product for libraries where patrons would need to create a LinkedIn profile in order to access videos. This was highly controversial and led to the American Library Association strongly advocating for change in their terms of service. In 2020 they altered their plans and now users are able to sign on with just a library card number and PIN.

## THE WALL STREET JOURNAL.

- Access The Wall Street Journal from anywhere
- Simply click **here** to create your account
- Your access will be available for the next 3 days
- At the conclusion of the 3 day period, you may click the above link again
- Log-in as an existing user with the same username and password you originally created



After the success of the library's earlier offering of NewYorkTimes.com access we expanded to include the WashingtonPost.com in March and will soon offer **The Wall Street Journal** (wsj.com) in June. Our current ProQuest newspaper subscription database contains full text article searching from 1984 to present and is the most popular of the five major dailies in that package. The ProQuest resource is useful for finding past articles, especially those from 1984-1998 (dates not included in the wsj.com) but less so as a browsable virtual newspaper which is how the majority of patrons would prefer to interact with the information. The wsj.com version will require creating an account with the website and by clicking our link it provides a 3-day online subscription access.

We'll continue to explore other new services after the State Library announces the results of their bids for Online Resources for Iowa Libraries.

## Community and Access Services Report: May 2021

### 125th Anniversary

Bond and Manny have created promotional videos celebrating the Library's 125th Anniversary. These videos will be shown before each Summer of the Arts film showing this summer and are available in Spanish and English.

Additionally, Library receipts invite patrons to celebrate with us through [www.icpl.org/125](http://www.icpl.org/125) where visitors are reminded that they are a part of the ICPL story too. Prompts in this space encourage patrons to share or post Library thoughts, photos, and memories using the hashtags #LibrariesAreForEveryone and #LasBibliotecasSonParaTodxs.



### Library Displays



Frannie has worked independently as well as in collaboration with internal and external partners to create appealing Library displays. Frannie and Victoria are bringing Young Adult materials into awareness for visitors on the first floor through their joint efforts which have included an Asian American Pacific Islander Heritage Month display.

The Earth Day display provides an opportunity to reflect on our role in climate change and I continue to look forward to the interactive pieces folded into this work.

### Bookmobile

Bookmobile services were reintroduced during Phase 3 to increase access options for the community during pandemic response. Initially, patrons could browse bins outside of the Bookmobile during stops or place materials on hold and select the Bookmobile as their pickup location.

In March 2021, the Bookmobile experienced 176 visitors and 367 circulations during its 33 hours of operation. In April 2021, the Bookmobile experienced 249 visitors and 638 circulations during its 34 hours of operation.

Engagement with Bookmobile services have steadily grown since October 12, 2020 when it first returned to the road. However, without robust browsing access, the Bookmobile was limited in its mission to extend the Library services to members of our community who are unserved or underserved due to physical, economic, social, transportation, geographic, or other barriers.

During the warmer, summer months, we anticipate higher participation in the Bookmobile when it goes out for extended schedule periods to connect with broader swaths of the community. Additionally, the Bookmobile is a foundational partner to community events like Parities in



**176 VISITS**



**33 HOURS**



**367 CHECKOUTS**



**249 VISITS**



**34 HOURS**



**638 CHECKOUTS**

the Park with the City of Iowa City's Parks and Recreation Department which support access to community services.

As the parameters of Modified Phase 3 have held, the Bookmobile introduced metered and capacity browsing to reflect the Downtown Library Express model.

Express Access to the Bookmobile limits browsing to 5 minutes with a capacity of 5 people on board at a single time. All visitors have been required to wear masks and respect social distancing much like they would on City Transit.

When weather permits, browseable bins are still made available outside the Bookmobile for those waiting to browse and to accommodate visitors who are not yet comfortable with internal browsing.

### **Strategic Plan Initiatives**

Community and Access Services staff have focused much of their recent work on meeting objectives of the ICPL Strategic Plan. Goal 1 seeks to recover and renew following the COVID-19 closure in part through the assessment and implementation of improved internal networks for individual, departmental, and group/team communication. Goal 3 pursues the enhancement of resource management in part through proactive and consistent communication which support transparency in decision-making and process internally and externally.

Several explanatory documents and accompanying training modules are in simultaneous development. Becky has updated procedural guidance content for shelving (and paging with the help of Diana's work from Phase 2). Tom has captured the efficient and accurate procedures for ICPL check in and connected them with screenshots of Sierra to guide staff through each step of the process. Heidi created a procedural document to demonstrate how At Home Services are processed. Sam is working on a guide to walk new members of staff through searching the Library catalog. The team is piecing together the variety of duties, tasks, and information necessary for day-to-day operations in the CAS Department.

This knowledge work will be folded into a new approach for onboarding staff and reorientation for those who may like such support after the long, COVID-19 closure. This work is often complex and consuming and I commend my team for taking on such an expansive communication project.

### **Looking Forward**

The Community and Access Services department is readying for Phase 5. The time before this transition will be filled with training for Events Management and meeting room use. Frannie, Beth, and Sam worked on the 806 Meeting Room and Lobby Use Policy and made suggestions for the Board to consider. Additionally, they will review the procedural sequence for creating and approving meeting room reservations before access is made available to the public again. They will develop a training module to help staff provide these services in a consistent way.

The Volunteer Team have been meeting to prepare for the return of Library volunteers in Phase 5. Sixty percent of the Volunteer Team are new members which provides a great opportunity to review the ICPL Volunteer program. The team is working on the unification of onboarding and orientation processes, the development of a new volunteer database, and the creation of a Volunteer Handbook.

Respectfully submitted,  
Sam Helmick  
Community and Access Services Coordinator

Development Office Report  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
May 27, 2021

### Eat Out to Read: Pagliai's Pizza Tonight?

Thursday, May 27<sup>th</sup> is the last day of May's marvelous partnership between the ICPL Friends Foundation and Pagliai's Pizza. Everyone is encouraged to Eat Out to Read by enjoying a delicious pizza meal. Simply mention Iowa City Public Library when you call 319-351-5073 to place an order, and a generous percentage of the cost of your meal will be donated to benefit the library.

Pagliai's Pizza is open for carryout or curbside pickup from 4-10 pm at 302 E Bloomington Street, Iowa City. Thank you Pagliai's Pizza for offering Eat Out to Read every Thursday this month!



### Making Stars@ICPL

In honor of the library's 125<sup>th</sup> anniversary and to welcome summer, library director Elsworth Carman will lead a special workshop to make the beautiful translucent stars seen here. Register for this unique opportunity to learn a tradition of Elsworth's family which uses kite paper, glue dots, and folding techniques to create beautiful 8-pointed stars.

[Register for the program](#) scheduled online on Sunday, June 6 from 1:30-3pm. After registration, you will receive information about how to pick up a supply kit. There are enough supplies to beautify your windows *and* the library's windows. We hope our generous community will help to make and donate 125 stars for the ICPL windows!



### Local Libraries LIT...listen, initiate, talk

After presenting writers Mira Jacob, Saeed Jones, and Roxane Gay, in online programs to more than 300 people, Local Libraries LIT is taking a break until fall. The diverse writers read from new projects and responded to serious questions as well as some light-hearted ones about how they create.

Local Libraries LIT is a new collaboration between the public libraries in Coralville, Iowa City, North Liberty, and the University of Iowa Libraries with support of the Tuesday Agency. The goal is to introduce diverse artists to our community to help create equity for everyone. Generous supporters donated more than \$3,000 to fund future programs. And Kirkwood Community College Iowa City Library joined the coalition.

### New Friends Foundation Logo!

The ICPL Friends Foundation Board of Directors was delighted to unveil this updated logo in the recent edition of the library's Summer Reading Program newsletter. It's featured in the 125<sup>th</sup> anniversary 'campaign' on the back page.

Thank you to Mara Cole, ICPL's amazing graphic artist, for helping the ICPL Friends Foundation leap into the 21<sup>st</sup> century with this great new look.



2. It was such a thoughtful use of the donation. Evelyn and I thoroughly enjoyed sewing along with Codi. We've done a camp through Home Ec. and love the people (and fabric + yarn!) who make that small business so special. You gave me the best Mother's Day gift — quality time w/ Evelyn, honoring my mom.
- Thank you,  
Sue Mochle

1. Dear Mari and The Children's  
Department Staff,

May 15, 2021

I was deeply touched that you dedicated the Mother's Day Family Night event to my parents. What a wonderful remembrance of how my mother was a crafter and my father started his career as an elementary school teacher. They were passionate about arts, crafts, reading, and kids.





## **BOARD OF TRUSTEES**

### **Minutes of the Electronic Regular Meeting**

**April 22, 2021**

**DRAFT**

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#### **Electronic Meeting**

**(Pursuant to Iowa Code Section 21.8)**

**An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.**

**Members Present:** Wesley Beary, John Beasley, Kellee Forkenbrock, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington.

Members Absent: Derek Johnk.

Staff/Others Present: Doug Brenner, Elsworth Carman, Mara Cole, Karen Corbin, Melody Dworak, Alyssa Hanson, Sam Helmick, Kellie Kerns, Anne Mangano, Patty McCarthy, Jason Paulios, Brent Palmer, Angie Pilkington, Amanda Ray.

**Call Meeting to Order.** President Beary called the meeting to order at 5:03 p.m. A quorum was present.

**Public Discussion.** None.

#### **Items to be discussed.**

**Election of Officers.** On behalf of fellow Nominating Committee members Beasley and Johnk, Paetzold presented the three-member Slate of Officers for Fiscal Year 2022: Kirsch-President, Rocklin-Vice President, Johnk-Secretary. Paetzold thanked those who agreed to be nominated. There were no questions or discussion. Shultz moved to approve the Slate of Officers. Washington seconded. There was no discussion. The motion passed 8-0. Beary thanked the committee members for their service.

**Review 3<sup>rd</sup> Quarter Statistics and Financials.** Carman noted that while the statistics continue to reflect the impact of the pandemic, they are starting to normalize again as services expand. Beasley stated it would be helpful to receive a summary of salient information in a bullet point outline to introduce the multiple pages of statistics. Carman agreed and stated staff will try to

create that with the next quarterly report. Creating the quarterly financial reporting dashboard has been difficult because the data is so unusual due to the times. Rocklin suggested it will be helpful to know what staff focuses on most in the statistics and their interpretation. Paetzold asked when fine-free impact information will be presented. Carman stated staff is working to share that at the next meeting. A challenge with presenting the data is that none was available for months because patrons were discouraged from returning items borrowed at the beginning of the pandemic closure. Despite that, staff is preparing a report which will include a few relevant comparisons but will not be as detailed as the initial proposals for going fine free with Children's and YA collections. Paetzold requested input be included about possible changes to purchasing collection materials because people's reading habits and material availability have changed during the pandemic. Beary suggested a board member, such as the Secretary, might be able to help interpret and summarize changes in the quarterly financial data to relieve staff of that effort.

**Policy Review: 700: Community Relations.** Beary reminded members the policy was tabled at the last meeting to enable staff to incorporate board feedback. Carman stated Helmick was unable to attend this meeting but Carman will try to answer questions. Shultz said the Revised date should be 4/22/2021 instead of 3/25/21. Rocklin thanked staff for the review and suggested all policies could be updated at the same time to reflect style changes mentioned at the last meeting including the logo, header, and font, instead of doing that on each individual policy when presented over the three-year review cycle. Carman and members agreed with the idea. Kirsch motion to approved Policy 700: Community Relations with the corrected date. Shultz seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 701: Public Relations.** Kirsch complimented Helmick's written explanation of the difference between this policy and 700. Carman noted the Revised date needs to be corrected. Beasley moved approval of the recommended revised Policy 701 with the caveat that the date be changed to reflect today's date. Rocklin seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 706: Outreach and Bookmobile.** Carman noted the updated language in 706.11. Kirsch asked about the blue font in 706.1 and stated a word is missing, perhaps 'to' between provide access and Library services. Carman said the sentence should be 'provide Library services where life and engagement...' Paetzold made a motion to approve Policy 706 with the change 706.1. Washington seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 803: Event Board.** Carman stated the updates strengthen the policy. Beary noted the Revised date should be 4/22/2021. Washington made a motion to approve Policy 803 with the changes. Forkenbrock seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 804: Free Materials Distribution.** Carman noted the updated inclusive language referencing caregivers. Beary noted the Revised date should be 4/22/2021. Paetzold asked whether the library can refuse to post or distribute materials which do not align with the library mission. Carman will consult Eric Goers in the City Attorney's office for a response.



Beasley suggested 803.2 could be adapted to describe the review process and criteria for review of items. Beasley suggested language in Policy 805.5 could be incorporated into Policy 804 to be consistent. Paetzold agreed. Rocklin made a motion to approve the policy with the date change. Kirsch seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 805: Display.** Carman noted the need to change the Revised date to be 4/22/2021 if the policy is adopted at this meeting. Washington moved to approve the policy with the updated date. Kirsch seconded. There was no discussion. The motion passed 8-0.

**Policy Review: 816: Library Access for Sex Offenders Convicted of Sex Offenses Again a Minor.** Carman consulted Eric Goers in the City Attorney's office who provided updated information about the pertinent Iowa Code sections referenced in the policy. Paetzold questioned whether a convicted sex offender could vote at the library. Mangano pointed out that the library is often an early voting site and is not a regular polling place. Rocklin wondered how schools which serve as polling places resolve that possible issue. Carman will consult with Goers about the question and share his response. Paetzold moved to accept the policy as presented. Washington seconded. There was no additional discussion. The motion passed 8-0.

**Budget Timeline.** Carman added the details requested at the March meeting and asked for feedback. Rocklin suggested the information be included in the Trustees handbook for new members.

**Reopening Guidelines.** Carman thanked board members for their feedback at the April 1 special meeting which facilitated the updated document in the packet. The revised plan includes staff feedback. Kirsch asked the difference between the positivity rate and community transmission. Shultz suggested they are interchangeable terms and recommended the language on the chart for Phase 5 be updated to say positivity rate to be consistent with the other phase language in the Transmission Rate column. Carman stated Johnson County Public Health officials discourage reference to vaccination rates in the guidelines. Kirsch made a motion to approve the guidelines as presented with the editing changes. Paetzold requested a modification to remove the percentage sign on the chart which appears before the words Positivity Rate in the Transmission Rate column. Rocklin seconded with the additional change. The motion passed 8-0.

### **Staff Reports.**

**Director's Report.** Carman shared an update on the In-Person Library Board Meetings written report. Following City Council discussion of the same issue for boards and commissions, City Clerk and City Manager staff are looking for spaces large enough to accommodate public in attendance. The City Council agreed boards and commissions may move to in-person meetings before the City Council moves to that. The library has some larger spaces with the technology needed for a hybrid model and can move quickly when needed. Measurements of the room options and a proposed plan can be presented soon. Bringing staff back to work in the library is a positive sign. Each department made and shared a plan to facilitate this change safely. Some staff will be working in new areas because distancing is not possible in their former spaces. In-

person communication and teamwork will be easier than remote. Options are available for those who need flexibility of some remote work. Rocklin asked how many staff continue to work remotely. Carman said a few with more doing a hybrid of part of the day at home. Beasley said it is hypocritical of the board to continue to work remotely while staff are asked to be in person. Paetzold said the CDC guidelines continue to stress spending no more than 15 minutes with others inside. She is comfortable with waiting to discuss board in-person meetings until Carman and the leadership team present a plan. Carman offered board members tours of staff space in-person or using a cell phone for the walkthrough to show them the changes made. Beasley and others expressed interest in participating. Carman will follow-up. Members requested a plan which offers a hybrid of in-person and remote attendance for board meetings. Carman will follow-up. Carman said the goal is mid-May for staff in-person at the library with staff being given at least two-weeks' notice to have time to plan. Carman introduced Kellie Kerns, new Administrative Coordinator attending for the first time. The modified Phase 3 has been well-received by the public. The recorded public address reminders about masks and physical distancing have been helpful. Masking is a consistent behavior issue. Expectations and training have been reviewed at all-staff and department meetings. While the positivity rate is trending up again, Carman is hopeful that it will not be necessary to move back to Phase 2. The updated Board calendar was sent separately.

### **Departmental Reports.**

Children's. Kirsch complimented the plan for some outdoor storytime programs.

Collection Services. Mangano said the return of Express books and new labeling will make it possible to more quickly move items to the Bookmobile and regular collection when needed. The supply chain slowdown is improving.

IT. Palmer said the new mobile app release went smoothly. Contact him if questions about it.

Development Office Report. McCarthy said the Local Libraries LIT program next week with Roxane Gay has attracted an international audience.

Miscellaneous. No discussion.

**President's Report.** Beary seeks volunteers to serve as the two representatives to the Friends Foundation board starting with the new fiscal year on July 1. It's a one-year appointment. Kirsch is serving for a second year and Shultz is in the first year. Contact Beary if interested.

**Announcements from Members.** Paetzold asked about how to handle the comments in the meeting Chat. Beary will try to save the chat and asked McCarthy to record the comments which were made after public comment closed.

### **Committee Reports.**

Foundation Members. No report. Next meeting is on April 29.

## **Communications.**

**Consent Agenda.** Washington made a motion to approve the consent agenda. Rocklin seconded. There was no discussion. The motion passed 8/0.

**Set Agenda Order for May Meeting.** There may be a special meeting to discuss reopening guidelines in two weeks. May: Union agreement. The ICPL Friends Foundation annual Corporate Members meeting will start at 5pm. The Trustee meeting will begin after. Beasley complimented Beary on running an efficient meeting.

**Adjournment.** Beary closed the meeting at 6:29 p.m.

Respectfully submitted,  
Patty McCarthy and Amanda Ray

From Zoom Chat:

5:05pm: Hannah Shultz: "My camera seems to be very delayed, my apologies. I may turn it off if it gets too distracting."

5:05pm: Wesley Beary: "OK. Thanks"

6:06pm: Brent Palmer: "We can definitely work something out in Room A."

6:09pm: Mara Cole: "One thing to possibly consider is how many staff still have children engaged in online learning until mid-June."

**BOARD OF TRUSTEES**

**Minutes of the Electronic Special Meeting**

**April 29, 2021**

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**Electronic Meeting**

**(Pursuant to Iowa Code Section 21.8)**

**An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.**

**Members Present:** Wesley Beary, Carol Kirsch, Robin Paetzold, Hannah Shultz, Kellee Forkenbrock  
John Beasley (conferenced in at 5:09).

**Members Absent:** Monique Washington, Derek Johnk, Tom Rocklin

**Staff Present:** Elsworth Carmen, Mara Cole, Alyssa Hanson, Sam Helmick, Anne Mangano, Brent Palmer, Jason Paulios, Angie Pilkington, Kellie Kerns, Doug Brenner, Bond Drager

**Call Meeting to Order:**

President Beary called the meeting to order at 5:04 p.m. A quorum was present.

**Public Discussion:**

Nothing to Report.

**Items for Discussion/Action:**

**Return to Working Onsite Plan** - The Board was presented with updates from Director Carman to discuss next steps of resuming staff levels onsite. At the April 22 Board meeting, the Trustees were presented with plans to bring all staff back to work in the Library building by the second week of May and move forward. Director Carman did add the processes established by the City of Iowa, particularly regarding childcare. There are systems in place to request flexible work arrangements as needed. Most staff have returned already; remaining staff are working most of their shifts onsite. The Library has been bringing staff back in stages, and this and making great progress. Every staff person who has requested an alternative work location (to allow for social distancing), has been accommodated. Director Carman advised the Library is here to serve our community and is optimistic about the return to work process. Trustee Beasley advised he had a detailed tour of the building today and was pleased with the steps in place for distancing and accommodating workstation spaces. Details seem very well thought-out and he was very impressed with Library Administration and Staff in their efforts to create the plan. Trustee Beasley was also impressed with the maximum capacity limits display and felt appropriate social distancing is in place. Director Carman extended another invitation to the rest of the Board to participate in a building tour, which was highly recommended by Trustee Beasley. President Beary confirmed with Director Carman second week of May as a desired return for

staff. Carman explained that Library Administration wants to give staff enough notice to return or submit request forms for flexible arrangements.

**Needs for In-Person Board Meetings** - The Board was presented with a memo based on interest in exploring options for in-person meetings. The Library is fortunate to have a large space (Meeting Rooms A, B, and C, combined) to work with, and dedicated, skilled IT and Facilities departments to support this work. Library staff will be able to craft layout options in time to include them in the regular May Board meeting packet. This will also allow time to ensure our plans align with emerging expectations from the City of Iowa City related to meeting access and recording practices.

In order to best meet the Board's expectations with options for in-person meetings, the Board discussed the specific needs as addressed in the memo included in the board packet. President Beary asked for feedback. Trustee Beasley advised he saw the meeting rooms firsthand and felt in-person meetings could be held. Trustee Beasley felt he was comfortable attending in-person meetings again. Trustee Kirsch expressed meetings should follow CDC guidelines. She advised does not feel personally this way; however, feels it is best for the entirety. Trustee Paetzold respects Trustee Beasley's feedback, and feels the CDC guidelines should be followed due to the meeting rooms not being available to the public. Trustee Paetzold provided the Board with updates on those guidelines. Trustee Shultz agreed with CDC guidelines as well. President Beary noted the lack of connection in hybrid meetings and advised the Board should look at CDC and general reopening guidelines both to decide regarding in-person meetings. Trustee Beasley feels the Board should attend due to staff returning. President Beary advised the two situations were slightly different due to internal social distancing processes put in place. Director Carman advised that City is also speaking to this discussion for Council and Commission meetings. The impression is most of these groups have not decided to attend in-person yet. Trustee Paetzold advised healthcare/medical groups are not meeting at this time.

President Beary advised it appears the majority favors not conducting in-person meetings and to approach this topic with a "wait and see" concept. This item for discussion can be addressed as Old Business at the May 22 2021 meeting. President Beary thought it would be helpful for the Board to bring data to this meeting in order to have a more informed discussion.

**Announcements:** President Beary is looking to fill a vacancy on the Friends Board and invites members to join if interested by contacting him. He thanked Director Carman and staff for all their efforts thus far in the process.

**Adjournment:**

President Beary adjourned the meeting at 5:37 p.m.

Respectfully submitted,  
Kellie Kerns – Administrative Services Coordinator

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JMiller

| OPERATING BUDGET: 10550110 to 10550220  
| LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 435055			Mail & Delivery			
010468 U S POST OFFICE ACCT 40721		0	2021 10 INV P	4,999.00 040921	255644	Admin/ Replenish Po
010473 UNITED PARCEL SERVIC 000068774R141		0	2021 10 INV P	23.37 043021	256315	Admin/ UPS Internet
010475 GREENSTATE CREDIT U 508215531		0	2021 10 INV P	48.39 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	5,070.76		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS 9877363330		0	2021 10 INV P	164.57 043021	256333	Admin/ Monthly Cell
010889 U S CELLULAR 0432617722		0	2021 10 INV P	100.14 043021	256313	Admin/ Monthly Cell
014293 IMON COMMUNICATIONS 2446909		0	2021 10 INV P	65.94 043021	256251	ADIT/Phone & Intern
			ACCOUNT TOTAL	330.65		
10550110 445140			Outside Printing			
010050 TRU ART 113185011		0	2021 10 INV P	53.00 043021	256310	Adm,CAS,CHI/1,500 B
			ACCOUNT TOTAL	53.00		
10550110 449060			Dues & Memberships			
010475 GREENSTATE CREDIT U 508215531		0	2021 10 INV P	355.00 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	355.00		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN 72103917		0	2021 10 INV P	114.30 043021	256268	Admin/ 4/1/21-4/30/
			ACCOUNT TOTAL	114.30		
10550110 452010			Office Supplies			
010475 GREENSTATE CREDIT U 508215531		0	2021 10 INV P	544.55 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	544.55		
10550110 469210			First Aid/Safety Supplies			
010475 GREENSTATE CREDIT U 508215531		0	2021 10 INV P	9.90 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	9.90		
10550110 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U 508215531		0	2021 10 INV P	79.99 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	79.99		
			ORG 10550110 TOTAL	6,558.15		

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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550121			Library Bldg Maint - Public			
10550121 438030			Electricity			
010319 MIDAMERICAN ENERGY	20210428083222	0	2021 10 INV P	6,317.78 043021		23636 MidAmBilling 042820
			ACCOUNT TOTAL	6,317.78		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20210428083222	0	2021 10 INV P	2,317.00 043021		23636 MidAmBilling 042820
			ACCOUNT TOTAL	2,317.00		
10550121 442010			Other Building R&M Services			
010181 GREENERY DESIGNS	3461	0	2021 10 INV P	67.00 043021		256231 FAC/March Interior
010981 JOE'S QUALITY WINDOW	19629	0	2021 10 INV P	140.00 041621		255732 FAC/ Lower Outside
014366 ORKIN LLC	208301353	0	2021 10 INV P	1,284.72 042321		255952 FAC/ Bed Bug Quarte
015241 ALL WINDOW CLEANING	41897	0	2021 10 INV P	3,200.00 040921		23107 Window Cleaning Ser
			ACCOUNT TOTAL	4,691.72		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90518937	0	2021 10 INV P	607.00 040921		23136 Elevator Service
			ACCOUNT TOTAL	607.00		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4080388882	0	2021 10 INV P	191.87 041621		255692 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4081712598	0	2021 10 INV P	191.87 043021		256212 FAC/ Sanitary Suppl
				383.74		
			ACCOUNT TOTAL	383.74		
10550121 452040			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE	370083/3	0	2021 10 INV P	743.16 041621		255740 FAC/ Sanitary Suppl
010290 LENOCH AND CILEK ACE	370131/3	0	2021 10 INV P	156.00 041621		255740 FAC/ Sanitary Suppl
				899.16		
010475 GREENSTATE CREDIT U	508215531	0	2021 10 INV P	96.07 043021		256237 EMiller/Mastercard
010570 CENTRAL IOWA DISTRIB	209388	0	2021 10 INV P	416.56 040921		255568 FAC/Vacuum Supplies
010627 CINTAS CORPORATION	4080388882	0	2021 10 INV P	163.76 041621		255692 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4081712598	0	2021 10 INV P	224.93 043021		256212 FAC/ Sanitary Suppl
				388.69		
			ACCOUNT TOTAL	1,800.48		

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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550121 463040	010689 AQUA TECHNOLOGIES OF	9887	0	Water/Sewer Chemicals 2021 10 INV P	210.04 042321	255863	IT/2 Grease Trap En
				ACCOUNT TOTAL	210.04		
				ORG 10550121 TOTAL	16,327.76		
10550140				Library Computer Systems			
10550140 432060	010525 ENCOMPASS IOWA LLC	11211	0	Consultant Services 2021 10 INV P	987.00 041621	23172	IT/ IT Essentials &
				ACCOUNT TOTAL	987.00		
10550140 438140	011937 AUREON COMMUNICATION	0789007015.21.04	0	Internet Fees 2021 10 INV P	300.00 041621	255676	Internet Services
	014293 IMON COMMUNICATIONS	2446909	0	2021 10 INV P	412.50 043021	256251	ADIT/Phone & Intern
				ACCOUNT TOTAL	712.50		
10550140 444080	010475 GREENSTATE CREDIT U	508210250	0	Software R&M Services 2021 10 INV P	549.10 043021	256235	BPalmer/Mastercard
				ACCOUNT TOTAL	549.10		
10550140 444100	010093 COMMUNICATIONS ENGIN	355985	0	Hardware R&M Services 2021 10 INV P	150.00 040921	23117	IT/ Software Suppor
	011252 ENVISIONWARE INC	INV-US-52479	0	2021 10 INV P	9,134.85 042321	255891	IT/Annual Maintenanc
				ACCOUNT TOTAL	9,284.85		
10550140 452010	010475 GREENSTATE CREDIT U	508215531	0	Office Supplies 2021 10 INV P	1,216.89 043021	256237	EMiller/Mastercard
				ACCOUNT TOTAL	1,216.89		
10550140 455120				Misc Computer Hardware			
010081 CDW GOVERNMENT INC	9754436		0	2021 10 INV P	3,250.00 040921	255567	IT/iPad Replacement
010081 CDW GOVERNMENT INC	B179818		0	2021 10 INV P	2,167.77 041621	255689	IT/33 Printer Hard
010081 CDW GOVERNMENT INC	B635417		0	2021 10 INV P	9,744.10 043021	256209	IT/10 Staff Compute
					15,161.87		
				ACCOUNT TOTAL	15,161.87		
				ORG 10550140 TOTAL	27,912.21		
10550151				Lib Public Services - Adults			
10550151 432080	015848 MECHANIC SHOP FEMME	122	0	Other Professional Services 2021 10 INV P	225.00 041621	255750	AD/Car Program Hono



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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	225.00		
10550151 445140			Outside Printing			
010373 PIP PRINTING	105193	0	2021 10 INV P	65.78 043021	23642	AD,CHI/900 Read Wok
			ACCOUNT TOTAL	65.78		
10550151 445250			Inter-Library Loans			
000119 CARROLL PUBLIC LIBRA	18ILL	0	2021 10 INV P	8.00 043021	256280	AD/ILL Replacement
000119 BURLINGTON PUBLIC LI	2ILL	0	2021 10 INV P	46.00 040921	255615	AD/ ILL Replacement
				54.00		
			ACCOUNT TOTAL	54.00		
10550151 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	508215531	0	2021 10 INV P	429.84 043021	256237	EMiller/Mastercard
010475 GREENSTATE CREDIT U	508217123	0	2021 10 INV P	142.57 043021	256233	JPaulios/Mastercard
				572.41		
			ACCOUNT TOTAL	572.41		
10550151 469370			Paper Products			
010475 GREENSTATE CREDIT U	508217123	0	2021 10 INV P	20.00 043021	256233	JPaulios/Mastercard
			ACCOUNT TOTAL	20.00		
			ORG 10550151 TOTAL	937.19		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
015857 BRUSH AND BARREL	31821BB	0	2021 10 INV P	250.00 040921	255563	CHI/25 Mini Canvas
015858 TAYLOR, DASIA	41921DT	0	2021 10 INV P	100.00 040921	255638	CHI/Tween Inventors
			ACCOUNT TOTAL	350.00		
10550152 445140			Outside Printing			
010050 TRU ART	113116011SRP	0	2021 10 INV P	304.00 043021	256311	CHI/ 4,000 Summer R
010050 TRU ART	113185011	0	2021 10 INV P	53.00 043021	256310	Adm,CAS,CHI/1,500 B
				357.00		
010373 PIP PRINTING	105193	0	2021 10 INV P	32.89 043021	23642	AD,CHI/900 Read Wok
			ACCOUNT TOTAL	389.89		
10550152 469320			Miscellaneous Supplies			
010125 BLICK ART MATERIALS	246956	0	2021 10 INV P	35.06 040921	255561	CHI/Paint for Child
010125 BLICK ART MATERIALS	247262	0	2021 10 INV P	22.78 043021	256207	CHI/ Tween Event Su

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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
							57.84		
	010475 GREENSTATE CREDIT U	508210235	0	2021 10	INV	P	819.93 043021	256236	APilkington/Masterc
	010475 GREENSTATE CREDIT U	508215531	0	2021 10	INV	P	127.93 043021	256237	EMiller/Mastercard
							947.86		
							ACCOUNT TOTAL		1,005.70
10550152 469370							Paper Products		
	010536 INGRAM LIBRARY SERVI	52166272	0	2021 10	INV	P	137.70 041621	255724	LIBRARY MATERIALS
							ACCOUNT TOTAL		137.70
							ORG 10550152 TOTAL		1,883.29
10550159							Lib Public Srvs-Comm Access		
10550159 435059							Advertising		
	011328 LITTLE VILLAGE MAGAZ	9015	0	2021 10	INV	P	350.00 041621	255742	CAS/Print & Web Adv
							ACCOUNT TOTAL		350.00
10550159 445140							Outside Printing		
	010050 TRU ART	113062011	0	2021 10	INV	P	168.00 041621	255786	CAS/ 300 At Home Se
	010050 TRU ART	113185011	0	2021 10	INV	P	53.00 043021	256310	Adm,CAS,CHI/1,500 B
							221.00		
	010373 PIP PRINTING	104683	0	2021 10	INV	P	52.67 043021	23642	CAS/ 300 Read Woke
							ACCOUNT TOTAL		273.67
10550159 452010							Office Supplies		
	010373 PIP PRINTING	105972	0	2021 10	INV	P	118.49 042321	23250	CAS/200 Flowers for
	010373 PIP PRINTING	105973	0	2021 10	INV	P	18.20 042321	23250	CAS/200 Planting In
							136.69		
	010475 GREENSTATE CREDIT U	508215531	0	2021 10	INV	P	123.98 043021	256237	EMiller/Mastercard
							ACCOUNT TOTAL		260.67
10550159 469320							Miscellaneous Supplies		
	010475 GREENSTATE CREDIT U	508215531	0	2021 10	INV	P	618.53 043021	256237	EMiller/Mastercard
							ACCOUNT TOTAL		618.53
							ORG 10550159 TOTAL		1,502.87

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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137021128300	0	2021 10 INV P	300.00 041621	255771	LIBRARY MATERIALS
			ACCOUNT TOTAL	300.00		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	2035579290	0	2021 10 INV P	22.00 043021	256204	LIBRARY MATERIALS
			ACCOUNT TOTAL	22.00		
10550160 469110			Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H646193DM	0	2021 10 INV P	11.95 042321	255866	LIBRARY MATERIALS
010510 DEMCO INC	6925075	0	2021 10 INV P	57.32 042321	255888	LIBRARY MATERIALS
010510 DEMCO INC	6931699	0	2021 10 INV P	827.98 042321	255888	LIBRARY MATERIALS
				885.30		
010514 AMAZON	66528041021	0	2021 10 INV P	42.94 043021	256197	LIBRARY MATERIALS
010546 MIDWEST TAPE	500248984	0	2021 10 INV P	233.34 041621	255756	LIBRARY MATERIALS
010546 MIDWEST TAPE	99581745	0	2021 10 INV P	413.07 041621	255756	LIBRARY MATERIALS
				646.41		
			ACCOUNT TOTAL	1,586.60		
10550160 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	508215531	0	2021 10 INV P	43.38 043021	256237	EMiller/Mastercard
			ACCOUNT TOTAL	43.38		
			ORG 10550160 TOTAL	1,951.98		
10550210			Library Children's Materials			
10550210 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035763732	0	2021 10 INV P	17.29 042321	255865	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035783943	0	2021 10 INV P	108.89 042321	255865	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035795771	0	2021 10 INV P	177.56 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035798454	0	2021 10 INV P	105.34 043021	256204	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035802827	0	2021 10 INV P	29.54 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035814656	0	2021 10 INV P	6.64 043021	256204	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035814867	0	2021 10 INV P	10.07 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035817018	0	2021 10 INV P	36.13 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035819360	0	2021 10 INV P	9.45 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035820455	0	2021 10 INV P	13.58 043021	256204	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035821824	0	2021 10 INV P	65.43 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035825674	0	2021 10 INV P	101.10 043021	256204	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035830108	0	2021 10 INV P	412.63 041621	255680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035831690	0	2021 10 INV P	14.37 041621	255680	LIBRARY MATERIALS

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YEAR/PERIOD: 2021/10 TO 2021/10					ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S			WARRANT	CHECK	DESCRIPTION	
010509	BAKER & TAYLOR	INC	C	2035834756	0	2021	10	INV	P	228.64	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035848023	0	2021	10	INV	P	32.52	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035853022	0	2021	10	INV	P	13.58	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035858303	0	2021	10	INV	P	40.18	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035861687	0	2021	10	INV	P	140.41	043021	256204	LIBRARY	MATERIALS
										1,563.35				
010531	GALE GROUP			73989524	0	2021	10	INV	P	120.68	042321	255895	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		51842267	0	2021	10	INV	P	19.54	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		51890585	0	2021	10	INV	P	22.96	041621	255724	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52092177	0	2021	10	INV	P	10.92	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52166272	0	2021	10	INV	P	475.38	041621	255724	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52231358	0	2021	10	INV	P	30.82	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52268867	0	2021	10	INV	P	57.45	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52312777	0	2021	10	INV	P	21.82	043021	256252	LIBRARY	MATERIALS
										638.89				
ACCOUNT TOTAL										2,322.92				
10550210	477030	Books (Uncataloged)												
010509	BAKER & TAYLOR	INC	C	2035817018	0	2021	10	INV	P	24.62	041621	255680	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035819360	0	2021	10	INV	P	21.26	041621	255680	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035834756	0	2021	10	INV	P	298.10	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035848023	0	2021	10	INV	P	51.12	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035853022	0	2021	10	INV	P	19.02	043021	256204	LIBRARY	MATERIALS
010509	BAKER & TAYLOR	INC	C	2035858303	0	2021	10	INV	P	44.76	043021	256204	LIBRARY	MATERIALS
										458.88				
010536	INGRAM LIBRARY	SERVI		51842267	0	2021	10	INV	P	176.94	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		51890585	0	2021	10	INV	P	68.40	041621	255724	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		51897150	0	2021	10	INV	P	20.68	042321	255911	LIBRARY	MATERIALS
010536	INGRAM LIBRARY	SERVI		52092177	0	2021	10	INV	P	17.24	042321	255911	LIBRARY	MATERIALS
										283.26				
ACCOUNT TOTAL										742.14				
10550210	477070	Downloadable-eBooks												
011068	OVERDRIVE	INC		01370CO21095410	0	2021	10	INV	P	794.18	040921	255623	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CO21107009	0	2021	10	INV	P	499.36	040921	255623	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CO21122984	0	2021	10	INV	P	16.99	041621	255771	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CO21130351	0	2021	10	INV	P	7.99	041621	255771	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CO21135427	0	2021	10	INV	P	843.39	042321	255953	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CO21147314	0	2021	10	INV	P	1,287.11	043021	256288	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370CP21127048	0	2021	10	INV	P	34.28	041621	255771	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370DA20456998	0	2021	10	INV	P	19.99	040921	255623	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370DA21090902	0	2021	10	INV	P	153.47	041621	255771	LIBRARY	MATERIALS
011068	OVERDRIVE	INC		01370DA21101572	0	2021	10	INV	P	45.00	040921	255623	LIBRARY	MATERIALS

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	011068 OVERDRIVE INC	01370DA21103606	0	2021 10	INV	P	57.46 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21112340	0	2021 10	INV	P	103.97 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21123835	0	2021 10	INV	P	148.99 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21142689	0	2021 10	INV	P	9.99 043021	256288	LIBRARY MATERIALS
							4,022.17		
							ACCOUNT TOTAL	4,022.17	
10550210 477100	015458 FINDAWAY WORLD LLC	346951	0	Fiction Audio-CD	2021 10	INV P	319.92 043021	256224	LIBRARY MATERIALS
							ACCOUNT TOTAL	319.92	
10550210 477160	010509 BAKER & TAYLOR INC C	2035848023	0	Video Recordings	2021 10	INV P	28.95 043021	256204	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500189830	0	2021 10	INV	P	112.45 040921	255613	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500241956	0	2021 10	INV	P	26.23 041621	255756	LIBRARY MATERIALS
							138.68		
							ACCOUNT TOTAL	167.63	
10550210 477200	010514 AMAZON	66528031021	0	Toys	2021 10	INV P	32.35 040921	255552	LIBRARY MATERIALS
							ACCOUNT TOTAL	32.35	
10550210 477250	011068 OVERDRIVE INC	01370CO21130292	0	Downloadable Media	2021 10	INV P	59.98 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21090902	0	2021 10	INV	P	17.00 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21101572	0	2021 10	INV	P	65.00 040921	255623	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21103606	0	2021 10	INV	P	11.00 041621	255771	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21109177	0	2021 10	INV	P	23.00 040921	255623	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21134016	0	2021 10	INV	P	59.98 041621	255771	LIBRARY MATERIALS
							235.96		
015034 KANOPY INC	241923 - PPU		0	2021 10	INV	P	185.00 043021	256265	LIBRARY MATERIALS
							ACCOUNT TOTAL	420.96	
10550210 477350	010081 CDW GOVERNMENT INC	9753315	0	Online Reference	2021 10	INV P	571.68 040921	255566	LIBRARY MATERIALS
							ACCOUNT TOTAL	571.68	
				ORG 10550210 TOTAL			8,599.77		

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ACCOUNT/VENDOR										
10550220				Library Adult Materials						
10550220 477020				Books (Cat/Cir)						
010475	GREENSTATE CREDIT U	50821		0	2021 10	INV	P	61.41	043021	256234 AMangano/Mastercard
010509	BAKER & TAYLOR INC	C 2035763732		0	2021 10	INV	P	484.12	042321	255865 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035783943		0	2021 10	INV	P	1,290.90	042321	255865 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035792286		0	2021 10	INV	P	23.54	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035792334		0	2021 10	INV	P	128.45	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035792634		0	2021 10	INV	P	45.60	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035798454		0	2021 10	INV	P	1,815.72	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035805004		0	2021 10	INV	P	444.43	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035805386		0	2021 10	INV	P	200.92	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035810812		0	2021 10	INV	P	276.12	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035814667		0	2021 10	INV	P	150.66	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035814702		0	2021 10	INV	P	114.16	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035814712		0	2021 10	INV	P	168.48	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035817018		0	2021 10	INV	P	652.42	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035818011		0	2021 10	INV	P	459.18	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035819360		0	2021 10	INV	P	256.83	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035821824		0	2021 10	INV	P	179.71	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035825674		0	2021 10	INV	P	2,081.93	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035826578		0	2021 10	INV	P	140.92	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035830179		0	2021 10	INV	P	249.20	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035831690		0	2021 10	INV	P	494.68	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035834756		0	2021 10	INV	P	947.68	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035837270		0	2021 10	INV	P	137.71	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035837304		0	2021 10	INV	P	111.72	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035837306		0	2021 10	INV	P	101.65	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035837444		0	2021 10	INV	P	370.61	041621	255680 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035838657		0	2021 10	INV	P	498.37	042321	255865 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035848023		0	2021 10	INV	P	676.86	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035849203		0	2021 10	INV	P	331.50	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035853022		0	2021 10	INV	P	494.81	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 2035858303		0	2021 10	INV	P	354.72	043021	256204 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C 5016826374		0	2021 10	INV	P	161.63	042321	255864 LIBRARY MATERIALS
								13,845.23		
010520	CENTER POINT PUBLISH	1838059		0	2021 10	INV	P	134.82	043021	256210 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	51842267		0	2021 10	INV	P	102.80	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	51890585		0	2021 10	INV	P	43.43	041621	255724 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	51897150		0	2021 10	INV	P	158.57	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	51959739		0	2021 10	INV	P	133.02	041621	255724 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52092177		0	2021 10	INV	P	20.13	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52137674		0	2021 10	INV	P	93.94	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52166272		0	2021 10	INV	P	830.04	041621	255724 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52231358		0	2021 10	INV	P	121.18	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52268867		0	2021 10	INV	P	176.13	042321	255911 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52312777		0	2021 10	INV	P	445.98	043021	256252 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI	52346345		0	2021 10	INV	P	26.59	043021	256252 LIBRARY MATERIALS

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010536 INGRAM LIBRARY SERVI				52369403	0	2021 10	INV	P		300.39	043021	256252 LIBRARY MATERIALS
										2,452.20		
ACCOUNT TOTAL										16,493.66		
10550220 477040						Books (Cat/Reference)						
010475 GREENSTATE CREDIT U				50821	0	2021 10	INV	P		125.00	043021	256234 AMangano/Mastercard
ACCOUNT TOTAL										125.00		
10550220 477070						Downloadable-eBooks						
011068	OVERDRIVE	INC	01370CO21089606	0	2021 10	INV	P			28.99	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21090343	0	2021 10	INV	P			302.97	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21094092	0	2021 10	INV	P			1,196.50	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21095409	0	2021 10	INV	P			4,950.16	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21100680	0	2021 10	INV	P			277.98	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21106530	0	2021 10	INV	P			791.33	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21107004	0	2021 10	INV	P			2,377.84	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21110579	0	2021 10	INV	P			480.46	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21110580	0	2021 10	INV	P			884.40	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21114301	0	2021 10	INV	P			119.93	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21115676	0	2021 10	INV	P			3.99	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21123175	0	2021 10	INV	P			553.45	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21130350	0	2021 10	INV	P			101.98	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21130356	0	2021 10	INV	P			66.00	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21133326	0	2021 10	INV	P			464.44	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21133338	0	2021 10	INV	P			190.48	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21135423	0	2021 10	INV	P			3,481.11	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21137136	0	2021 10	INV	P			589.68	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21138822	0	2021 10	INV	P			174.99	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21140685	0	2021 10	INV	P			883.89	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21140696	0	2021 10	INV	P			162.49	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21144784	0	2021 10	INV	P			24.99	043021	256288 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21147309	0	2021 10	INV	P			1,945.53	043021	256288 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA20456998	0	2021 10	INV	P			45.45	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21090902	0	2021 10	INV	P			729.91	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21103067	0	2021 10	INV	P			65.00	040921	255623 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21103606	0	2021 10	INV	P			696.46	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21112340	0	2021 10	INV	P			819.89	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21112514	0	2021 10	INV	P			29.99	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21122291	0	2021 10	INV	P			65.00	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21123835	0	2021 10	INV	P			791.31	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21127879	0	2021 10	INV	P			27.50	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21130990	0	2021 10	INV	P			24.95	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21134015	0	2021 10	INV	P			1,154.35	041621	255771 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21136108	0	2021 10	INV	P			55.98	042321	255953 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21142689	0	2021 10	INV	P			1,565.90	043021	256288 LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21143321	0	2021 10	INV	P			60.00	042321	255953 LIBRARY MATERIALS
										26,185.27		



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ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR TYP S			WARRANT	CHECK	DESCRIPTION
					ACCOUNT TOTAL			26,185.27			
10550220	477100				Fiction Audio-CD						
010518	BLACKSTONE	AUDIOBOOK	1215028	0	2021	10	INV	P	40.00	042321	23219 LIBRARY MATERIALS
010518	BLACKSTONE	AUDIOBOOK	1216154	0	2021	10	INV	P	80.00	043021	23622 LIBRARY MATERIALS
								<hr/> 120.00			
010546	MIDWEST	TAPE	500202254	0	2021	10	INV	P	39.99	040921	255613 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500265700	0	2021	10	INV	P	49.98	042321	255936 LIBRARY MATERIALS
								<hr/> 89.97			
					ACCOUNT TOTAL			209.97			
10550220	477110				Music-CD						
010509	BAKER &	TAYLOR	INC C H54866040	0	2021	10	INV	P	40.39	041621	255681 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500202252	0	2021	10	INV	P	36.57	040921	255613 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500298894	0	2021	10	INV	P	11.24	043021	256275 LIBRARY MATERIALS
								<hr/> 47.81			
					ACCOUNT TOTAL			88.20			
10550220	477160				Video Recordings						
010509	BAKER &	TAYLOR	INC C H54596850	0	2021	10	INV	P	21.71	040921	255558 LIBRARY MATERIALS
010509	BAKER &	TAYLOR	INC C H54786880	0	2021	10	INV	P	43.42	041621	255681 LIBRARY MATERIALS
010509	BAKER &	TAYLOR	INC C H54930630	0	2021	10	INV	P	43.45	043021	256205 LIBRARY MATERIALS
010509	BAKER &	TAYLOR	INC C H55006100	0	2021	10	INV	P	21.71	043021	256205 LIBRARY MATERIALS
								<hr/> 130.29			
010546	MIDWEST	TAPE	500154002	0	2021	10	INV	P	22.49	040921	255613 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500189830	0	2021	10	INV	P	263.87	040921	255613 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500209587	0	2021	10	INV	P	42.73	041621	255756 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500241955	0	2021	10	INV	P	69.72	041621	255756 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500241956	0	2021	10	INV	P	547.92	041621	255756 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500253400	0	2021	10	INV	P	412.30	042321	255936 LIBRARY MATERIALS
								<hr/> 1,359.03			
					ACCOUNT TOTAL			1,489.32			
10550220	477210				Non-Fiction Video-DVD						
010509	BAKER &	TAYLOR	INC C H54545600	0	2021	10	INV	P	14.49	040921	255558 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500189830	0	2021	10	INV	P	256.36	040921	255613 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500241955	0	2021	10	INV	P	23.99	041621	255756 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500241956	0	2021	10	INV	P	254.08	041621	255756 LIBRARY MATERIALS
010546	MIDWEST	TAPE	500253400	0	2021	10	INV	P	413.78	042321	255936 LIBRARY MATERIALS



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OPERATING BUDGET: 10550110 to 10550220  
LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10				ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
										948.21			
ACCOUNT TOTAL										962.70			
10550220	477220						Multi-Media/Gaming						
010536	INGRAM LIBRARY SERVI	52346345	0		2021	10	INV	P	113.98	043021	256252	LIBRARY MATERIALS	
ACCOUNT TOTAL										113.98			
10550220	477230						Non-Fiction Audio-CD						
010518	BLACKSTONE AUDIOBOOK	1216154	0		2021	10	INV	P	32.49	043021	23622	LIBRARY MATERIALS	
ACCOUNT TOTAL										32.49			
10550220	477250						Downloadable Media						
011068	OVERDRIVE INC	01370CO21089623	0		2021	10	INV	P	665.36	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21090354	0		2021	10	INV	P	149.98	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21094091	0		2021	10	INV	P	839.34	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21100679	0		2021	10	INV	P	194.95	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21106529	0		2021	10	INV	P	1,209.01	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21110581	0		2021	10	INV	P	169.98	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21110587	0		2021	10	INV	P	874.88	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21114307	0		2021	10	INV	P	346.95	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21123174	0		2021	10	INV	P	224.98	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21130305	0		2021	10	INV	P	102.90	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21133329	0		2021	10	INV	P	232.47	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21133339	0		2021	10	INV	P	214.48	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21137137	0		2021	10	INV	P	687.32	042321	255953	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21138824	0		2021	10	INV	P	95.25	042321	255953	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21140688	0		2021	10	INV	P	897.81	042321	255953	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21140704	0		2021	10	INV	P	262.23	042321	255953	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370CO21144788	0		2021	10	INV	P	295.98	043021	256288	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA20456998	0		2021	10	INV	P	40.95	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21090902	0		2021	10	INV	P	758.10	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21093516	0		2021	10	INV	P	70.00	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21095184	0		2021	10	INV	P	92.00	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21098618	0		2021	10	INV	P	29.95	040921	255623	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21103606	0		2021	10	INV	P	315.73	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21112340	0		2021	10	INV	P	748.91	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21122291	0		2021	10	INV	P	65.00	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21123835	0		2021	10	INV	P	443.48	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21127879	0		2021	10	INV	P	109.00	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21134015	0		2021	10	INV	P	1,038.05	041621	255771	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21139592	0		2021	10	INV	P	109.00	042321	255953	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21142689	0		2021	10	INV	P	887.15	043021	256288	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21149144	0		2021	10	INV	P	76.00	043021	256288	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA21153221	0		2021	10	INV	P	49.99	043021	256288	LIBRARY MATERIALS	
										12,297.18			
015034	KANOPY INC	241923 - PPU	0		2021	10	INV	P	3,611.00	043021	256265	LIBRARY MATERIALS	

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 OPERATING BUDGET: 10550110 to 10550220  
 LIBRARY EXPENDITURES APRIL 1 TO APRIL 30

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YEAR/PERIOD: 2021/10 TO 2021/10											
ACCOUNT/VENDOR					INVOICE	PO	YEAR/PR TYP S		WARRANT	CHECK	DESCRIPTION
						ACCOUNT TOTAL		15,908.18			
10550220 477330						Print/Reference Serials					
010238 IOWA CITY PRESS CITI FY21ICPC32421						0	2021 10	INV P	1,016.82	040921	255599 LIBRARY MATERIALS A
010238 IOWA CITY PRESS CITI PC002592542421						0	2021 10	INV P	995.18	043021	256254 LIBRARY MATERIALS
									<hr/>		
									2,012.00		
011183 CORRIDOR BUSINESS JO 6355452021						0	2021 10	INV P	69.95	041621	255694 LIBRARY MATERIALS
						ACCOUNT TOTAL		2,081.95			
						ORG 10550220 TOTAL		63,690.72			
=====											
FUND 1000 General						TOTAL:		129,363.94			
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\*\* END OF REPORT - Generated by Jennifer Miller \*\*