



**WEST DES MOINES**

**COMMUNITY SCHOOLS**

Innovative Spirit. Inspiring Success.

AGREEMENT BETWEEN

**WEST DES MOINES  
COMMUNITY SCHOOLS**

AND

**WEST DES MOINES EDUCATIONAL  
SUPPORT PERSONNEL**

**2022-25**

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**ARTICLE I  
BARGAINING UNIT**

- A. **INCLUDED:** All non-certified school employees, and, non-certified substitutes performing any service in more than four (4) consecutive months.
- EXCLUDED:** Head bus driver; community education employees; secretaries to superintendent, human resources, administrative services, and informational services; supervisors; nutrition service managers; Valley foreman and assistant; maintenance and operations secretary; nutrition services financial secretary; nutrition services purchasing secretary; district payroll clerks and accounting clerks in the district accounting office; all employees excluded by Section 4 of the Act; and all respective substitutes for the excluded positions.
- B. The term “employee,” as used in this Agreement, shall not include substitutes, and they are not covered by its provisions, except under Articles I, II, IV, VIII D, E, VIII, X and Appendix B.

## **ARTICLE II GRIEVANCE PROCEDURE**

### **A. Purpose**

The purpose of this article is to provide for a mutually acceptable method for the prompt and equitable settlement of employee grievances and disputes over alleged violations of this Agreement. There will be an attempt to resolve informally, or at the earliest possible stage, all grievances. Informal settlements in any stage will bind the immediate parties to the settlement but will not serve as a precedent in any other grievance proceeding.

### **B. A "grievance" is a claim by an employee that there has been a misinterpretation, violation or misapplication of any provision of this Agreement.**

### **C. All time limits herein will consist of school days, Monday through Friday. The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. There shall be no obligation by the employer to consider any grievance not filed or appealed in a timely manner.**

### **D. An aggrieved person may be represented at all stages of the grievance procedure by him/herself, or at their option, by a representative selected or approved by the WDMESP. When the employee is not represented by the WDMESP, the WDMESP shall have the right to be present at all levels as a party of interest and will have the right to grieve any adjustment of the employee's complaint.**

1. Every employee covered by this Agreement will have the right to present grievances in accordance with these procedures.
2. The failure of the employee (or, in the event of an appeal to arbitration, the WDMESP to act on any grievance within the prescribed time limits will act as a bar to any further appeal and the employer's representative's failure to give a decision within the time limits will permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

### **E. Grievance Levels**

#### **1. Level One**

An employee with an alleged grievance shall, within fifteen (15) working days from the date of the alleged violation, discuss it with their principal or immediate supervisor in an attempt to resolve the matter informally.

#### **2. Level Two**

If, as a result of the informal discussion in Level One, the employee feels a grievance still exists and the employee desires to proceed to Level Two, the employee shall in writing within ten (10) working days from the date of the informal conference in Level One file a written grievance with the principal or their immediate supervisor on the form attached hereto. The principal or the employee's immediate supervisor will within five (5) working days following the receipt of the written grievance meet with the employee to discuss the grievance. Within five (5) working days following this meeting, the principal or the immediate supervisor will communicate in writing to the employee the disposition of the grievance with a copy to the WDMESP.

3. **Level Three**  
In the event the employee is not satisfied with the decision at Level Two and the employee desires to proceed to Level Three of the grievance procedure, the employee will file within five (5) working days of the employee's receipt of the written decision from Level Two a copy of the written grievance with the Superintendent or their designee. Within ten (10) working days after such written grievance is filed, the employee and the Superintendent or their designee will meet to discuss the grievance. Within five (5) working days of the meeting the Superintendent or their designee will indicate the disposition of the grievance in writing and furnish a copy thereof to the WDMESP and to the Board of Education.
4. **Level Four**  
If the grievance is not resolved satisfactorily at Level Three, the employee and the Association may within thirty (30) working days request arbitration, with written notification to the Director of Human Resources/Designee. The parties will try to agree on an arbitrator within ten (10) working days after receipt of the written notice. If the parties cannot mutually agree on an arbitrator, then within five (5) working days from the said meeting held to attempt to agree, either party may request the Public Employee Relations Board to recommend a list of five (5) arbitrators from which each party will strike two (2) names. The remaining listed person will serve as the arbitrator.

No grievance may be appealed to arbitration without the approval of the WDMESP.

The arbitrator, in their opinion, shall not amend, modify, add to or detract from the provisions of the Agreement. their decision must be based solely and only upon their interpretation of the meaning of the Agreement. they shall be asked to issue the decision within thirty (30) working days after conclusion of testimony and argument. The decision of the arbitrator will be final and binding on the parties.

5. **Year End Grievance**  
In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, the party in interest or the school district, the time limits set forth herein will be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) working days thereafter.
6. **General Provisions**
  - a. **Group Grievance** – If a grievance affects a group or class of employees because of the existence of the same facts and issues, the WDMESP may submit such grievance in writing to the Superintendent or their designee directly and the processing of such grievance will be commenced at Level Three. The WDMESP may process such a grievance through all steps of the grievance procedure.
  - b. **Meetings and Hearings** – All meetings and hearings under this procedure will be conducted in private and will include only witnesses, the parties of interest, and their designated or selected representatives.
  - c. **Grievance Forms** – Grievance forms will be as set forth in Appendix B. Copies will be available in the office of any building principal, the Office of Human Resources or from the WDMESP representatives.
  - d. **Arbitration Costs** – The costs of the service of the arbitrator will be borne equally by the employer and the WDMESP.

**ARTICLE III  
SENIORITY**

A. Definition

Seniority means a regular full-time/part-time employee's length of service since their day of hire. Day of hire shall mean the employee's first working day.

B. Procedures

1. Posting: In October and again in March, the employer will post on appropriate bulletin boards a seniority list showing job classifications and continuous service of each employee. A copy of the seniority list will be sent to the WDMESP when it is posted.
2. Breaks in Service: An employee's seniority record will be broken by voluntary resignation, discharge, retirement or reduction in force.
  - a. Should a laid-off employee return to work within eighteen (18) months, the seniority will continue as if no layoff occurred.
  - b. Seniority rights will be forfeited if the continuous period of lay-off exceeds eighteen (18) months.
  - c. Should a regular full-time or part-time employee leave the job classification represented by the WDMESP, the employee's seniority will be frozen. Should they return to the previous job classification, their seniority will continue from the seniority level previously attained.
  - d. Should a regular full-time or part-time 1:1 assistant lose their position due to no longer needing the support of the 1:1, the employee's seniority will be frozen. Should the employee return to the previous job classification (Schedule A) within the following semester time, their seniority will continue from the seniority level previously attained.
3. An employee who is absent from work for three (3) consecutive days without notification for valid reason to an appropriate supervisor will be considered having resigned. In the event an appropriate supervisor cannot be reached, the employee may notify the Director of Human Resources/Designee or designee.
6. Seniority will operate within job classifications and not buildings.
7. Seniority will operate within the job classifications listed below:
  - a. Teaching Assistant
  - b. Custodian
  - c. Maintenance
  - d. Secretary
  - e. Transportation
  - f. Media Assistant
  - g. Study Hall Supervisor
  - h. Bus Assistant
  - i. Health Assistant
  - j. Warehouse
  - k. Noon Supervisor
  - l. Nutrition General Worker
  - m. Nutrition Satellite, Floater, Lunch Clerk
  - n. Nutrition/Head, Delivery and Cleaning

**ARTICLE IV  
PROBATION**

- A. A new employee will serve a probationary period of ninety (90) working days from the first work day. Upon completion of the probationary period, they will be put on the seniority list and their seniority will be determined from their day of hire. Day of hire shall mean the employee's first working day.
- B. During the probationary period, an employee may be terminated at the discretion of the district and the district may otherwise discipline, lay-off, or suspend such probationary employee for any reason and such action shall not be subject to review of the grievance procedure.
- C. A probationary employee shall not have any seniority rights. However, the probationary employee will be compensated for accrued leave(s) (XII) and scheduled holiday(s) (XVI).

**ARTICLE V  
CHANGE OF JOB CLASSIFICATION**

- A. If an employee is being frequently utilized in a manner significantly different from their regularly assigned duties, that situation shall be subject to the grievance procedure.
- B. When an employee is assigned out of their job classification for more than five (5) continuous days, they will be paid retroactively for those days at a higher rate of pay.
- C. All vacancies and positions filled with temporary assignments will be posted as vacancies, and applications received to fill them, unless the vacancy is due to vacation or leave of absence.
- D. Employees may be promoted to a classification for training on a tryout basis. The employee will be informed of their status at the start of such an assignment. Employees will not receive a pay adjustment during the training period, which may not exceed fifteen (15) working days.
- E. Custodial staff awarded a building assignment will be assigned a designated area of the building determined by the district. Assignments may be modified as needed.

**ARTICLE VI  
IN-SERVICE TRAINING**

- A. In-service training is defined as training provided by the district to various employees during the service year.
- B. No employee will be required to attend any in-service or workshop at less than their regular rate of pay.

**ARTICLE VII  
LEAVES**

- A. Personal Illness
  - 1. All employees will have fifteen (15) sick days. Part-time employees will accumulate the number of hours they are regularly scheduled to work. For example, those employees who work a three (3) hour daily schedule would receive a total of forty-five (45) hours of sick leave eligibility; however, they would be restricted to taking their sick leave hours in increments no greater than their daily scheduled hours.

All employees hired after the beginning of the year will have the days prorated for the balance of the year.

2. Sick leave may be accumulative to the following maximum provided the days have been accumulated through consecutive years of service:
  - a. 11-12 month employees may accumulate a maximum of one hundred thirty-five (135) days.
  - b. 9-10 month employees may accumulate a maximum of one hundred twenty-five (125) days.
3. No employee is entitled to more sick days than the employee has earned.
4. Sick leave may be used for personal illness or injury which prevents an employee from performing their regular duties. After three or more consecutive days of sick leave, the district may require a statement from the employee's treating physician certifying that the employee was unable to work during the period of sick leave and the date expected for the employee to return to active employment. Questions which may arise as to what constitutes valid sick leave shall be directed first to the employee's immediate supervisor and then to the Director of Human Resources or designee. Management may request a doctor's note if there is suspected abuse of leave, or as an improvement plan for attendance related issues.
5. Regular part-time employees who are transferred to a full-time position will have their accumulated sick leave balance equated to hourly equivalency of the new position.
6. Employees who are advised of a health condition which may require absence for more than five (5) working days (e.g., scheduled corrective surgery, pregnancy, required therapy), shall inform their immediate supervisor as soon as practical so that arrangements may be made for effective transition of responsibilities to a qualified substitute. A statement from the physician giving approval for the employee to continue to work and recommending the date on which the employee should go on leave may be required. Upon returning to work, the employee must present medical evidence that they are physically capable of returning to work.

B. Absence Without Pay

1. Requests for personal leave of two (2) consecutive days or less may be granted by the appropriate supervisor provided appropriate coverage can be obtained.
2. Requests for personal leave of three (3) consecutive days or more may be granted with concurrence by the appropriate supervisor, appropriate director, and Director of Human Resources/Designee, provided appropriate coverage can be obtained.
3. All applicable paid leaves must be exhausted before the employee is allowed to use absence without pay.

C. Bereavement and Family Emergency or Illness

1. In the event of death of the regular full-time or part-time employee's spouse, child, daughter/son-in-law, father, mother, sister, brother, grandchild, grandfather, grandmother, or comparable relatives of spouse, the employee will be granted permission to be absent from



duty by their supervisor for as many days, not to exceed five (5) days per incident, as may be necessary in their opinion, for attendance at the funeral and for any other purpose directly arising out of said death.

2. In the event of a family emergency or the illness of a member of the regular full-time or part-time employee's family as listed in C-1 above, the employee will be granted permission to be absent from duty by their supervisor for as many days, not to exceed five (5) days per year, as may be necessary in their opinion.
3. No deduction of pay will be made for days so granted.
4. Qualified substitutes will be granted non-paid leave without loss of their status as a substitute. The stipulations contained in C-1 and C-2 shall apply.

D. Funerals for Non-Immediate Family

1. An employee will be allowed one (1) day per year with full pay to attend the funeral of other relatives or close friends upon notification to the supervisor prior to the day of the requested leave. For local funerals, such leave will generally constitute only the time necessary to attend the funeral services. This leave may be taken in one (1) hour increments.
2. Qualified substitutes will be granted this leave without pay and without loss of status as a substitute.

E. Association Leave

There will be no more than a total of ninety-six (96) paid hours per year for representatives of the WDMESP to attend the business of the Association, except to appear as a witness against the district. Association leave may be taken in fifteen (15) minute increments.

F. Jury and Legal Leave

1. Any employee who is called for jury duty during work hours, or who is required to appear in any judicial or administrative proceeding, pursuant to a subpoena, will be provided such paid time, except to appear as a witness against the district. An employee who is required to appear in any judicial or administrative proceeding without a subpoena will be provided time off without pay. When the employee is dismissed from the court duty prior to the end of the regularly scheduled workday, the employee shall contact their supervisor for work instructions.
2. Any remuneration paid by the court for jury duty, less travel allowance paid by the court, will be remitted to the district by the employee. If the remuneration, less travel allowance, paid by the court exceeds the employee's net wage (gross pay minus mandatory deductions) for actual duty time missed, only the employee's net wage for actual duty time missed will be remitted to the district.

G. Military Service

As defined by the Code of Iowa.

H. Veteran's Day Leave

All military veterans, as defined in Section 35.1 of the Iowa Code, will, upon compliance with all requirements of Section 91A.5A of the Iowa Code, be granted a one-day paid leave of absence on the observance of Veteran's Day.

- I. Grievance Arbitration Leave  
When grievance arbitration must be scheduled on working hours, the Association will be allowed up to three (3) representatives and/or witnesses, including the grievant, to attend at no pay deduction.
  
- J. Professional Leave
  - 1. Attendance at professional workshops, conferences, institutes, and other such meetings related to assigned responsibilities which are conducted during duty time may be granted by the supervisor with full pay if:
    - a. the professional meeting is directed toward
      - (1) the improvement of the qualifications for performance of the employee in their assigned responsibilities.
      - (2) serving the interests of the district's needs.
    - b. such absence, along with other absences experienced by the employee, does not detract from the continuity of services provided by the employee.
  - 2. Request for professional leave must be made at least five (5) working days in advance and will include anticipated expenses, if any. If approval is granted by the supervisor, the extent of the reimbursement will be determined based upon the extent of travel funds available and any such reimbursement(s) previously received by the employee. (The employee will be advised regarding the extent of reimbursement at the time the leave is approved.)
  
- K. Specially Designated Leave
  - 1. Up to two (2) days of leave per year will be granted with pay to regular full-time employees [thirty (30) hours or more per week] who suffer the results of natural disasters such as floods, fires or tornadoes.
  - 2. One (1) day of leave per year will be granted with pay to regular part-time employees [less than thirty (30) hours] who suffer the results of natural disasters such as floods, fires or tornadoes.
  - 3. Qualified substitutes will be granted this leave without pay and without loss of status as a substitute. The stipulations in J-1 and J-2 shall apply.

**ARTICLE VIII  
SAFETY**

- A. The district will maintain a safe place of employment and conform to safety and health standards.
- B. The district will have readily available adequate first aid equipment for use in each building.
- C. Special clothing, equipment and devices needed by the employee to perform assigned duties in a safe manner will be provided at district expense.

**ARTICLE IX  
WORK YEAR**

A. Twelve-Month Employees

The work year for twelve (12) month employees shall be from July 1 through June 30. Their employment shall include the holiday and vacation schedule as listed in said article. Any in-service day or meeting shall be on a workday.

B. Less Than Twelve-Month Employee

Employees who work less than twelve (12) months shall be employed for the following number of working days which includes any in-service or meeting days and holidays as listed in said article.

1. Media Center, Special Education Program, Study Hall and Health Assistants – Number of student days in the school calendar plus a minimum of two (2) additional days if warranted in the opinion of the administrator, and holidays as listed in said article. Special Education Assistants will work days on an as needed basis.

Days in excess of this amount will be determined by the administration according to need and budgeting limitations.

2. Building Secretaries – 205 work days including all student days, conference days, in-service days, and holidays as listed in said article, with the remaining days to be determined by the administrator or appropriate supervisor.
3. Nutrition Services Employees – Number of days that school lunches are served plus any Nutrition Services in-service day(s) and holidays as listed in said article. Additional days may be assigned by the Director of Nutrition Services.
4. Transportation Employees – Regular bus route employees – number of student days in the school calendar and any in-service days in that department, and holidays as listed in said article.

Special Education Bus Route Employees – Number of Special Education student days required and any in-service days and holidays as listed in said article.

**ARTICLE X  
HOURS OF WORK AND OVERTIME**

- A. All employees who work seven (7) or more continuous hours will be given two (2) fifteen (15) minute break periods with pay and a minimum thirty (30) minute lunch period without pay.

- B. All employees who work more than four (4) hours but less than seven (7) continuous hours will be given one (1) fifteen (15) minute break with pay and a thirty (30) minute lunch period without pay.

- C. The workday for assistants is a minimum of two (2) hours. The workday for bus drivers working the noon route is a minimum of one and one-half (1 ½ hours).

D. Nutrition Employees

1. All nutrition employees who work more than four (4) continuous hours but less than six (6) continuous hours will be given one (1) paid 15 minute break.
2. All nutrition employees who work six (6) or more continuous hours but less than seven (7) continuous hours will be given one (1) paid 15 minute break and one (1) unpaid 30 minute lunch break.
3. All nutrition employees who work seven (7) or more continuous hours will be given two (2) paid 15 minute breaks and one (1) unpaid 30 minute lunch break.

E. Transportation Employees

1. Estimates of average hours required to complete routes will be prepared, and such routes will be posted for driver bidding based upon driver seniority. An allowance time for preparation and clean-up of vehicles will be estimated and computed in the route time in order that this necessary work is included in payment for work performed.
2. Field Trips
  - a. Drivers for daytime trips (Monday through Friday), which are scheduled to begin within one-half ( $\frac{1}{2}$ ) hour of the actual completion time of their regularly scheduled AM route or ending within one-half ( $\frac{1}{2}$ ) hour of the actual scheduled PM route will be paid for a minimum of one and one-half ( $1\frac{1}{2}$ ) hours.
  - b. Drivers for field trips that begin more than one-half ( $\frac{1}{2}$ ) hour after completion of their regularly scheduled AM route or ending more than one-half ( $\frac{1}{2}$ ) hour prior to the beginning of their regularly scheduled PM route will be paid for a minimum of two (2) hours.
  - c. Drivers for trips on evenings (after completion of daily PM route), Saturdays, Sundays or days when school is not in session, will be compensated for a minimum of two (2) hours.
  - d. Activity trip drivers will be paid at their regular rate of pay.

F. Overtime

1. Overtime for regular full-time employees will be paid at a rate of time and one-half ( $1\frac{1}{2}$ ) the employee's straight hourly rate when an employee works in excess of forty (40) hours a week including holidays, optional holidays and paid vacation time, calculated Sunday through Saturday.
2. The need for overtime and its assignment will be the district's decision. Any work performed outside the designated work hours must have prior approval by supervisory personnel. An attempt will be made insofar as possible, to distribute overtime evenly among all interested employees.
3. Except in the case of an emergency, extra hours in Nutrition Services are defined as voluntary hours not regularly scheduled, catering work or work resulting from the absence of employees scheduled to work. Caterers must be ServSafe Certified and are paid at \$20.00 per hour for the first person and \$15.00 per hour for the second person.

4. Employees who are called to report for work at irregular hours will report and be guaranteed a minimum of two (2) hours pay.
5. Custodial and/or maintenance employees will be paid a minimum of one (1) hour for building checks performed on weekends and/or holidays at the rate of time and one-half (1½) the employee's regular hourly rate of pay. This is in addition to regular holiday pay.

G. Change of Hours

1. If a supervisor requires an employee to be on duty before the regular arrival time, that employee may leave work before regular dismissal time except in emergency situations.
2. Administrators may request and employees have the option of accepting or rejecting, except in emergency situations, arrangements in which the employee is released from morning or afternoon time in order to work equivalent hours in the evening or night.

**ARTICLE XI  
HOLIDAYS**

- A. The following holidays will be paid to those employees who are working thirty (30) hours or more per week at the time of the holiday.

<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
July 4, 2022 September 5, 2022 November 24, 2022 November 25, 2022 December 23, 2022 December 26, 2022 January 2, 2023 May 29, 2023	July 4, 2023 September 4, 2023 November 23, 2023 November 24, 2023 December 25, 2023 December 26, 2023 January 1, 2024 May 27, 2024	July 4, 2024 September 2, 2024 November 28, 2024 November 29, 2024 December 24, 2024 December 25, 2024 January 1, 2025 May 26, 2025

This does not preclude the employer declaring extra paid holidays when circumstances warrant.

- B. All employees will be paid for an Optional Holiday. The Optional Holiday may be taken in 1 hour increments approved by the supervisor and may be carried into the next fiscal year. Employees will be restricted to a maximum of two (2) Optional Holidays in any one (1) fiscal year. They may only carry the Optional Holiday earned from the immediate past year.
- C. **Eligibility**  
 An employee will be eligible for holiday pay if they would have been scheduled to work on that day and if they worked the last scheduled day prior to the holiday and the next scheduled day following, unless excused by the district. If a holiday is observed on an employee's scheduled day off or during their vacation, they will receive an additional vacation day.
- D. **Holiday-Pay**  
 Employees who perform no work on a holiday will be paid at their usual hourly rate based on the scheduled number of hours they regularly work.

- E. **Holiday Work**  
If an employee works on a holiday, they will be paid time and one-half (1½) for all hours worked. This is in addition to their holiday pay. All work performed on a holiday will be voluntary unless an emergency situation exists.

**ARTICLE XII  
VACATIONS**

- A. **Eligibility and Allowance**

1. Vacations are payable only to twelve (12) month non-probationary employees.
2. The vacation eligibility date will be July 1, with vacation days accruing and prorated on the basis of time worked during the fiscal year. No vacation days may be taken in advance of their accrual. Vacation time may not be drawn upon by the employee until actual vacation time has been accrued.
3. Vacation schedules will be established within buildings for custodians and within departments for all other job classifications and granted in order of date of receipt and by seniority. All vacation schedules will be approved by the appropriate supervisor.
4. Annual vacations will be based on the following service requirements in the district:

Employed less than one year - - - - - ½ day per month  
Employed one year, but less than five years - - - - - 10 working days  
Employed at least five years, but less than ten - - - - - 13 working days  
Employed at least ten years - - - - - 17 working days  
Employed at least thirteen years - - - - - 20 working days

- B. **Vacation Pay**

The rate will be the employee's straight time rate of pay. Employees will receive pay for vacations at the time of their regularly scheduled pay days.

- C. **Vacation Period**

The employees may request a particular period for vacation. Vacation days accrued during one fiscal year must be used before the end of the following fiscal year. Circumstances may dictate that an employee may be permitted to utilize vacation days from the next fiscal year prior to July 1st. This will require the approval of the appropriate supervisor.

- D. **Vacation Rights**

Any non-probationary employee who is laid-off, discharged, retired or resigns prior to taking their vacation will be compensated for the unused vacation accumulated at the time of separation.

- E. **Conversion Rights**

Less than twelve (12) month employees who are transferred to twelve (12) month positions will have their accumulated hours equated to twelve (12) month service requirements to determine the annual vacation rate.

### **ARTICLE XIII COMPENSATION**

- A. Employees will receive the hourly rates in accordance with Schedules A, B, C, and D.
- B. An employee who voluntarily accepts work, in his or her regular job category, outside the school year will be paid at their regular rate of pay.
- C. New employees with no comparable experience will be placed on Step A for the corresponding job classification.
- D. When a current employee transfers or applies and receives a new wage classification, the employee will retain initial placement experience in addition to the experience in the district when receiving a new wage classification.

If a current employee moves within or between a job classification, applicable experience within the new classification will be reviewed.

New employees with comparable experience in other public or private companies will receive credit for one (1) year of experience for each two (2) years of comparable experience. New employees with comparable experience in a K-12 school district will receive credit for one (1) year of experience for each year of comparable experience.

- E. All special education assistants who pursue the on-line paraeducator certificate will be reimbursed the registration fee for coursework leading to certification upon presentation of evidence of courses satisfactorily completed.
- F. All employees of the district will be required to receive their paychecks by direct deposit.

**ARTICLE XIV  
2022-23 WAGE SCHEDULES**

Schedule A						
	Class I	Class II	Class III	Class IV	Class V	Class VI
<b>A</b>	14.25	16.25	16.50	17.00	20.00	40.00
<b>B</b>	14.40	16.40	16.65	17.15	20.15	40.15
<b>C</b>	14.55	16.55	16.80	17.30	20.30	40.30
<b>D</b>	14.70	16.70	16.95	17.45	20.45	40.45
<b>E</b>	14.85	16.85	17.10	17.60	20.60	40.60
<b>F</b>	15.00	17.00	17.25	17.75	20.75	40.75
<b>G</b>	15.15	17.15	17.40	17.90	20.90	40.90
<b>H</b>	15.30	17.30	17.55	18.05	21.05	41.05
<b>I</b>	15.45	17.45	17.70	18.20	21.20	41.20
<b>J</b>	15.60	17.60	17.85	18.35	21.35	41.35
<b>K</b>	15.75	17.75	18.00	18.50	21.50	41.50
<b>L</b>	15.90	17.90	18.15	18.65	21.65	41.65
<b>M</b>	16.05	18.05	18.30	18.80	21.80	41.80
<b>N</b>	16.20	18.20	18.45	18.95	21.95	41.95
<b>O</b>	16.35	18.35	18.60	19.10	22.10	42.10
<b>Off*</b>	16.50	18.50	18.75	19.25	22.25	42.25
	Teacher Assistant				LPN (Per IEP)	
	Noon Hour Supervisor	Special Education Assistant Level 1 and 2	Special Education Assistant Level 3	Principal Secretary (10 mo, 12 mo)	Specialized Behavioral Assistant	Sign Language Interpreter
	Study Hall Supervisor		General Secretary	HS Secretary (12 mo)		
	Media Assistant		Preschool Assistant	VHS Registrar		

**\*All "Off Schedule" Employees will receive at least a \$0.65 increase for the 2022-23 school year.**



Schedule B			
	Class I	Class II	Class III
A	16.00	16.50	17.50
B	16.15	16.65	17.65
C	16.30	16.80	17.80
D	16.45	16.95	17.95
E	16.60	17.10	18.10
F	16.75	17.25	18.25
G	16.90	17.40	18.40
H	17.05	17.55	18.55
I	17.20	17.70	18.70
J	17.35	17.85	18.85
K	17.50	18.00	19.00
L	17.65	18.15	19.15
M	17.80	18.30	19.30
N	17.95	18.45	19.45
O	18.10	18.60	19.60
Off*	18.25	18.75	19.75
	General Worker	Satellite Worker	Nutrition Head Worker
	Breakfast Clerk	Floater	
		Lunch Clerk	
	\$0.25 ServSafe not included	\$0.25 ServSafe included	\$0.25 ServSafe included
<b>ServSafe is optional for Classification I and required for Classifications II and III within 90 days of hire.</b>			

**\*All "Off Schedule" Employees will receive at least a \$0.65 increase for the 2022-23 school year.**

Schedule C							
Step	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
A	14.40	19.00	19.25	19.75	20.00	22.90	29.25
B	14.55	19.15	19.40	19.90	20.15	23.05	29.40
C	14.70	19.30	19.55	20.05	20.30	23.20	29.55
D	14.85	19.45	19.70	20.20	20.45	23.35	29.70
E	15.00	19.60	19.85	20.35	20.60	23.50	29.85
F	15.15	19.75	20.00	20.50	20.75	23.65	30.00
G	15.30	19.90	20.15	20.65	20.90	23.80	30.15
H	15.45	20.05	20.30	20.80	21.05	23.95	30.30
I	15.60	20.20	20.45	20.95	21.20	24.10	30.45
J	15.75	20.35	20.60	21.10	21.35	24.25	30.60
K	15.90	20.50	20.75	21.25	21.50	24.40	30.75
L	16.05	20.65	20.90	21.40	21.65	24.55	30.90
M	16.20	20.80	21.05	21.55	21.80	24.70	31.05
N	16.35	20.95	21.20	21.70	21.95	24.85	31.20
O	16.50	21.10	21.35	21.85	22.10	25.00	31.35
Off*	16.65	21.25	21.50	22.00	22.25	25.15	31.50
	Bus Assistant	Bus Driver	Community Mobility Driver	Extra Bus Driver	Team Coach	Mechanic	Head Mechanic

**\*All "Off Schedule" Employees will receive at least a \$0.65 increase for the 2022-23 school year.**

Schedule D				
	Class I	Class II	Class III	Class IV
<b>A</b>	16.00	16.20	18.25	20.75
<b>B</b>	16.15	16.35	18.40	20.90
<b>C</b>	16.30	16.50	18.55	21.05
<b>D</b>	16.45	16.65	18.70	21.20
<b>E</b>	16.60	16.80	18.85	21.35
<b>F</b>	16.75	16.95	19.00	21.50
<b>G</b>	16.90	17.10	19.15	21.65
<b>H</b>	17.05	17.25	19.30	21.80
<b>I</b>	17.20	17.40	19.45	21.95
<b>J</b>	17.35	17.55	19.60	22.10
<b>K</b>	17.50	17.70	19.75	22.25
<b>L</b>	17.65	17.85	19.90	22.40
<b>M</b>	17.80	18.00	20.05	22.55
<b>N</b>	17.95	18.15	20.20	22.70
<b>O</b>	18.10	18.30	20.35	22.85
<b>Off*</b>	18.25	18.45	20.50	23.00
	Custodian	Activities Custodian	Head Custodian (Elem)	Head Custodian (VHS)
	Sweep Custodian	Warehouse Worker	Head Custodian (ST, IH)	
			Head Custodian (VSW)	
			Head Custodian (WCC)	
			Head Custodian (Sweep)	
			Head Custodian (LRC)	

**\*All "Off Schedule" Employees will receive at least a \$0.65 increase for the 2022-23 school year.**

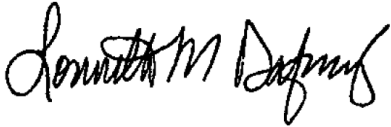
**ARTICLE XV  
SAVINGS CLAUSE**

In the event that any provision of this Agreement will become void or illegal during the term of this Agreement, such provisions will become inoperative, but all other provisions will remain in full force and effect for the duration of this Agreement.

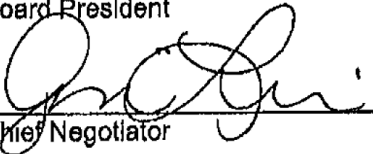
**ARTICLE XVI  
DURATION**

This Agreement between the West Des Moines Community School District and the West Des Moines Educational Support Personnel will be effective as of July 1, 2022 and shall continue in effect until June 30, 2025. The Agreement will be open for wages, duration, and one article for WDMCS and WDMESP each year.

WEST DES MOINES COMMUNITY SCHOOLS



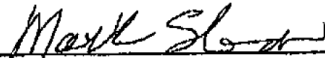
Board President



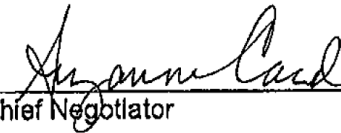
Chief Negotiator

May 9, 2022  
Date

WEST DES MOINES EDUCATIONAL  
SUPPORT STAFF ASSOCIATION



President



Chief Negotiator

May 6, 2022  
Date

WEST DES MOINES EDUCATIONAL SUPPORT STAFF  
GRIEVANCE REPORT

# \_\_\_\_\_

\_\_\_\_\_  
Date Filed

\_\_\_\_\_ Building

\_\_\_\_\_ Service Area

Distribution of Form

- 1. Association
- 2. Employee
- 3. Appropriate Supervisor
- 4. Superintendent or Designee

LEVEL II

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract Violated \_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

D. Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

E. Disposition by Principal or Immediate Supervisor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor Date

LEVEL III

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Date received by Superintendent

B. Disposition by Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent                      Date  
or Designee

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LEVEL IV

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Signature of Association President

B. \_\_\_\_\_  
Date Submitted to Arbitrator                      Date Heard by Arbitrator

C. Disposition and Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Date of Decision \_\_\_\_\_

Memorandum of Agreement  
between  
West Des Moines Community School District  
and  
West Des Moines Educational Support Personnel  
2009-10

Employees hired prior to July 1, 1987 who worked less than thirty (30) hours per week and completed their probationary period may purchase the district health insurance plan at the district's group rate.

**WEST DES MOINES COMMUNITY  
SCHOOL DISTRICT**

*Representative*

By Mark A. Lyman

Date May 12, 2009

**WEST DES MOINES EDUCATIONAL  
SUPPORT PERSONNEL**

*Representative*

By \_\_\_\_\_

Date May 12, 2009



**3550 Mills Civic Parkway | West Des Moines, IA 50265**  
**515-633-5000 | [www.wdmcs.org](http://www.wdmcs.org)**

*The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Dr. Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail [fergusona@wdmcs.org](mailto:fergusona@wdmcs.org) (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)*