

AGREEMENT

Between

**OTTUMWA LIBRARY
BOARD OF TRUSTEES**

And

AFSCME/IOWA LOCAL 3659-2

July 1, 2020

to

June 30, 2025

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AGREEMENT

This Agreement, is entered into this 1st day of July, 2020, by and between Ottumwa Library Board of Trustees, herein referred to as "Employer", and Local 3659-2, affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative with respect to wages, rates of pay, hours of work and other topics as provided in Section 9 of Chapter 20, Code of Iowa, for all employees in the following described unit as certified by the Public Employment Relations Board on February 16, 2005, in Case No. 7032:

Included: All full-time and regular part-time employees including **Professional employees:** Youth Librarian, Reference Librarian, Systems Administrator/Cataloger;

Nonprofessional employees: Assistant Systems Administrator/Circulation, Desk Attendant, Periodicals/Shelver, Chief Adult Circulation, Maintenance, Bookkeeper/Secretary.

Excluded: Library Director, Guards, Supervisors, Confidential Employees, and all others excluded by the Iowa Public Employment Relations Act.

ARTICLE 2 EMPLOYER RIGHTS

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

- a) Direct the work of its employees;
- b) Hire, promote, demote, transfer, assign, and retain employees in positions within its agencies;
- c) Suspend, discipline or discharge employees for proper cause;
- d) Maintain the efficiency of governmental operations;
- e) Relieve employees from duties because of lack of work or for other legitimate reasons;
- f) Determine and implement methods, means, assignments and personnel by which the Employer's operations are to be conducted;
- g) Take such actions as may be necessary to carry out the mission of the Employer;
- h) Initiate, prepare, certify and administer its budget;
- i) Exercise all powers and duties granted to the Employer by law.

ARTICLE 3 DEFINITIONS

A **regular full-time** employee is one who normally works an average of 35 hours or more per week or an average of 70 hours in the two week time period.

A **regular part-time** employee is one who normally works less than 35 hours per week on a regularly scheduled basis. Regular part-time employees are not eligible for any fringe benefits including vacation, insurance, unless otherwise provided herein.

A **temporary** employee is one who is hired for a period of four months or less.

ARTICLE 4 UNION RIGHTS

- 4.1 The Employer will not interfere with the right of its employees to become members of the Union. The Union will not interfere with the right of the employees to refrain from Union membership. There shall be no discrimination by the Employer or the Union because of membership or non-membership in the Union.
- 4.2 During the term of this Agreement, neither the Union nor its agents or any employee, for any reason, will authorize, institute, aide, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Employer. During the term of this Agreement, neither the Employer nor its agents for any reason shall authorize, institute, aid or promote any lockout of employees covered by this Agreement.

ARTICLE 5 GRIEVANCE PROCEDURE AND ARBITRATION

- 5.1 A grievance shall mean that there has been an alleged violation or application of the expressed provisions of this Agreement. A grievance shall contain a statement of the grievance by indicating the issue involved, the relief sought, the date the incident or violation took place, if known, and the specific section or sections of the Agreement involved. The grievance shall be presented to the person or entity designated for each step on forms furnished by the Union and signed and dated by the Union. The grievance form will state the name of the employee(s) authorizing the filing of the grievance.

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

Any bargaining unit employee shall have the right to meet and adjust his/her individual complaint with the Employer, so long as the resolution does not violate this Agreement.

Grievance Steps

Step 1. An employee and/or Union Steward shall present the grievance in writing to the Library Director within seven (7) calendar days following the occurrence or within seven (7) calendar days of when the employee knew or should have known of its occurrence. Upon request of the Union and/or grievant, the parties shall meet at an agreed upon time and date with the employee, union representative(s), employer representative(s), and Library Director in an attempt to resolve the grievance. The Library Director will answer the grievance in writing within seven (7) calendar days of the meeting.

Step 2. If the grievance is not settled in Step 1, the aggrieved employee and/or Union representative shall present the grievance in writing to the Chair of the Library Board of Trustees or his/her representative within seven (7) days following the Library Director's written answer. Within fourteen (14) calendar days, the Chair and his/her designated representative will answer the grievance in writing to the Union representative.

Step 3. If the grievance is not settled in Step 2 and the subject of the grievance is not within the authority of the Library Board of Trustees to resolve (such as insurance benefits), the aggrieved employee and/or Union representative shall present the grievance in writing to the City Administrator of Ottumwa, or designee, within seven (7) days following the written answer of the President of the Ottumwa Public Library Board of Trustees. Within fourteen (14) calendar days, the Administrator and his/her designated representative will answer the grievance in writing to the Union representative.

Step 4. Any grievance not settled in Step 2 of the grievance procedure may be referred to arbitration, providing the referral to arbitration is in writing to the other party and is made within twenty (20) calendar days after the Union representative's receipt of the Employer's answer given in Step 2. It is expressly agreed and understood that no employee shall have the right to compel the arbitration of a grievance without the consent of the Union.

5.2 All joint Employer and Union grievance or negotiation meetings will be held at times and places mutually agreeable to the parties. All grievance investigations are to be done during the employee's non-working time, unless expressly approved otherwise by the Library Director.

5.3 All grievances must be taken up promptly and awards or settlements thereof shall in no case be retroactive to seven (7) days prior to the date the grievance was first presented in written form as provided in Step 1 of the grievance procedure. If a grievance is not presented within the time limits specified in this Article, it shall be considered waived and may not be pursued further. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer, it may automatically be referred to the next step.

5.4 For the purposes of selecting an impartial arbitrator, the parties or party, acting jointly or separately, shall request the Public Employment Relations Board to submit a seven (7) member list of arbitrators. By mutual agreement, the parties may request a second list of arbitrators if the first list is unacceptable. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case. The winner of a coin toss will determine which party strikes the first name.

5.5 The fees and expenses of the arbitrator will be paid equally by the parties. Each party shall pay its own cost of preparation and presentation for arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost

of stenographic reporting of the hearing shall be borne by the party requesting the same, except that the other party may request a copy of such transcript, in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts.

- 5.6 The arbitrator shall have no power to change, ignore, nullify, alter, detract from or add to the provisions of this Agreement. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of the Agreement to the facts of the grievance presented. The arbitrator's decision shall be final and binding.
- 5.7 The time limits as set out in this Article may be extended or modified by mutual agreement of the parties. Any extensions or modifications of the time limits shall be in writing.
- 5.8 All grievance meetings under this Article are to be held in private and are not open to the public.
- 5.9 Employees selected by the Union to act as the Steward who may represent employees shall be certified in writing to the Employer by the Local Union. Any time spent investigating and processing of grievances will be done on the Steward's own time unless otherwise approved by the Library Director.

ARTICLE 6 SENIORITY

- 6.1 Seniority means an employee's length of continuous service with the Employer since the employee's last date of hire. A list showing the employee's date of hire will be posted by July 1 of each year.

An employee shall lose his/her seniority and the employment relationship shall be broken and terminated if the employee quits, is discharged, or retires. Seniority rights will also be forfeited if the employee is absent from work for any reason, except for layoff, for a period of one (1) year.

- 6.2 Temporary Transfers
If the Employer transfers or assigns an employee to a higher job classification and the employee works continuously in the higher classification for a period in excess of five (5) days, the employee will be paid at the higher rate of pay for the duration of the temporary assignment. If the Employer assigns an employee to a position with a lower rate of pay, the employee will continue to receive his/her current rate of pay.

ARTICLE 7
HOURS OF WORK AND OVERTIME

- 7.1 The Employer shall establish the hours of work as determined by it to best provide the service to be rendered and to accommodate the public being served. It is understood and agreed that the work schedules for all employees may be changed by the Employer from time to time to meet the Employer's requirements. It is also understood and agreed that the Employer shall have the right to reduce, extend, or maintain the hours of work for any employee and the employee shall be required to work at times as scheduled by the Employer.
- 7.2 Regular full-time employees shall normally work an average of forty (40) hours per week. Work schedules showing the employees' shifts, workdays and work hours shall be posted on applicable departmental bulletin boards. Except for emergencies, changes will be posted at least one week in advance of such change.
- 7.3 Lunch and Break Periods. Unpaid lunch breaks of ½ to 1 hour for any scheduled shift of six hours or more will be established and set by the Director. Providing the workload and patron demand permit, full-time employees may take two fifteen (15) minute paid rest breaks per day. Normally, paid rest breaks will be taken at or around the middle of each ½ shift. Lunch and rest breaks for part-time employees will be established and scheduled by the Director.
- 7.4 Overtime. Overtime shall be paid for at the rate of time and one and one-half (1 ½) the employee's straight time hourly rate for hours worked in excess of forty (40) hours in the seven (7) day work period.
- 7.5 Vacation, sick leave and holiday pay shall not be counted for the purpose of computing overtime.
- 7.6 Call Back Time. An employee called into work outside of his/her regular scheduled shifts for building maintenance purposes shall be paid for a minimum of two (2) hours of work for each call back at the appropriate rate of pay.

ARTICLE 8
SICK LEAVE

- 8.1 **Accumulation.** Sick leave shall be accrued by a full-time employee at the rate of twelve (12) hours per month to a total of 18 days annually. Sick leave can accumulate to 120 days total (960 hours). Sick leave will be paid for on the basis of an employee's normal workday.
- 8.2 Part-time employees are eligible for pro-rated sick leave based on the employee's annually budgeted number of work hours to a total of one hundred (120) work days.

8.3 **Use of Sick Leave.** Sick Leave with pay shall be allowed to be used when the employee is incapacitated by a non-work-related illness or injury and thus unable to work or the employee is absent for the employee's medical, dental or optical appointments. An employee may use up to five (5) days of sick leave for the serious illness or medical appointments of the employee's spouse, child or parent. Sick leave granted, in this instance, is at the Director's discretion. Sick leave may not be used for any purpose other than those listed above. Sick leave may be used in hourly increments.

An employee may be required to submit a doctor's certificate verifying the illness or disability of the employee. If an employee is absent from work three (3) consecutive days, a written physician's statement will be required. Any employee found to have abused the sick leave privilege by misrepresentation or falsification shall be subject to disciplinary action.

8.4 **Notification.** When absences due to sickness are necessitated, the employee shall notify the Director or his/her designee no less than thirty (30) minutes prior to the beginning of his/her scheduled reporting time. Failure to do so, without a bona fide reason, may result in the employee being considered absent without leave, and subject to disciplinary action.

8.5 **Date of Employment.** An employee who begins his/her employment on or before the 15th day of the month will be credited with sick leave for the entire month. An employee who begins his/her employment after the 15th of the month will begin to accrue sick leave on the first day of the month following his/her employment.

8.6 **Personal Leave.** Employees may use up to five (5) days of sick leave per year for personal reasons. The five days may be used in hourly increments. Personal days do not accumulate.

ARTICLE 9 FUNERAL LEAVE

9.1 In the event of death in the family of an employee, the employee shall be granted an absence of up to three (3) days with full pay to make household arrangements or to attend funeral services. Regular part-time employees will be eligible for funeral leave on a pro-rated basis based upon the number of hours budgeted in each fiscal year.

For the purpose of this article the employee's family shall include the following: the employee's spouse, child, parent, sister, brother, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, and legal dependents. The terms brother and sister shall include a half-brother and half-sister.

- 9.2 Only scheduled workdays missed will be paid for at the rate of the employee's normal daily hours of work times the employee's straight time hourly rate, excluding any premium rate. No payment will be made during vacations, holidays, layoff or leaves of absence. In no event shall the paid funeral leave extend more than one workday after the day of the funeral. Only days absent which would have compensable workdays will be paid.

ARTICLE 10 HOLIDAYS

- 10.1 Regular full-time employees are eligible for the following paid holidays:
New Year's Day
Martin Luther King, Jr. Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day
Last Working Day before or after Christmas designated by the Mayor
Employee's Birthday
- 10.2 Part-time employees are eligible for pro-rated holiday pay for the same holidays as full-time employees.
- 10.3 To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full workday immediately after such holiday.
- 10.4 Employees on unpaid leave of absence or layoff will not receive holiday pay. An employee on paid sick leave or paid vacation qualifies for applicable holiday pay.
- 10.5 If a holiday falls on a Saturday or Sunday, staff not scheduled to work will be granted an additional day off within the pay period, selected by the employee with approval of the Director.
- 10.6 Any employee who works on a paid holiday shall be paid one and one-half times his/her regular rate of pay.

ARTICLE 11 OTHER LEAVES OF ABSENCE

Jury/Court Duty. The Director may authorize leave with pay for full-time employees for appearance in court as a member of the jury, or when required to appear as a witness, unless

employee instigates the court proceedings, then said employee shall not be paid. When an employee appears during regular working hours and receives full pay from the City, any pay that the employee might receive, except for mileage from the Court, will be turned over to the City Clerk's office.

Military Leave. Employees are eligible for military leave in accordance with state and federal law.

Unpaid Leave of Absence. Employees may request an unpaid leave of absence if they have exhausted all applicable paid leave. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the Library Director.

During an unpaid leave of absence an employee receives no compensation; does not accrue sick leave, vacation or other benefits.

ARTICLE 12 VACATION

12.1 Regular full-time employees shall earn and accrue vacation time and pay according to the following schedule:

Years of Service with Ottumwa Library	Vacation
Years 1 – 5	1 day/month (12 Days/Year)
Years 6 – 10	1.5 days/month (18 Days/Year)
Years 11 +	2 days/month (24 Days/Year)

12.2 Part-time employees are eligible for pro-rated vacation based on the employee's annually budgeted number of work hours.

12.3 **Scheduling.** Vacation requests must be submitted at least two (2) weeks in advance and must be approved by the Director. Requests with shorter notice may be granted at the discretion of the Director. Vacation may be taken in hourly increments.

12.4 Upon resignation or termination after one (1) year of service, and with a two (2) week notice, an employee shall be paid on a pro-rata basis for all unused vacation left at the time of termination.

- 12.5 Vacation pay will be at the employee's normal pay for the week for which he/she would have been regularly scheduled to work.
- 12.6 If a recognized paid holiday falls during an employee's vacation, he/she shall receive an additional day of paid vacation.
- 12.7 **Carryover.** Vacation not taken within the employment year or the six month period following an employee's employment anniversary date does not accumulate, but is lost.

ARTICLE 13 GENERAL PROVISIONS

- 13.1 **Work Rules.** The Employer will provide employees with a copy of any work rules put into effect. Any changes will be posted fourteen (14) days before implementation. A copy will be provided to the AFSCME representation.
- 13.2 **Union Visitation.** Representatives of the Union, previously accredited to the Employer in writing by the Union, shall be permitted to come on the premises, at mutually agreeable times. The Employer shall designate an available visitation area that will not disrupt normal operations of the facility. Bargaining unit employees, including stewards and representatives, shall not conduct any Union activity or business on Employer time.
- 13.3 **Bulletin Board.** Bulletin board space shall be provided which may be used by the Union or employees for posting of Union notices relating to Union meetings or other bona fide Union business.
- 13.4 **Personnel Files.** Employees wishing to review the contents of his/her personnel file may do so at a time mutually agreed upon by the employee and the Director. Employees may request a copy of the contents of his/her file and may be charged a reasonable fee to copy the requested items.
- 13.5 **Discipline.** The parties recognize the authority of the Employer to suspend, discharge or take other appropriate action against employees for just cause. Normally, discipline would follow the following pattern for alleged violations:
1. Verbal Warning (with a written notification in the employee's personnel file.
 2. Written Reprimand for the second violation.
 3. 2nd Written reprimand for the third violation.
 4. Termination for the fourth violation.

The Employer reserves the right to impose more serious discipline for a violation of a more severe nature.

Each Verbal warning or Written Reprimand shall be given no weight in progressive discipline after three (3) years from the date they are written, if the employee receives no new discipline.

- 13.6 New Employee Orientation.** Within the first 30 days of employment, a representative of the Union shall be allowed up to fifteen minutes in pay status to inform the new employee of the role of the Union in the workplace.

ARTICLE 14 **SAVINGS**

If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 15 **JOB CLASSIFICATIONS AND WAGE RATES**

Reference is made to Appendix A, **Wage Schedule**. By this reference, Appendix A becomes part of this Agreement. When an employee is permanently promoted or transferred to a position in a higher range, he/she will be placed on the step which provides the same or an increased wage rate.

Longevity Pay. When an employee has reached five (5) years of service with the Library, he/she shall receive an additional \$.15 per hour on his/her hourly wage. Every five years after this, the employee shall receive an additional \$.15 per hour on his/her hourly wage.

ARTICLE 16 **DURATION OF AGREEMENT**

This Agreement supersedes and cancels all previous agreements and practice between the Employer and the Union, and constitutes the entire agreement between the parties and concludes bargaining for its term. This Agreement may be reopened for the reconsideration of specific Articles and/or Sections only upon written mutual agreement of the parties at any time during the term of this Agreement.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so by certified mail, return receipt requested addressed as follows:

If by the Employer to the Union: Amber Moats
AFSCME
4320 N.W. Second Avenue
Des Moines, IA 50313

If by the Union to the Employer: Library Director

2020-2025	Contract	AFSCME	Local	3659	4	5	6	7	8	10		
LA1												
2019-2020	\$10.83	\$11.06	\$11.33	\$11.64	\$11.94	\$12.25	\$12.57	\$12.89	\$13.20	\$13.53	Raise	2.00%
2020-2021	\$11.05	\$11.32	\$11.61	\$11.90	\$12.19	\$12.50	\$12.81	\$13.13	\$13.46	\$13.80	Step	2.50%
2021-2022	\$11.27	\$11.55	\$11.84	\$12.13	\$12.44	\$12.75	\$13.07	\$13.39	\$13.73	\$14.07		
2022-2023	\$11.49	\$11.78	\$12.07	\$12.38	\$12.69	\$13.00	\$13.33	\$13.66	\$14.00	\$14.35		
2023-2024	\$11.72	\$12.02	\$12.32	\$12.62	\$12.94	\$13.26	\$13.59	\$13.93	\$14.28	\$14.64		
2024-2025	\$11.96	\$12.26	\$12.56	\$12.88	\$13.20	\$13.53	\$13.87	\$14.21	\$14.57	\$14.93		
LA2												
2019-2020	\$11.65	\$11.90	\$12.21	\$12.54	\$12.88	\$13.22	\$13.54	\$13.88	\$14.22	\$14.58		
2020-2021	\$11.88	\$12.18	\$12.48	\$12.80	\$13.12	\$13.44	\$13.78	\$14.13	\$14.48	\$14.84		
2021-2022	\$12.12	\$12.42	\$12.73	\$13.05	\$13.38	\$13.71	\$14.06	\$14.41	\$14.77	\$15.14		
2022-2023	\$12.36	\$12.67	\$12.99	\$13.31	\$13.65	\$13.99	\$14.34	\$14.70	\$15.06	\$15.44		
2023-2024	\$12.61	\$12.93	\$13.25	\$13.58	\$13.92	\$14.27	\$14.62	\$14.99	\$15.36	\$15.75		
2024-2025	\$12.86	\$13.18	\$13.51	\$13.85	\$14.20	\$14.55	\$14.92	\$15.29	\$15.67	\$16.06		
LA3												
2019-2020	\$14.91	\$15.31	\$15.71	\$16.10	\$16.49	\$16.94	\$17.37	\$17.81	\$18.26	\$18.72		
2020-2021	\$15.21	\$15.59	\$15.98	\$16.38	\$16.79	\$17.21	\$17.64	\$18.08	\$18.53	\$18.99		
2021-2022	\$15.51	\$15.90	\$16.30	\$16.71	\$17.12	\$17.55	\$17.99	\$18.44	\$18.90	\$19.37		
2022-2023	\$15.82	\$16.22	\$16.62	\$17.04	\$17.47	\$17.90	\$18.35	\$18.81	\$19.28	\$19.76		
2023-2024	\$16.14	\$16.54	\$16.96	\$17.38	\$17.81	\$18.26	\$18.72	\$19.18	\$19.66	\$20.16		
2024-2025	\$16.46	\$16.87	\$17.30	\$17.73	\$18.17	\$18.63	\$19.09	\$19.57	\$20.06	\$20.56		
JIB1												
2019-2020	\$16.56	\$16.98	\$17.43	\$17.89	\$18.35	\$18.82	\$19.29	\$19.77	\$20.27	\$20.78		
2020-2021	\$16.89	\$17.31	\$17.75	\$18.19	\$18.64	\$19.11	\$19.59	\$20.08	\$20.58	\$21.09		
2021-2022	\$17.23	\$17.66	\$18.10	\$18.55	\$19.02	\$19.49	\$19.98	\$20.48	\$20.99	\$21.52		
2022-2023	\$17.57	\$18.01	\$18.46	\$18.92	\$19.40	\$19.88	\$20.38	\$20.89	\$21.41	\$21.95		
2023-2024	\$17.93	\$18.37	\$18.83	\$19.30	\$19.79	\$20.28	\$20.79	\$21.31	\$21.84	\$22.39		
2024-2025	\$18.28	\$18.74	\$19.21	\$19.69	\$20.18	\$20.69	\$21.20	\$21.73	\$22.28	\$22.83		
JIB2												
2019-2020	\$18.23	\$18.72	\$19.19	\$19.66	\$20.16	\$20.69	\$21.20	\$21.73	\$22.28	\$22.83		
2020-2021	\$18.59	\$19.06	\$19.54	\$20.02	\$20.52	\$21.04	\$21.56	\$22.10	\$22.66	\$23.22		
2021-2022	\$18.97	\$19.44	\$19.93	\$20.42	\$20.94	\$21.46	\$22.00	\$22.55	\$23.11	\$23.69		
2022-2023	\$19.35	\$19.83	\$20.33	\$20.83	\$21.35	\$21.89	\$22.44	\$23.00	\$23.57	\$24.16		
2023-2024	\$19.73	\$20.23	\$20.73	\$21.25	\$21.78	\$22.33	\$22.88	\$23.46	\$24.04	\$24.64		
2024-2025	\$20.13	\$20.63	\$21.15	\$21.68	\$22.22	\$22.77	\$23.34	\$23.93	\$24.52	\$25.14		
JIB3												
2019-2020	\$19.04	\$19.55	\$20.02	\$20.55	\$21.07	\$21.65	\$22.21	\$22.74	\$23.31	\$23.89		
2020-2021	\$19.42	\$19.91	\$20.40	\$20.91	\$21.44	\$21.97	\$22.52	\$23.09	\$23.66	\$24.25		
2021-2022	\$19.81	\$20.30	\$20.81	\$21.33	\$21.87	\$22.41	\$22.97	\$23.55	\$24.14	\$24.74		
2022-2023	\$20.21	\$20.71	\$21.23	\$21.76	\$22.30	\$22.86	\$23.43	\$24.02	\$24.62	\$25.23		
2023-2024	\$20.61	\$21.12	\$21.65	\$22.19	\$22.75	\$23.32	\$23.90	\$24.50	\$25.11	\$25.74		
2024-2025	\$21.02	\$21.55	\$22.09	\$22.64	\$23.20	\$23.78	\$24.38	\$24.99	\$25.61	\$26.25		

LA1-3= PT and FT w/no 4 year degree
 LIB1-3= FT with 4 year degree

City of Ottumwa Public Library
102 West 4th St.
Ottumwa, Iowa 52501

THIS AGREEMENT shall be effective from July 1, 2020, and shall continue to remain in full force and effect until its expiration on June 30, 2025.

Signed this 26th day of November, 2019.

**EMPLOYER
OTTUMWA PUBLIC LIBRARY**

By Joyce Kramer
Chair, Board of Trustees

By Donna Finell
Library Director

**UNION
AFSCME 3659-2**

By [Signature]
Staff Representative

By Ashley Mami
Staff Representative

By Michelle Dukes
Staff Representative

By [Signature]
Staff Representative

By Vicki Majcher
Staff Representative

By [Signature]
Staff Representative