

**CONTRACT**

**Between**

**JONES COUNTY**

**And**

**PUBLIC PROFESSIONAL AND MAINTENANCE EMPLOYEES  
LOCAL 2003, IUPAT**

**July 1, 2020 -June 30, 2025**

## TABLE OF CONTENTS

Article 1	Definition of Employee	Page 1
Article 2	Grievance Procedure	Page 2
Article 3	Work Hours and Overtime	Page 4
Article 4	Safety Rules	Page 5
Article 5	Vacation	Page 5
Article 6	Holidays	Page 6
Article 7	Leaves of Absence	Page 7
Article 8	Longevity	Page 9
Article 9	Seniority	Page 10
Article 10	Savings Clause	Page 11
Article 11	Entire Agreement and Waiver Clause	Page 11
Article 12	Wage Administration	Page 11
Article 13	Term of Agreement	Page 13
Wage Schedule A		
	July 1, 2022	Page 14
	July 1, 2023	Page 15
	July 1, 2024	Page 16
Letter of Understanding-Deputy Sheriff 10-Hour Days		Page 17

ARTICLE 1  
DEFINITION OF EMPLOYEE

As used in this Agreement, the following definitions shall apply:

A. Probationary Employee

A new employee shall have this designation for six (6) months with the following exceptions.

1. At the county's option, a probationary employee may be advanced to permanent full-time or permanent part-time employee at an earlier date.
2. Probationary employee may be terminated for any reason during the probationary period.
3. Probationary employees shall accrue, but not be able to use the benefits under this Agreement with the exception of holidays and health insurance. Probationary employees shall receive paid holidays on the same basis as permanent employees and shall be covered by the group health insurance policy at the first enrollment date following the employee's first full paycheck.

B. Permanent Full-Time Employee

An employee scheduled to work thirty (30) hours or more per week and paid either on a salary or hourly basis. However, employees hired after July 1, 2003 and working less than thirty-five (35) hours per week are not eligible for coverage under the group health insurance policy.

C. Regular Part-Time Employee

A regular part-time employee is one who works less than thirty (30) hours per week on a regular twelve (12) month basis. Part-time employees will receive longevity on the same basis as full-time employees.

Part-Time Employee Holidays

An employee normally scheduled for 16-24 hours per week will receive four (4) hours of holiday pay for the ten (10) observed holidays. An employee normally scheduled for 25-29 hours per week will receive six (6) hours of holiday pay for the ten (10) observed holidays.

Part-Time Employee Vacation

A part-time employee will receive vacation on the same basis as full-time employees, but on a pro-rated basis based on the number of hours normally scheduled to work. For example, an employee with three years of service who works sixteen hours (two eight-hour shifts) per week will receive two weeks of vacation and be paid sixteen hours per week for the two weeks of vacation. An employee who normally works five (5) five-hour days per week will be paid twenty-five (25) hours per week as vacation pay.

Part-time employees will not receive any other benefits. However, persons employed part-time in the Courthouse prior to July 1, 1996, who receive prorated sick leave and personal days shall not be reduced in benefits. Any other current employees who move

to a part-time status or future employees will not receive any benefits, except longevity and pro-rated observed holidays and vacation.

D. Temporary Employee

An employee hired for seasonal work or to assist at a time when there is need for additional staff, and whose employment will be for a period of four (4) months or less. This employee shall be entitled to no benefits under this contract and is excluded from all terms and conditions of this contract.

## ARTICLE 2 GRIEVANCE PROCEDURES

I. Definition of a Grievance

A grievance shall be defined as a dispute or disagreement raised by an employee against the County involving the interpretation or application of a specific term or provision of this Agreement.

II. Grievance Procedure

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or his or her representative shall be conducted so as to result in no interference with or interruption of work. The County shall determine whether an interference has occurred under this paragraph. Unless agreed to by the Employer, all grievances shall be processed outside the employee's workday. An employee may represent him/herself, or may be represented or accompanied by a representative of the employee's Union during Steps 1 through 4.

III. Time Limits

If a grievance is not presented within the time limits set forth herein, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the County's last answer. If the County does not answer a grievance or an appeal thereof within the specified time limits, the Employee Organization may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each step may be extended by mutual or written agreement of the County and the Employee Organization involved in each step. The term "working days" as used in this Article shall mean the days Monday through Friday inclusive, and exclusive of holidays.

Step 1. Consistent with the intent of the parties that a grievance should be resolved at the lowest supervisory level, a grievance shall first be taken up by the grievant at the lowest supervisory level, normally with the immediate supervisor. The grievance shall be discussed orally in Step 1, but the grievant shall cite the provisions of this Agreement allegedly violated and the remedy requested. Step 1 must be taken within five (5) working days to investigate the grievance and respond to it.

Step 2. If the disposition of the grievance in Step 1 is not satisfactory to the grievant, the grievant shall file with the appropriate supervisor, a written grievance, stating the nature of the grievance, reciting the specific clause or clauses of the Agreement allegedly violated, and shall specify with particularity the remedy sought. This grievance shall be

submitted to the department head within five (5) working days after the response from the immediate supervisor. The department head shall schedule a conference with the grievant and the supervisor within five (5) working days of receipt of the grievance. Following the conference, the department head shall investigate the grievance and respond to it in writing, sending a copy to the grievant within five (5) working days.

Step 3. If the disposition of the grievance in Step 2 is not satisfactory to the grievant, the grievant shall submit an appeal in writing to the Chair of the Board of Supervisors within five (5) working days after receipt of the Step 2 response. The Chair will select a grievance review committee which will be composed of two (2) Board members and one (1) Department Head not involved in the dispute. The grievance review committee shall, within fifteen (15) working days, make an investigation, schedule a meeting with the grievant and the grievant's Department Head, and respond in writing by sending a copy of the response to the grievant.

Step 4. If the grievance is not settled in accordance with the foregoing procedure, the Employee Organization may, with the approval of the grievant, within five (5) working days after receipt of the County's answer in Step 3, submit the grievance to arbitration. The arbitration proceedings shall be conducted by an impartial arbitrator who is to be selected by the two parties within seven (7) working days after the notice of submission to arbitration is given. If the two (2) parties fail to reach agreement on selection of the impartial arbitrator within the seven (7) days, the Iowa Public Employment Relations Board will be requested to provide a panel of five (5) arbitrators. Each of the two (2) parties, the moving party striking first, will alternatively strike one (1) name at a time from the panel until only one (1) shall remain. The remaining name shall be the arbitrator.

Each individual grievance shall be heard and arbitrated by a separate arbitrator unless the parties agree in writing to combine more than one grievance to be arbitrated. The expenses and salary incident to the arbitrator's services shall be shared equally by the Organization and the County. However, each party shall be responsible for the expenses and salary of its own witnesses or representatives and attorneys as well as any other expenses which it may incur on its own behalf.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He shall consider and decide only the specific issues submitted to him in writing by the County and the Organization and shall have no authority to make his decision on any other issue not so submitted to him. The arbitrator shall be without power to make decisions contrary to or inconsistent with, or modify or vary in any way, the application of laws and rules and regulations having the force and effect of law.

The arbitrator shall submit, in writing, his decision within thirty (30) days following the close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The arbitrator's decision shall be based solely upon his interpretation of the meaning or application of the expressed terms of this Agreement to the facts of the grievance presented.

No decision of an arbitrator or of the County in any given grievance case shall create the basis for retroactive adjustment, or other adjustment, in any other case. If the Organization or any employee files a complaint in any form other than under the grievance procedure of this

Agreement, then the County shall not be required to process the same claim or set of facts through the grievance procedure.

In any arbitration award, no right of management shall be taken away from the County nor limited or modified, except only to the extent that the Agreement clearly and unequivocally permits such rights to be taken away, limited or modified.

All grievances and arbitration meetings under this Article are to be held in private and are not open to the public.

### ARTICLE 3 WORK HOURS AND OVERTIME

#### Overtime Pay

Overtime at time and one-half (1½) pay will be paid after eight (8) hours of work in any given day or over forty (40) hours in any given workweek for all employees, except Sheriff's Deputies. The opportunity to work overtime, if any, will normally be distributed as equally as possible over the course of a fiscal year among qualified employees in the relevant job classification. Each department's main location shall have available for inspection by employees a list which displays the past twelve months of overtime hours taken as cash or comp time. Each department shall determine and post the procedure necessary to achieve equalization of overtime opportunities.

Paid holidays, vacation, compensatory time, and sick leave will be included in the regular workweek for the purpose of computing overtime.

#### Compensatory Time Off

Regular full-time employees may elect to convert overtime compensation to compensatory time off at the rate of one and one-half (1½) hours of compensatory time for one hour (1) of overtime worked. The use of compensatory time off shall *be* scheduled with the employee's supervisor's permission. Employees may accumulate up to one hundred twenty (120) hours of compensatory time. Accumulation and use of compensatory time shall be limited to employees of the Secondary Road Department.

#### Sheriff's Deputies

Sheriff's Deputies may be scheduled for up to one hundred seventy-one (171) hours in a twenty-eight (28) day work period. Overtime at the rate of time and one-half the deputy's hourly wage rate will be paid for all hours worked over one hundred seventy-one (171) hours in the twenty-eight (28) day work period. Deputy Sheriffs will be paid at the straight-time hourly wage rate for all hours worked up to one hundred seventy-one (171) hours in a twenty-eight (28) day work period.

#### Call Back Time

Call back time will be paid at a minimum of one and one-half (1½) hours at the overtime rate. This provision also applies to Sheriff Deputies when a deputy is required to make a court appearance on the deputy's scheduled time off work.

#### In-service Meetings

Employees shall be paid for all hours in attendance at Employer offered or Employer required in-service meetings and training sessions at the employee's regular rate of pay or the overtime

rate if attendance exceeds eight (8) hours in a day or forty (40) hours in a week. Such attendance shall not be considered call back under this Article.

#### Work Schedule

The Employer shall post a work schedule in each workplace. Employees shall receive at least three (3) days advance notice of any changes in the posted schedule, except in the case of emergencies or a change caused by the paid absence of a scheduled employee.

#### Hours of Work

Secondary road employees will work four, ten (10) hour days beginning the Monday after Memorial Day until Labor Day. During that time, those employees shall work Monday thru Thursday from 6 AM to 4:30 PM. Overtime during that period shall be overtime over ten (10) hours per day and forty hours per week. Any week there is a holiday during the ten (10) hour day schedule, employees shall work an eight (8) hour, five (5) day schedule. Vacation, compensatory time, personal leave and sick leave shall be paid on an hourly basis. Any other leave benefits shall be compensated based upon the daily schedule (8 or 10 hours) that is in effect.

#### Dispatchers

The Employer and Union may meet and discuss alternative work schedules for dispatchers. If a mutual agreement can be reached regarding an alternative schedule, a Letter of Understanding shall be developed to implement the schedule. Nothing in this provision shall diminish the Employer's rights to modify work schedules or hours of work consistent with the terms of this contract.

### ARTICLE 4 SAFETY RULES

Employees shall observe all rules and regulations established by the County for the protection of life, limb, and health, and for the preservation of County property.

### ARTICLE 5 VACATION

All vacation shall be calculated using continuous years of employment with Jones County based on the employee's Date of Hire from the seniority list posted in Article 12. During the first year, five (5) days will be earned, except none can be taken during this first year. After the first year through the ninth year, ten (10) days per year will be earned. After the ninth year, fifteen (15) days of vacation per year will be earned. After fifteen (15) or more years of service, employees will earn twenty (20) days' vacation.

For full-time employees, vacation is accrued bi-weekly at the rate of  $\frac{1}{26}$  of the employee's annual vacation amount described above. For part-time employees, the annual vacation amount will be adjusted based upon the compensable regular hours reported in the pay period. Vacation accruals will be reflected on each paycheck.

All vacation taken must be cleared with the immediate supervisor. Vacation conflicts should be worked out with fellow workers so that no unit will be crippled in a busy period.

Employees are encouraged to take vacation each year. A two (2) year accumulation of vacation will be allowed, but none in excess of this. After reaching the two (2) year limit, no vacation will be earned until some vacation is taken.

Any accumulated vacation will be paid as terminal pay at the time an employee leaves the County employment.

Employees will not be scheduled for work the weekend before or after their scheduled vacation. Deputy Sheriffs will only receive the weekend before or the weekend after the employee's scheduled vacation.

With the employee's supervisor's permission, an employee may use vacation on an hourly basis.

## ARTICLE 6 HOLIDAYS

All permanent full-time, except Sheriff Deputies personnel, shall receive their regular compensation for the following legal holidays, or any other day proclaiming in writing as a County holiday by the County Board of Supervisors during which the public offices of the County are closed.

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Day before Christmas  
Christmas Day  
Personal Day (2)

Deputy Sheriff's personnel shall receive eighty (80) hours in each deputy's holiday bank on July 1 of each fiscal year. Deputies are not eligible to use or be paid for the holiday until the holiday occurs. Such hours shall be used by the end of the first pay period in June of the respective fiscal year, or the remaining hours will be paid to the deputy sheriff at the June 30 wage rate. Deputies required to work on a designated holiday shall be paid one and one-half times their regular rate of pay for all hours worked on the holiday.

All employees, except Sheriff Deputies, required to work on a designated holiday shall be paid the holiday at their regular day's pay plus one and one-half (1½) times their regular rate of pay for all hours worked.

Any employee shall forfeit his/her right to payment for any holiday if he/she has an unexcused absence on the last regular workday preceding such holiday or on the next regular workday following such holiday.



When a holiday falls on a Saturday, the preceding Friday shall be observed as the legal holiday and when the legal holiday falls on Sunday, the following Monday shall be observed as the legal holiday. Except for employees in the Sheriff's Office who work a Monday through Friday schedule, employees of the Sheriff's Office will observe the above holidays on the actual calendar date of the holiday.

## ARTICLE 7 LEAVES OF ABSENCE

### A. Sick Leave

Sick leave with pay will be accrued bi-weekly (1126<sup>th</sup>) at the rate equal to one and one-half (1½) days per month, accumulative to one hundred twenty-five (125) days. No paid sick leave shall be allowed during the employee's probationary period, but an employee will earn sick leave during this period. Accrued sick leave will be reflected on each paycheck. No pay will be allowed for accumulated sick leave at the termination of employment.

Employees shall be granted three (3) consecutive sick leave days as excused, without a doctor's certificate, but in the event of a fourth consecutive day, the County may require a doctor's certificate or may require proof of illness in any case where evidence of abuse exists. In any case, only six (6) days may be used annually as excused days without a doctor's certificate.

Paid sick leave will be granted for the following:

1. Illness or injury of an employee.
2. Acute medical or dental care.
3. Medical or dental care which cannot be obtained after hours.
4. Three (3) days per fiscal year for care of an ill child, stepchild or spouse, but not for routine medical appointments.

Any employee who has accumulated the maximum number of sick leave days (125 days) prior to the start of the month, and who does not use any sick leave during that month, shall be eligible to convert the twelve (12) hours of sick leave that the employee would have accumulated had the employee not been at the maximum accumulation into three (3) hours of vacation. Sick leave converted to vacation leave shall be used pursuant to the provisions of Article 6, Vacation.

### B. Injury Leave

Any County employee injured while engaged in work covered by Workers Compensation insurance which results in absence from work will be compensated by the County for loss of wages caused by such injury for the difference between the amount paid by the Workers Compensation fund and the basic compensation rate for the employee, for a period not to exceed the number of sick leave days credited to the employee. In order to receive such supplemental benefits, written statement from a practicing physician, dentist or osteopath licensed under the laws of the state of Iowa describing in detail the nature and extent of the injury, will be required by the appropriate department head. This

benefit is optional, at the employee's written election. The employee shall confer with the County Auditor as soon as practical regarding computing this benefit. The Auditor may continue full County pay and later debit pay and sick leave to effectuate the purposes of the paragraph.

Any and all accidents should be reported to the supervisors, who shall fill out a report to go to the Auditor's Office. Any accident requiring professional medical attention shall be reported to the employee's department head as soon as practical, but within twenty-four (24) hours to insure proper Workers Compensation coverage.

C. Bereavement Leave

A full-time Employee is eligible for paid bereavement leave as follows:

Up to five (5) days in the event of the death of the Employee's spouse, child (including foster children or stepchildren) or parent. Up to two (2) additional days leave may be granted at the discretion of the department head if necessary, travel or other circumstances warrant the extra days.

Up to three (3) days in the event of the death of the Employee's sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepmother-in-law, stepfather-in-law, stepsister, step-brother, grandparents, grandchild, or any relative who was a member of the Employee's household at the time of death. Up to two (2) additional days leave may be granted at the discretion of the department head if necessary, travel or other circumstances warrant the extra days.

Up to one (1) day in the event of the death of the Employee's grandparent-in-law, uncle, aunt, niece, nephew, or first cousin. The department head may grant one (1) additional day of leave for necessary travel or other reasons.

A full-time Employee may be granted a one (1) day leave with pay to serve as a pall bearer at a funeral.

A full-time Employee may be granted a one-half (½) day leave with pay to attend the funeral of a friend or other relative. This may be extended to one (1) day if travel is necessary.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your department head as to the expected length of your absence.

D. Military Leave

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

E. Special Leave

In addition to leaves authorized above, a department head may authorize an employee to be absent on special leave with or without pay. Special leave with pay requires approval from the Board of Supervisors. The department head's decision and the Board of Supervisors' decision are not grievable.

F. Union Leave

Employees designated as stewards or bargaining team members by the Union shall receive a paid leave of absence as Union leave for the employee's hours of work necessary to attend joint bargaining negotiations, mediations, fact-findings, and interest arbitrations with the Employer. Paid leave for the above purposes shall be limited to a total of thirty-two (32) hours per contract year for the entire Union bargaining team, except that paid attendance at fact-finding and interest arbitrations shall not be included in the thirty-two (32) hours.

G. General Provisions

1. An employee who gives the County a false reason to obtain a leave of absence will be subject to discharge.
2. An employee returning to work after a serious illness or injury may be required by the County to undergo a medical examination to determine whether the employee is physically and mentally qualified to return to work.
3. Failure of an employee to return to work at the end of an authorized leave of absence period, or extension thereof, will automatically terminate the employee's relationship with the County except under extenuating circumstances or unless the County determines otherwise.
4. An employee on leave of absence may return to work at the end of an authorized leave with approval of the County. Such employee shall give the County as much advance notice as possible for the early return to work.
5. All absences other than those enumerated under the above leave provisions will result in loss of pay as per contract.
6. Leaves under this Article and personal days may be debited and credited in hourly units.

ARTICLE 8  
LONGEVITY

Permanent employees who have performed satisfactory continuous service for the required number of years shall be eligible to begin receiving longevity pay at the beginning of the payroll period in which the required number of years have been completed. Seniority shall be defined and calculated for purposes of this Article by the employee's Date of Hire posted on the seniority list in Article 12.

Continuous service shall be terminated by resignation, dismissal, or retirement. If an employee so terminated receives a subsequent reappointment, no credit will be given for the period of service prior to the termination. Continuous service shall not be considered broken if an employee: (a) is on military leave of absence and returns to employment in accordance with the federal and state laws; (b) is on authorized leave of absence or on a temporary suspension without pay. However, no credit shall be allowed for time toward the accumulation of a five (5) year period by employees suspended or on leave without pay for over thirty (30) consecutive calendar days, and additional time equal to the loss of service must be served to qualify for longevity.

An employee who is suspended, on leave of absence without pay, or otherwise off the payroll for any period of thirty (30) consecutive calendar days or more shall receive no longevity pay for such a period.

Each employee in the bargaining unit shall receive a five cent (\$.05) per hour increase every five (5) years.

#### ARTICLE 9 SENIORITY

Seniority shall be the status, priority, or precedence obtained as a result of continuous length of service as a Jones County employee. Seniority shall commence on the date of employment as a Jones County employee and shall become applicable immediately following completion of the probationary period. The County shall post a seniority list on July 31 each year displaying each employee's name, job classification, date of hire, and total years of seniority. Job classification shall be that bargaining unit classification occupied by the employee on July 1 of that year. Date of Hire shall be the calendar date of the employee's first day of work for Jones County whether as a part-time or full-time employee provided that all such service with the County has been continuous as either a part-time or full-time employee since that date.

Total years of seniority shall be a number of years equal to the number of years of continuous service for each employee calculated as:

1 year (1560 or more hours in preceding year) of full-time service=	1.0 year
1 year of part-time service working 25 - 29 hours per week (more than 1275 and less than 1560 in preceding year) =	.75 years
1 year of part-time service working 16 - 24 hours per week (832 or more and less than 1275 hours in preceding year) =	.50 years
1 year of part-time service working less than 16 hours (less than 832 hours in preceding year) =	.25 years

The above calculation shall be made during the month of July based on hours worked in the preceding twelve (12) months.

An employee shall lose seniority rights upon:

- a. Resignation, or
- b. Discharge for just cause.

Full-time employees' seniority shall accrue during all paid leaves and during unpaid leaves up to thirty (30) days in length. In the event that more than one (1) employee has the same seniority date, the order of seniority will be determined by lot.

#### ARTICLE 10 SAVINGS CLAUSE

Should any Article, section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, section or portion thereof directly specified in the decision.

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

#### ARTICLE 11 ENTIRE AGREEMENT AND WAIVER CLAUSE

- A. This Agreement supersedes and cancels all previous agreements and practices between the County and the Employee Organization, unless expressly stated to the contrary herein, and together with the concurrent letters of understanding, supplemental hereto, constitutes the entire agreement between the parties, and concludes collective bargaining for its terms, except as provided herein.
- B. The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the County and the Employee Organization, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

#### ARTICLE 12 WAGE ADMINISTRATION

##### Hourly Wage Rates

Employees shall be compensated for their regular straight time hours worked pursuant to the schedule set forth in Schedule A, a copy of which is attached and incorporated herein by this reference as though fully set forth.

All classifications, excluding Deputy Sheriff, Jailer, Dispatcher and Secretary Matron shall receive the following wage increases:

- a. July 1, 2022 – 5.00% ATB
- b. July 1, 2023 – 4.75% ATB

c. July 1, 2024 – 4.50% ATB

Initial placement within the salary range will be based on qualifications and experience but shall not exceed the one (1) year step level. Placement on the salary range is not grievable. Advancement within the salary range may be made for completion of probation, anniversary date, and meritorious service.

Shift Differential

Employees assigned to the third shift in all Jail, Radio Operator, and Deputy classifications will receive a shift differential of ten cents (\$.10) per hour.

Out-of-Title Pay

The Employer may temporarily assign an employee to a different job classification within a department. Such involuntary assignment shall not exceed ninety (90) days. An employee temporarily assigned to a lower pay classification shall continue to receive the employee's regular rate of pay. An employee temporarily assigned to a higher classification for more than five (5) consecutive days shall receive the higher rate of pay beginning with the sixth day worked.

Winter Foreman

An employee assigned Winter Foreman duties will receive the MMIII wage rate for the week assigned the duty. Winter Foreman are responsible for calling out employees for winter road maintenance (snow removal).

Licenses

An employee who obtains an Iowa Department of Agriculture Commercial Applicator license and uses such license while in the employ of the County shall receive an additional fifteen cents (\$.15) per hour for each hour of use of said license.

Canine Handler

The Sheriff Department's canine handler shall receive an additional one-half hours per day credited to the employee's time sheet for all activities (excluding training) related to the daily care of the canine. All daily canine care activities apply to workdays as well as days off or during vacation and holiday periods whenever the employee is responsible for the care of the canine. All training will be conducted on the canine handler's on-duty time. This additional one-half hour shall count as time worked for the purposes of computing overtime, and normally result in at least credit for three hours of overtime per twenty-eight (28) day cycle.

The Sheriff Department employee assigned to perform Terminal Agency Coordinator duties shall receive an additional \$.50 per hour.

Sergeant Assignment

An employee(s) assigned to the rank of Sergeant in the Sheriff's Office shall be compensated an additional \$4.50 per hour in excess of the top wage rate for the classification of Deputy. The Sheriff, at his/her discretion, shall assign an existing employee to the classification of Sergeant and this assignment shall not be subject to the bidding provisions contained in Article 12 (Seniority). The Sheriff may reassign the duties of the Sergeant classification to another employee by giving the incumbent Sergeant thirty (30) days written notice of his/her reassignment to his/her previous position.

Deferred Compensation

Employees may elect to participate in the deferred compensation program offered through the Employer by authorizing a pre-tax payroll deduction. The Employer shall match each one-dollar contribution by the employee with one dollar by the Employer to a maximum Employer match of fifty dollars (\$50) per month per employee.

ARTICLE 13  
TERM OF AGREEMENT

THIS AGREEMENT shall be in effect for three (3) years from July 1, 2022 through June 30, 2025 and shall continue to remain in full force and effect until the expiration date.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2022.

Employer Representative

Organization Representative

\_\_\_\_\_

\_\_\_\_\_

JONES COUNTY  
BOARD OF SUPERVISORS

JONES COUNTY BARGAINING  
UNIT PUBLIC, PROFESSIONAL &  
MAINTENANCE EMPLOYEES,  
LOCAL 2003, I.U.P.A.T.AFL-CIO

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

**SCHEDULE A**  
Effective 7-1-22

All classifications, excluding Deputy Sheriff, Jailer, Dispatcher and Secretary/Matron shall receive the following wage increases:

July 1, 2022 – 5.00% ATB

July 1, 2023 – 4.75% ATB

July 1, 2024 – 4.50% ATB

**DEPUTY SHERIFFS**

**July 1, 2022 – 5.00% ATB** - A new wage schedule shall be implemented as follows:

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs.
28.34	29.08	29.85	30.63	31.55	32.55	33.55	34.55

\*Effective 7/1/22 Deputies shall be placed on the schedule commensurate with their years of experience. The Sheriff shall have the authority to start an ILEA certified officer on this schedule at a level commensurate with his/her years of law enforcement experience.

**July 1, 2023 – 6.00% ATB**

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs.
30.04	30.82	31.64	32.47	33.44	34.50	35.56	36.62

**July 1, 2024 – 5.75% ATB**

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs.
31.77	32.60	33.46	34.33	35.37	36.49	37.61	38.73

**SECRETARY/MATRON**

**July 1, 2022 – A new wage schedule shall be implemented as follows:**

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
17.77	18.23	18.69	19.19	19.68	20.00

\*Effective 7/1/22 Secretary/Matron shall be placed on the schedule commensurate with his/her years of experience. The Sheriff shall have the authority to start a Secretary Matron on this schedule at a level commensurate with his/her years of experience.

**July 1, 2023 – 4.75% ATB**

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
18.61	19.10	19.58	20.10	20.61	20.95

**July 1, 2024 – 4.50% ATB**

Start	6 mos.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
19.45	19.96	20.46	21.01	21.54	21.89



**JAILERS/DISPATCHERS**

**July 1, 2022** – A new wage schedule shall be implemented as follows:

<b>Start</b>	<b>6 Mos.</b>	<b>1 Yr.</b>	<b>2 Yrs.</b>	<b>3 Yrs.</b>	<b>4 Yrs.</b>
19.19	19.68	20.00	21.00	22.00	23.00

\*Effective 7/1/22 Jailers/Dispatchers shall be placed on the schedule commensurate with their years of experience. The Sheriff shall have the authority to start a Jailer/Dispatcher on this schedule at a level commensurate with his/her years of experience.

**July 1, 2023** – 4.75% ATB

<b>Start</b>	<b>6 Mos.</b>	<b>1 Yr.</b>	<b>2 Yrs.</b>	<b>3 Yrs.</b>	<b>4 Yrs.</b>
20.10	20.61	20.95	22.00	23.05	24.09

**July 1, 2024** – 4.50% ATB

<b>Start</b>	<b>6 Mos.</b>	<b>1 Yr.</b>	<b>2 Yrs.</b>	<b>3 Yrs.</b>	<b>4 Yrs.</b>
21.01	21.54	21.89	22.99	24.08	25.18

SCHEDULE A  
Effective 7-1-22

<b>7/1/2022 (5.00%)</b>	<b>Start</b>	<b>6 mos.</b>	<b>1 yr.</b>	<b>2 yrs.</b>	<b>3 yrs.</b>	<b>After 4 yrs.</b>	<b>After 6 yrs.</b>
Janitor	13.91	14.14	14.37	14.49	15.00	15.40	
Secretary 1	13.65	14.02	14.46	14.91	15.39	15.77	
Secretary/Bookkeeper (Eng.)	14.74	15.23	15.69	16.16	16.60	16.97	
Clerk I	15.86	16.45	16.97	17.52	18.04	18.38	
Clerk II	16.71	17.28	17.83	18.43	19.05	19.25	
Custodian/Maintenance	18.83	19.11	19.52	20.34	21.12	21.63	
Community Service Assist.	17.18	17.64	18.17	18.60	19.08	19.57	
MMI	18.33	19.83	21.36	22.95	24.50	24.73	
Fuelman	18.33	19.83	21.53	23.24	24.89	25.11	
Signman	20.36	21.68	22.97	24.24	25.56	25.77	
Draftsman	18.33	19.83	21.59	23.38	25.11	25.35	
Mechanic I	18.33	19.83	21.59	23.38	25.11	25.35	
MMII	20.24	21.46	22.67	23.94	25.11	25.35	
MMIII	20.36	21.67	22.97	24.24	25.58	25.77	
Partsman	20.36	21.67	22.97	24.24	25.58	25.77	
Bridge Foreman	20.43	21.86	23.25	24.57	25.96	26.15	
Mechanic II	20.25	21.67	23.02	24.42	25.77	25.96	
Instrumentman	20.52	21.98	23.39	24.81	26.23	26.45	
C.A.D. Technician	20.52	21.98	23.39	24.81	26.23	26.45	
Shop Foreman	20.71	22.17	23.69	25.22	26.68	26.83	
Chief Inspector	21.15	22.87	24.64	26.45	28.18	28.35	
Party Chief	21.15	22.87	24.64	26.45	28.18	28.35	

<b>7/1/2023 (4.75%)</b>	<b>Start</b>	<b>6 mos.</b>	<b>1 yr.</b>	<b>2 yrs.</b>	<b>3 yrs.</b>	<b>After 4 yrs.</b>	<b>After 6 yrs.</b>
Janitor	14.57	14.82	15.06	15.18	15.72	16.14	
Secretary 1	14.30	14.68	15.15	15.62	16.12	16.52	
Secretary/Bookkeeper (Eng.)	15.44	15.95	16.43	16.93	17.39	17.77	
Clerk I	16.61	17.24	17.77	18.36	18.90	19.25	
Clerk II	17.50	18.10	18.68	19.30	19.95	20.16	
Custodian/Maintenance	19.72	20.02	20.45	21.30	22.12	22.66	
Community Service Assist.	17.99	18.48	19.03	19.48	19.98	20.50	
MMI	19.20	20.78	22.37	24.04	25.66	25.90	
Fuelman	19.20	20.78	22.55	24.34	26.07	26.30	
Signman	21.33	22.71	24.07	25.40	26.77	26.99	
Draftsman	19.20	20.78	22.61	24.49	26.30	26.55	
Mechanic I	19.20	20.78	22.61	24.49	26.30	26.55	
MMII	21.21	22.48	23.75	25.08	26.30	26.55	
MMIII	21.33	22.70	24.07	25.40	26.79	26.99	

Partsman	21.33	22.70	24.07	25.40	26.79	26.99
Bridge Foreman	21.40	22.90	24.35	25.74	27.19	27.39
Mechanic II	21.22	22.70	24.11	25.58	26.99	27.19
Instrumentman	21.49	23.02	24.51	25.99	27.47	27.71
C.A.D. Technician	21.49	23.02	24.51	25.99	27.47	27.71
Shop Foreman	21.69	23.22	24.81	26.42	27.95	28.10
Chief Inspector	22.15	23.96	25.81	27.71	29.52	29.70
Party Chief	22.15	23.96	25.81	27.71	29.52	29.70

<b>7/1/2024 (4.50%)</b>	<b>Start</b>	<b>6 mos.</b>	<b>1 yr.</b>	<b>2 yrs.</b>	<b>3 yrs.</b>	<b>After 4 yrs.</b>	<b>After 6 yrs.</b>
Janitor	15.23	15.48	15.73	15.86	16.42	16.86	
Secretary 1	14.94	15.34	15.83	16.32	16.85	17.26	
Secretary/Bookkeeper (Eng.)	16.14	16.67	17.17	17.69	18.17	18.57	
Clerk I	17.36	18.01	18.57	19.18	19.75	20.11	
Clerk II	18.29	18.92	19.52	20.17	20.85	21.07	
Custodian/Maintenance	20.61	20.92	21.37	22.26	23.11	23.68	
Community Service Assist.	18.80	19.31	19.88	20.36	20.88	21.42	
MMI	20.07	21.71	23.38	25.13	26.81	27.07	
Fuelman	20.07	21.71	23.56	25.44	27.24	27.48	
Signman	22.29	23.73	25.15	26.54	27.98	28.21	
Draftsman	20.07	21.71	23.63	25.60	27.48	27.75	
Mechanic I	20.07	21.71	23.63	25.60	27.48	27.75	
MMII	22.16	23.49	24.81	26.21	27.48	27.75	
MMIII	22.29	23.72	25.15	26.54	28.00	28.21	
Partsman	22.29	23.72	25.15	26.54	28.00	28.21	
Bridge Foreman	22.37	23.93	25.45	26.90	28.41	28.62	
Mechanic II	22.17	23.72	25.19	26.73	28.21	28.41	
Instrumentman	22.46	24.06	25.61	27.16	28.71	28.95	
C.A.D. Technician	22.46	24.06	25.61	27.16	28.71	28.95	
Shop Foreman	22.67	24.26	25.93	27.61	29.21	29.37	
Chief Inspector	23.15	25.03	26.98	28.95	30.85	31.03	
Party Chief	23.15	25.03	26.98	28.95	30.85	31.03	

**JONES COUNTY AND PPME LOCAL 2003**

**July 1, 2017 - June 30, 2020**

**Letter of Understanding Applies to Deputy Sheriffs Working Ten (10) Hour Days**

All provisions of Article 6, 7, and 8 of the Collective Bargaining Agreement will apply except for the following modifications for those deputy sheriffs who are working ten (10) hour days.

**ARTICLE 6  
VACATION**

All vacation shall be calculated using continuous years of employment with Jones County based on the employee's Date of Hire from the seniority list posted in Article 12. During the first year forty (40) hours will be earned, except none can be taken during this first year. After the first year through the ninth year, eighty (80) hours per year will be earned. After the ninth year, one hundred twenty (120) hours of vacation per year will be earned. After fifteen (15) or more years of service, employees will earn one hundred sixty (160) hours of vacation.

**ARTICLE 7  
HOLIDAYS**

**Personal Time - sixteen (16) hours**

**ARTICLE 8  
LEAVES OF ABSENCE**

**A. Sick Leave**

Sick leave with pay will be earned at the rate of twelve (12) hours per month, accumulative to one thousand (1,000) hours. No paid sick leave shall be allowed during the employee's probationary period, but an employee will earn sick leave during this period. Accrued sick leave will be reflected on the first paycheck of each month. No pay will be allowed for accumulated sick leave at the termination of employment.

Paid sick leave will be granted for the following:

1. Illness or injury of an employee.
2. Acute medical or dental care.
3. Medical or dental care which cannot be obtained after hours.
4. Twenty-four (24) hours per fiscal year for care of an ill child, stepchild or spouse, but not for routine medical appointments.

Any employee who has accumulated the maximum number of sick leave hours (one thousand (1,000) hours) prior to the start of the month, and who does not use any sick leave during that month, shall be eligible to convert the twelve (12) hours of sick leave that the employee would have accumulated had the employee not been at the maximum accumulation into three (3) hours of vacation. Sick leave converted to vacation leave shall be used pursuant to the provisions of Article 6, Vacation.

C. Bereavement Leave

A full-time Employee is eligible for paid bereavement leave as follows:

Up to forty (40) hours in the event of the death of the Employee's spouse, child (including foster children or stepchildren) or parent. Up to sixteen (16) additional hours may be granted at the discretion of the department head if necessary, travel or other circumstances warrant the extra time.

Up to twenty-four hours in the event of the death of the Employee's sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepmother-in-law, stepfather-in-law, stepsister, stepbrother, grandparents, grandchild, or any relative who was a member of the Employee's household at the time of death. Up to sixteen (16) additional hours may be granted at the discretion of the department head if necessary, travel or other circumstances **warrant the** extra time.

Up to eight (8) hours in the event of the death of the Employee's grandparent-in-law, uncle, aunt, niece, nephew, or first cousin. The department head may grant eight (8) additional hours of leave for necessary travel or other reasons.

A full-time Employee may be granted eight (8) hours leave with pay to serve as a pall bearer at a funeral.

A full-time Employee may be granted four (4) hours leave with pay to attend the funeral of a friend or other relative. This may be extended to eight (8) hours if travel is necessary.

Payment will be made only for those hours which you would have worked. If a death in your family occurs, please notify your department head as to the expected length of your absence.

Other Provisions of the Letter of Understanding

All calculations in this Agreement are based on a normal work schedule of forty (40) hours per week. These benefits will be adjusted on a pro-rated basis for employees normally working less than forty (40) hours per week.

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Employer Representative

JONES COUNTY BOARD  
OF SUPERVISORS

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Organization Representative

JONES COUNTY BARGAINING UNIT  
PUBLIC, PROFESSIONAL &  
MAINTENANCE EMPLOYEES, LOCAL  
2003, I.U.P.A.T, AFL-CIO

Deferred Compensation

Employees may elect to participate in the deferred compensation program offered through the Employer by authorizing a pre-tax payroll deduction. The Employer shall match each one-dollar contribution by the employee with one dollar by the Employer to a maximum Employer match of fifty dollars (\$50) per month per employee.

ARTICLE 13  
TERM OF AGREEMENT

THIS AGREEMENT shall be in effect for three (3) years from July 1, 2022 through June 30, 2025 and shall continue to remain in full force and effect until the expiration date.

Signed this 28 day of June, 2022.

Employer Representative

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JONES COUNTY  
BOARD OF SUPERVISORS

By

Jon C. J. Williams

By

\_\_\_\_\_

Organization Representative

Mark A. Hubbell

JONES COUNTY BARGAINING  
UNIT PUBLIC, PROFESSIONAL &  
MAINTENANCE EMPLOYEES,  
LOCAL 2003, I.U.P.A.T.AFL-CIO

By

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By

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By

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By

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