

**MEMORANDUM OF UNDERSTANDING
BETWEEN
POTTAWATTAMIE COUNTY
AND THE
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME)
LOCAL 2364-911**

Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) (hereinafter the "Bargaining Unit") are parties to a Collective-Bargaining Agreement and have agreed to certain terms and conditions for employees of the Pottawattamie County Communications Center covered under the contract.

It is agreed between the parties that this memorandum of understanding will be effective July 1, 2023-June 30, 2024.

HOURS OF WORK

Section 1

This is intended to set forth the normal work week and work schedule but shall not be construed as a guarantee of hours of work per day or per week or days of work per week.

The normal work week for Employees, other than Employees working a continuous shift, shall consist of forty (40) hours, Monday through Friday, and the normal work schedule shall be eight (8) hours.

The minimal work schedule for Employees working a continuous shift shall commence on a date to be set by the employer, in agreeance with the union, and thereafter shall continue the following schedule to wit:

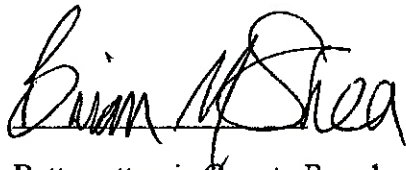
1. Continuous Employees will be divided into four (4) teams:
 - a. Two (2) teams (A and B) working a shift from 0600 until 1800 each duty day
 - b. Two (2) teams (C and D) working a shift from 1800 until 0600 each duty day.
 1. Week # 1 – A and C Teams – three (3) 12 (twelve) hour shifts consisting of Monday, Tuesday and Friday on their respective team's hours.
 2. Week # 2 – A and C Teams – Four (4) 12 (twelve) hour shifts consisting of Saturday, Sunday, Wednesday and Thursday on their respective team hours.

3. Following the two-week work schedule the work schedule will repeat itself every two (2) weeks.
 4. Week # 1 – B and D Teams – three (3) twelve (12) hour shifts consisting of Monday, Tuesday and Friday on their respective team's hours.
 5. Week # 2 – B and D Teams – Four (4) twelve (12) hour shifts consisting of Saturday, Sunday, Wednesday and Thursday on their respective team's hours.
 6. Following the two-week work schedule the work schedule will repeat itself every two (2) weeks.
2. Both parties agree that to comply with the Fair Labor Standards Act, continuous shift employees will be paid thirty-six (36) hours of regular pay for the three (3) day work week and forty (40) hours of regular pay and eight (8) hours of overtime pay for the four (4) day work week. The Employer recognizes continuous employees working a thirty-six (36) hour work week as full-time Employees for this Union Agreement and the County Employee Handbook.
 3. No Employee shall be required or ordered to work beyond sixteen (16) hours in any shift.
 4. Employees shall report to their duty assignments and remain there until the end of their shifts or until relieve by his/her shift supervisor or acting supervisor.
 - a. Employees unable to report for duty shall notify the employer as soon as possible.
 - b. Employees shall receive, when possible, a thirty (30) minute lunch period and two (2) fifteen (15) minute breaks. The thirty (30) minute lunch period shall be a paid lunch period for continuous shift Employees. When staffing permits, Employees may combine the paid lunch break and the two (2) fifteen (15) minute breaks.
 - c. In the event the center only has minimum staffing, the Employees may take their break in the break room as time permits. Minimum staffing requirements are determined by center administration. It is understood that due to the nature of a telecommunicator's work that there may be times that require no lunch or shortened break periods.
 5. Employees requesting time off during the thirty-six (36) hour will apply paid time off in a traditional manner. Employees taking time off during the forty-eight (48) hour week will be subject to the following:
 - a. To take off all forty-eight (48) hours off, an employee must submit a paid time off request for the full forty-eight (48) hours.
 - b. If an employee works less than forty-eight (48) hours, the following applies:
 - i. Employees are paid for the hours they physically work. If an employee works less than forty-eight (48) hours, they are paid overtime on any

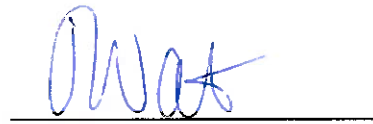
physical hours worked over forty (40) and straight time for any hours that were paid out using PTO.

- ii. Physical hours are considered hours worked in the communication center including trade time, but not including any paid leave.
- iii. Employees who work more than twelve (12) hours in any workday are still paid at the premium overtime wage listed in Article 8, Section 6 of the union contract.

SO AGREED this 9 day of May 2023



Pottawattamie County Board
Of Supervisors Chairman



AFSCME/IA Council 61