

Memorandum of Understanding

Payment Schedule for Retirement Incentive

The Waterloo Association of Service Personnel (“Association”) and the Waterloo Community School District #5 (“District”) hereby enter into this Memorandum of Understanding regarding the allocation of vacation days for classified 12-month employees covered under the Association’s contract with the District.

Whereas, in the current contract between the Association and the District, section 9.4.a describes the policy on allocations of vacation leave for 12-month employees, which is as follows:

9.4 Vacations

- A. Twelve (12) month employees shall be granted annual paid vacations as follows:
1. Five (5) days after one (1) full year of employment; thereafter, granted each July 1st;
 2. Ten (10) days after two (2) full years of employment; thereafter, granted each July 1st;
 3. Fifteen (15) days after eight (8) full years of employment; thereafter, granted each July 1st;
 4. Twenty (20) days after twelve (12) full years of employment; thereafter, granted each July 1st.

And whereas, the Association and the District agree that it was not the intent of this policy to lead to a drastic and continual discrepancy in vacation amounts between employees hired shortly before and shortly after the July 1st cutoff; and

Whereas, in section 10.1, “Wages and Stipends,” the contract states the following: “Each July 1, employees begin earning the wage specified for that contract year, provided they were employed for ninety (90) work days prior to that July 1,” establishing ninety (90) days in the previous fiscal year as a reasonable required time period to advance on schedules for salary and benefits; and

Whereas, awarding all employees their new allotment of vacation days on July 1st is in line with current District practice;

Therefore, it is resolved that for the duration of the current contract between the Association and the District, in place of the current language in 9.4.a, the District will allocate vacation days as follows:

Twelve (12) month employees shall be granted annual paid vacations as follows:

1. After one (1) full year of employment, five (5) days.
2. After two (2) full years of employment, ten (10) days.
3. After eight (8) full years of employment, fifteen (15) days.
4. After twelve (12) full years of employment, twenty (20) days.

Employees will receive their allotment of vacation days on July 1st, provided they were employed for ninety (90) work days prior to that July 1st. For employees hired less than ninety work days prior to July 1st, the District will provide a pro-rated allotment of vacation days on July 1st based on hours worked in the prior fiscal year.

And be it further resolved, that this agreement shall apply retroactively to the allocation of vacation days that was scheduled for July 1st, 2021; and be it further

Resolved, that in negotiations for a successor agreement, the Association and the District will negotiate to incorporate language into the contract that accurately reflects the parties' mutually desired practice.

In witness whereof, the parties hereto have caused this memorandum of understanding to be executed on the date first written above.

Dated this ___ of July, 2021

Association President

Board of Education President