



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

ADLAI E. STEVENSON HIGH SCHOOL DISTRICT 125
BOARD OF EDUCATION

AND

THE ADLAI E. STEVENSON SUPPORT STAFF ASSOCIATION, IEA-NEA

2017-18, 2018-19, 2019-20, 2020-21, 2021-22

Effective Date: July 1, 2017

Table of Contents

1. Article 1 - Recognitions and Definitions	1
1.1. <i>Recognition</i>	1
1.2. <i>Definitions</i>	1
2. Article 2 - Probationary Period	2
3. Article 3 - Association and Employee Rights	2
3.1. <i>Access to Information</i>	2
3.2. <i>Association Views - Student Presence</i>	2
3.3. <i>New Employee Information</i>	2
3.4. <i>Association - Administrative Meeting</i>	2
3.5. <i>Payroll Deductions for Dues</i>	2
3.6. <i>Distribution of Contract</i>	3
3.7. <i>Rules and Regulations</i>	3
3.8. <i>Association Use of District Facilities and Equipment</i>	3
3.9. <i>Business by Association Representative</i>	4
3.10. <i>Employee Notification of Assignment</i>	4
3.11. <i>Association Leave</i>	4
3.12. <i>Association Representation & Discipline</i>	4
4. Article 4 - Work Year, Holidays, Vacations	4
4.1. <i>Work Day/Work Week</i>	4
4.2. <i>Vacation Days</i>	5
4.3. <i>Paid Holidays</i>	6
4.4. <i>School Closing</i>	6
4.5. <i>Overtime</i>	7
5. Article 5 - Leaves	7
5.1. <i>Sick Leave</i>	7
5.2. <i>Personal Leave</i>	7
5.3. <i>Religious Leave</i>	8
5.4. <i>Family and Medical Leave Act (FMLA)</i>	8
5.5. <i>Parental Leave</i>	10
5.6. <i>Non-Paid Leave of Absence (including unpaid Child Rearing Leave)</i>	10
6. Article 6 - Employee Evaluation	10
6.1. <i>Purpose of Evaluations</i>	10
6.2. <i>Notification of Evaluation Process</i>	11
6.3. <i>Frequency</i>	11
6.4. <i>Annual Evaluation Process</i>	11
6.5. <i>Changes to Evaluation Process and Implementation</i>	12
6.6. <i>Employee's Right to Respond</i>	12
6.7. <i>Exclusions</i>	12
6.8. <i>Reporting</i>	12
7. Article 7 - Personnel File	12
7.1. <i>Single Official File</i>	12
7.2. <i>Right to Respond to Materials</i>	12
7.3. <i>Right to Examine File</i>	13
8. Article 8 - Job Description and Classification	13
8.1. <i>Job Descriptions</i>	13
8.2. <i>Job Classification</i>	13
9. Article 9 - Seniority	13
9.1. <i>Definition</i>	13

9.2. <i>Classifications and Categories</i>	14
9.3. <i>Loss of Seniority</i>	15
9.4. <i>Maintaining and Posting of Seniority Lists</i>	15
10. Article 10 - Reduction in Force	15
10.1. <i>Reduction in Force (RIF)</i>	15
10.2. <i>Procedure for Reduction in Force</i>	15
10.3. <i>Recall Rights and Procedures</i>	15
11. Article 11 - Vacancies and Transfers	16
11.1. <i>Vacancy – Defined</i>	16
11.2. <i>Transfer – Defined</i>	16
11.3. <i>Vacancies – Notices</i>	16
11.4. <i>Involuntary Transfers</i>	16
12. Article 12 - Professional Growth	17
12.1. <i>Professional Growth</i>	17
12.2. <i>Employee Goals</i>	17
12.3. <i>Wage Enhancements</i>	17
12.4. <i>Advanced Coursework Tuition Reimbursement</i>	18
13. Article 13 - Employee Benefits and Compensation	18
13.1. <i>Insurance Benefits</i>	18
13.2. <i>Flexible Benefits/Cafeteria Plan</i>	19
13.3. <i>Preventive Health Care</i>	20
13.4. <i>District Contribution to Tax Sheltered Annuity</i>	21
13.5. <i>Insurance Committee</i>	21
13.6. <i>Compensation</i>	21
13.7. <i>Retirement Benefits</i>	22
14. Article 14 - Grievance Procedure	23
14.1. <i>Definition</i>	23
14.2. <i>Informal Procedure</i>	23
14.3. <i>Formal Procedure</i>	23
14.4. <i>General Provision</i>	24
14.5. <i>Mediation</i>	25
15. Article 15 - Continuity of Operations	25
15.1. <i>No Strike</i>	25
16. Article 16 - Effect of Agreement	25
16.1. <i>Complete Understanding</i>	25
16.2. <i>Contractual Amendment</i>	25
16.3. <i>Savings Clause</i>	25
16.4. <i>Waiver of Additional Bargaining</i>	26
16.5. <i>Subcontracting - Notice and Opportunity to Bargain</i>	26
17. Article 17 - Duration	26

PREAMBLE

A shared vision of the Stevenson High School Support Staff Association and the Board of Education is to ensure that the school becomes an exemplary learning community. The Association and the Board seek to create an environment where success for every student is the primary mission of the organization. The Association and the Board will seek to achieve the mission of the District through active collaboration. Building an exemplary learning community depends upon the people in the organization. Therefore, the Board and the Association are committed to recruiting, developing and retaining individuals with exceptional expertise in their respective fields and a passionate commitment to the school as a professional learning community.

The following values guide the Association and Board's pursuit of this shared vision:

- We share responsibility for common goals
- We collaborate to build positive working relationships
- We support each other as team members
- We communicate with each other and ensure that all voices are heard
- We recognize and value each other's strengths
- We work to develop an environment that promotes trust

In order to implement these beliefs, we embrace the concept of ongoing dialogue. Recognizing the importance of communication in maintaining positive working relationships, the Association, the Assistant Superintendent for Business (or designee) and the Director of Human Resources shall meet as needed to discuss mutual concerns and to verify evidence of action toward these shared values.

1. Article 1 - Recognitions and Definitions

1.1. Recognition

The Board of Education of Adlai E. Stevenson High School District 125, Lake County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the Stevenson Support Staff Association, IEA-NEA. (Hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all regularly employed employees in non-faculty positions; but specifically excluding all other licensed employees, the Superintendent's Administrative Assistant, the Business Office staff, the Human Resource Office staff, Principal's Administrative Assistant, P.R.E.P. Employees, P.A.C. Employees, the S.E.L. Coordinator, Intramural employees, students, and all other supervisory, managerial, confidential, or short-term employees as defined by Section 2 of the Illinois Educational Labor Relations Act.

1.2. Definitions

1.2.1. Employee: The "employee" or "Association Member" may include an employee or a group of employees who are similarly affected by this Agreement. For purposes of this Agreement, Association employees shall be defined as follows:

1.2.1.1. All employees represented by the Association.

1.2.1.2. Full-Time Calendar Year: Regularly employed at least seven and one half (7.5) or more hours a day and thirty-seven and one-half (37.5) hours per week for a twelve (12) month work year.

1.2.1.3. Full-Time School Year: Regularly employed at least seven and one half (7.5) or more hours a day and thirty-seven and one-half (37.5) hours per week for each month of scheduled student attendance but less than a twelve (12) month work year.

1.2.1.4. Part-Time Calendar Year: Regularly employed at least three (3) hours but less than seven and one-half (7.5) hours per day and at least fifteen (15) hours but less than thirty-seven and one-half (37.5) hours per week for a twelve (12) month work year.

1.2.1.5. Part-Time School Year: Regularly employed at least three (3) hours but less than seven and one-half (7.5) hours per day and at least fifteen (15) hours but less than thirty-seven and one-half (37.5) hours per week for each month of scheduled student attendance, but less than a twelve (12) month work year.

1.2.2. Days: The term "days" shall mean days on which the District Office is open, except where otherwise indicated.

1.2.3. Superintendent: The title "Superintendent" shall indicate the Superintendent of Schools or his/her designee.