

NEGOTIATED AGREEMENT

2018-19 to 2021-22

between

**The Board of Education
Northfield Township High School District #225**

and

**The Glenbrook Education Support Staff Association
(GESSA)**

for the period July 1, 2018, through June 30, 2022.

*The Glenbrook High Schools are learning communities
dedicated to students and committed to
quality of thought, word, and deed.*

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NEGOTIATED AGREEMENT
July 1, 2018, through June 30, 2022

PREAMBLE

This agreement is, entered into on the dates hereinafter set forth by each party's signature, between the Glenbrook Board of Education, District 225 ("Board") and the Glenbrook Educational Support Staff Association, IEA-NEA, ("Association").

WHEREAS, the Board and the Association both agree that providing a quality education and a positive learning environment for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in the Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I – RECOGNITION

A. Recognition/Exclusions

The Board recognizes the Association as the exclusive representative of all the employees in the unit set forth below, pursuant to Certification of Representative, issued by the Illinois Educational Labor Relations Board, dated June 6, 2002.

- | | |
|-----------|---|
| Included: | All regularly employed secretarial, clerical, and technology employees of Glenbrook High School 225 |
| Excluded: | Executive Assistant to the Superintendent, Assistant Superintendent, Assistant Superintendent-Business/CSBO, Director of Technical Services, Lead Information Systems Technician, Senior Information System Technician, Senior Network Technician, Network Technician, and all supervisory, managerial, and confidential employees as defined in the Illinois Educational Labor Relations Act |

B. GESSA Employee

Unless otherwise expressly provided or clearly indicated by the context, the phrase "GESSA employee" when used in the Agreement shall mean all employees included in the bargaining unit as described in Article I, Section A.

ARTICLE II – ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. Board of Education Provisions

The Board agrees to furnish the president(s) of the Association with the following:

1. A copy of the tentative school district annual budget at least 30 days prior to adoption.
2. Other data relating to the financial resources of the district which will assist the Association in developing intelligent, accurate, and constructive recommendations. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. The approved minutes of regular Board meetings are made available on District 225's website on or prior to the subsequent Board meeting.
4. One copy of the Board agenda provided to the Association president upon request.

B. Dues Deduction

The Board agrees to deduct Association dues, once per pay period for 18 pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the credit union or other agency designated by the association. An itemized statement will also be furnished to the Association president (s) or his/her designee. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the Board and will become effective within 30 days after such notice is given. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section. The School District's Administration will annually provide GESSA leadership with an opportunity to meet with all members of the bargaining unit to discuss the work of the GESSA and benefits of GESSA membership. This meeting will be scheduled with the cooperation of the Administration.

C. Association Activities during Working Hours

Whenever a representative of the Association or a GESSA employee is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the bargaining unit member shall suffer no loss in pay nor shall such participation be charged to the GESSA employee's leave time.

D. Association Use of School Equipment

The Association shall have the right to make use of school equipment, such as duplicating equipment, calculators, computers, telecommunications supplies and equipment and audio-visual equipment outside the GESSA employee's workday and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. Notice of Association Meetings

The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent. The Association's scheduling of use of buildings will be subject to usual and customary building procedures for reservation of space. If possible, notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. Association Use of School Buildings

The Association and its representatives may be permitted to use school buildings for meetings outside of GESSA employees' workdays. The Association shall reimburse the Board for any extra labor for such meetings.

G. No Strike Provision

The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the Board during the term of this Agreement.

H. Professional Conduct

The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance or other violations of discipline by a GESSA employee reflect adversely upon the GESSA employee's performance. The Association shall use its best efforts to encourage proper professional conduct on the part of its members.

I. Printing and Distribution of Contract

Within a reasonable time after the Agreement is signed, copies of this Agreement shall be printed at the expense of the Board and presented to the Association for distribution to each current employee. New GESSA employees will receive a contract from Human Resources at the time of hire.

J. Association Leave

The Association shall be granted up to four (4) days per school year of this Agreement for purposes of attending the annual state Association convention or further training in collective bargaining. No more than two (2) GESSA employees may utilize Association leaves on any workday. The Association shall cover

all costs relative to attendance at such meetings. Such leave will not be considered "other paid leave" for purposes of overtime.

ARTICLE III – BOARD RIGHTS

- A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation, and management of the schools, and the control, supervision, and direction of all certified and non-certified staff are vested exclusively with the Board.
- B. All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV – EMPLOYEE RIGHTS

A. Board Regulations

GESSA employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. Personnel Files

1. Each GESSA employee shall have the right, upon advanced request, to review the content of his/her personnel file maintained at the district administrative office. A local representative of the Association may accompany the GESSA employee in the review.
2. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review as well as any other records to which access is not required by law.
3. Only one official file shall be maintained. A copy of all communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the GESSA employee which are included in the GESSA employee's official file shall be given to the GESSA employee at the time of inclusion. No evaluative materials shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The GESSA employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.
4. The GESSA employee will be permitted to file a response to any item placed in the file. The response shall be prepared in triplicate, one for the supervisor, one for the principal, and one forwarded to the Assistant Superintendent for Human Resources to be placed in the GESSA employee's personnel file.
5. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings, such portion of materials will be removed from the GESSA employee's file as so ordered.

ARTICLE V – WORKING CONDITIONS

A. Safe Working Conditions

The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through compliance with applicable standards required by law.

When one or more construction projects are scheduled in a District 225 building, the administration will notify GESSA leadership and GESSA employees impacted by the project prior to the start of construction. GESSA members will be provided with information of any need and amount of time to relocate their work areas. The administration will review and communicate relevant safety and security procedures. A GESSA representative may attend the section of regularly scheduled construction meetings relevant to GESSA issues.

GESSA employees shall promptly report unsafe or hazardous conditions to an appropriate, or in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department). Additionally, GESSA employees are encouraged to notify GESSA leadership of the same.

B. Equipment/Materials

A GESSA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.

C. Scope of Work

Upon hire (or modification in Job Description) GESSA employees shall be given a Job Description pursuant to Article XVI, Section B of this contract. In the event that a GESSA employee's job responsibilities change significantly or the GESSA member cannot reasonably complete all regularly assigned responsibilities during a 40 hour work week, the GESSA employee shall contact a GESSA representative to schedule a meeting to include their immediate supervisor and GESSA representation. If regularly assigned a satisfactory resolution is not found, the matter can be addressed through any other relevant provision in this contract.

ARTICLE VI – EMPLOYEE DISCIPLINE

A. Right to Representation

A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any investigatory meeting which could lead to disciplinary action, including any meeting with the Assistant Superintendent for Human Resources regarding suspension without pay or recommendation for dismissal.

B. Warnings

1. A GESSA employee may receive either a written or verbal warning for a work infraction that could result in a recommendation for dismissal.
2. A copy of the written warning shall be submitted to the Assistant Superintendent for Human Resources after the GESSA employee has had the opportunity to review and sign the document. The employee's signature indicates that he/she has received the document, not that he/she is in agreement with the substance of the document.
3. A GESSA employee may request a meeting with his/her supervisor to discuss a verbal or written warning. Such a meeting shall be scheduled to occur within ten (10) days of the GESSA employee's request for a meeting.

C. Suspension without Pay/Dismissal

If an infraction is so serious that a recommendation for suspension without pay or dismissal is indicated, the Administration reserves the right to suspend the GESSA employee without pay or recommend the GESSA employee's dismissal to the Board of Education. Prior to a suspension without pay or a recommendation to the Board of Education for dismissal, the GESSA employee will be afforded the opportunity to meet with the Assistant Superintendent for Human Resources regarding the suspension or recommendation for dismissal.

D. Just Cause

GESSA employees who have completed their probationary period shall not be suspended without pay or dismissed without just cause.

ARTICLE VII – VACANCIES

- A. The board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.
- B. Absent extenuating circumstances, a notice of vacancy in the bargaining unit will be posted on the District website at least ten (10) calendar days prior to filling of the position. Members of the bargaining unit shall be notified, on the date of posting, which the vacancy has been posted on the District website. The notice of vacancy shall include the job title, location, hours of work, work year, salary, level, and start date.

ARTICLE VIII – ASSIGNMENTS/INVOLUNTARY TRANSFERS

A. Definition of Assignment

An assignment shall be defined as the position to which a GESSA employee is assigned for employment.

B. Involuntary Change of Assignment

A GESSA employee shall be given written notice of a change in his/her assignment for the forthcoming school year, if known, no later than the end of the school term. Such notice shall include location(s), name(s) of supervisor(s) (if known), and job description. If an assignment needs to be changed following the end of the school term, notification will be given as soon as practicable.

C. Involuntary Change of Assignment to another Building

In the event that an involuntary change in assignment involves a change to a position in another building for the forthcoming school term, the Assistant Superintendent for Human Resources will solicit volunteers for the change. However, after such solicitation, the Assistant Superintendent for Human Resources shall make the final determination as to the employee whose assignment will be changed. This section shall be inapplicable if the need for a change in assignment follows the close of the school term preceding the necessary change.

D. Certifications/Temporary Assignments

1. A GESSA employee without certification shall not be required to cover a position that requires certification. If a GESSA employee is certified and requested to work a position that requires certification, that GESSA employee will be paid the certified substitute rate.
2. In the event that a GESSA employee is temporarily assigned to another position at a higher level in his/her category for more than fifteen (15) workdays, the GESSA employee will be compensated at his/her level in the higher level for the duration of the temporary assignment.

ARTICLE IX – LEAVES

A. Sick Leave

1. 260-Day and 239-Day work calendar GESSA employees shall be eligible for fifteen (15) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.

2. 203-Day work calendar GESSA employees shall be eligible for thirteen (13) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
3. 186.5-Day work calendar GESSA employees shall be eligible for twelve (12) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household.
5. Sick leave days shall be credited to the individual GESSA employee's sick leave account at the beginning of the GESSA employee's work year. Sick leave may be accumulated up to a maximum of 240 days at the end of the fiscal year.
6. The Assistant Superintendent for Human Resources may require the GESSA employee to provide the Assistant Superintendent for Human Resources with a physician's certificate. If the Assistant Superintendent for Human Resources believes there may have been an abuse of the sick leave policy, the Assistant Superintendent for Human Resources may require an examination by a physician selected by the District. An examination by a physician selected by the District shall be at the Board's expense.
7. Sick leave may only be taken in increments of no less than one quarter (1/4) of the employee's regular workday. A GESSA employee, when ill, must call his/her immediate supervisor prior to his/her start time each day unless reported by the employee that he/she will be absent for an extended period of time or is on approved leave for other medical circumstances. Failure of a GESSA employee to notify his/her supervisor or designee of his/her illness may result in a pay deduction.
8. A non-probationary GESSA employee who is absent for reasons ordinarily associated with sick leave, who has exhausted his/her sick leave, may access additional sick leave by "borrowing" days from his/her next year's sick leave allocation, subject to the following requirements:
 - a. The maximum amount an employee is allowed to "borrow" is five (5) days; and
 - b. The "borrowing" will require the prior written approval of the Assistant Superintendent for Human Resources; and
 - c. The days "borrowed" must be repaid from otherwise available sick leave, personal leave, emergency leave or vacation days. The employee must repay the "borrowed" days at a rate of no less than one (1) day per school year. No further "borrowing" for the employee is available until the employee repays in full the days "borrowed".

An employee who is otherwise absent without using any such available sick leave shall lose per Diem pay for each day of absence. Per Diem pay for a GESSA employee shall be interpreted as an amount equal to the GESSA employee's annual salary divided by the required number of days in the GESSA employee's work calendar.

B. Sick Leave Bank

The Board shall establish a paid sick leave bank. A GESSA employee must exhaust all existing sick days in order to use days from the sick bank. A GESSA employee who receives compensation under Workers' Compensation may not use the sick leave bank. The Human Resources office shall administer the sick leave bank.

C. Emergency/Personal Days

1. A non-probationary, full-time GESSA employee is eligible for two (2) days of paid emergency/personal leave each fiscal year. A probationary, full-time GESSA employee who successfully completes his/her probationary period by June 30 shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the school year. A probationary, full-time GESSA employee who successfully completes his/her probationary period on July 1 or after shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the current school year. The GESSA employee shall receive his/her daily compensation for emergency/personal leave.
2. Emergency/personal leave days may be accumulated from year to year up to a maximum of four (4) days. Accumulated emergency/personal leave days in excess of four (4) days at the end of a fiscal year shall be added to the GESSA employee's accumulated sick leave.
3. Emergency/personal leave shall be used for urgent personal or family matters that require the GESSA employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods. Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESSA employee's vacation or leave without pay. The Assistant Superintendent for Human Resources may make exceptions to this stipulation in unusual circumstances.
4. Application for emergency/personal leave shall be made through established procedures by the GESSA employee through the GESSA employee's immediate supervisor. Requests for emergency/personal leave are subject to approval by the GESSA employee's supervisor, associate principal, and/or appropriate building administrator. The application shall be made at least one week before taking said leave, if possible. In the event of an emergency, the GESSA employee shall provide notice as soon as possible to the GESSA employee's immediate supervisor. GESSA employees are not required to disclose the reason for the emergency/personal leaves unless the leave requested is directly before or after any legal or granted school holiday or the employee's vacation time.

D. Jury Duty

A GESSA employee who is required to be absent from work for jury duty shall receive his/her normal pay for each day of absence if he/she reimburses the district compensation received for performing jury duty minus monies expended for mileage (not to exceed the IRS rate), train fare, parking and tolls, meals (not to exceed the per Diem rate authorized by the district, and miscellaneous expenses that are itemized.

E. Vacation

1. Full-time GESSA employees, with an effective start date prior to July 1, 2007, with a 260-Day work calendar, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.84 days' vacation per month worked. A GESSA employee who has worked 49 months to 108 months will accrue vacation at the rate of 1.25 days per month worked. A GESSA employee who has worked more than 109 months will accrue vacation on the basis of 1.67 days per month worked.

Full-time GESSA employees, with an effective start date after June 30, 2007, with a 239 Day work calendar, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.42 days' vacation per month worked. A GESSA employee, who has worked more than 49 months, but less than 120 months, will accrue vacation on the basis of 0.84 days per month worked. A GESSA employee who has worked 120 months or more will accrue vacation on the basis of 1.25 days per month worked.

2. Vacation time may be taken in increments of no less than one quarter (1/4) of the employee's regular workday. Prior to using vacation, the GESSA employee will obtain the pre-approval of his/her immediate supervisor and the Associate Principal, or other appropriate building administrators. A GESSA employee eligible for vacation time must use such time prior to being granted leave without pay.
3. A GESSA employee, with a 239-Day or 260-Day work calendar, may carry over from one fiscal year to the next twenty (20) days of accumulated vacation time. Vacation days in excess of twenty (20) days as of September 30 will be added to the GESSA employee's accumulated sick leave, subject to the provisions in Section A of this Article.
4. A GESSA employee changing from a 203-Day work calendar to a 260-Day or 239-Day work calendar position will receive vacation credit equal to the seniority they have accumulated on the seniority list. Credit does not result in extra vacation days but does expedite the date from which a GESSA employee will earn vacation days at a higher monthly rate.

F. Leave Without Pay

1. GESSA employees may not be granted leave without pay until they have used all of their accrued personal leave and vacation days. If the reason for the request for leave without pay is due to illness of the GESSA employee or the employee's immediate family, the GESSA employee may not be granted leave without pay until he/she used all of his/her sick days.
2. The Assistant Superintendent for Human Resources is authorized to grant leaves without pay to GESSA employees when extenuating circumstances dictate that it is in the best interest of the GESSA employee and the district. The request for a leave without pay must have the prior approval of the GESSA employee's immediate supervisor(s) and building supervisor. The Assistant Superintendent for Human Resources shall make the final determination as to what constitutes extenuating circumstances.

3. Leave without pay shall be limited to five (5) days during a GESSA employee's school year calendar. The Assistant Superintendent for Human Resources may grant additional days, exceeding five (5) days of leave without pay in a school year. However, exceeding five (5) days of leave without pay in one school year may be considered cause for discipline up to and including dismissal.
4. If a GESSA employee has not received prior approval from the Assistant Superintendent for Human Resources for leave without pay, the Assistant Superintendent for Human Resources may request a statement from the GESSA employee's physician verifying the inability of the employee to work. However, the GESSA employee's failure to receive prior approval from the Assistant Superintendent for Human Resources for leave without pay, or failure to provide the requested statement from his/her physician, may be considered cause for discipline up to and including dismissal.

G. FMLA

Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 6370 of the same name.

H. Military Leaves

Military leaves shall be in accordance with Board Policy 6190.

ARTICLE X – HOLIDAYS/CALAMITY DAYS

- A. The fiscal year for all GESSA employees shall be from July 1 to June 30.
- B. Paid holidays are days designated on the calendar when the GESSA employee is not required to work but for which they receive work credit and are paid their regular rate of pay. In order to be paid for a legal or granted holiday, an employee must be paid for his/her last scheduled workday prior to the holiday and his/her first scheduled workday after the holiday.
- C. GESSA employees, with an effective start date prior to July 1, 2007, shall be paid for holidays as follows:
 1. GESSA employees with a 260 -Day work calendar, shall be paid for no less than eight (8) granted and those legal holidays indicated on the school district's official school calendar which falls within their work year. Legal holidays that fall on a Saturday or Sunday shall be added to the GESSA employee's accrued vacation time.
 2. 203-Day or 186.5-Day work calendar GESSA employees shall be paid for all legal holidays that fall within their work year.
- D. GESSA employees with an effective start date after June 30, 2007, shall be paid for holidays as follows:
 1. GESSA employees with a 239-Day work calendar shall be paid for legal and granted holidays, which fall on a workday within their work year.
 2. 203-Day or 186.5-Day work calendar GESSA employees shall be paid for legal holidays that fall on a workday within their work year.
 3. Any holiday that falls on a weekend or within winter or spring recess is unpaid.
- E. Notification of said holidays shall be distributed to all GESSA employees in writing annually no later than two (2) weeks after Board approval.

- F. In the event of a school emergency or district closure when buildings are declared open for employee attendance, including but not limited to natural disaster, quarantine or governmental order, GESSA employees with a 260-Day and 239-Day work calendar are expected to report to work unless they elect one of the following options:
1. Utilize personal or vacation days
 2. Convert available sick days to personal days
 3. Use supervisor-approved "flex time" to make up the hours missed (Also available to 10-month employees)
 4. Receive supervisor approval to work from home (Also available to 10-month employees)
 5. Receive approval from the Superintendent to work based upon modified starting and ending times

The Superintendent will determine and announce the start and end time of such day. The Superintendent will also designate a supervisor for such employees.

If make-up days are required, 203-Day or 186.5-Day work calendar GESSA employees shall be notified of said make-up day(s). 203-Day or 186.5-Day work calendar GESSA employees who have applied for leave on the day when the district is closed, shall not be charged for said leave day.

ARTICLE XI – SENIORITY

A. Types of Seniority/Definition

There shall be three (3) types of seniority: (1) seniority in district employment; (2) seniority in a bargaining unit category; and (3) seniority in a level within a bargaining unit category. The bargaining unit shall be divided into two (2) categories: secretarial, clerical and technology. Seniority shall be defined as a GESSA employee's length of service in district employment, in a bargaining unit category, and in a level or levels within a bargaining unit category. However, all district employees retain seniority accrued in categories and levels prior to the certification of GESSA as an exclusive representative.

B. Seniority Accumulation

1. Accumulation of seniority shall begin from the GESSA employee's first working day in the district (for district seniority), in a bargaining unit category (for seniority within the bargaining unit category), and in a level (for seniority in a level within a bargaining unit category).
2. A GESSA employee shall accrue seniority based upon days of service (prorated for less than 1.0 F.T.E.) in district employment, within a bargaining unit category, and within the level(s) in a bargaining unit category wherein the GESSA employee currently holds or has previously held a position. Seniority shall not accrue during unpaid leave, except during unpaid FMLA leave.
3. A probationary GESSA employee shall have no seniority until the completion of the probationary period at which time his/her seniority shall revert to his/her first day of work.

C. Loss of Seniority

Loss of seniority occurs with resignation, dismissal (unless the GESSA employee is recalled during the recall period), or retirement.

D. Tiebreaker

In the event of a tie in seniority within a level or category, district seniority shall break the tie. If more than one employee has the same date of district seniority, then seniority shall be determined by lottery.

E. Preparation and Maintenance of Seniority List

The Board of Education shall prepare, maintain, and post the seniority list. An updated seniority list shall be prepared and posted conspicuously in all buildings of the district no later than February 1. A copy of the seniority list shall be furnished to the Association president(s). Any GESSA employee who disagrees with his/her seniority placement shall respond, in writing, to the Assistant Superintendent for Human Resources within thirty (30) workdays after the effective date of the posting. A copy of a GESSA employee's objection with his/her seniority placement shall be provided to the Association president(s) within ten (10) days of receipt.

ARTICLE XII – RESIGNATIONS

- A. When a GESSA employee decides to resign his/her position, he/she must notify the district, in writing, at least two (2) weeks prior to the resignation date. A resigning 260-Day and 239-Day work calendar GESSA employee who has followed this procedure will be paid for up to 10 unused accrued vacation days.
- B. A bargaining unit member who fails to report to work for five (5) workdays without notifying his/her supervisor shall be considered to have abandoned his/her position. His/her employment will be considered terminated. No pay for accrued vacation will be provided to the former bargaining unit member.

ARTICLE XIII – REDUCTION IN FORCE

A. Definition

A reduction in force ("RIF") is defined as a decision of the Board of Education to decrease the number of non-probationary GESSA employees or to discontinue some particular type of educational support service provided by non-probationary GESSA employees. Probationary GESSA employees within a category will be dismissed prior to the RIF of GESSA non-probationary employees within the category.

B. RIF Procedure

In the event of the elimination of a position within a level due to a RIF in a bargaining unit category, the least senior non-probationary GESSA employee within the affected level may be honorably dismissed, subject to the following:

1. If such GESSA employee has retained seniority in another level within the category due to previous service within the level, the GESSA employee shall be reassigned to a position held by the least senior GESSA employee within the level.
2. If the affected GESSA employee does not have such seniority in another level within the category, he/she may be reassigned to either a vacant position or the position in a lesser level within the category that is held by the GESSA employee with the least district seniority; however, the GESSA employee will be reassigned only if the GESSA employee is qualified and can currently perform all of the duties and responsibilities of the position as determined by the Assistant Superintendent for Human Resources.

3. The GESSA employee displaced by a reassignment under subsection B.1. may be reassigned to another position within his/her category pursuant to subsection B.2.

C. Reassignment Rate of Pay

The hourly rate of pay for a GESSA employee who is reassigned to a position in a lesser level as a result of a RIF will not be reduced for a period of twelve (12) months following the effective date of the reassignment. Thereafter, without further action by the Board, the reassigned GESSA employee's rate of pay shall be determined on the salary structure (Exhibit A.1 and A.2) for the lesser level based on the GESSA employee's Level placement in his/her previous level, plus one (1) Level.

D. Notice

If a GESSA employee is dismissed as the result of a RIF, a notice of honorable dismissal shall be given to such GESSA employee as provided by law. At the same time that the GESSA employee is notified of a RIF, the Board will also notify the Association.

E. Recall

GESSA employees that have been RIF'd shall be recalled for a period of one (1) calendar year from the beginning of the following school term, in order of seniority, with the most senior GESSA employee being recalled first to any GESSA position in a category and level in which the employee holds seniority. Recall shall be sent by certified mail to the last known address as shown on the Board's records. A recalled employee must accept or decline the position within five (5) days of receipt of the recall notice. Recalled GESSA employees that accept the position shall report to work no later than ten (10) working days from the receipt of notice. A GESSA employee that declines recall to full-time work, fails to report or does not reply in writing to decline recall will forfeit his/her seniority rights and has no further right of recall.

ARTICLE XIV –COMMITTEES

A. Requirements for Establishing a Committee

Any committee created by the Board and GESSA will include the following components agreed upon by the parties:

1. A charge stating the task assigned to the committee;
2. The membership of the committee (e.g., equal membership designated by each party, representation from each building or employee group);
3. The deadline for the committee to start its work;
4. The frequency of committee meetings;
5. The deadline for the committee to complete its charge;
6. The decisional model to be implemented by the committee in reaching an agreement (e.g., consensus or majority)
7. The authority of the committee [e.g., investigatory, advisory, or independent (has the authority to implement its decisions without additional approval)]; and,
8. The method for approving the committee's recommendation(s) prior to implementation

B. Joint Steering Committee

A Joint Steering Committee will be convened to make recommendations to the Superintendent or designee regarding the implementation of professional development opportunities for the members of

GESSA bargaining unit. The Committee will be comprised of five (5) members appointed by the Superintendent and five (5) members appointed by GESEA. The Committee will meet at least quarterly, unless otherwise agreed, and will be co-chaired by a representative from each group. The Committee will operate under a consensus decision model and will receive training in the consensus process.

The Committee will be charged with the following responsibilities:

1. Assist in the identification of core competencies
2. Identify training needs of GESEA members
3. Review curriculum reflecting identified training needs
4. Recommend the delivery model(s) necessary to implement the training
5. Annually assess the implementation of the training
6. Maintain a mentorship program

C. Reclassification Committee

The Reclassification Committee will meet annually, in February, to consider whether any adjustment should be made to the placement (level) of a GESEA position on the salary structure. The Committee will be comprised of four (4) GESEA members and four (4) district members. The Committee may utilize additional district employees as a resource to provide the Committee with information it needs to accomplish its mission. Each team will be allowed to bring no more than five (5) positions to the table, unless otherwise agreed, to either increase or lower their respective positions on the salary structure. A simple majority of all Reclassification Committee members will be required for any salary adjustment to take place.

D. Performance Evaluation Committee

1. A committee of three (3) GESEA members and three (3) administrative members will convene at least twice a year, unless otherwise agreed, to review the current evaluation system. The Committee may utilize additional district employees as a resource to provide the Committee with information it needs to accomplish its mission.

The Committee's work shall include (but not be limited to):

- a. Evaluation Process
 - b. Goal Setting
 - c. Performance Indicators
 - d. Performance Rating Scale
 - e. Procedure
 - f. Documentation
2. This committee, by consensus, will make recommendations to the Superintendent for any changes in the instrument, procedure, and/or practice. The Office of the Superintendent will communicate to the Committee whether or not the recommendations are approved or rejected. GESEA employees will receive training on changes in the evaluation process.
 3. The Administration will be responsible for training all supervisory employees on the appropriate implementation of the approved evaluation system.

E. Communications Committee

The Communication Committee will meet no less than four times per school year in order to discuss issues involving both the Association and Administration/Board of Education. The Committee will be

comprised of up to six (6) GESSA members and up to four (4) members of the Administration. By July 1 of each year the Association and the Administration will agree to a minimum of four (4) meeting dates to be scheduled during the upcoming school year. Both the Association and the Administration agree that the spirit of the committee is to foster ongoing communications. The Assistant Superintendent for Human Resources and a President of GESSA will be responsible for the meeting agenda.

F. Job Description Committee

A Job Description Committee will be convened to meet to consider those issues which may arise concerning the provisions of Article XVI, Job Descriptions. Membership and meeting dates will be determined by the Assistant Superintendent for Human Resources and the GESSA President(s). At a minimum, the committee will meet once annually.

ARTICLE XV – EXTERNAL PROFESSIONAL DEVELOPMENT WORKSHOPS

- A. GESSA may provide suggestions for the professional development of GESSA employees to the appropriate site administrator. An Association representative may request to meet with the appropriate site administrator for such purpose.
- B. Professional development outside of the district must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.
- C. GESSA employees will be reimbursed by the Board for expenses incurred at conferences/workshops as per current Board policy.
- D. GESSA employees will not be paid for attendance at professional development activities unless they are mandated by the Superintendent or designee. GESSA employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.
- E. With the approval of his/her supervisor and for good cause, a GESSA employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the activity may be rescheduled within sixty (60) calendar days of the activity that the GESSA employee cannot attend.

ARTICLE XVI – JOB DESCRIPTIONS

A. Maintenance

A job description for each position shall be maintained by the Assistant Superintendent for Human Resources and shall be available for inspection and copying by the Association upon request. A copy of any job description that is revised shall be given to the employee and the Association.

B. Content and Distribution of Job Descriptions

Descriptions shall be distributed to all current employees when they become available and to all new employees when hired by the District. The descriptions will include:

- 1. Job title and description
- 2. Minimum requirements
- 3. A statement of required tasks and responsibilities

C. Job Descriptions for New Positions/Job Description Modification

In the event that a new position is posted as a vacancy or an existing vacated position is modified, a job description shall be developed and filed in the Human Resources office.

ARTICLE XVII – WORKDAY/WORK WEEK/WORK YEAR

A. Workday

The standard workday for full-time GESSA employees is determined as follows:

Start Date	Standard Workday
Prior to July 1, 2012	8 hours per day
After July 1, 2012	7.5 or 8 hours per day as specified by the job description

In the event that a GESSA employee hired prior to July 1, 2012 moves to a position in the bargaining unit where they will earn a higher wage, the standard workday for the employee may be either 7.5 or 8 hours per day as determined by job description.

The GESSA employee's supervisor will set the GESSA employee's starting and ending times upon hire or based upon the previous year's work schedule. In the event that a change in a GESSA employee's starting or ending times does not exceed one (1) hour (e.g., the GESSA employee will start and/or end his/her day one (1) hour earlier or later), the GESSA employee will be given at least two (2) weeks written notice of the change. In the event that the GESSA employee's supervisor changes the GESSA employee's starting or ending time(s) by more than one (1) hour, the GESSA employee will be given three (3) weeks' notice and given the opportunity to meet with his/her supervisor and the building administrator (or department supervisor, if the GESSA employee works in the central office), to discuss the change.

If a change in the building's schedule affects a GESSA employee's workday schedule (but not the schedule of certified staff), the GESSA employee will be given three (3) weeks notice of the change. When certified staff are also subject to a building schedule change, affected GESSA employees will be notified of the change at the same time that notice is provided to certified staff.

B. Workweek

The standard workweek for full-time GESSA employees is determined as follows:

Start Date	Standard Workweek
Prior to July 1, 2012	40 hours per week
After July 1, 2012	37.5 or 40 hours per week

C. Work Year

The Standard work year for full-time 260/239 Day calendar GESSA employees is determined as follows:

Start Date	Standard Work Year
Prior to July 1, 2007	260 Days
After July 1, 2007	239 Days

The standard work year for full-time 203 Day GESSA employees is determined as follows:

Start Date	Standard Work Year
Prior to July 1, 2007	209 Days
After July 1, 2007	203 Days

The standard work year for full-time 186.5 Day GESSA employees is determined as follows:

Start Date	Standard Work Year
Prior to July 1, 2007	186.5 Days
After July 1, 2007	186.5 Days

D. Published Calendar

Human Resources annually publishes work calendars listing the days for which GESSA employees are paid and/or granted time off (i.e., granted/legal holidays, non-work days, etc.).

In the event that the supervisor and GESSA employee determine that work is best completed on a workday that is otherwise unassigned, the supervisor may alter the work calendar in order to complete the work and maintain the employee's total contractual paid days.

E. Break Periods

Each GESSA employee is entitled to an unpaid one-half (1/2) hour duty-free lunch break. GESSA employees working more than four (4) hours but less than eight (8) hours per day are entitled to a fifteen (15) minute break in addition to their lunch period. GESSA employees working eight (8) hours per day are entitled to two (2) fifteen (15) minute breaks in addition to their lunch period. Breaks may not be the beginning or end of the day. GESSA employees may request to combine one (1) or both lunch if approved by and coordinated with the GESSA employee's immediate supervisor.

F. Emergency Situations

GESSA employees who are asked to return to work for emergency situations after the GESSA employee's normal workday shall be guaranteed a minimum payment for two (2) hours worked at the appropriate rate.

ARTICLE XVIII – OVERTIME

All overtime work by a GESSA employee must be approved by the Associate Principal for Administrative Services, or designee, or the Assistant Superintendent for Human Resources, whichever is appropriate. When overtime is granted, a GESSA employee will be paid at time and one-half (1.5) their normal rate of pay for hours worked over forty (40) hours in a given work week (Sunday through Saturday). Where an employee does not work and receives paid sick leave, vacation, jury duty, or emergency/personal leave, or other paid leave, except for approved professional development, this time shall not count in calculating the GESSA employee's work hours for purposes of paying overtime. Paid legal holidays shall count in said calculation.

ARTICLE XIX – EMPLOYEE EVALUATION

A. Initial Employment

Upon initial employment, GESSA employees shall be advised of the district’s evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.

B. Non-Probationary

Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided with a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee’s performance during any year; such a conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any given year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.

C. Probationary

Each GESSA probationary employee shall be evaluated at least three (3) times prior to the end of the probationary period. The first evaluation shall occur prior to the 60th day of the probationary period. The second evaluation shall occur prior to the 90th day of the probationary period. The final summative evaluation shall occur prior to the end of the probationary period.

In the event, the probationary period is extended, as permitted by subparagraph A of Article XX, an additional summative evaluation will occur prior to the end of any such extension.

Any employee who is a “Semi-probationary employee” pursuant to subparagraph E of Article XX will be evaluated at least fifteen (15) days prior to the expiration of the semi-probationary period.

D. Remediation

If a non-probationary GESSA employee is found to be deficient in the skills required to complete assigned job duties, or if the employee receives an unsatisfactory evaluation, a remediation plan will be put in place.

1. A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any remediation plan meeting.
2. A remediation plan shall consist of:
 - a. Statement of Problem
 - b. Objectives of Remediation\Evidence of Improvement
 - c. Schedule\Timetable\Evaluation
 - d. Further Action\Failure to remedy
3. Upon completion of the remediation process, the evaluation procedures will be followed to determine if the employee has successfully remedied the deficient areas.
4. Unsuccessful completion of remediation may lead to involuntary transfer or disciplinary action up to and including dismissal.

E. Documentation

A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.

F. Rebuttal

A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

ARTICLE XX – PROBATIONARY PERIOD

- A. A new GESSA employee shall be considered a probationary employee. A GESSA employee's probationary period shall begin on his/her first day of work and shall end one hundred eighty (180) work days following his/her first workday. A GESSA employee's probationary period may be extended for up to an additional sixty (60) workdays at the discretion of the Administration.
- B. If the GESSA employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal, or the extension thereof. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period, notwithstanding the provision of a written notice of dismissal to the GESSA employee.
- C. If a probationary GESSA employee voluntarily assumes another GESSA position during his/her probationary period, the probationary period will begin anew.
- D. If a non-probationary GESSA employee voluntarily assumes another GESSA position at the same or a higher level, he/she will be designated a semi-probationary employee. However, this semi-probationary period may be waived by the supervisor after consultation with the Assistant Superintendent for Human Resources if the position is at the same level. A GESSA employee's semi-probationary period shall begin on his/her first day of work in the new position and shall end sixty (60) work days following his/her first workday in the new position. During such period, the GESSA employee shall not lose any current benefits or accumulated leave days.
- E. A GESSA employee's semi-probationary period may be extended for an additional sixty (60) workdays at the discretion of the Administration.
- F. If the GESSA employee does not successfully complete the semi-probationary period or the extension of the semi-probationary period, the GESSA employee will be placed in his/her previous position, if available, or another available position either in his/her previous level or any level in which he/she holds seniority. In the event that such positions are unavailable, he/she shall be provided with a written notice of his/her dismissal before the expiration of such period or extension thereof. At the discretion of the Administration, a semi-probationary employee may complete the school term beyond the end of his/her new probationary period, notwithstanding the provision of a written notice of dismissal to the GESSA employee.

ARTICLE XXI – GRIEVANCE PROCEDURE

A. General Policy

1. The Board recognizes that in the interests of effective personnel management, a procedure is necessary whereby GESSA employees can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all GESSA employees, and no action of any kind shall be taken against any GESSA employee for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the Levels of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this agreement.
4. A grievance is defined to be a complaint by any GESSA employee or a group of GESSA employees within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of one or more provisions of this agreement.
5. Nothing contained herein shall be construed as limiting the right of any GESSA employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this agreement. If requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
6. Re-employment of probationary GESSA employees is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this agreement are subject to the grievance procedures.
7. A grievance may be withdrawn at any level without establishing a precedent.
8. Investigation or processing of any grievance shall normally be carried out on the GESSA employee's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out at a time agreed upon by the Association president(s) or grievance chair and the appropriate building administrator (i.e. Associate Principal, Assistant Superintendent for Human Resources).
9. The parties hereto acknowledge that it is usually most desirable for a GESSA employee and the GESSA employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
10. If the grievant and the Assistant Superintendent for Human Resources agree, Level #1 and/or Level #2 of the grievance procedure may be bypassed and the grievance brought directly to the next Level. If the grievant and the Assistant Superintendent for Human Resources agree, in writing, the timelines may be extended for either party at any Level.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no GESSA employee shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

B. Procedure for Grievance

It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days, for the purposes of the grievance procedure, shall mean the GESSA employee's employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations, shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last Level to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal Levels may be extended by mutual agreement in writing.

- Level 1** A GESSA employee with a grievance shall first discuss the alleged complaint with the GESSA employee's immediate supervisor, with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.
- Level 2** If the grievance cannot be resolved informally, the GESSA employee may file a grievance with the Associate Principal or appropriate building administrator. The grievance must be filed in writing within fifteen (15) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the Associate Principal or appropriate building administrator shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second Level grievance meeting, the Associate Principal or appropriate building administrator shall make a decision on the grievance and shall communicate in writing to the GESSA employee and the Assistant Superintendent for Human Resources.
- Level 3** If the grievance has not been satisfactorily resolved at the second Level, the GESSA employee may file a grievance with the Assistant Superintendent for Human Resources. The grievance must be filled with the Assistant Superintendent for Human Resources within five (5) working days from the receipt of the decision rendered in Level #2. Within ten (10) working days after such written grievance is filed, the Assistant Superintendent for Human Resources shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third Level grievance meeting, the Assistant Superintendent for Human Resources shall make a decision on the grievance and shall communicate it in writing to the GESSA employee, the Associate Principal or appropriate building administrator, and the Board.
- Level 4** If the grievance has not been satisfactorily resolved at the third Level, the Association may submit, on behalf of the Association and the grieving GESSA employee, the grievance to binding arbitration under the Voluntary Labor

Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Assistant Superintendent for Human Resources, within ten (10) working days from the receipt of the decision by the GESSA employee rendered in Level #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement.

ARTICLE XXII – COMPENSATION/BENEFITS

A. General Policy

1. Newly hired and/or newly promoted GESSA employees will be paid the appropriate salary based on their skills and experience as referenced in Exhibit A-1 and Exhibit A-2. The Assistant Superintendent for Human Resources will determine initial salary. As related to the initial salary upon initial employment, promotion, or internal transfer, the following process shall apply:

Level 1 Pre-Hire The Assistant Superintendent for Human Resources will inform the GESSA president(s) or designee(s) of the recommended salary decision. At that time, an explanation will be provided as to the administrative assessment of employee skills and experience which influenced the decision on initial salary.

If, under exceptional circumstances (e.g. critical need created by market conditions, lack of applicants, etc.), a newly hired GESSA employee is anticipated to be paid beyond Level C or beyond the District experience of a current employee in the category, the Assistant Superintendent for Human Resources will meet with the GESSA executive board to explain the rationale for the hiring/salary decision. This meeting will occur before the offer of employment is made to the applicant.

Level 2 Post-Hire In the event the GESSA leadership and/or affected employee disagree with the initial decision on salary, a meeting of the parties, including the affected employee, will occur to further discuss the salary. The final decision on initial salary shall rest with the Assistant Superintendent for Human Resources.

2. Newly hired and/or newly promoted GESSA employees are eligible for an annual salary increase on July 1, provided they were hired and began work on or before the first workday in January of the same year.

3. All GESSA employees are required to electronically submit to their immediate supervisor(s) all regular and exception time worked. "Exception time" includes hours worked in addition to those work hours outlined in the employee's salary letter. Timesheets are due to the payroll office by the published cut-off date.

B. Salary

Each GESSA employee will receive the following annual salary increase:

2018-19	3.75%	(4.00% - Clerical Category III due to group reclassification)
2019-20	3.75%	
2020-21	3.75%	
2021-22	3.75%	

Any GESSA employee moving to a higher paying job category will receive a salary increase of up to ten percent (10%) per clerical categories and up to twenty percent (20%) per specialist categories. The individual's annual percentage increase will be in addition to the promotional increase. The exact increase will be determined so as to not exceed the previous year's hourly wage of a similarly situated employee (a GESSA employee in the new Category who has the same number of years of experience in a GESSA position in District 225) in the new position.

Reclassification of a position to a new Category by the District will result in a ten percent (10%) per category increase for the reclassified position. The individual's annual percentage increase will be in addition to the reclassification increase. Comparison of a similarly situated employee (i.e. years of GESSA experience in District 225) is not considered.

Salary Payments:

GESSA employees shall be paid via direct deposit. 260-Day and 239-Day work calendar GESSA employees shall be paid over twenty-four (24) semi-monthly installments beginning July 15th. All other GESSA employees shall be paid over twenty-four (24) semi-monthly installments beginning August 31st. Payments shall be on the 15th and last day of the month, or on the last school day prior to the 15th or the last day of the month if it should fall on a weekend or holiday.

Longevity:

GESSA employees eligible for or already receiving a \$500 longevity bonus during 2018-19 will have the \$500 bonus rolled into their hourly rate before the hourly rate increase (noted above) is applied. Thereafter, no other longevity bonus will be paid.

GESSA employees who would otherwise become eligible for the longevity bonus during the life of this Negotiated Agreement will receive a one-time, non-repeating \$500 payment at the start of the 20th year of District employment. Except as noted above, no other longevity bonus will be paid.

C. Employee Benefits

GESSA employees who regularly work at least thirty (30) hours per week on a 186.5 or 203 Day calendars shall be considered full-time GESSA employees and are eligible for benefits. GESSA employees not on district paid leave or FMLA (Family Medical Leave Act) shall not be eligible for board paid benefits.

1. Life Insurance Coverage
 - a. An amount equal to \$50,000 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board if approved by the insurance carrier. GESSA employees, who elect to purchase optional additional amounts, shall be responsible for the full premium of the additional coverage.

2. Individual Disability Insurance Coverage
 - a. The Board shall provide each full-time GESSA employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee. The premium paid by the Board shall cover the period beginning September 1, 2018, and ending August 31, 2022. Overall coverage under the disability insurance program shall be maintained at no less than the coverage in effect as of September 1, 2018, or as mutually agreed by the Board and the Association.

3. Individual Medical Insurance Coverage
 - a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan(s) and Managed Care Plan(s), the Board shall pay an amount equal to 95% of the premium. The premium paid by the Board shall cover the life contract. Overall coverage under the health insurance program shall be maintained at no less than the coverage in effect as of January 1, 2019, except as mutually agreed by the Board and the Association.
 - b. In all cases, the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

4. Family Medical Insurance Coverage
 - a. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan to full-time employees. For the District's PPO Plan(s) and HMO Plan(s), the Board shall pay an amount equal to 88% of the premium. The premium paid by the Board shall cover the life contract. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of January 1, 2019, except as mutually agreed to by the Board and the Association.
 - b. In all cases, the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

5. Dental Insurance Coverage
 - a. The board shall provide GESSA employees with the opportunity to purchase either individual or family dental insurance.
 - b. The Board shall contribute 90% of the individual dental insurance premiums for each GESSA employee who does not select family medical insurance.

6. Flexible Spending Account Allowance per Plan Year
 - a. The Board shall provide a \$500 allowance for each 203-Day work calendar GESSA employee, hired before July 1, 2000, who does not select family health insurance coverage for a given plan year for the duration of the contract.

- b. The Board shall provide a \$750 allowance for each 260-Day or 239-Day work calendar GESSA employee, hired before July 1, 2000, who does not select family health insurance coverage for a given plan year for the duration of the contract.
 - c. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESSA employee shall be responsible for premium costs that exceed the amount of his/her allowance. A GESSA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.
7. Tuition Reimbursement
- a. A full-time, non-probationary GESSA employee may be reimbursed for courses successfully completed, subject to the following provisions.
 - b. A GESSA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
 - c. A GESSA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hours, up to a maximum of twelve (12) semester hours per year. For such GESSA employee, tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than twelve (12) semester hours per year.
 - d. In order to receive reimbursement, the GESSA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Assistant Superintendent for Human Resources, as follows:
 - i. Application forms for tuition reimbursement shall be completed by the GESSA employee and provided to his/her supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
 - ii. If the supervisor endorses the application, the application shall be forwarded to the Assistant Superintendent for Human Resources for consideration. The Assistant Superintendent for Human Resources may approve or reject the application. If the application is rejected, the Assistant Superintendent for Human Resources will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
 - iii. A copy of the application form specifying the action taken by the Assistant Superintendent for Human Resources will be returned to the supervisor and the GESSA employee. The original application form will be placed in the GESSA employee's personnel file.
 - iv. In order to receive the tuition reimbursement, the GESSA employee shall present the human resources office with a paid receipt showing the amount of tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.
8. Voluntary Termination
- a. Voluntary termination benefits for GESSA employees, retiring under IMRF, are contained in Exhibit B of this agreement.

D. Insurance Cost-Sharing

Effective for implementation on January 1, 2021, the Board and the GESSA agree to implement a process for health insurance plan cost containment/reduction. In the event the Board experiences an annual increase in premium equivalent rates (as recommended by the District plan consultant) in excess of five percent (5%) over the prior year's premium equivalent rates, the District Cost Containment Committee will be charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 5% threshold. Any such recommended changes will take effect on January 1 following the announced final premium equivalent rates. Premium equivalent increases at or under 5% will be shared by the Board and the employees.

In the event that premium equivalent rates are reduced over the prior year's rates, the Cost Containment Committee will be charged with recommending ways to share the reduction in premiums with employees insured under the affected insurance plan. Such recommendations might include benefit enhancements, wellness benefits, declaring a partial "premium holiday", building District insurance reserves, etc.

In the event the Cost Containment Committee is unwilling or unable to eliminate the increases in premium equivalent rates over 5%, the Board of Education may determine the plan design changes or premium increases necessary to eliminate the increases over 5%.

As an example of the implementation of this provision, assume the prior year's premium equivalent rate totaled \$1,000. The new premium equivalent rate announced in July is \$1,100 (an increase of 10%). Under this scenario, the first 5% (i.e. \$50) would be shared by the Board and the employee pursuant to Article XXII, paragraph C (i.e. 95% Bd./5% employee or 88% Bd./12% employee). The remaining \$50 would be the targeted amount Cost Containment must eliminate or the Board would make the necessary decision (s) before open enrollment and a January 1 implementation.

It is anticipated that this process would occur as follows:

1. The new premium equivalent rates will be announced annually in July
2. Cost Containment will formulate its recommendations no later than the end of October
3. Open enrollment would occur in November, with the resulting rates known to employees prior to electing coverage
4. The resulting premium equivalent rates would be implemented in January

ARTICLE XXIII – NEGOTIATION PROCEDURES

- A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representative the necessary power and authority to make proposals and counter proposals in the course of negotiating and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives, provided that the Board shall not select a GESSA employee, as herein defined, as its representative.
- B. Unless both parties agree to an alternate date, the parties shall commence negotiations by meeting no later than February 1 of the last year of the Agreement. Meetings shall be held as necessary at times and places agreed to by both parties.

- C. The parties may mutually agree to enlist the assistance of a third party to assist in the negotiation process.
- D. During negotiations, agreed-upon materials shall be prepared for the Board and the Association and, unless otherwise agreed by the parties at the time, initiated prior to the adjournment of the meeting at which such agreement was reached.
- E. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.
- F. Impasse Procedures
 - 1. An impasse occurs after both parties have considered the proposals and counter proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
 - 2. If after a reasonable period of negotiation, and within ninety (90) days before the scheduled start of the upcoming school year, the parties engaged in collective bargaining have reached impasse, either party may petition the Illinois Educational Labor Relations Board ("IELRB") to initiate mediation or request a mediator through the Federal Mediation and Conciliation Service.
 - 3. When an impasse is declared, or the IELRB invokes mediation, the parties shall seek to agree upon a mediator. If the parties fail to reach such agreement, within seven (7) calendar days, the parties will select a mediator from the staff of the Federal Mediation and Conciliation Service. If the Federal Mediation and Conciliation service is unable, for any reason, to provide a mediator within ten (10) calendar days after being so requested, the parties will select a mediator from a list to be supplied by the American Arbitration Association.
 - 4. Once a mediator has been appointed or selected, the mediator will meet with the parties or their representatives, or both, forthwith, either jointly or separately, and will take such steps, as the mediator may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The mediator will not, without the consent of both parties, make findings of fact or recommend terms of a settlement. Any time after fifteen (15) days of mediation, either party or the mediator may initiate the public posting process. Initiation of the public posting process must be filed with the IELRB and copies must be submitted to the parties the same day. Within seven (7) days after the initiation of the public posting process, each party shall submit to the mediator, the IELRB and the other party in writing, the most recent offer of the party, including a cost summary. Seven (7) days after receipt of the parties' offers, the IELRB will make the offers public.
 - 5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XXIV – TERM OF AGREEMENT

This official Agreement shall become effective July 1, 2018, and remain in effect until June 30, 2022.

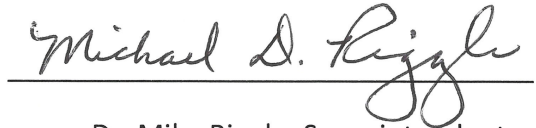
Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.



Debra R. Maskin, President

Glenbrook Education Support Staff Association



Dr. Mike Riggle, Superintendent

Glenbrook High School District #225

EXHIBIT A.1
GESSA CLERICAL POSITIONS ENTRY HOURLY RATES
2018-2022

Clerical Positions Entry Hourly Rates										
2018-19 School Year										
LEVEL	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %	Category V	Level %
A	16.77		18.45		20.29		22.32		24.55	
B	17.40	3.75%	19.14	3.75%	21.05	3.75%	23.16	3.75%	25.47	3.75%
C	18.05	3.75%	19.86	3.75%	21.84	3.75%	24.03	3.75%	26.43	3.75%

Clerical Positions Entry Hourly Rates										
2019-20 School Year										
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %	Category V	Level %
A	17.40		19.14		21.05		23.16		25.47	
B	18.05	3.75%	19.86	3.75%	21.84	3.75%	24.03	3.75%	26.43	3.75%
C	18.73	3.75%	20.60	3.75%	22.66	3.75%	24.93	3.75%	27.42	3.75%

Clerical Positions Entry Hourly Rates										
2020-21 School Year										
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %	Category V	Level %
A	18.05		19.86		21.84		24.03		26.43	
B	18.73	3.75%	20.60	3.75%	22.66	3.75%	24.93	3.75%	27.42	3.75%
C	19.43	3.75%	21.37	3.75%	23.51	3.75%	25.86	3.75%	28.45	3.75%

Clerical Positions Entry Hourly Rates										
2021-22 School Year										
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %	Category V	Level %
A	18.73		20.60		22.66		24.93		27.42	
B	19.43	3.75%	21.37	3.75%	23.51	3.75%	25.86	3.75%	28.45	3.75%
C	20.16	3.75%	22.18	3.75%	24.39	3.75%	26.83	3.75%	29.52	3.75%

Category I Attendance Clerk
School Receptionist

Category II District Receptionist
Library Cataloger

Category III Administrative Assistant

Category IV Exec. Asst. Athletics
Exec. Asst. Student Services
Exec. Asst. Human Resources
Exec. Asst. Student Activities
Exec. Asst. College Resource
Exec. Asst. Dean's Office
Assistant Scheduler
Testing Coordinator

Category V Exec. Asst. Curriculum & Instruction
Exec. Asst. Administrative Services
Exec. Asst. Technology Services
Exec. Asst. Innovative Instruction
Registrar

EXHIBIT A.2
GESSA SPECIALIST POSITIONS ENTRY HOURLY RATES
2018-2022

Specialist Positions Entry Hourly Rates								
2018-19 School Year								
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %
A	22.43		26.92		32.30		38.76	
B	23.27	3.75%	27.93	3.75%	33.51	3.75%	40.21	3.75%
C	24.14	3.75%	28.97	3.75%	34.77	3.75%	41.72	3.75%

Specialist Positions Entry Hourly Rates								
2019-20 School Year								
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %
A	23.27		27.93		33.51		40.21	
B	24.14	3.75%	28.97	3.75%	34.77	3.75%	41.72	3.75%
C	25.05	3.75%	30.06	3.75%	36.07	3.75%	43.28	3.75%

Specialist Positions Entry Hourly Rates								
2020-21 School Year								
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %
A	24.14		28.97		34.77		41.72	
B	25.05	3.75%	30.06	3.75%	36.07	3.75%	43.28	3.75%
C	25.99	3.75%	31.19	3.75%	37.42	3.75%	44.91	3.75%

Specialist Positions Entry Hourly Rates								
2021-22 School Year								
Level	Category I	Level %	Category II	Level %	Category III	Level %	Category IV	Level %
A	25.05		30.06		36.07		43.28	
B	25.99	3.75%	31.19	3.75%	37.42	3.75%	44.91	3.75%
C	26.96	3.75%	32.36	3.75%	38.83	3.75%	46.59	3.75%

Category I Accounting Asst. A/P
Accounting Asst. A/R
Benefits Assistant

Category III Deployment Specialist
Technology Operations Specialist

Category II Enrollment Specialist
Operations Specialist
Payroll Specialist
Special Education Specialist
Instructional Innovation Trainer
Scheduler
Technology Technician
Public Relations Specialist

Category IV Database Analyst/Programmer
Information Systems Specialist

EXHIBIT B

VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESSA EMPLOYEES RETIRING UNDER IMRF

Section A

It is the desire of the Board of Education of District 225 to recognize services of its full-time GESSA employees who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B – Eligibility for Retirement

GESSA employees, who satisfy the following requirement, may apply for voluntary termination benefits as “Retirees”:

1. Have been full-time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five (5) years are immediately preceding their voluntary termination. A “year” is considered to be the employee’s regularly scheduled work year. A newly hired employee must have worked no less than 50% of the scheduled work days from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of the voluntary termination and have completed 35 years of creditable service with IMRF.
3. Has not retired, nor is receiving retirement benefits, under any other District 225 retirement plan.
4. Have requested to retire on either June 30 or December 31 of any given year.

Section C – Benefits Available to Retirees who Satisfy the Eligibility Requirement of Section B

1. The Board of Education shall provide the Retiree with individual medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, at the Retiree’s election, for up to five years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the premium; the Retiree shall be responsible for the remaining premium.
2. Retirees, who elect those insurance allowance benefits contained in Paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, (Provided they had family coverage on the effective date of their retirement). Retirees shall be responsible for the full premium, therefore, less the Board’s contribution referred to in Paragraph 1 of this Section C.

VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESSA EMPLOYEES RETIRING UNDER IMRF

Section D – Other Benefits Available to Retirees who Satisfy the Eligibility requirements of Section B

1. The Board of Education shall contribute \$2,500, annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five years after retirement.
2. Retirees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare if one exists. Such policy may also provide for a reduction in benefits and premiums. Retirees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Retirees to maintain the dental coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Retiree is eligible for Medicare, whichever occurs first. Retirees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Retirees with \$10,000 of term life insurance until the Retiree reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Retiree.
5. Retirees shall be allowed to convert any term life insurance, bought or provided for by the Board of Education and in effect on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed GESSA employees.
7. Participants eligible for benefits under this Section D shall have each of their last two year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as a GESSA employee. The salary shall not include any stipends or compensation for any extracurricular activities. Salary payments shall be paid as follows: For the first year, payment will be made over the GESSA employee's remaining paychecks. For the second year, payments will be added to the GESSA employee's base salary and paid equally throughout the year.

Section E – Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Assistant Superintendent for Human Resources prior to April 1 of the GESSA employee's next-to-last year of employment. The request shall include a copy of the GESSA employee's latest statement from the IMRF system indicating the GESSA employee's service credit information if that information is necessary to qualify the GESSA employee for this plan.

2. Participation in the benefits of this plan is dependent upon unconditional and irrevocable resignation from employment by the Board of Education, effective at the end of the school year identified in the GESSA employee's notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any benefits contained in this Policy, and then notice under this Policy will be deemed void.

Section F – Special Incentive Programs

Retirees, who participate in any special incentive program such as the IMRF Early Retirement Incentive program or any other retirement enhancement or incentive program not contained in this plan shall be ineligible for the benefits contained in Section D of this plan.

Section G – Vacation

In addition to those benefits contained in Section D, Retirees who were employed by the district on a full-time, twelve-month basis may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at their then current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will convert to sick leave on the Retiree's last day of work.

Section H – Miscellaneous Provisions

1. For purposes of this plan, the school year shall begin on July 1 and end on June 30.
2. If IMRF regulatory changes occur, which result in an increase in the cost of this plan, the Board and the Associations representing GESSA employees shall negotiate a revision to this plan, pursuant to Article XXIII of the Agreement.
3. These benefits shall be effective July 1, 2018.

EXHIBIT C

MEDICAL INSURANCE COST CONTAINMENT COMMITTEE

The Board of Education, the Glenbrook Education Association (GEA), the Glenbrook Educational Support Staff Association (GESSA) and the Glenbrook Educational Support Paraprofessional Association (GESPA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs. Therefore, the Board, the GEA, the GESSA, and the GESPA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the Presidents of the GEA, the GESSA, and the GESPA. The committee shall be chaired by the Assistant Superintendent for Business Services/CSBO.

The committee shall also seek representation from non-unionized support groups.

The committee shall convene at least twice during the school year. The committee shall have its first meeting in the winter and its second meeting in the spring.

The committee shall examine such topics as those contained in the following list:

1. A review of the prescription drug plan,
2. A review of the procedures for setting insurance premiums,
3. Benefit costs and utilization rates,
4. Potential savings and enhancements, and
5. Deductibles and copays.

Implementation of the committee recommendations shall require the approval of the Board, the GEA and the GESSA.

It is understood that the Board retains the sole right to determine premiums.

EXHIBIT D

PENSION OR LEGISLATIVE CHANGES

The Board and GESSA agree as follows:

If during the life of this Agreement, legislation is enacted which affects Board revenue or expenditures in one or more of the following areas:

1. Local property tax “freeze”
2. Pension cost shift to the Board
3. Reduction in state school funding under the Evidence-Based Funding model

The Board and GESSA negotiations teams will meet to discuss the impact of such changes. The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and GESSA membership.

MEMORANDUM OF UNDERSTANDING

SENIORITY REVIEW COMMITTEE

A seniority Review Committee will be convened to review and revise, if determined necessary, the seniority provisions of the Negotiated Agreement. The number of committee members will be determined by the GESSA President(s) and Assistant Superintendent for Human Resources. The committee will meet by mutual agreement and will conclude its work no later than February 1, 2019.

MEMORANDUM OF UNDERSTANDING

INSURANCE PLAN CHANGES

This Memorandum of Understanding is entered on the date(s) noted below between the Board of Education of Northfield Township High School District No. 225, the Glenbrook Education Association, the Glenbrook Educational Support Staff Association, and the Glenbrook Educational Support Paraprofessional Association concerning the realignment of group health insurance rates which support the District major medical and health insurance program. As a result, it is agreed as follows:

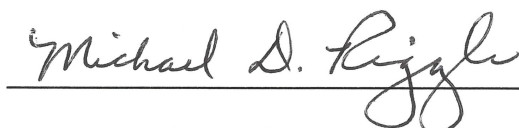
1. Effective January 1, 2019, the group insurance plan year will annually run from January 1 through December 31. Since the HMO plans already use these plan year dates, the plan year change will only affect the PPO plans.
2. As a result of the noted change in the plan year, the annual open enrollment period for electing insurance coverage will be scheduled annually in the October/November timeframe.
3. The contractual limitations on employee purchase of additional term life insurance will be removed to allow employees, at their own expense, to elect additional life insurance coverage in amounts in excess of those currently found in each relevant collective bargaining agreement.
4. Effective January 1, 2019, the Board plan will include a second High Deductible HSA PPO option.
5. At the present time, the parties agree to reserve the "Single +1" tier option for the Managed Care and newly created High Deductible/HSA PPO plans. Consideration of expanding this tier option to other available plans will be directed to the District Cost Containment Committee for further study and recommendation.
6. Effective January 1, 2019, insurance plan rates will be realigned to reflect the true cost of the value of each plan option. While some plan options would experience a decrease in premiums due to realignment, the current High Deductible/HSA Plan and the Blue Advantage HMO Plan will experience a premium increase due to realignment. This increase will be made known to employees during the open enrollment period.

As a result, the increased premium realignment cost to the High Deductible/HSA and Blue Advantage HMO will be shared equally for a period of 16 months by the Board and each employee who elects one of these plan options. While this realignment cost sharing will extend over 16 months, the Board share of this cost will be paid directly to each affected employee as a one-time, lump sum payment made in February 2019.



Debra R. Maskin, President

Glenbrook Education Support Staff Association



Dr. Mike Riggle, Superintendent

Glenbrook High School District #225