

**MEMORANDUM
OF
UNDERSTANDING
RETENTION BONUS**

This Memorandum of Understanding (“MOU”) is entered into by and between the Board of Education of Hinsdale Township High School District No. 86 (“the Board”) and the Hinsdale Township High School Support Staff Association (“HTHSSSA”) (hereinafter referred to collectively as “the Parties”).

WHEREAS, the Board and HTHSSSA are parties to a collective bargaining agreement (“CBA”) that is in full force and effect until June 30, 2024; and

WHEREAS, the Parties desire to implement a retention bonus for some HTHSSSA members;

NOW THEREFORE, the Parties agree as follows:

1. Effective for 2022-2023 school year only, a retention bonus shall be implemented which will provide as follows:

Eligible employee: To be eligible for the retention bonus, the HTHSSSA bargaining unit member must:

- Be a paraprofessional assigned to Special Education- HTHSSSA;
 - Excludes paraprofessionals assigned to Bases, ESSER, Excel, SB100, Haven or other “Step 8” related positions.
 - Excludes Music, Library, and ELL paraprofessionals
 - Excludes Student Safety and Nurses
- Be employed at greater than 50% FTE;
- Be employed on or before October 1, 2022;
- Still be employed on the last workday of the 22/23 school year;
- Not have incurred any dock days during the 22/23 school year unless it was during an approved FMLA leave; and
- Not have taken a non-FMLA leave of absence during the 22/23 school year.

Plan details:

- The minimum individual bonus is \$1,000 and the maximum individual bonus is \$3,000.
- The bonus payments will be funded by the favorable variance for budgeted and unfilled special education paraprofessional positions as of June 1, 2023. This is referred to as the ***funding pool***.
- The ***funding pool*** will be capped at \$210,000.
- On June 1, 2023, if the funding pool is less than needed to provide a \$3,000 individual bonus to each eligible employee, the entire ***funding pool*** will be divided by the number of eligible employees (see example below).** Otherwise, the

individual bonus will be \$3,000. This dollar figure will be referred to as the ***individual retention bonus***.

- Payment Process:
 - On the December 15, 2022 paycheck, eligible employees will receive \$1,000 of the total \$3,000 as advance payment of the retention bonus.
 - On June 15, 2023, eligible employees will receive the remaining bonus of the ***individual retention bonus*** up to a maximum of an additional \$2,000.
 - If an employee is paid the advance \$1,000 on December 15, 2022 and then becomes ineligible for the bonus payment, the employee will be required to pay back the \$1,000 advance payment.
 - Bonus payments are subject to state and federal withholdings and any other deductions required by law or authorized by the employee.

Example: The *funding pool*** is \$150,000, there are 60 eligible special education paraprofessionals. **The individual full retention bonus** is \$2,500 ($\$150,000 / 60$)

2. Noncontractual and Nonprecedential: The Parties acknowledge that the agreements set forth above are beyond any requirement of the law and the Parties' Collective Bargaining Agreement. As such, the agreements contained herein are nonprecedential and are not subject to the Grievance Procedure or Arbitration Proceedings contained in the Collective Bargaining Agreement between the HTHSSSA and the Board of Education.

3. Effective Date / Termination Date. This MOU is effective immediately upon receipt of signatures of both Parties and shall terminate on June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals as of the dates written below.

Approved at 9/22/22 Board meeting

President, Board of Education

Date

HTHSSSA President

Date