

**AN AGREEMENT BETWEEN**

**THE BOARD OF EDUCATION OF  
THE GLENVIEW PUBLIC SCHOOLS**

**(COMMUNITY CONSOLIDATED SCHOOL DISTRICT No. 34)**

**AND**

**THE DISTRICT 34 GLENVIEW PROFESSIONAL ASSOCIATION  
IEA/NEA**

**2022 - 2027**



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**ARTICLE 1**

**RECOGNITION**

The Board of Education of Glenview Community Consolidated School District No. 34, Cook County, Illinois, hereby recognizes the Illinois Education Association-NEA, and its affiliated local, the District 34 Glenview Professional Association, as the sole and exclusive bargaining representative for all regularly employed full and part-time non-licensed employees of Glenview Community Consolidated School District No. 34. Such representation shall exclude all licensed employees as defined in Article 21 of the School Code, the Executive Administrative Assistant to the Superintendent/Board Recording Secretary, Human Resources Manager, Human Resources Specialist, Benefits Coordinator, Payroll Assistant, Payroll Manager, Communications Specialist, Data Support Specialist, Student Enrollment Specialist/Administrative Assistant in Business Services, the Maintenance Supervisor, the Custodial Supervisors, the Database and Technology Systems Manager, the Network Engineers, the Systems Security Manager, and any other confidential, managerial, supervisory, short-term or student employee as defined by the Illinois Educational Labor Relations Act. "Employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined. The term "Board" when used hereinafter in this Agreement shall refer to the Board of Education of Glenview Community Consolidated School District 34 or its administrative or supervisory personnel.

## ARTICLE 2

### ASSOCIATION RIGHTS

#### A. Association Leave

In the event that the Association desires to send, at its own expense, representatives to National or State Affiliate conferences, conventions or workshops, these representatives shall be excused for such purposes without loss of salary for not more than ten (10) school days in the aggregate. The Association shall pay the District the equivalent of the cost of the substitute(s) for these ten (10) days. No individual member shall be excused for more than five (5) days in any school year. A written request for leave shall be submitted to the Superintendent five (5) days prior to the requested leave date.

#### B. Notice of Board Meetings

The President of the Association or their designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting and a copy of the unapproved minutes of Board Meetings, if any, at least forty-eight (48) hours prior to the scheduled time of such meeting.

#### C. Meeting on District Property

The Association and its representatives shall have the right to hold a reasonable number of official meetings per year on District property, related to the Association's role as bargaining agent for bargaining unit employees, provided that such meetings in no way interfere with District use of said property and provided that when special, custodial service is required, the Association will reimburse the District for the cost of same. If an employee works later than the scheduled meeting time, the employee may make arrangements agreeable with their supervisor so that said member can attend the meeting.

#### D. New Employees

The Board shall provide the Association with the names, addresses and positions of newly hired employees within 14 days of their employment.

#### E. Labor Management Committee

The Labor Management Committee shall consist of between two (2) to five (5) representatives selected by the Board and between two (2) to five (5) representatives selected by the Association. Members of the Labor Management Committee may invite other staff members to attend Labor Management Committee meetings in an advisory capacity based on the nature of the issue.

One meeting per month will be held September through May, unless otherwise agreed to by the parties. Meetings may have rotating start times (e.g., before school hours/after school hours) to accommodate the schedules of employees in different categories. The parties shall agree upon an agenda of matters to be discussed at the meeting at least seven (7) days prior to the meetings. Agenda items will be categorized under three areas: 1) Education, 2) Personnel, and 3) Compensation. Committee agendas and minutes will be electronically distributed to all employees. Matters involving a pending grievance or other litigation between the parties shall not be discussed at this meeting, unless otherwise agreed to by the parties in writing. Agenda items will include, but not be limited to, the following:

- Annual review (fall) of salary placement parameters to ensure consistency in practice

- Annual development and recommendation of the professional development plan for employees (consistent with the details in Article 8)
- Concerns related to involuntary transfers such as notification, review of voluntary transfer requests and employee input prior to involuntary transfers
- Issues concerning evaluation procedures and processes
- Review and modification of job descriptions as needed (consistent with the details in Article 11)

**F. Standing Committees**

The Association shall have representative(s) and a vote on District Standing Committees as follows: Sick Leave Bank Review Board (2 members), Insurance (2 members), and District Coordinating Council (1 member).

**G. Communication**

For the purpose of communicating Association business, the Association shall be allowed use of the following:

- 1) The District mail service and employee mail boxes.
- 2) A bulletin board in the employee lounge, dining room or appropriate work area of each District facility to post notices and other Association information.
- 3) The District printing equipment provided it will not interfere with instructional or other needs of the District and the Association reimburses the Board for any charge to its equipment occasioned by such use and the cost of all consumables and/or machine unit or like charges.

The use of an e-mail alias by one authorized representative of the Association. The Association shall notify the Board in writing no later than the start of school of the authorized representative.

**H. Dues Deduction**

- 1) Any member of the bargaining unit who is a member or has applied for membership in the Association shall sign and deliver to the District a written authorization for continuous or annual dues deduction. The Association will provide the appropriate authorization forms. The continuous authorization shall remain in effect from year to year unless the employee revokes said authorization in writing.
- 2) By October 1 of each year, and on an "as needed" basis, the Association shall provide the Board with a list of members from whom current membership dues of the Association and its affiliates shall be deducted. The member may pay the dues in one lump sum, or the Association dues will be prorated and deducted from seventeen (17) consecutive paychecks beginning with the first paycheck in October. However, termination of employment for any reason shall constitute revocation of authorization for dues deduction.
- 3) All dues deducted by the Board shall be transmitted to the treasurer of the Association in nine (9) installments during the months of October through June. The Association agrees to hold harmless and defend the Board from any and all claims, suits or other actions which may arise from the deduction of dues under this section, provided only that the Board shall make such deductions and remittances as are provided herein.

### ARTICLE 3

#### **EMPLOYEE RIGHTS**

##### **A. Complaint Against Employee**

Any complaint to an Administrator or Board Member deemed by the Administrator or Board Member to justify investigation and/or disciplinary action shall be brought to the attention of the employee involved. Except in cases of extreme emotional instability or alleged criminal action, or when the safety and health of the students and/or other person(s) are in jeopardy or other emergency situation, no disciplinary action shall be taken until the information contained in the complaint has been discussed with the employee.

##### **B. Remediation for Unsatisfactory Performance and Dismissal**

If the Board seeks to dismiss an employee who has been employed for at least 2 years for unsatisfactory performance, the Board shall notify the Association and the employee of their deficiencies and shall offer the employee an opportunity to remediate their deficiencies prior to notice of termination. Unsatisfactory performance shall be determined by the Board in its sole discretion.

In such case, the employee shall be given an opportunity to meet with their immediate supervisor to discuss their deficiencies. The employee will be given sixty (60) calendar days to remediate their deficiencies during which time the Board shall evaluate the performance of the employee.

If after such remediation, the employee's performance has not improved sufficiently in the sole opinion of the Board, the employee shall be dismissed. Such employee shall have the right to meet with the Board in closed session prior to their proposed dismissal and the right to be represented at this meeting by a representative of the Association. The Board's decision shall be final and not grievable.

Nothing herein shall prevent the Board from immediately dismissing such employee for reasons which it deems, in its sole discretion, not directly involving performance, including, but not limited to such reasons as repeated unexcused absences and intentional failure to follow Board policies or directives, or which it deems, in its sole discretion, to be irremediable, including, but not limited to sexual harassment, carrying a weapon and conduct that is injurious to the health, safety and welfare of the students. Such employee shall also have the right to meet with the Board in closed session prior to their proposed dismissal and the right to be represented at this meeting by a representative of the Association. The decision of the Board on the need for remediation and the dismissal shall be final and not grievable.

##### **C. Personnel Files**

There shall be one (1) official personnel file maintained for each employee. An employee shall have the right, upon reasonable notice, to review the post-employment contents of their personnel file. Such review shall be during normal business hours and in the presence of a designated employee of the Board. No employee shall remove any material from a personnel file. Such review shall not be applicable to confidential material, such as recommendations for employment. Upon written request, the employer shall reproduce for the employee one (1) copy of any material in their personnel file. An employee shall have the right to respond to any critical or derogatory material contained in their personnel file and to have such response placed in their personnel file. Employees shall be notified within ten (10) workdays (days in which the Administration Building is open) of any disciplinary matters placed in their personnel file.

##### **D. Injuries on the Job**

The Board and the Association agree that a safe and secure workplace is essential for employees to perform their duties. To that end, the Board and Association agree as follows:



1) District Procedures Relating to Workplace Injuries

The procedures and forms required to report workplace injuries are found in the District [Business Services Handbook](#). Whenever possible, the employee should submit the required information within 72 hours of the injury. Questions concerning the process and completion of required forms should be directed to the employee's supervisor or the building principal. New employees shall be informed of these procedures and forms as part of the orientation process.

2) Assault / Battery of an Employee

In the event that while at work an employee is the victim of an assault or battery by a student, parent, staff member or community member, the first priority is the physical condition of the employee. The Administration will assist the employee in securing needed medical attention.

The employee will be expected to file a written incident report. Any witnesses to the event will be asked to report what they witnessed. The Administration will assist the employee with reporting the incident to local law enforcement and other relevant authorities.

If a student is the perpetrator of the event, the employee will be generally informed of any action taken by the Administration. Prior to the student's return to school, the employee will be informed in writing of the conditions for such return.

3) Lost Work Time

An employee required to miss a reasonable amount of work time as a result of a work-related assault or battery will suffer no loss of pay or benefit time. Verification of the need to be absent will be required.

**ARTICLE 4**

**NEGOTIATION PROCEDURES**

**A. Bargaining Teams**

Each party in negotiations shall select its respective representatives provided that the Board shall not select an Association employee, as herein defined, as its representative.

**B. Negotiations Meetings**

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. When negotiations are conducted during regular working hours, release time shall be provided for the Association's negotiating committee members.

**C. Tentative Agreement**

When the Association and Board reach a 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.

**D. Mediation Procedures**

If agreement is not reached on all items within ninety (90) days prior to the commencement of the school year and all items sought to be negotiated have been thoroughly explored without reasonable expectation of reaching agreement, either party may call for the appointment of a mediator. When mediation has been called for, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. The mediator shall have no authority to make public statements regarding either party's negotiating positions.

**E. Authorized Agreement - Copies**

A copy of this agreement will be distributed to all employees, including employees upon initial hire. The cost of providing these copies shall be shared equally between the District and the Association.

## ARTICLE 5

### GRIEVANCE PROCEDURES

#### A. Definitions

- 1) Any claim by the Association or any employee that there has been a violation, misinterpretation or misapplication of the terms of this Agreement shall be a grievance.
- 2) The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An Administrator's failure to give a decision within the prescribed time limits shall permit the grievance automatically to proceed to the next step. These time limits may be extended by mutual written agreement.
- 3) All time limits shall consist of days when the District's Administration Building is open.

#### B. Procedures

The parties hereby acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, an Association representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

- Step I—Within twenty (20) days following the occurrence of the event giving rise to the grievance, the employee or the Association may present the grievance in writing to the immediate supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The written grievance shall include: 1) the factual basis for the grievance; 2) the provisions of this agreement which are alleged to have been violated or misapplied; and 3) a specific remedy requested. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the immediate supervisor's written response, including the reasons for the decision.
- Step II—If the grievance is not resolved at Step I, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) days after the receipt of the Step I answer. The Superintendent or designee shall arrange with the Association representatives for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and internal representatives as it deems necessary to develop the facts pertinent to the grievance. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent or designee's written response, including the reasons for the decision.
- Step III—If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association ("AAA"), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the date for the Step II answer, then the grievance shall be deemed withdrawn.
  - a. The arbitrator shall have no power to alter the terms of this Agreement nor to amend, modify, nullify, ignore, or add to the provisions of this Agreement. Their authority shall be strictly limited to deciding only the issue or issues presented to them in writing by the parties involved and their decision must be based solely and only upon their interpretation of the meaning or application of the express relevant language of this Agreement.

- b. The Board and the Association shall bear equally the costs of arbitration proceedings. All legitimate expenses incurred by the arbitrator and their fee shall be shared equally by the Board and the Association. Each party shall be responsible for compensating its own legal counsel, representatives and witnesses if they are necessary to process the grievance.
- c. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the parties. If a copy of the transcript shall be furnished to the arbitrator, the cost of such shall be paid as part of the costs for the arbitration proceedings.
- d. All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned plus interest, less any state unemployment compensation or other salary they may have earned on a replacement job during the period of back pay.

**C. Bypass to Step II**

If the Association and the immediate supervisor agree, Step I of the grievance procedure may be bypassed and the grievance brought directly to Step II.

**D. Bypass to Arbitration**

If the Superintendent or their designee and the Association agree, a grievance may be submitted directly to arbitration.

**E. Association Participation - Employee Representation**

The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present.

**F. Release Time**

Should the processing of any grievance require that employees be released from their regular assignment, such employees shall be released without loss of pay or benefits.

**G. Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing a precedent.

**H. Grievance Documents**

Grievances and documents pertaining solely to the processing of grievances shall be kept separate from employee personnel files.

**ARTICLE 6****REDUCTION-IN-FORCE AND SENIORITY****A. Reduction-in-Force Procedures**

Reduction-in-force shall be made on the basis of seniority accrued. Employees with the least seniority in the affected category shall be removed in such sequence (i.e., least to most senior) until the necessary reduction has been made, provided more senior employees are qualified to hold the positions of the less senior employees. In determining an employee's qualifications for purposes of reduction-in-force, the Board shall consider any statutory or regulatory employment pre-requisites and the specific skills required for the position as determined by the District in its policies, rules, regulations, or job descriptions.

**B. Categories of Positions**

Employees shall be ranked by their seniority as either full-time (as determined by full-time for their particular category) or part-time within the following categories of positions:

- 1) Educational Associate
- 2) School Administrative Assistant
- 3) Central Office Administrative Assistant
- 4) Registered Nurse
- 5) Maintenance Worker
- 6) Accounts Payable Coordinator
- 7) Senior Secretary
- 8) Custodian
- 9) Food Service
- 10) Bilingual Liaison
- 11) Medical Aide (CNA or LPN)

**C. Recall**

To be eligible for recall, the honorably dismissed employee must provide the Board, prior to the last day of employment, with written notification of the address where the employee may be reached. The employee must notify the Board in writing, within fourteen (14) calendar days of mailing or within seven (7) calendar days of receipt of the offer, whichever shall first occur, of the acceptance or rejection of any vacant position offered to the employee during the recall period.

Any employee recalled during the recall period shall retain their accrued rights and all accumulated seniority; however, any period after the honorable dismissal during which the employee did not work shall not be counted towards seniority.

**D. Seniority**

Seniority shall be defined as the total length of continuous service as either a part-time or full-time employee within a category of position as set forth in Section B of this Article. Seniority shall not be interrupted by approved Board leave, but time on unpaid leave of absence of ninety (90) consecutive days or more shall not count toward the accrual of seniority. Seniority shall begin with the first working day in such category of position. Part-time employees shall accrue seniority on a pro rata basis. If an employee transfers from one category to another (as set forth in section B) the employee shall retain seniority in the category from which they transferred until the seniority of the employee in the two categories are equal. If an employee transfers from a part-time to a full-time position (or vice versa) within the same category, the employee shall be able to utilize the seniority accrued in their prior position in their new position.

**E. Resolving Identical Seniority**

- 1) If total years of continuous service referred to in Section D of this Article are equal between two (2) or more employees, then seniority shall be determined by total continuous service with the District in any capacity.
- 2) If total years of continuous service referred to above are equal between two (2) or more employees, then a lot drawing witnessed by the Association President and a representative from the Administration shall determine seniority.

**F. Seniority Lists**

The Board shall furnish the Association with annual seniority lists by February 1 and such lists shall show the names of employees in order of their District seniority.

## ARTICLE 7

### **VACANCIES, TRANSFERS, SUMMER SCHOOL & SUMMER WORK ASSIGNMENTS**

#### **A. Posting of Vacancies or Newly Created Positions**

If a vacancy occurs in a position covered by this Agreement as a result of a resignation, termination, promotion, or new position, such vacancy shall be listed internally in the staff newsletter and posted externally. Before posting the vacancy, the building Principal will solicit interest in any intra-building transfer. The Assistant Superintendent for Human Resources will consider all qualified employees who apply for the vacancies within the bargaining unit.

#### **B. Voluntary Transfers**

Any employee may apply for a transfer to fill a specific vacancy which exists in the District. Application for such transfer will be in writing to the Superintendent or their designee and shall specify the specific position requested. All such requests shall be reviewed by the Assistant Superintendent for Human Resources in consideration of the needs of the District and the interests and aspirations of the individual employee.

Employees interested in a voluntary transfer to another building, even if the desired position is not currently available, need to submit a written request by May 1 to the Assistant Superintendent for Human Resources. Requests must be received by May 1 for consideration. All such requests will be shared with Principals on an ongoing basis.

Transfer requests shall be processed according to the following procedures:

- I. The employee interested in the transfer will be included on the eligibility list for the specified vacancy and will be granted an interview.
- II. The respective building Principals will review the credentials of each available candidate and will recommend for appointment the candidate who is best qualified for the position.
- III. Transfer decisions will be communicated in writing to applicants.

#### **C. Involuntary Transfer**

Any employee who is involuntarily transferred will be given an opportunity to meet the Assistant Superintendent for Human Resources or designee to discuss the transfer within fourteen (14) calendar days of any written request to do so.

#### **D. Summer School and Summer Work Assignments**

The Board shall provide employees with the opportunity to apply for summer school and summer work assignments.

## ARTICLE 8

### **PROFESSIONAL DEVELOPMENT**

#### **A. Professional Development Plan**

The Labor Management Committee will develop and recommend the professional development plan ("Plan") for employees on an annual basis. Topics that pertain to all employee categories (e.g., school safety) will be scheduled on institute days and/or other available days based on the calendar/work year for each employee category. Employees may contact their immediate supervisor or principal to request additional training or professional development as the need arises.

#### **B. Student Management and Financial Systems**

Administrative assistants will be offered training regarding updates of the student management and financial systems.

#### **C. Chemicals, Equipment and Use of Equipment**

The District will provide mandatory training for use of chemicals, equipment and building safety issues for maintenance and custodial employees.

#### **D. Food Service Sanitation**

The Board will reimburse fees related to food service sanitation classes and recertification classes every five (5) years including the cost of state licenses and renewals.

#### **E. Professional Development Days**

Educational Associates and Registered Nurses will receive at least three (3) professional development days per year; Building Administrative Assistants, Senior Secretaries, and 12-Month Support Staff Members will receive at least two (2) professional development days per year; Food Service employees will receive at least two (2) professional development days per year.

#### **F. Registered Nurses**

The Board shall reimburse fees or provide for certification for Registered Nurses in CPR, AED, and First Aid. The Board shall pay all fees related to vision and hearing re-certification and training for Registered Nurses.



## ARTICLE 9

### EVALUATION

#### A. Scope

The performance of each employee shall be monitored on an ongoing basis. An employee's evaluation shall be based on the quality of work as determined by informal observation; relationships with students, teachers, other support staff and administrators; professionalism; and other areas as outlined in the formal evaluation instrument.

#### B. Notification

All employees will be informed of and furnished with a copy of the evaluation procedures. All employees shall receive the name of the evaluator and others who will have formative input into said evaluation, standards rubric, evaluation form, and job description along with any supportive documents related to that specific role that will serve as the basis of the employee's evaluation. New employees will receive this information within the first two (2) weeks of employment. Returning employees will receive this information within the first two (2) weeks of the school year.

#### C. Employee Evaluation Process

Employees in their first two (2) years of employment shall be formally evaluated at least two (2) times. The first evaluation will be a formative evaluation and will occur prior to November 15. The second evaluation will be summative and will occur prior to May 15. Any additional evaluations, if deemed necessary by the evaluator, may be done on an as needed basis, prior to the summative evaluation conference. All other employees shall be formally evaluated at least once prior to May 15 during each employment year, provided that additional informal evaluations may be conducted at the Administration's discretion.

The evaluation shall be based on direct observations of the employee's work performance with consideration given to "formative" input from teachers, building administrators and supervisors. Direct observations shall be designated by dates and times noted on observation reports and evaluations.

#### D. Evaluation Conference

All formal evaluations shall be written and given to the employee at the conference. In the case of an employee receiving any rating less than proficient, additional information shall be included in the comment section. Once the evaluation conference is completed, both the employee and the evaluator shall sign the evaluation indicating that the evaluation has been read. The employee and the Assistant Superintendent for Human Resources shall each be provided with a copy of the signed evaluation form for their records within three (3) workdays. An employee shall have the right to respond in writing and to have the response and any related materials attached to the file copy of their evaluation.

**E. Content of Evaluation**

The content of any evaluation or observation report is not grievable.

In the event a non-probationary employee receives an unsatisfactory rating, the employee and Association president shall be notified immediately. The evaluator and the employee shall meet to develop a remediation plan (See Article 3, Section B). The employee may request Association representation to observe at the remediation plan meeting and review the remediation plan. The plan shall be reasonable in duration as to allow time to remediate the observed deficiencies. Upon completion of the remediation period, the employee and evaluator shall meet to discuss the outcomes of the remediation plan.

## ARTICLE 10

### LEAVES

#### A. Sick Leave

- 1) Employees shall earn sick leave days based on their years of employment and their contractual work years (see Article 11) as follows:

Years 1-3 of Employment: 10-Month employees shall earn 12 days of sick leave per year.  
12-Month employees shall earn 14.5 days of sick leave per year.

Years 4+ of Employment: 10-Month employees shall earn 15 days of sick leave per year.  
12-Month employees shall earn 18 days of sick leave per year.

Sick leave for part-time employees will be prorated to full-time equivalence.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, as defined in the *Illinois School Code*, 105 ILCS 5/24-6. Such leave shall be granted without loss of pay. All totals will be rounded to the nearest whole number. Unused sick days may be accumulated to a total of 275 days.

Additional sick leave days shall not be accrued by any employee after they qualify for benefits under Workers' Compensation, or the Illinois Municipal Retirement Fund, or are on unpaid leave.

Employees who have exhausted all personal sick leave days may apply to the Sick Leave Bank Review Board for additional days.

In case of an accident or injury to an employee which shall have occurred in the course of and arising out of employment (see Article 3, Section D), and while the employee was acting pursuant to Board Policy, the employee shall be entitled to utilize sick leave until the employee shall begin to receive payments under the provisions of Workers' Compensation. At such point, the employee may utilize sick leave for the portion of their salary not covered by Workers' Compensation.

- 2) Use of Sick Leave Following the Birth of a Child

Immediately following the birth of a child, an employee may use up to forty (40) days of the employee's unused sick leave without providing a physician's certificate evidencing that they are unable to perform the functions of their position or that their spouse or civil union partner is seriously ill regardless of the employee's use of sick leave prior to the birth. In addition, an employee may use an additional, available 20 unused sick days as part of Family Medical Leave. If the employee is eligible for Family Medical Leave as described in Paragraph 5 below, pursuant to the Family Medical Leave Act (FMLA), then sick leave taken for the birth of a child shall run concurrently with the FMLA leave.

If both the husband and wife or parties to a civil union are employed by the District, the total amount of accrued unused sick leave available to them for use immediately following the birth of a child shall be limited to 60 days without providing a physician's certificate. The employees shall determine how the 60 days will be apportioned among themselves and the employees shall be permitted to transfer their accrued unused days to the other for use providing that the transfer will not result in one or both of them using more than 60 workdays between them immediately following the birth. If the employee is eligible for FMLA leave, as described in Paragraph 5 below, then sick leave taken for the birth of a child shall run concurrently with their FMLA leave.

3) Use of Sick Leave for Adoption or Placement for Adoption

Employees may use up to a maximum of 40 sick leave days for adoption or placement for adoption of a child, provided the employee provides written evidence to the Superintendent or their designee that the formal adoption process has commenced. In addition, the employee may use an additional, available 20 unused sick days as part of FMLA leave. If the employee is eligible for FMLA leave in Paragraph 5 below, then sick leave taken for adoption shall run concurrently with their FMLA leave.

If both the husband and wife or parties to a civil union are employed by the District, the total amount of accrued unused sick leave available to them for use for adoption or placement for adoption shall be limited to 60 days without providing a physician's certificate. The employees shall determine how the 60 days will be apportioned among themselves and the employees shall be permitted to transfer their accrued unused days to the other for use providing that the transfer will not result in one or both of them using more than 60 workdays between them immediately following the adoption. If the employees are eligible for FMLA leave, as described in Paragraph 5 below, then sick leave taken for the adoption or placement for adoption of a child shall run concurrently with their FMLA leave.

4) Use of Sick Leave Subsequent to Birth or Placement for Adoption

In the event that a spouse or civil union partner of an employee utilizes their sick leave or FMLA leave immediately following the birth, adoption or placement for adoption of a child, the employee may take up to 60 days and/or, if eligible, 12 weeks of FMLA leave. If the employee is eligible for FMLA leave, as described in Paragraph 5 below, then sick leave taken for the birth, adoption or placement for adoption of a child shall run concurrently with their FMLA leave.

5) Family and Medical Leave

Eligible employees will be granted up to 12 weeks of leave pursuant to the terms of the Family and Medical Leave Act (FMLA). In order to be eligible, the employee must have worked at least 1000 hours with the Board during the previous 12 months immediately preceding the start of the leave.

Such leave is available for the following purposes:

- a. Birth of the employee's son or daughter or to take care of the newborn child after birth (i.e., for the first year after birth); or
- b. Placement of a son or daughter for adoption, foster care, or to care for a child after placement (i.e., for the first year after placement); or
- c. To care for the employee's spouse, son, daughter, or parent with a serious health condition; or
- d. Because of the employee's own serious health condition, which makes the employee unable to perform the essential job functions; or
- e. For instances involving a member of the military (as further defined on the District intranet).

FMLA leave may not include days drawn from the Sick Leave Bank.

**B. Unpaid Disability Leave**

On the recommendation of the Superintendent, the Board of Education may grant leaves of absence without pay for reasons of health to persons who have been employed at least three (3) years when all accumulated sick leave shall have been used. The duration of disability leave will be for a period not to exceed six (6) calendar months from the date sick leave is exhausted. During this leave the Board

shall continue to provide health insurance benefits in accordance with Section B of Article 12 of this Agreement.

**C. Personal Leave**

Each full-time employee shall be entitled to two (2) days of personal leave without loss of pay per year. Personal leave may be accumulated up to five (5) days. Unused personal leave days beyond five (5) will be accumulated as sick leave. Personal days shall convert to accumulated sick leave days at the rate of one sick day per one day of unused personal leave. Personal leave for part-time employees will be prorated to full-time equivalence.

Request for personal leave through the District's electronic absence management system or written request for such leave shall be submitted to the administrator / supervisor at least five (5) employment days prior to the desired onset of such leave on form entitled "Personal Leave." Two (2) week notification is required for use of more than two (2) consecutive personal leave days. In an emergency, such notification shall be submitted as soon as practicable. Personal leave shall not be taken during the first five (5) or last five (5) employment days of the school year, the day immediately preceding or the day following a school vacation or holiday, or in conjunction with an extended leave without pay. These restrictions shall not apply to recognized religious holidays of the employee's faith, attendance at a wedding, graduation, or start or end of college of a member of the immediate family, a funeral not covered by sick leave, or an emergency which shall be explained. Personal leave shall not be used during a work stoppage of any kind.

**D. Court Leave**

Court leave for jury duty or witness duty in any local, state or federal court shall be granted with full pay with the understanding that the Board reserves the right to attempt to get the employee excused from said jury duty and provided the employee submits a copy of their jury duty reimbursement voucher to the Assistant Superintendent for Human Resources. Court leave shall not apply when the person is party to a lawsuit.

**E. Salary Advancement**

For purposes of advancement on the salary schedule, an employee who shall be employed less than a full academic year shall be entitled to advancement thereon according to the following:

- 1) A 10-Month Employee who has performed duties more than 116 days in the year shall advance a step on the schedule.
- 2) A 12-Month Employee who has performed duties more than 170 days in the year shall advance a step on the schedule.

**F. Leaves and School Closings**

When the Superintendent officially closes the schools, no sick, personal, or religious leave days previously arranged shall be deducted for any day that schools are closed.

**G. Sick Bank Leave**

Participants who have exhausted all personal sick leave days may apply to the Sick Leave Bank Review Board for additional sick leave days. The Sick Leave Bank Review Board shall consist of three (3) teachers (one primary, one intermediate, and one middle school) elected by the process established by the GEA; a principal, elected by a process established by the Administration; two (2) representatives from the non-certified staff, one of which is an Educational Associate, elected by a process established by the Association; and the Assistant Superintendent for Human Resources. The Board shall operate by consensus. Full-time employees shall make a one-time contribution of one sick day at the time of hire.

A participant withdrawing from the District for whatever reason will not be able to withdraw contributed days. The guidelines for use of the Sick Leave Bank shall be developed by the Sick Leave Bank Review Board and shall be subject to approval by the Board. Participants shall not hold the Sick Leave Bank Review Board or the Administration of School District 34 liable for any decision made by the Sick Leave Bank Review Board.

**H. Unpaid Leaves of Absence**

Upon written application, a leave of absence of up to one (1) year without pay may be granted by the Board. The grant or denial of a leave is within the discretion of the Board and not subject to the grievance procedure.

Sick leave shall not be applicable during the period of leave. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.

Return to the District shall be in accordance with the previously agreed upon plan. Failure to advise the Superintendent or their designee to return as required by the plan shall be treated as an election not to return to employment and as a resignation from the District.

**ARTICLE 11**

**WORKING CONDITIONS**

**A. Working Calendar**

The official work calendar will be established yearly and will become an Appendix to this Agreement. Prior to the establishment of the work calendar, the Association will be given an opportunity to provide input.

**B. Work Year**

One (1) day each week will be designated a “late start” day. On such days Educational Associates will report at their regular time to engage in professional development and collaboration activities consistent with the purposes recommended by the Labor Management Committee. Students will report one (1) hour later than normal. The content of each late start date will be determined at each organizational level (i.e., primary, intermediate and middle school).

A **12-Month Employee** is one who regularly works the twelve (12) month fiscal year, July 1 through June 30.

A **10-Month Employee** is one who regularly works less than the twelve (12) month fiscal year, but works at least the school year in accordance with the school calendar adopted by the Board.

The work year shall be as follows:

FY 24 - FY 27

CATEGORY	Work Calendar Year	Work Days Per Year	Additional Work Days	Prof. Dev.	Paid Holidays	TOTAL Paid Days*	Hours Per Day (excluding unpaid duty free lunch)	Unpaid Duty Free Lunch	Total Hours Per Day (including unpaid duty free lunch)	Hours Paid Per Yr*
<b>CENTRAL OFFICE</b>										
Central Office Admin Asst	12 Month	260	0	0	Included	260	7.5	1 hour	8.5	1950
Accounts Payable	12 Month	260	0	0	Included	260	7.5	1 hour	8.5	1950
<b>SCHOOL ADMINISTRATIVE ASSISTANTS</b>										
Primary & Intermediate	Teacher Year	185	25	0	8	218	7.5	1 hour	8.5	1635
Middle School	Teacher Year	185	37	0	8	230	7.5	1 hour	8.5	1725
Senior Secretary ^										
Primary/Intermediate	Teacher Year	185	25	0	8	218	4.0	none	4.0	872
Health Secretary (Middle School)	Teacher Year	185	25	0	8	218	4.0	none	4.0	872
<b>FOOD SERVICE</b>										
Full Time:										
Primary	Student Year	183**	varies	varies	8	191	5	1/2 hour	5.5	955
Primary Lead	Student Year	183**	varies	varies	8	191	6	1/2 hour	6.5	1146
Intermediate	Student Year	183**	varies	varies	8	191	6	1/2 hour	6.5	1146
Middle School	Student Year	183**	varies	varies	8	191	6	1/2 hour	6.5	1146
Middle School Lead	Student Year	183**	varies	varies	8	191	7.5	1/2 hour	8.0	1432.5
Part-Time:	Student Year	183**	varies	varies	8	191	varies	none	varies	varies
<b>CUSTODIANS &amp; MAINTENANCE</b>										
Custodians	12 Month	260	0	0	Included	260	8	1/2 hour	8.5	2080
Maintenance Worker	12 Month	260	0	0	Included	260	8	1/2 hour	8.5	2080
Maintenance Electrician	12 Month	260	0	0	Included	260	8	1/2 hour	8.5	2080
<b>EDUCATIONAL ASSOCIATE</b>										
Associate	Student Year	182**	0	varies	8	190	6 hrs, 55 min	1/2 hour	7 hrs, 25 min	1314 hrs, 10 min
<b>BILINGUAL LIAISON</b>										
Bilingual Liaison	Student Year	182**	0	varies	8	190	MTRF: 7 hrs, 5 min W: 6 hrs, 5 min	1/2 hour	7 hrs, 35 min 6 hrs, 35 min	1308 hrs, 50 min
<b>RN</b>										
Primary++	Student Year	188**	varies	varies	8	196	MTRF: 7 hrs, 5 min W: 6 hrs, 5 min	1/2 hour	7 hrs, 35 min 6 hrs, 35 min	1351 hrs, 20 min
Intermediate++	Student Year	188**	varies	varies	8	196	MTRF: 7 hrs, 5 min W: 6 hrs, 5 min	1/2 hour	7 hrs, 35 min 6 hrs, 35 min	1351 hrs, 20 min
Middle School++	Student Year	188**	varies	varies	8	196	MTRF: 7 hrs, 20 min W: 6 hrs, 20 min	1/2 hour	7 hrs, 50 min 6 hrs, 50 min	1400 hrs, 20 min
Medical Aide (LPN or CNA)	Student Year	182**	0	varies	8	190	MTRF: 7 hrs, 5 min W: 6 hrs, 5 min	1/2 hour	7 hrs, 35 min 6 hrs, 35 min	1308 hrs, 50 min

\* Inclusive of paid holidays noted in Article 12.

\*\* Additional work days, PD days, and Holidays are considered (7 hr 5 min days) or (7 hr 20 min days)

^ Senior Secretaries working full-time (1.0 FTE) between two buildings will have a total of 218 paid days, at 7.5 hours per day (3.75 hours per building) excluding unpaid duty free lunch

\*\* Includes total number of student attendance days plus Professional days (per the CBA, Article 8)

Work days are determined by the Board of Education annually.

On days when the students to whom Educational Associates are primarily assigned are not in attendance or not expected to be in attendance, the Assistant Principal for Student Services, Building Principal, or their designee may assign such Educational Associates to alternative assignments and/or buildings.

**C. Work Hours/Lunch Breaks**

All regularly employed employees shall be given their standard daily hours of work at the beginning of the school year. With prior approval, except in case of emergencies, hours worked beyond the employee's standard workday shall be recorded on an "Extra Time" time sheet. All full-time employees shall be given at least a thirty (30) minute duty free lunch period.

**D. Overtime**

Pay for overtime work will be at the employee's regular rate until the total number of hours worked (regular and overtime) reaches 40 hours for the week. Beyond 40 hours, overtime pay shall be paid at time and one half the employee's regular hourly rate of pay. Emergency callouts shall carry an automatic two (2) hours minimum rate except for one (1) hour minimum rate for fire and safety callouts.

**E. School Closings**

On days when school sessions are cancelled due to emergency situations and certified personnel are not required to report for work, all employees, excluding custodial/maintenance, warehouse workers, and central office staff, are also not required to report for work.

**F. Job Descriptions**

Job descriptions may be reviewed and modified, as necessary, by the Board as long as the Board provides the GPA President or Labor Management Committee the opportunity to review any proposed modifications and give input to the Board. Additionally, the Association may propose recommendations on changes to job descriptions to the Assistant Superintendent for Human Resources for the duration of this Agreement.

A copy of all job descriptions in the bargaining unit shall be provided to the Association President.



## ARTICLE 12

### **COMPENSATION AND BENEFITS**

#### **A. Salary and Other Compensation**

The GPA salaries to be implemented for the duration of this Agreement shall be as set forth in Appendix A of this Agreement. When used in this Agreement, the term "CPI-U" shall mean the CPI number used annually under the Illinois Property Tax Extension Limitation Law (PTELL) tax cap legislation.

- 1) Salary placement for new employees in the Custodian, Educational Associate or Food Service categories will be based on the Placement Grids as set forth in Appendix B of this Agreement.
- 2) For all other employee categories not specified in Paragraph 1 of this Section, before a new employee is hired beyond the midpoint of the relevant salary range as set forth in Appendix C of this Agreement, written notice and an explanation will be given to the Association President.
- 3) Longevity Bonuses, based on length of continuous years of service of ten (10) years or beyond, will be paid to employees on an annual basis as set forth in Appendix D of this Agreement.
- 4) Newly hired Educational Associates will have the enhancements as set forth in Appendix E of this Agreement incorporated into their base salary upon hire (beginning in FY23).
- 5) Educational Associates may be eligible for more than one stipend dependent upon the responsibilities assigned.

#### **B. Insurance Programs**

- 1) During the term of this Agreement and any extension thereto, the Board will pay for the following insurance coverage for those eligible employees:
  - a) Full single premiums for the District Dental Plan.
  - b) Term life insurance equal to the employee's annual contract salary rounded to the next higher thousand dollars.
  - c) Employee Assistance Program available to all staff.
  - d) Employee only; Employee Plus Spouse/Civil Union Partner; Employee Plus Children; Family Health Insurance in accordance with Article 12.

#### 2) Health Insurance Options for Eligible Employees

Effective July 1, 2022, the Board contribution per eligible employee for health insurance coverage will be an amount not to exceed \$11,766.30. Annually thereafter, the maximum Board contribution will increase by an amount up to 6.25%.

For those eligible employees choosing a single HMO plan option, the Board will contribute an amount up to \$500 annually into the employee's Flexible Spending Account (FSA) account. This FSA contribution will be paid into the account on a monthly basis.

For those eligible employees choosing the single HDHP plan option, the Board will contribute an amount up to \$500 annually into the employee's Health Savings Account (HSA) account. This HSA contribution will be paid into the account on a monthly basis.

3) Employee Plus Spouse / Civil Union Partner / Employee Plus Children / Family Health Insurance Options (“Family Plans”)

For each school year of this Agreement, the Board will pay the amount the Board contributes for single premium coverage (noted above in subparagraph “1”) toward the cost of one of the Family Plans for employees electing such coverage. Any remaining cost for the family plan coverage chosen shall be the sole responsibility of the employee.

4) Insurance Risk Sharing

The Board and the Association 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 6.25% over the previous year’s premium equivalent rates), the District Insurance Committee will be charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 6.25% threshold. Any such changes will take effect on January 1 following the announced final premium equivalents. Premium equivalent increases at or under 6.25% will be shared by the Board and the employee as required above in subparagraph “1”.

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

In the event the District Insurance Committee is unwilling or unable to eliminate the increase in premium equivalent rates over 6.25%, the Board may determine the plan design changes or premium increases necessary to eliminate the increases over 6.25%.

It is anticipated that this process would occur as follows:

- a. New premium equivalent rates will be announced annually by October 1 following Board approval.
- b. The Insurance Committee will formulate its recommendations, if needed, no later than August 1.
- c. Open enrollment would occur in November, with the resulting rates known to employees prior to electing coverage.
- d. Resulting premium equivalent rates would take effect for the pay period prior to January 1.

**C. Holidays**

1) 10-Month Employees shall have the following paid holidays:

Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day and Juneteenth (if a designated work day). If Juneteenth falls on either a Saturday or Sunday, either the preceding Friday or the following Monday shall be declared a holiday for employees.

2) 12-Month Employees shall have the following paid holidays/discretionary days:

Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas, New Year’s Day, Martin Luther King Day, President’s Day, Casimir Pulaski Day, Memorial Day and Juneteenth. If Independence Day, Christmas Day, New Year’s Day or Juneteenth fall on

either a Saturday or Sunday, either the preceding Friday or the following Monday shall be declared a holiday for employees.

One discretionary day to be taken, with the approval of supervisor, when the District is open on the paid holiday. The discretionary day must be taken after the actual holiday during the fiscal year in which the holiday occurs.

The following are paid days: Rosh Hashanah and Yom Kippur (when they fall on a weekday), Good Friday, and Friday after Thanksgiving.

**D. Uniforms**

The Board shall provide a one-time annual clothing reimbursement allowance of \$200 for full-time food service employees and \$150 for part-time food service employees to be used for the purchase of approved uniform articles of clothing. Receipts must be submitted by November 1 of each year. The Board will provide three (3) sets of uniforms for custodians, maintenance, and warehouse employees.

**E. Free Lunch**

Food service, day custodians, maintenance, and warehouse employees shall be provided with a free school lunch. Night custodians who make a prior order shall also receive a free school lunch. Free lunches are not transferable to other employees or students.

**F. Lead Cooks**

Lead Cooks shall be paid an annual stipend of \$2,500, and employees filling in for a lead cook for more than 10 consecutive days shall be paid an additional \$13.59 for every additional consecutive day worked thereafter.

**G. Retirement**

The District will provide the following benefits to employees requesting to use this voluntary termination of employment program.

- 1) If an employee has provided fifteen (15) or more continuous FTE years of service to the District, the Board shall make partial payment toward the employee's health insurance premium whether the retiree chooses to stay on the District plan in accordance with law or to purchase a plan of their choice. Such payment shall be 5% of the premium for individual coverage under the District's base plan after the 15 full years of service and 5% for each additional year of full time service thereafter to 50% of the premium, provided that no premium increase shall exceed 15% of the previous year's premium. Such payment shall be provided for a period not to exceed ten (10) years, or the age of Medicare eligibility, whichever comes first.
- 2) Retirement Bonus: The Board shall grant a retirement recognition salary increase equal to two hundred dollars (\$200.00) per year of service within the District for the first twenty (20) years of service; three hundred dollars (\$300.00) per year of service within the District for the 21<sup>st</sup> through 30<sup>th</sup> year; four hundred dollars (\$400.00) per year of service with the District for the 31<sup>st</sup> year and each year thereafter.

The bonus will be given provided:

- 1) For 10-Month Employees, a letter of resignation indicating their retirement is submitted on or before March 1.

- 2) For 12-Month Employees, notification must be submitted at least 3 months prior to the effective date of retirement (see Table in Article 11, Section B).
- 3) The employee is eligible for retirement benefits under the provisions of the Illinois Municipal Retirement Fund.

Part-time employees' retirement bonus would be calculated on a pro-rata basis.

**H. Substitute Teaching**

If an employee is assigned to temporarily serve in the capacity of substitute teacher for a full day, such employee shall receive a flat stipend of \$50 per day in addition to their regular hourly pay. If an employee serves as a substitute for a half day, such employee shall receive \$25 per half day in addition to their regular rate of pay. Hours may not be accumulated from day to day. Employees assigned as full-day substitute teachers, who are also assigned to additional supervisory responsibilities, will be compensated for these additional responsibilities at the same rates identified in the GEA agreement.

**I. Toileting Stipend**

Educational Associates who perform toileting duties for students will be awarded a stipend of ten percent (10%) of their hourly rate for the relevant time period of such responsibility. If a staff member performs this duty on an as needed basis, the employee will be paid 10% of their hourly rate for the number of days this duty is performed.

**J. Intensive Educational Associates**

Educational Associates assigned to the role designated as "Intensive Educational Associate" (e.g., Instructional Life Skills or as determined by an Individualized Education Program) will be compensated an additional ten percent (10%) of their hourly rate. If a staff member performs this duty on an as needed basis, the employee will be paid 10% of their hourly rate for the number of days this duty is performed.

**K. Educational Associate Mentors**

One (1) Educational Associate per school will be identified as a Mentor according to the process developed by the Labor Management Committee. Educational Associate Mentors will be paid a stipend on an annual basis as set forth in Appendix F of this Agreement.

## ARTICLE 13

### VACATIONS / DISCRETIONARY DAYS

Vacation provisions apply to 12-Month Employees only.

For purposes of computing years of service, the employment date for the employee shall be used.

Vacation time shall be accrued only when an employee is on the job. Vacation days shall not be accrued when an employee qualifies for benefits under Workers' Compensation or the Illinois Municipal Retirement Fund.

- 1) No vacation time shall be taken in the first three (3) months of employment except with approval prior to the beginning of employment.
- 2) Employed one (1) to less than five (5) years – ten (10) days per year.
- 3) Employed five (5) to less than twelve (12) years – fifteen (15) days per year.
- 4) Employed twelve (12) years or more – twenty (20) days per year.

Vacation/discretionary days apply to normal workdays: not Saturdays, Sundays, or holidays. Vacation days should be taken within 14 months of the beginning of the fiscal year in which earned. With prior approval of the supervisor, the employee may either be reimbursed for OR carry forward up to five (5) unused vacation days (may be a combination) provided; however, not more than fifty (50) days may be accumulated.

Requests for vacation time shall be made two (2) weeks in advance of the vacation time desired. The District shall approve or deny vacation requests no later than two (2) weeks prior to the start date of the requested vacation.

The following additional provisions shall apply with respect to all Custodians:

#### **A. Summer**

- 1) Summer vacation/discretionary requests must be submitted to the Human Resources Department by March 31; not more than up to 15% of the custodians may be on vacation at the same time during the summer.
- 2) Custodial vacation requests will be submitted electronically through the absence management system or in paper form to the Custodial Supervisor.
- 3) The date and time will be stamped on the request upon receipt.
- 4) A copy will be given to the custodian. HR will process and include date/time of submission in the "Comment" box in the absence management system.
- 5) The employee will receive a copy of the paper form with date/time when submitting. Employees will receive a written, signed approval.
- 6) Guidelines for request will be first-come, first-served unless over 15% request the same dates.
- 7) If vacation is denied due to the 15% cap, there will be a rotation for the next dates requested, based on seniority.

#### **B. During the School Year**

- 1) Custodians shall submit all requests for vacation/discretionary time to the Custodial Supervisor.
- 2) Custodians may use no more than fifteen (15) consecutive days of vacation/discretionary time during the school year.

- 3) Custodian requests for vacation/discretionary time during the school year must be submitted a minimum of two (2) weeks prior to the requested date of vacation.

**C. Black Out Dates**

The following "blackout dates," are those on which Custodians will not be permitted to use vacation/discretionary time:

- 1) The week prior to the first day of the school year
- 2) The first week of the school year
- 3) The last week of the school year
- 4) The week following the last week of the school year.

Upon termination of employment, an accounting will be made of vacation days accrued to the date of termination. (If the final year is less than a whole year, the number of days earned shall be computed on a pro-rated basis.) Credit will be given at the employee's normal daily rate of pay for earned vacation days that have not been used up to a maximum of fifty (50) days.

**ARTICLE 14**

**EFFECT OF THE AGREEMENT AND DURATION**

**A. Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

**B. Severability**

If any provision of this Agreement should be found contrary to law by a court of competent jurisdiction, such provision or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

**C. Management Rights**

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, all functions, rights and powers of the Board including but not limited to the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certified staff are vested exclusively with the Board.

**D. No Strike or Work Stoppage**

The Association and each employee agree that there shall be no strikes, work stoppages or refusal to fully perform job functions by the Association and each employee during the term of this Agreement.

**E. Duration**

This Agreement shall be effective as of July 1, 2022, and shall expire June 30, 2027. This Agreement will expire at such expiration date unless it is extended for a specific period or periods of time by mutual written agreement of the parties or is replaced by a Successor Agreement.

**Signature Page to Follow**

**FOR THE GLENVIEW PROFESSIONAL  
ASSOCIATION**

**FOR THE BOARD OF EDUCATION  
OF GLENVIEW COMMUNITY  
CONSOLIDATED SCHOOL  
DISTRICT NO. 34**

DocuSigned by:  
*Elaine Berens*  
By: \_\_\_\_\_  
9A68F6081459461...  
**Elaine Berens, GPA President**

Dated: 2/17/2023

DocuSigned by:  
*Scott Nelson*  
By: \_\_\_\_\_  
5CD5A26AA85E4D3...  
**President of the Board of Education**

Dated: 2/21/2023

DocuSigned by:  
*Michael J Korman*  
Attest: \_\_\_\_\_  
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**Board Secretary**

Dated: 2/21/2023



**APPENDIX A: FY23 - FY27 GPA Salary Increases**

<b>GPA Salary Increases: 2022-23 through 2026-27</b>					
	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Base salary increases*</b>	5%	5%	Equal to CPI-U from the prior calendar year, floor of 2%, and a ceiling of 4%**	Equal to CPI-U from the prior calendar year, floor of 2%, and a ceiling of 4%**	Equal to CPI-U from the prior calendar year, floor of 2%, and a ceiling of 4%**
* By 2nd year (FY24), existing EAs would be moved up to \$18hr or 5% - whichever is higher.					
** For FY25, FY26 and FY27, CPI-U will be as determined, for each year, under the Illinois Property Tax Extension Limitation Law (PTELL) tax cap legislation.					

*The indicated salary increases for FY23 are retroactive to July 1, 2022 and will be paid to those individuals who are employed by the District upon final approval of this Agreement by the Board of Education.*

## APPENDIX B: FY23 &amp; FY24 Placement Grids

<b>Placement Grids</b>		<b>Hourly Rate</b>	
<b>Ed Associates</b>	1.0	\$18.00	
<b>Placement</b>	2.0	\$18.54	
<b>Grid</b>	3.0	\$19.10	
	4.0	\$19.67	
	5.0	\$20.26	
	6.0	\$20.87	
	7.0	\$21.49	
	8+	\$22.14	
Increase cells by CPI-U from the prior calendar year moving forward in subsequent years			
<b>Food Service</b>	1.0	\$15.75	
<b>Placement</b>	2.0	\$16.22	
<b>Grid</b>	3.0	\$16.71	
	4.0	\$17.21	
	5.0	\$17.73	
	6.0	\$18.26	
	7.0	\$18.81	
	8+	\$19.37	
Increase cells by CPI-U from the prior calendar year moving forward in subsequent years			
<b>Custodian</b>	1.0	\$17.92	
<b>Placement</b>	2.0	\$18.46	
<b>Grid</b>	3.0	\$19.01	
	4.0	\$19.58	
	5.0	\$20.17	
	6.0	\$20.77	
	7.0	\$21.40	
	8+	\$22.04	
Increase cells by CPI-U from the prior calendar year moving forward in subsequent years			

**APPENDIX C: FY23 Salary Ranges**

<b>Job Title</b>	<b>Entry</b>	<b>Maximum</b>
Senior Secretary	\$18.90	\$36.75
Maintenance Worker	\$26.25	\$42.00
RN	\$34.65	\$47.25
School Administrative Asst	\$28.35	\$44.10
District Admin Asst or Accts Pay	\$25.20	\$47.25
Maintenance Specialist-Electrician	\$27.83	\$47.25
Maintenance Specialist-HVAC	\$27.83	\$47.25
Medical Aide CNA	\$18.13	\$23.14
Medical Aide LPN	\$26.25	\$31.50
Bilingual Liaison	\$21.00	\$42.00

**APPENDIX D: Longevity Bonuses**

<b>Longevity Bonus (Ed Associates):</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
10-14 Years	\$500	\$500	\$500	\$500	\$500
15-19 Years	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
20+ Years	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

<b>Longevity Bonus (Other GPA):</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
10-14 Years	\$250	\$250	\$250	\$250	\$250
15-19 Years	\$500	\$500	\$500	\$500	\$500
20+ Years	\$750	\$750	\$750	\$750	\$750

**APPENDIX E: Educational Associates – Salary Enhancements**

<b>Ed Associate - Enhancements:</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
BA or Substitute License	\$500	\$525	\$550	\$575	\$600
MA or PEL (teaching credential)	\$750	\$775	\$800	\$825	\$850

**APPENDIX F: Educational Associate Mentors**

	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
EA Mentor (One per building)	<b>\$500</b>	<b>\$525</b>	<b>\$550</b>	<b>\$575</b>	<b>\$600</b>

**APPENDIX G: Benefits**

<b>Benefits:</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
Board Annual Health Benefit Contribution for eligible EEs	\$11,766.30	increase up to 6.25%	increase up to 6.25%	increase up to 6.25%	increase up to 6.25%
Individuals who elect single HMO get an annual FSA contribution	\$500	\$500	\$500	\$500	\$500
Individuals who elect single HDHP (HSA) get an annual contribution	\$500	\$500	\$500	\$500	\$500