

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) between the Board of Education of Community High School District 94, DuPage County (“Board”), and the West Chicago High School Support Staff Association (“WCHSSSA”) is effective May 17, 2023. The parties agree that Section 4.1 and Section 4.15 of the *2023-2025 Contractual Agreement between the Board of Education of Community High School District 94 and the West Chicago High School Support Staff Association, IEA-NEA* are removed and replaced in their entirety by the following:

### **4.1 Probationary Employment - New Employees**

All new employees shall be probationary employees. The probationary period for a new employee shall begin on the first day of employment and end ninety (90) work days thereafter. The Administration may, in its discretion, extend the probationary period by up to thirty (30) additional work days. If the District extends the probationary period, it must provide the employee with written notice of the reason(s) for the extension, and the supervisor must meet with the employee again at the conclusion of the extension period.


### **4.15 Evaluations**

- A. The purpose of the evaluation process is to support professional growth and improvement in employees’ job performance.
- B. The evaluation instrument shall include, but not be limited to, those duties enumerated in the job description.
- C. By September 15 of each school year or within two (2) weeks of employment, each employee shall be advised by his/her supervisor of the evaluation procedures, expectations, standards of performance, and given a copy of the appropriate job description.
- D. Employees shall be provided informal feedback on an ongoing basis, however significant or ongoing performance deficiencies will be provided in writing to the employee. In addition, employees shall annually be provided with a written evaluation by their immediate supervisor and/or the appropriate administrator, who shall meet with them to discuss the evaluation. Evaluations will be completed no later than June 30 for the 12-month employees and no later than May 15 for employees working fewer than twelve months.
- E. A copy of the written evaluation shall be given to the employee being evaluated. The employee shall have the opportunity to sign the evaluation report that is to be placed in the employee’s personnel folder.

- F. The employee's signature does not mean that the employee agrees with the evaluation. The employee shall be able to respond and/or dispute in writing to any and all of the evaluation within twenty-eight (28) calendar days of receipt of the evaluation and have said response attached to the evaluation in the personnel folder.
- G. The District maintains the right to address performance concerns for non-probationary employees consistent with the terms of Section 4.2.
- H. If the Administration determines that it is necessary to administer discipline based on an employee's job performance, said discipline will occur through a separate process outside of the final evaluation meeting and evaluation document, subject to Section 2.4 and Section 4.2 of the Agreement.

This MOA has been duly approved by each of the parties and has been executed by authorized representatives of the WCHSSA and the Board.

BOARD OF EDUCATION OF COMMUNITY  
HIGH SCHOOL DISTRICT 94, DUPAGE  
COUNTY

BY:   
President

Date: 5/16/2023

WEST CHICAGO HIGH SCHOOL  
SUPPORT STAFF ASSOCIATION

BY:   
President

Date: 5/9/23