

**AGREEMENT BETWEEN BOARD OF EDUCATION  
OF ARGO COMMUNITY HIGH SCHOOL DISTRICT 217**

**AND**

**ARGO COMMUNITY HIGH SCHOOL SUPPORT  
STAFF COUNCIL LOCAL 571, AMERICAN  
FEDERATION OF TEACHERS**

**JULY 1, 2024 through JUNE 30, 2029**

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## **AGREEMENT**

This agreement is made and entered into by and between the Board of Education of Argo Community High School District Number 217, Cook County, Illinois, hereinafter referred to as the "Board" and the Argo Community High School Support Staff Council Local 571, affiliated with the Illinois Federation of Teachers and the American Federation of Teachers, hereinafter referred to as the "Union."

### **ARTICLE I**

#### **Recognition and Scope**

##### **1.1 Recognition**

The Board recognizes the Union as the sole and exclusive bargaining agent for all support staff personnel as referenced in Article 14 of this Agreement, except for the following positions which are excluded from the bargaining unit: Superintendent's secretary, business manager's secretary, principal's secretary, assistant principal's secretary, bookkeeper, human resources specialist, payroll coordinator, teachers, custodians, maintenance personnel, and supervisors, managers and confidential employees as defined by the Act.

##### **1.2 Savings**

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction or in the event the Congress or the Legislature enacts a law in conflict with any article, section or clause of this Agreement, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law; but the remaining articles, sections or clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section or clause.

### **ARTICLE II**

#### **No Strike/Bargaining Guarantees**

##### **2.1 No Strike Pledge**

During the term of this Agreement, the Union agrees not to strike, not to engage in work stoppages, and not to picket in any manner which would tend to disrupt the operation of any public school in the District, or the administrative offices of the Board. The Board agrees that it will not lock-out the Union during the term of this Agreement.

##### **2.2 Conditions Not Covered by This Agreement**

No change in wages, hours, or terms and conditions of employment, not covered by this Agreement, shall be made without prior written notice to the Union President and, if requested by the Union President, negotiations with the Union.

### **2.3 Management Rights**

Except as specifically limited by the express provisions of this Agreement, the Board retains exclusively to itself the traditional rights to manage the Support Staff services and to direct its employees, including, but not limited to, the following: to direct, plan and control operations; to change existing methods, equipment and facilities and/or to introduce new or improved ones; to terminate, in whole or in part, operations; to utilize temporary workers and students; to determine what services shall be performed; to establish the hours of work; to select, hire and transfer employees; to assign them to work as needed; to assign overtime; to promote, demote, suspend, discipline and discharge employees; to make and enforce rules; to lay off and to relieve employees for duty because of lack of work or other legitimate reasons.

## **ARTICLE III**

### **Employee/Union Rights**

#### **3.1 Union Dues**

Upon receipt of a written authorization from an employee, the Board agrees to deduct the regular union dues of such employee from their pay and remit such deduction within ten (10) days to the official designated, in writing by the Union, to receive such deductions. Deductions shall be made on a twice-monthly basis. Dues deductions will be on-going unless written withdrawal authorization in accordance with the Local 571 Membership Form.

#### **3.2 Union Leave**

Upon at least three (3) days' written notice to the Superintendent, Union officers will be released for the purpose of conducting official Union business away from the school without loss of pay, and without reduction in leave time. The Board shall pay the cost of substitutes, if necessary. Absences under this Section shall not exceed a total of three (3) employment days in any school year with no more than two (2) of those days in any school year for any individual Union officer. No more than two (2) Union officers may be on leave pursuant to this Section at the same time.

#### **3.3 Use of Facilities/Equipment**

Union meetings shall be held on the members' own time; however, subject to advance request by the Union and availability of the District facilities, Union meetings may be held at District facilities. The Union shall notify the Administration of its request to hold a meeting on District premises at least five (5) school days in advance of the meeting; the Union shall be responsible for any costs resulting from its use of such facilities.

The Union will have the reasonable use of duplicating equipment, mailboxes, and telephone for the conduct of its business, provided there is no interference with or disruption of the educational program. The Union will select employees who are competent in the operation of said equipment; the Union shall advise the District before such use is granted and provide a quantity of pages. The District may charge the Union a reasonable fee for duplicating expenses. The Business Manager shall advise the Union President as to the amount of such charges.

### **3.4 Bulletin Boards**

The Board shall provide the Union bulletin board space in the copy room or faculty lounge for the purposes of posting notices and other materials relating to Union activities provided that such posted material is not inflammatory to the Board or the Administration. No person except a Union officer shall add or remove materials from the Union bulletin boards. A Union officer shall initial all materials placed on the bulletin boards.

### **3.5 Staff Addresses**

A list of all bargaining unit employees' home addresses and telephone numbers shall be provided to the Union President during the first semester no later than September 1 and every thirty (30) days thereafter. In addition, the Board of Education or its designee shall inform the Union of any new employee on or before the employee's date of hire.

### **3.6 Copy of Agreement**

The Agreement will be posted on the District's website; employees who wish to have a hard copy may print one using a District printer upon ratification of the Agreement.

### **3.7 Professional Issues Committee**

The Superintendent and/or his designee shall meet with the Union's Professional Issues Committee ("PIC") to discuss questions other than grievances relating to the implementation of this Agreement and other job-related issues. Such meetings shall occur on a semester basis unless the parties agree that a meeting is unnecessary. The PIC shall consist of the Union President and one person appointed by the President. The parties agree that they shall share information relevant to the issues under discussion.

### **3.8 Complaints Against An Employee**

A. In the event that accusations are made against an employee, the name or names of the accuser must be made available to the employee, if the complaint is brought to the employee's attention by the recipient of the complaint.

B. Anonymous complaints or criticisms will not be used to discipline any employee. No employee shall be required to respond to any anonymous complaint or criticism. Anonymous complaints or criticisms are defined as allegations that are made to hotlines or in a

way that the complainant is unable to be identified by any means possible by the District and the School Resource Officers.

**3.9 Payment Schedule**

All 10-month employees, salaried or hourly, shall receive their annual salary in 26 equal payments. Employees who receive twenty-six (26) equal payments shall receive all checks owed to them by June 30.

**3.10 Probationary Employee**

Each employee will be considered to be on probation for a period of three hundred sixty-five (365) calendar days. An employee who has completed the probationary period shall not be subject to a second probation should he or she transfer to another position within the District.

Performance will be reviewed at the end of thirty (30) working days and routinely thereafter each thirty (30) workdays. At the conclusion of this probationary period, the employee will be placed on regular status or terminated. All action is subject to Board of Education approval. Probationary employees who are terminated shall not have the right to grieve their termination.

All benefits will go into effect at time of hire with the exception of those specifically noted in this Agreement.

**3.11 Lockable Storage for Personal Items**

Each employee who submits a request for storage space to their direct supervisor will be provided with a lockable secure area to store personal belongings while at work.

**ARTICLE IV**

**Discipline**

**4.1 Just Cause**

No non-probationary employee covered by this Agreement shall be subject to suspension without pay or discharge without the following:

- a. charges stated in writing;
- b. right of Union representation at all times;
- c. just cause;
- d. right of the grievance procedure.



#### **4.2 Right to Representation**

An employee who is required to appear before the Board or Administration in any meeting or hearing which is called to discuss any disciplinary action against the employee is entitled to have a representative present provided that the employee or the Union is responsible for paying the cost of such representation. If a party wishes to have an attorney present, the other party may also have an attorney present.

#### **4.3 Violation of District's Drug and Alcohol-Free Workplace Procedure**

The District and the Union agree that employees who violate the District's Drug and Alcohol-Free Workplace Procedure are subject to discipline up to and including discharge. However, in lieu of discipline and depending on the seriousness of the offense, the District may offer an employee who has violated the District's Drug and Alcohol-Free Workplace Procedure one (1) opportunity to satisfactorily participate in and complete a drug and/or alcohol abuse assistance or rehabilitation program that has been approved by the District.

### **Argo Community High School District 217 Employment Drug Testing Procedure**

A. Other Substance Tests: The District may periodically conduct substance tests based on breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted in sections B and C below. Any employee subjected to any substance test will be required to sign a Substance Test Consent Form. Refusal to sign the form or refusal to cooperate in any way with the testing process shall be grounds for discipline, up to and including termination. In the event an employee consents to a substance test but fails to sign a Substance Test Consent Form, his/her failure will not invalidate the consent for the testing. At the sole discretion of the District, an employee who appears to be under the influence of a substance(s) should be removed from the work area and provided with transportation to the place of testing. The District should call the emergency contact indicated by the employee or, if unavailable, arrange for a cab or other means to transport the employee home following the test. At the discretion of the District, employees suspected of violating this policy may be placed on administrative leave with pay pending test results. If test results are negative, the employee will be reimbursed for any salary lost during administrative leave.

B. Reasonable Suspicion: The District may require an employee to submit to a substance test if the employee's supervisor and another individual in an administrative position has reasonable belief that the employee is using, is under the influence of, or is in the possession of substance or has otherwise violated this policy's prohibition on the use of substances. Refusal to submit to a substance test will be grounds for discipline up to and including termination.

C. Post-Accident Testing: If the District has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e., requiring medical treatment) as a result of being under the influence of a substance, the District may require the employee to undergo a post-accident substance test. Refusal to submit to the substance test shall be grounds for discipline up to and including termination.

D. Privacy of Testing Information: Information collected through testing, and/or through interviewing and collecting medical history of the subject employee, may only be shared with the Superintendent of Argo Community High School District 217, or in his valid absence, the Principal. Any written record of the test results or other data collected in connection with testing will be provided to the employee, and the only copy retained by the District shall be placed in the employee's personnel file after being placed in a sealed envelope. The administrator who determines the need for such tests is responsible to ensure that the testing personnel/facility are informed of the privacy requirement.

#### **4.4 Progressive Discipline**

In most instances of misconduct, discipline will progress as follows:

1. An oral reprimand or warning.
2. A written reprimand or warning.
3. Suspension, with or without pay.
4. Dismissal.

However, in some cases, a more severe form of discipline, including dismissal or a combination of disciplinary actions, may initially result if the misconduct is serious. For example, a first offense of physical abuse of a student, theft of school property, possession of drugs, or impairment due to drug or alcohol use would most likely result in dismissal as the initial disciplinary action.

Except in cases of misconduct related to the physical abuse of a student, theft of school property, possession of drugs, impairment due to drug or alcohol use, or any other misconduct that endangers others, previous disciplinary action shall not be considered for future discipline if two (2) years have passed without the employee receiving additional discipline.

### **ARTICLE V**

#### **Evaluation/Seniority**

##### **5.1 Evaluation**

Evaluations shall be conducted annually for each non-probationary employee. Failure to evaluate an employee shall not inhibit the District from disciplining or terminating an employee who committed an egregious act of misconduct.

##### **5.2 Seniority**

Seniority shall be defined district wide as the length of continuous full-time service to the employer. Upon employment, each employee shall receive a Seniority Date which shall be the date the Board approved his/her employment or their first day of actual work, whichever is earlier. If two or more employees have the same Seniority date, the date of the employee's application shall control; whereby the employee with the earlier application date shall be senior. If two or more employees have the same seniority, the Administration shall conduct a drawing of lots witnessed by the affected employees and an authorized Union representative. In determining

length of seniority, no distinctions shall be made between 10- and 12-month employees. Part-time employees shall accrue seniority on a pro-rata basis.

### **5.3 Continuous Service**

Continuous service is broken only by one of the following:

- a. Resignation;
- b. Discharge for cause.

Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence, lay-off (during the recall period set forth in the *School Code*) or disability.

### **5.4 Seniority List**

A Seniority list shall be prepared annually by the Employer and delivered to the Union President no later than October 1 of each school year.

### **5.5 Lay-Off**

If a lay-off or decrease in the number of employees covered by this Agreement occurs, lay-offs shall be made by seniority within the following categories. Employees may only bump within the category under which their job position is listed, unless a specific exception is listed below:

#### **Category 1**

1. Power School Operator

Power School Operator is the only job in this category; no other categories may bump into this job and this position may not bump into other categories.

#### **Category 2A**

1. Computer Systems Specialist
2. Computer Tech Level III
3. Computer Tech Level II
4. Computer Tech Level I

Employees in Category 2A may bump down to another position in Category 2A (from 1 to 4) but may not bump up (from 4 to 1).

#### **Category 2B**

1. Multimedia Specialist

Multimedia Specialist is the only job in this category; no other categories may bump into this job and this position may not bump into other categories.

### **Category 2C**

1. Graphic Designer/Webmaster

Graphic Designer/Webmaster is the only job in this category; no other categories may bump into this job and this position may not bump into other categories.

### **Category 3**

1. Instructional Assistant-Bilingual
2. Instructional Assistant

Employees in Category 3 may bump down to another position in Category 3 but may not bump up.

### **Category 4**

1. Student Supervisor
2. Main Entrance Receptionist (12-month)

Employees in Category 4 may bump down to another position in Category 4 but may not bump up.

### **Category 5**

1. Health Aide

Health Aide is the only job in this category; no other categories may bump into this job and this position may not bump into other categories.

### **Category 6**

1. Registrar
2. Secretary to Asst. Principal of Student Experiences & Community Engagement
3. District Communications Assistant (12-months)

Employees in Cat. 4 may bump down to another position in Cat. 4 but may not bump up.

### **Category 7**

1. Secretary to the Assistant Principal of Student Services

Secretary to the Assistant Principal of Student Services is the only job in this category. No other categories may bump into this job and this position may not bump into other categories.

#### **Category 8**

1. Building Secretary - Athletics
2. Building Secretary - ESS
3. Building Secretary - Guidance
4. Building Secretary - Deans
5. Building Secretary - Business Office

Employees in Cat. 8 may bump down to another position in Cat. 8 but may not bump up.

#### **Category 9**

1. Certified Athletic Trainer

Certified Athletic Trainer is the only job in this category; no other categories may bump into this job and this position may not bump into other categories.

### **5.6 Recall**

Recall shall be made in the reverse order of lay-off. Employees who are laid off shall have recall rights for one calendar year from the beginning of the following school term. If a vacancy arises during the recall period and within the job category from which the employee was terminated or one to which they have the right to bump, such position shall be offered to the employee or employees who were laid off provided such employee is qualified for the position. The employee shall maintain any rights accrued during their previous service with the District.

### **5.7 Reclassification**

If an employee's position is reclassified from a 12-month to a 10-month position, that employee shall have the right to exercise bumping rights pursuant to Article 5.5. Further, the employee shall retain his/her current level of benefits for the life of this Agreement. If, during the life of this Agreement, the employee's original position is reclassified back to a 12-month position, the position shall be offered to the employee.

## **ARTICLE VI** **Vacancies**

**6.1 Vacancies**

All vacancies, newly created position(s) or other positions covered by this Agreement shall be posted five (5) working days during the school year and ten (10) working days during the summer layoff period for ten-month employees. Employees may apply online for such positions within the aforementioned time limits.

**6.2 Temporary Filling of Positions**

When a position becomes vacant due to death or resignation, the District shall make every effort to fill it with a permanent employee.

If for any reason the District has the need to fill a position with a temporary employee, the District shall communicate with the Union prior to the decision.

The temporary employee shall have all rights covered under the collective bargaining agreement commencing after the twelfth (12th) month of employment.

**ARTICLE VII**  
**Grievance Procedure**

**7.1 Definition**

A grievance is defined as a written claim that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement.

**7.2 Time Limits**

All time limits shall consist of weekdays Monday through Friday, exclusive of legal holidays or other days when the administrative office of the District is closed. All time limits may be extended by mutual written agreement between the parties. Failure to follow the time limits, except as mutually extended, shall act as a bar for further process of the grievance. Upon the mutual agreement of the Union and the Superintendent, a grievance may be brought directly to any step.

**7.3 Procedure**

The parties agree that it is usually most desirable for an employee and the employee's immediate supervisor to resolve problems informally. Accordingly, an attempt to resolve problems informally must be made prior to the submission of a grievance. If a grievance is not resolved informally, it may be processed in accordance with the procedures described in steps 1 through 4. All references to "days" shall mean school days as noted on the official school calendar, as well as Monday through Thursday, excluding holidays, during the summer school sessions.

### **7.3.1 Step 1**

The grievant shall file their grievance in writing with the Principal within ten days of the date of the event giving rise to the grievance or within ten (10) days of the date the grievant would reasonably become aware of the event. The Principal or designee shall confer with the grievant within ten (10) days in an attempt to resolve the grievance. A written decision shall be rendered by the Principal or designee to the grievant within ten (10) days of the conference.

### **7.3.2 Step 2**

If there is not a satisfactory resolution of the grievance at Step 1, the grievant may appeal to the Superintendent in writing within ten (10) days of the Principal's reply at Step 1. The Superintendent shall hold a conference within ten (10) days after receipt of the appeal, and a written decision shall be rendered by the Superintendent within ten (10) days after the conference.

### **7.3.3 Step 3**

If the grievance is not resolved at Step 2, the grievant may submit the grievance to the Board of Education. The grievance must be submitted to the Board within ten (10) days of the Superintendent's decision at Step 2. The Board shall schedule the grievance for a hearing at a time mutually agreeable to the parties, but no later than thirty (30) days after the Superintendent has rendered a decision at Step 2. The Board shall render its decision within ten (10) days after the hearing.

### **7.3.4 Step 4**

If the grievance is not resolved at Step 3, the Union may submit the grievance to binding arbitration within ten (10) days after receipt of the Step 3 decision. The parties may attempt to agree upon an arbitrator within fifteen (15) days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the fifteen-day period, the parties shall request a panel of arbitrators from the American Arbitration Association and shall select an arbitrator from that list in accordance with the American Arbitration Association's standard procedures. The parties are not bound by any other rule or procedure of the American Arbitration Association unless they specifically agree to such rule or procedure at the time of arbitration. The fees of the arbitrator and the American Arbitration Association shall be divided equally between the Board and the Union. All other expenses shall be borne by the party incurring them.

## **7.4 No Reprisal**

An employee who participates in the grievance procedure shall not be subject to discipline or reprisals because of such participation.

#### **7.4.1 Union Representation**

An employee will be entitled to Union representation at each step of the grievance procedure.

#### **7.4.2 Grievance File**

Grievance correspondence, i.e., the written grievance and any subsequent written responses, shall be kept separate from the employee's regular personnel file.

#### **7.4.3 Grievance Meetings and Hearings**

The parties will attempt to arrange meetings and hearings outside of the regular work day.

#### **7.4.4 Arbitrator's Authority**

The arbitrator shall have no authority to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. If a grievance is submitted on behalf of an employee which seeks relief of any kind other than a declaration that the contract has been violated, misapplied or misinterpreted, the grievance must be signed by the employee.

### **ARTICLE VIII** **Employee Files**

#### **8.1 Employee Files**

Only one official personnel file shall be kept for each employee by the Superintendent in the Human Resources Office. Upon request, the employee shall be given copies of all material placed in his/her file which is not restricted by law. The District will provide the initial set of file copies to the employee at no cost to the employee. Additional copies shall be at the employee's expense. A copy of any disciplinary, investigatory, or evaluative records to be placed in the personnel file shall be provided to the employee before being placed in the personnel file. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its content. In the event that the employee refuses to sign the copy to be filed, a notation to that effect should be placed in the file by the appropriate administrative officers. The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy.

#### **8.2 Right to Examine File**

Upon appropriate request by the employee, and in accordance with 8.1, he/she shall be permitted to inspect, copy or reproduce anything in his/her file except documents restricted by law.



Employees may inspect their files two times a year and when the administration has added new material to said files.

### **8.3 Removal of Material**

Upon written request to the Superintendent, the employee must request and identify the outdated, unnecessary, or inappropriate material that shall be removed from the personnel file. The item(s) will only be removed if approved by the Superintendent in writing to the employee.

## **ARTICLE IX** **Absences and Leaves**

### **9.1 Reporting Absences**

All absences are to be reported via the District's attendance software program no later than one hour prior to an employee's starting time. When the employee is absent due to illness or disability for more than three (3) consecutive work days, the employee may be required to submit a note from his/her doctor stating the nature of the employee's illness or disability and, if the employee is unable to return to work after three days, the expected duration of the employee's illness or disability.

#### **9.1.A. Failure To Call In**

Failure to call in shall result (unless the individual can show just cause for not following procedures) as follows:

- 1st offense - a written reprimand and loss of salary equal to time missed;
- 2nd offense within twelve (12) months of the first offense - a written reprimand and suspension without pay;
- 3rd offense within twelve (12) months of the first offense - a suspension or dismissal.

### **9.2 Sick Leave**

Employees are entitled to sick leave as follows:

- 12-month employees shall receive 15 days per year.
- 10-month employees shall receive 12 days per year.
- Part-time employees shall receive pro-rata sick days.

Sick leave days are calculated and generated on July 1 of each year. Probationary employees will be provided with sick leave days upon first (1st) day of employment on a prorated basis based on their first (1st) day of work. For example, a twelve (12)-month employee who starts work October 1 will receive eleven and one-quarter (11.25) days of sick

leave.

Effective on July 1, which follows their first (1<sup>st</sup>) day of work, probationary employees will receive a full annual allocation of sick leave time.

Sick leave not used during the year it was earned shall accumulate without limitation.

Sick leave shall be interpreted to mean personal illness or disability, quarantine at home or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption, or any other use permitted by the School Code, 105 ILCS 5/24-6. Immediate family shall include employee's parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, stepparents, and stepchildren. Each member shall be notified in writing of the number of accumulated sick leave days available including the number of days for the coming year at the beginning of each year.

Sick leave shall be used only for permissible purposes as defined above and shall be taken in no less than one-half hour (30 minutes) increments.

#### **9.2.1. Sick Leave Bank**

A serious illness sick leave bank shall be established. Each support staff Union member shall be allowed to contribute up to three (3) days per year per staff Union member who has depleted their accumulated sick leave. The Union shall be responsible for administering the bank provided that the Union shall require a written notice of contribution from each Union member so electing and a written withdrawal notice from the Union member desiring days from the bank. These notices shall also be submitted to the Superintendent or designee.

### **9.3 Worker's Compensation**

When an employee is eligible to receive both Workers' Compensation temporary disability benefits and has available sick days, personal or vacation days under this contract, he/she may elect:

- 
- a. to receive only Worker's Compensation, in which case he/she shall receive no salary or benefits from the District and shall not be charged for sick leave, personal days or vacation days; or
- b. to continue receiving a full regular paycheck/salary, by using sick days, personal days or vacation days from the District. If the employee chooses to take days from the District, the employee shall submit monies received from Worker's Compensation to the District and, in exchange, the District shall charge to the employee's sick leave one-third day of time to the extent of available time. For example, if an employee is compensated from Worker's Compensation an amount equal to 2/3 of regular compensation, the employee may use 1/3 of a sick day to earn a regular day's worth of compensation. After sick days are exhausted, vacation

days may be used on the same basis. This decision must be made when it is evident that a payment is forthcoming from Worker's Compensation.

In no event shall any employee receive more than his/her normal rate of pay as a result of an illness, injury or disability.

#### **9.4 Personal Business Leave**

Full-time employees shall be entitled to three (3) days per year for personal business leave. Part-time employees shall receive a pro-rata number of personal days. Use of personal business leave shall be for obligations of a pressing nature which may not be fulfilled at any other time than during normal school hours, or to supplement sick leave. They shall not be a second form of vacation leave or for personal business ventures.

Personal leave benefits for probationary employees will not be subject to proration.

All unused personal business leave days will be transferred to the employee's available sick leave total at the conclusion of each fiscal year.

Notice must be given to the Superintendent or designee, in writing, by 3:00 p.m. of the second school day preceding the date the leave is to commence.

Written notice may be dispensed in emergency situations, but a written explanation must be delivered to the Superintendent or designee upon the member's return from leave.

Personal business leave may not be taken during the first or last week of school, the last week of summer break, nor immediately before or after a holiday, except in the event of an emergency, in which case prior approval of the Principal or Superintendent shall be required. Absent the prior approval of the Principal or Superintendent, employees may not take more than two (2) consecutive personal business leave days.

#### **9.5 Bereavement Leave**

If a death occurs in the immediate family of an employee, the employee shall be entitled to up to three (3) paid days of absence for bereavement purposes (Immediate family is defined in Section 9.2.). Part-time employees shall receive pro-rata bereavement leave.

If a death occurs in the extended family of an employee, the employee shall be entitled to one (1) paid day of absence to attend the funeral or funeral reception (wake, visitation, viewing). Extended family shall be understood to include aunts, uncles, cousins, nieces, and nephews.

If the employee is eligible for FMLA leave, the employee shall also be permitted to unpaid bereavement leave as provided by the Family Bereavement Leave Act.

**9.6 Extended Illness or Disability Leave**

Refer to Board of Education Policy regarding Family Medical Leave Act.

**9.7 Jury Duty Leave**

An employee required to serve on jury duty shall suffer no loss of pay or benefits during the period of the leave provided that the employee shall submit to the District the paycheck stub received for jury service.

**9.8 Other Leaves**

The District shall provide all protection granted by law to employees who enlist in or are drafted into the armed forces of the United States, including National Guard and Reserve Forces.

**9.9 Inclement Weather Leave and Utilities Outages**

In the event of extreme weather conditions, where school remains open, an employee who makes every effort to report to work but cannot do so will be given the opportunity of using an available personal or vacation day.

In instances when school is closed by the Superintendent for inclement weather or emergency reasons, 12-month employees must use a personal, compensatory, or vacation day (if available) in order to be paid for the day. If no such day is available to the 12-month employee, the employee will be docked a day's pay.

**9.10 Assaults on or by Support Staff Personnel**

A. Support staff personnel shall report immediately in writing to the Superintendent all cases of assault and/or battery suffered by them in connection with their employment.

B. The report shall be forwarded to the Board, or its designee, which shall comply with requests from the support staff personnel for information in its possession relating to the incident or persons involved; the Board or its designee shall also act in appropriate ways as among the support staff personnel, police and the courts.

C. If criminal or civil proceedings are brought against a support staff personnel alleging that he/she committed an assault and/or battery in connection with his/her employment, such support staff personnel shall have legal assistance as may be required by the Illinois School Code.

D. The Board shall notify any employee who is physically assaulted by a student of its intent regarding legal action.

E. Whenever a support personnel is absent from school as a result of personal injury caused by an assault and/or battery arising out of, and in the course of his/her employment, he/she

shall be paid his/her full salary for the period of such absence for up to one (1) school year without having such absence charged to the annual sick leave or accumulated sick leave. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any Worker's Compensation award for temporary disability due to the assault and/or battery injury for the period from which such salary is paid. The benefits of this Section shall not be available to any support staff member if such personal injury is caused by the willful provocation of the support staff member.

#### **9.11 Automobile Damage/Security**

Every reasonable effort shall be made by the Board to protect an employee's registered vehicle parked on school property.

### **ARTICLE X** **Insurance and Benefits**

#### **10.1 Insurance Program**

The Board shall provide full coverage in group hospitalization, surgical, and major medical insurance in accordance with the plans described below, entered into with Blue Cross/Blue Shield of Illinois. However, the Board may enter into a plan with any carrier so long as the coverage and service to the members of the bargaining unit do not decrease.

The Board and the Union shall form an insurance committee to discuss plan options to control premium increases and insurance costs borne by individual employees and the District. The committee shall meet at least once annually but may meet more often if the Superintendent and Union President mutually agree. The District and the Union may choose to have the District's legal counsel and the IFT Field Representative participate in the meetings of the insurance committee.

**Health Insurance:** Employees may elect one of the following plans:

1. Health Maintenance Organization (HMO). The Board shall provide HMO single and family coverage at no cost to the employee.
2. The Board shall provide BCO individual and family coverage at the following participant contribution percentages:
  - Employee only coverage with premiums shared at 80% Board paid and 20% employee paid;
  - Employee plus spouse coverage with premiums shared at 80% Board paid and 20% employee paid;
  - Employee plus children coverage with premiums shared at 80% Board paid and 20% employee paid;
  - Family coverage with premiums shared at 75% Board paid and 25% employee paid

3. Health Savings Account (HSA) with High Deductible PPO. The Board shall provide HSA individual and family coverage with the Board paying 80% and the employee paying 20% for employee only, employee + spouse, employee + children and family coverages. The Board shall provide seven hundred dollars (\$700) annually to fund the HSA for the employee-only option, one thousand four hundred dollars (\$1,400) annually for the employee + spouse and employee + children options, and two thousand dollars (\$2,000) annually for the family option. Such contributions shall be made to the employee's HSA no later than January 1 of each plan year.

The District will provide a flex benefit plan which, at a minimum, will permit employees to pay their contributions toward hospitalization and dental coverage on a pre-tax basis, and which will allow each employee to allocate monies into a childcare flexible spending account into a health care flexible spending account in compliance with the Internal Revenue Code.

**Dental and Vision Insurance:** Employees may elect one or both of the following plans:

1. **Dental Insurance:** The Board shall pay eighty percent (80%) toward the premium for a dental plan, which plan is to provide for a maximum coverage of two thousand dollars (\$2,000) on an 80-20 basis.
2. **Vision Insurance:** The Board shall maintain a plan to provide vision insurance which the employee may access annually during the open enrollment period and at their own expense.

**Termination Date:** The effective date of termination for insurance benefits for those who separate from employment or otherwise become ineligible for insurance coverage is the last day of the calendar month in which such person terminates employment or ceases to become eligible. Any pre-paid insurance payments will be fully refunded. Retirees shall be covered until the end of the fiscal year upon retirement. Any pre-paid insurance payments will be fully refunded.

**Non-Participation Benefit:** In the event an employee elects not to participate in the District's health insurance plan, the Board shall contribute a maximum of four thousand five hundred dollars (\$4,500) into the employee's 403(b) plan account with a vendor approved for use under the District's 403(b) plan. The Board will provide the payments described in the District's health insurance plan, and the District will make these payments in installments payable on the District's regular payroll schedule. An employee must be employed by the District at the time of the particular installment payment in order to receive it, and the District will provide a pro-rated payment amount based on the number of days worked to employees that begin or separate their employment between payroll dates. The District will provide the Union with a list of approved vendors.

<b><u>HMO</u></b>	<b><u>24-25</u></b>	<b><u>25-26</u></b>	<b><u>26-27</u></b>	<b><u>27-28</u></b>	<b><u>28-29</u></b>
<b><u>District %</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>
<b><u>Employee %</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>BCO-EE or EE+</u></b>	<b><u>24-25</u></b>	<b><u>25-26</u></b>	<b><u>26-27</u></b>	<b><u>27-28</u></b>	<b><u>28-29</u></b>
<b><u>District %</u></b>	<b><u>80</u></b>	<b><u>80</u></b>	<b><u>80</u></b>	<b><u>80</u></b>	<b><u>80</u></b>

<b>Employee %</b>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
<b>BCO Family</b>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>
<b>District %</b>	<u>75</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>75</u>
<b>Employee %</b>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>
<b>HSA</b>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>
<b>District %</b>	<u>80</u>	<u>80</u>	<u>80</u>	<u>80</u>	<u>80</u>
<b>Employee %</b>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
<b>District Seed Money</b>	Individual \$700 + Spouse \$1400 + Children \$1400 Family \$2000	Individual \$700 + Spouse \$1400 + Children \$1400 Family \$2000	Individual \$700 + Spouse \$1400 + Children \$1400 Family \$2000	Individual \$700 + Spouse \$1400 + Children \$1400 Family \$2000	Individual \$700 + Spouse \$1400 + Children \$1400 Family \$2000
<b>DENTAL-PPO or HMO</b>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>
<b>District %</b>	<u>80</u>	<u>80</u>	<u>80</u>	<u>80</u>	<u>80</u>
<b>Employee %</b>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

**Coverage Claims:** An employee's challenge or appeal of a coverage or claim determination by Blue Cross/Blue Shield or any other insurance provider delivering and administering insurance under this Article shall be pursuant to the claims procedures provided by the insurance provider and shall not be subject to the grievance procedure, including arbitration.

**10.2 Retirement Insurance Option**

Refer to Board Policy regarding COBRA Regulations.

**10.3 Meetings, Workshops, Seminars, etc.**

Employees who are requested/required to attend a work-related function such as a meeting, workshop, seminar or institute outside the District shall be compensated for such attendance at his/her regularly scheduled rate of pay. Employees are not entitled to compensation for attendance at any social functions, including functions which may be held in connection with meetings, seminars, workshops or institutes. Employees are not entitled to any compensation for attendance at any function outside the regular school day except with the advance approval of the Superintendent or designee. Employees shall be compensated for travel time only for travel which is necessarily scheduled during the employee's regular school day. All reasonable expenses which have been approved in advance by the Superintendent or designee incurred in connection with attendance at an approved work-related function, including registration, mileage, meals and lodging shall be reimbursed by the District upon receipt of appropriate documentation.

**ARTICLE XI**  
**Hours of Work/Overtime**

### **11.1 Full and Part-time Definitions**

Full-time employees are those who are scheduled to work at least 37½ hours per week during the school term, based on their work calendar, and, if scheduled to work over the summer, at least 32½ hours per week during the summer. Part-time employees are those who are scheduled to work less than 37½ hours a week during the school term and less than 32½ hours a week over the summer.

Those employees assigned to full-time positions within the Technology Department will be scheduled to work 40 hours per week.

On an as needed basis, and only with the approval of the Superintendent, Student Supervisors may be assigned to work one or more weeks at 40 hours per week. While the Student Supervisors selected to work these extended work weeks of 40 hours will be at the sole discretion of the Administration, such extended work weeks will be assigned on a rotating basis during a particular school year. The rotation list will start anew at the beginning of each school year. Student Supervisors who exercise their right to decline the offer to temporarily work such extended work weeks will have a second opportunity to accept an extended work week after being moved to the bottom of the rotation list for that particular school year.

### **11.2 Work Week**

For purposes of this article, the work week shall begin at 12:00AM Monday and conclude at 11:59PM on the following Sunday.

### **11.3 Overtime/Compensatory Time Rate**

Overtime shall be paid at 1½ times the employee's regular hourly rate of pay unless the employee requests compensatory time off in lieu of overtime pay. Compensatory time shall be computed at time and one half. Employees may accumulate a maximum of 40 hours of compensatory time at any one time. An employee may not use more than 16 consecutive hours of compensatory time during any one absence, unless advance written approval is provided by the supervisor. Compensatory time may be used in half or full day increments. Earned compensatory time must be taken by the end of the fiscal year (by June 30 annually) or it will be converted to regular paid overtime by the next pay period.

### **11.4 Time Clock**

The non-certified staff will observe regular working hours and will clock in no earlier than ten (10) minutes prior to their shift. All employees must be clocked in by his/her regular starting time.

All employees must comply with this rule without exception. No employee shall clock in for any other employee.

If an employee leaves the premises for lunch, he/she must punch out upon leaving and



punch in upon his/her return.

Clocked in time shall be the basis upon which pay will be computed. Employees who violate the District's time clock procedures are subject to progressive discipline up to and including discharge.

### **11.5 Overtime Definition**

Overtime shall be any hours in excess of forty (40) hours worked per week. Vacation, sick leave, personal leave, and holidays do count as worked hours for this calculation.

### **11.6 Duty-Free Lunch**

All full-time employees shall receive a thirty (30) minute duty-free lunch period which will not be salaried and a twenty (20) minute duty-free salaried break during the workday. The Board shall provide a break/lunch room for all employees. A refrigerator and microwave will be provided by the Board.

#### **11.6.1 Work Hours**

Instructional Aides shall be required to attend Institute Days and shall be paid for the same number of hours the teachers are required to work on Institute Days.

For events or work assignments that fall on non-student attendance days, a sign-up schedule will be offered to Student Supervisors per Article 14.3.

### **11.7 Summer Hours**

Representatives for the Board and Union shall meet and reach an agreement no later than April 15 of each school year regarding the summer work hours and weekly schedule for twelve (12) month technology employees. The work schedule shall be either four (4) ten (10) hour workdays per work week or five (5) eighth (8) hour workdays per work week.

Technology employees may be asked to work staggered workdays to provide District-wide coverage when a ten (10) hour workday is agreed upon (for example: one technology employee may work Monday through Thursday; another technology employee may work Tuesday through Friday).

Any agreement reached between the parties will be based on the needs of the District. Absent an agreement between the parties, the summer work schedule will be five (5) eight (8) hour workdays per work week.

In any school year that Summer hours are in effect, the reduced work week for summer hours begins with the Monday following the last week in which 10-month employees are present. Regular hours begin Monday of the first week that the 10-month employees are scheduled to return.

**11.8 Extracurricular Duties**

For any support staff member holding a position as a sponsor/coach of an extra-duty position, business leave may be granted to be used exclusively to attend events at remote locations upon approval of their immediate supervisor and the Assistant Principal for Activities or the Athletic Director. Other work for stipend positions may not be conducted during the paid workday.

**ARTICLE XII**  
**Vacations**

**12.1 Vacations**

Each 12-month employee is eligible for vacation time in accordance with the following schedule:

<u>Upon completion of:</u>	<u>Vacation</u>
At least 1 year to 5 years	2 weeks (10 days)
At least 6 years to 12 years	3 weeks (15 days)
At least 13 years or more	4 weeks (20 days)

Length of service will be determined on July 1 of each year. Vacation days are calculated and generated on July 1 of each year. First year employees who if initially employed before December 1 of the school year will receive two (2) weeks of vacation as of the next July 1. Those initially employed on December 1 or after but before February 1 will receive one (1) week of vacation as of the next July 1. Those employees hired after February 1 will not be eligible for vacation benefits until the second July 1 anniversary date. Those hired after December 1 must complete a full twelve (12) month year of employment to advance on the established vacation allotment schedule. Therefore, it would be on their 7th July 1, rather than on the 6th July 1, that they would advance to three (3) weeks of vacation.

Vacation time shall not exceed ten (10) workdays of continuous time without the approval of the immediate supervisor and the Superintendent.

When possible, vacation time should be taken when school is not in session. Any vacation time must be first approved by the immediate supervisor or the Superintendent. Vacation time may be used in half or full day increments. The needs of the school will be the first consideration if vacation is denied.

Vacation time should be taken within the year after the time has been earned. Earned vacation time must be taken within two (2) years or that time will be lost. Vacation time with the oldest earned date will be used first, for Business Office purposes.

No pay in lieu of vacation will be granted except upon retirement or severance from employment.

For each day of vacation time, an employee shall receive pay equal to the regular scheduled workday during the school year.

**ARTICLE XIII**  
**Paid Holidays**

**13.1 Paid Holidays and Non-Work/Non-Paid Days**

Each employee shall be granted the day off with pay on each of the following holidays or days observed if such holidays fall within their work year and on what would otherwise be a workday. Part-time employees shall receive pro-rata holiday pay. If a holiday falls on a non-workday, each employee shall be granted a floating holiday. If due to variation in the annual school calendar, Labor Day or Memorial Day occur outside of an employee's work year, that employee shall not be awarded a floating holiday. For those positions scheduled to work Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day, if they fall on a Saturday or Sunday, observance will be observed on the Friday before or Monday after.

- a. Lincoln's Birthday or Presidents' Day (*All PSRP employee groups*)
- b. Martin Luther King's Birthday (*All PSRP employee groups*)
- c. Casimir Pulaski's Birthday (*All PSRP employee groups*)
- d. Good Friday (*All PSRP employee groups*)
- e. Memorial Day (*Specialists, all IT<sup>1</sup>, Building Sec-12mo and Building Sec-10mo<sup>2</sup>*)
- f. Juneteenth (*Specialists, IT-12mo, and Building Sec-12mo*)
- g. July 4 (*Specialists, IT-12mo, and Building Sec-12mo*)
- h. Labor Day (*All PSRP employee groups*)
- i. Columbus Day (*All PSRP employee groups*)
- j. Election Day<sup>3</sup> (*All PSRP employee groups*)
- k. Veteran's Day (*All PSRP employee groups*)
- l. Thanksgiving Day (*All PSRP employee groups*)
- m. Friday after Thanksgiving Day (Non-election years only.)<sup>2</sup>  
(*All PSRP employee groups*)
- n. Christmas Eve (*IT-12mo only*)
- o. Christmas Day (*All PSRP employee groups*)
- p. New Year's Eve (*IT-12mo only*)
- q. New Year's Day (*All PSRP employee groups*)

<sup>1</sup> *IT includes Computer Techs, Computer System Specialist, Multimedia Specialist, PowerSchool Operator, and Graphic Designer/Web Manager.*

<sup>2</sup> *In the years that Memorial Day falls within a 10-month employee's work year calendar.*

<sup>3</sup> *For any year in which Election Day is a mandatory paid holiday for the District per legislative act, including but not limited to 2024, the Friday after Thanksgiving Day shall be an unpaid non-workday except for employees whose presence is necessary for an operational reason.*

### 13.2 Holidays During Vacation

If a holiday occurs during an employee's vacation, an extra day will be added to the employee's vacation time.

### 13.3 Absence Before and After a Holiday

Employees must be on the job the last regularly scheduled workday preceding each holiday and the first regularly scheduled workday following the holiday in order to be eligible for holiday pay. However, if an employee is on sick leave (as certified by a physician if absent for three (3) days or more), vacation, or jury duty, he/she will be paid for the holiday.

## ARTICLE XIV Salaries and Retirement

### 14.1 Salaries

Salaries shall be paid in accordance with the tables set forth below. There will be a differential paid to the Lead Technician of \$3.00 per hour, as compensation for providing additional technical oversight of the Technology Department. The tables below reflect the acceptance between the Board and the Union for salary increases for the life of this Agreement. Employees shall receive an annual base salary increase of 4.00% for the 2024-2025 school year. Annual base salary increases for the remaining years of the Agreement are shown in the tables below. The December Consumer Price Index-All Urban percentage will be used to determine salary increases for the final three years of the Agreement subject to the ceilings and floors shown below:

Instructional Assistants who are assigned by their supervisor and directed to provide toileting support to students with disabilities as part of their regularly assigned duties shall receive a \$750 stipend per semester in addition to their regular hourly rate.

<b>Hourly Wages for Employees Hired Before July 1, 2021</b>					
<b>Job Title</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>
Specialist Plus (Secretary to Asst Principal for Student Services)	\$40.33	\$41.70	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Specialist (District Communications Assistant)	\$38.03	\$39.32	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Building Secretary (10- or 12-Month)	\$36.37	\$37.61	Dec-24	Dec-25 CPI-U	Dec-26 CPI-U

			CPI-U Max: 4% Min: 3%	Max: 4% Min: 2.5%	Max: 4% Min: 2.25%
Multimedia Specialist	\$35.00	\$36.19	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Computer Tech Level III	\$36.37	\$37.61	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Computer Systems Specialist	\$40.33	\$41.70	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Instructional Aide / Assistant	\$31.08	\$32.14	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Student Supervisor	\$29.00	\$29.99	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%

**Hourly Wages for Employees Hired On or After July 1, 2021**

Job Title	FY25	FY26	FY27	FY28	FY29
Specialist-Plus (Secretary to Asst. Principal of Student Services)	\$40.33	\$41.70	Dec-24 CPI-U Max: 4% Min: 3.25%	Dec-25 CPI-U Max: 4.25% Min: 2.5%	Dec-26 CPI-U Max: 4.25% Min: 2.25%
Specialist (Registrar, Secretary to Asst. Principal of Student Experiences and Community Engagement, and District Communications Asst.)	\$32.98	\$34.13	Dec-24 CPI-U Max: 4% Min: 3.25%	Dec-25 CPI-U Max: 4.25% Min: 2.5%	Dec-26 CPI-U Max: 4.25% Min: 2.25%

Building Secretary (10- or 12-Month)	\$30.69	\$31.76	Dec-24 CPI-U Max: 4% Min: 3.25%	Dec-25 CPI-U Max: 4.25% Min: 2.5%	Dec-26 CPI-U Max: 4.25% Min: 2.25%
Computer Tech Level I	\$25.74	\$26.62	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Computer Tech Level II	\$29.24	\$30.23	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Multimedia Specialist	\$35.00	\$36.19	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Graphic Designer/ Webmaster	\$32.98	\$34.10	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Computer Tech Level III	\$36.37	\$37.61	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Computer Systems Specialist	\$40.33	\$41.70	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Power School Operator	\$35.00	\$36.19	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%

Health Aide	\$38.75	\$40.07	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Instructional Aide / Assistant	\$27.41	\$28.37	Dec-24 CPI-U Max: 4% Min: 3.25%	Dec-25 CPI-U Max: 4.25% Min: 2.5%	Dec-26 CPI-U Max: 4.25% Min: 2.25%
Student Supervisor	\$26.08	\$27.00	Dec-24 CPI-U Max: 4% Min: 3.25%	Dec-25 CPI-U Max: 4.25% Min: 2.5%	Dec-26 CPI-U Max: 4.25% Min: 2.25%
Main Entrance Receptionist	\$28.39	\$29.38	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%
Athletic Trainer	\$36.26	\$37.49	Dec-24 CPI-U Max: 4% Min: 3%	Dec-25 CPI-U Max: 4% Min: 2.5%	Dec-26 CPI-U Max: 4% Min: 2.25%

## 14.2 Retirement

Employees requesting regular retirement must notify the Superintendent in writing by December 1<sup>st</sup> each year of this Agreement their irrevocable letter of intent to retirees no later than June 30<sup>th</sup> of the last year of employment. The Board then agrees to provide Option 1 or Option 2 as follows:

### Option 1

The employee will receive two hundred fifty dollars (\$250) per year of service in the District with the requirement that a minimum of ten (10) years of service is required to access Retirement Option 1.

Additionally, the District shall make a five thousand dollar (\$5,000) non-elective post-retirement contribution to the retiring employee's 403(b) plan account 90 days after the date on which the employee retires. As an express condition precedent to the District's obligation to make this payment, retiring employees shall set up a 403(b) plan account with a vendor approved for use under the District's 403(b) plan. If the retiring employee has not set up a 403(b) plan

account with a vendor approved for use under the District's 403(b) plan by the payment date (90 days after the date on which the employee retires), then the District will have no obligation to pay the non-elective post-retirement contribution. The District will provide the Union with a list of approved vendors and if necessary, will update that list by December 1st of each year.

### **Option 2**

Employees meeting the following years of service to the District shall be eligible for Board paid single insurance coverage after retirement:

Years of service required for Retirement Option 2 are as follows:

- 20 – 24 years of service – District will pay fifty percent (50%) of the cost of single plan insurance premium selected until Medicare eligible;
- 25 or more years of service – District will pay seventy-five percent (75%) of the cost of single plan insurance premium selected until Medicare eligible.

### **14.3 Extra Duty Pay**

All employees shall continue to be paid at their everyday rate and at overtime calculated on that rate as of the effective date of this contract.

Student Supervisors shall have the opportunity to accept student supervisory assignments before they are offered to other employees and the assignments shall be offered in the order of rotating seniority.

## **ARTICLE XV** **Training and Inservice**

### **15.1 Training and Inservice**

- a. Any support staff employee who is assigned to work regularly with a student with a particular medical or physical need shall receive in-service and training in the techniques for servicing the student's needs.
- b. Support staff personnel shall receive training at the Board's expense in the implementation of any new programs or responsibilities introduced into the schools and to be performed by the employee.



## **15.2 Support Staff Professional Development**

The District will allocate resources for staff professional development. A supervisor may request that a support staff employee be trained in a specific skill relevant to their job responsibilities; in such cases, an employee must complete the training. Employees will be paid for training that is required by a supervisor and falls outside of an employee's regular working hours.

## **15.3 Dress Code**

All support staff employees are expected to dress in a professional manner. It is the intent of the Board that staff present themselves to the school community in a manner which enhances their professional position and models appropriate attire for success to students. Clothing should be neat, clean, in good repair and shall be appropriate for on-the-job appearances and responsibilities at all times.

On the following workdays, employees assigned to work the events below shall dress in business-casual attire (no shorts, no jeans, no t-shirts; khakis, dress pants, collared shirts and polo shirts are acceptable):

- Walk the Halls Night
- Open House
- Homecoming (Dance and Breakfast)
- Parent Teacher Conferences
- 8<sup>th</sup> Grade Intake/Parent Night
- Alumni Night
- Prom
- Senior Banquet
- Graduation
- Special District Events –dedications, visits by dignitaries, or media

Student supervisors will be provided with six (6) polo shirts at the start of each school year, as well as one (1) fleece jacket or one (1) sport pullover. Student supervisors shall wear the polo or Argo apparel, approved by the Deans, for all work activities. For extracurricular or noncurricular events occurring outside of the school day, student supervisors shall wear a provided high visibility polo or high visibility vest. The District shall replace damaged shirts/jackets/pullovers as needed upon presentation of a damaged item. Student supervisors must be in uniform including Fridays. The shirt/jacket/pullover style shall be determined annually with input from the Union. Student supervisors required to work during inclement weather will be provided weather resistant attire.

## **15.4 Term of Contract**

This Agreement shall remain in full force and effect from July 1, 2024, to and including June 30, 2029, and thereafter shall continue from year to year. After June 30, 2029, this Agreement shall remain in full force and effect from year to year unless either party provides written notice of its

intent to terminate or renegotiate the Agreement, which must be given not more than 180 nor less than 60 days prior to the expiration date on June 30, 2029, or any subsequent annual period. Once notice is served, the parties agree to negotiate in good faith until a successor Agreement is ratified.


Ratified by the Union on June 28, 2024.

  
Union President

  
Union Secretary

Approved by the Board of Education on July 8, 2024.

  
President

  
Secretary