

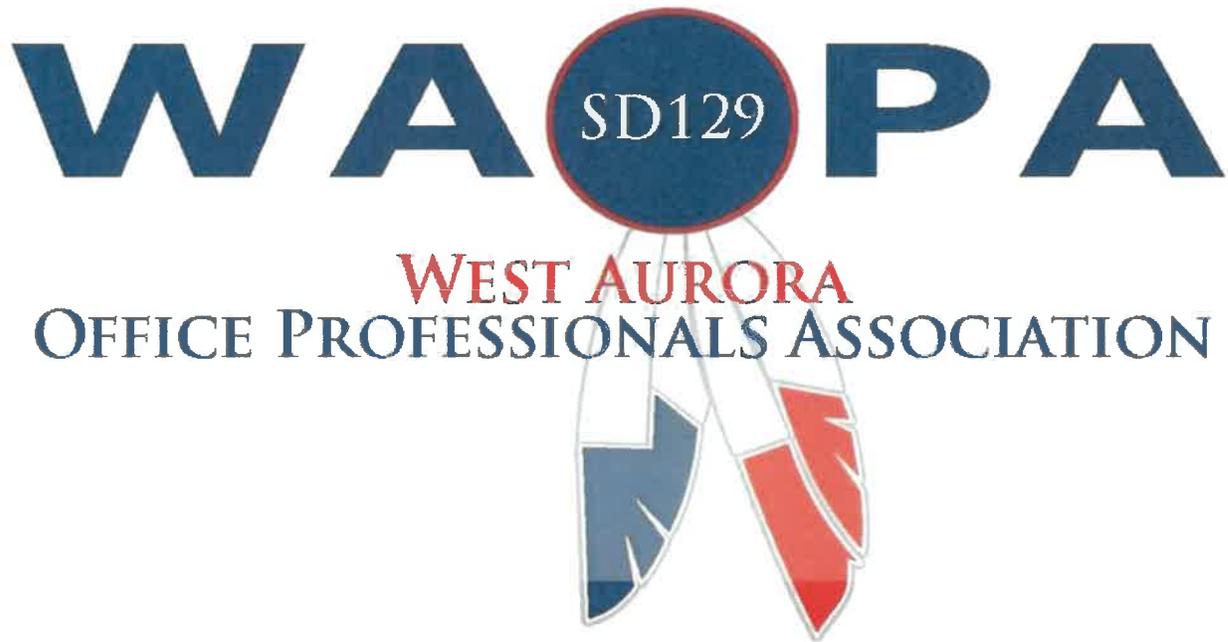
WAOPA - July 1, 2025 - June 30, 2030

West Aurora Office Professionals Association

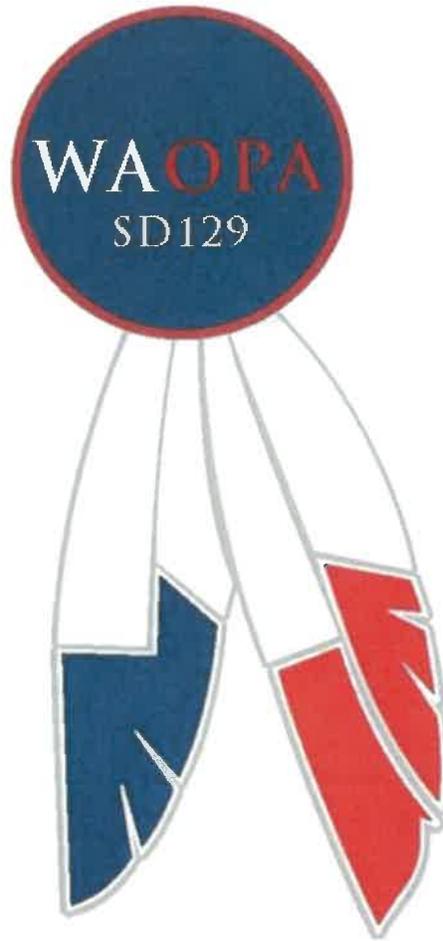
Contract: July 1, 2025 - June 30, 2030

Union President: Stacy Krisch

School Board President: Richard Kerns



2025 - 2030



New WAOPA logos approved, per Administration,
with the 2016-2020 contract.

AGREEMENT BETWEEN WAOPA AND DISTRICT 129

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AGREEMENT BETWEEN WAOPA AND DISTRICT 129

PREAMBLE

Pursuant to the provisions of the State of Illinois concerning employee relations within the public schools, this constitutes an Agreement between the West Aurora District 129 a Kane County Public School District, hereinafter called the "District" and West Aurora Office Professional Association (WAOPA)/Illinois Education Association/National Education Association), and hereinafter called the "Association."

ARTICLE 1. RECOGNITION OF BARGAINING UNIT

1.1 EXCLUSIVE REPRESENTATION

The West Aurora CUSD District 129 hereby recognizes the West Aurora Office Professional Association (WAOPA) as the exclusive bargaining representative for all Office Professional positions listed in appendix A of this negotiated agreement. Positions excluded from the Association are listed in appendix B which are confidential, supervisory, or otherwise exempt positions specified by statute and/or the Illinois Educational Labor Relations Act (IELRA).

1.2 TEMPORARY EMPLOYEES

Temporary employees are not members of this bargaining unit. If the District has a reasonable expectation that a temporary assignment will have duration of sixty (60) or more days, the employee will become a member of the bargaining unit on their first day of work in that assignment. In the case of a terminated employee the replacement shall become an Association member after sixty (60) workdays.

Any temporary work should be offered to WAOPA members at the rate of pay for that position prior to utilizing outside sources. Temporary work shall be posted 5 days before outside sourcing.

1.3 DEFINITIONS

1.3.1 The term “employee” or “regular employee” when used hereinafter shall mean all bargaining unit members as described in Section 1.1.

1.3.2 The term “supervisor” when used hereinafter shall refer to the appropriate District administrator.

1.3.3 The term “days” when used hereinafter shall mean workdays as opposed to “calendar” days, unless otherwise defined in this contract.

1.3.4 The term “Association” when used hereinafter shall mean the West Aurora Office Professional Association (WAOPA)/Illinois Education Association/National Education Association.

1.3.5 The term “full-time” when used hereinafter shall apply to any employee who works thirty (30) or more hours per week during that employee’s work year calendar.

1.3.6 For purposes of this agreement, a part-time employee is an employee who does not meet the criteria of full-time employees described in the previous sub section.

1.3.7 The term “seniority” when used hereinafter shall refer to continuous length of service within the WAOPA bargaining unit from the employee’s first workday as defined in 7.1.

1.3.8 The term “seniority list” when used hereinafter shall refer to a list of employees in the bargaining unit. Employees shall be listed from the most to the

least senior. For annual publication purposes only, employees having the same seniority date will be listed in alphabetical order.

1.4 OFFICE PROFESSIONAL POSITIONS

- Vacancy will be submitted to WAOPA Board the morning after Board Approval.
- WAOPA will have 24 hours to review job descriptions with no proposed changes prior to posting.
- WAOPA will have 72 hours to meet with HR to discuss changes to existing job descriptions prior to posting.
- Open positions will be posted internally for 5 days prior to posting outside applicants (it is our expectation that current OP's will not share these openings with outside members during this time in order to afford our current employees the opportunity to advance).
- All internal applicants are guaranteed an interview – it is our expectation that best candidate will be offered the open position. – If rejected the employee is entitled to have a conversation with the hiring administrator to further discuss why an alternate candidate was selected.

ARTICLE 2. ASSOCIATION REPRESENTATIVE AND MEMBERSHIP

2.1 DUES DEDUCTION

The District will provide for payroll deduction of Association dues and representation fees upon authorization by the employee. Payroll deduction authorizations submitted by the first day of the month shall be recognized as effective for that month. Payroll deductions shall be bi-monthly per 24 payroll periods. The District shall begin such deductions no earlier than the next pay cycle after certification by the association.

Per the IEA Prorated Dues Policy – FULL Dues are charged beginning September 1st of each year. New hires starting after the beginning of the school year shall follow the Prorated Dues Policy set forth by the IEA. A copy of the dues schedule will be available to any new hire upon request.

2.2 INDEMNIFICATION

The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demand, suit or other form of liability which may arise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the lawful obligations imposed upon it by the Section.

ARTICLE 3. ASSOCIATION RIGHTS

3.1 USE OF DISTRICT BUILDINGS

The Association and its representatives shall have the right to use District buildings for meetings and to transact Association business provided, however, such meetings must be scheduled with the building principal/supervisor and shall not have precedence over routine educational use or over previously scheduled use by other agencies.

3.2 PARTICIPATION DURING WORKING HOURS

As it applies to District business, representatives authorized by the Association to participate during contract hours in grievance procedures, conferences and/or meetings will be allotted a total of 50 hours per year during contract hours to meet and shall suffer no loss of pay.

3.2.1 During the 12 months prior to the expiration of this agreement, representatives on the negotiation team will be allotted 100 hours cumulatively during contract hours to prepare for and attend district negotiation meetings. These hours shall be separate from hours allotted for District business above.

3.3 FINANCIAL INFORMATION

The District, upon request, shall furnish at no cost to the Association previously compiled and reasonable information concerning the financial resources of the District, including, but not limited to, annual financial reports and audits, budgeting requirements and allocations, staff open position postings, agendas and minutes of all board meetings and such information as may be legally deemed public information regarding student enrollment and employee names and addresses.

3.4 NEW EMPLOYEE

3.4.1 The District shall provide the name of new employees to the Association within one week of start date as part of the reporting of seniority.

3.4.2 New Hire Wages for the 2025-30 School year, all new members will be hired using the chart referenced in Appendix C. Prior-related experience will be considered and may be used to increase the starting wages as outlined in Appendix C. Before the candidate receiving salary placement the administration will consult with the Association President.

3.4.3 Category Changes – Any current member who is hired for a position in a different category will receive a 12% increase/decrease if there is a category change. This increase is IN ADDITION TO THE SCHEDULED YEARLY COMPENSATION INCREASE.

3.4.4 Probationary Period - Any NEW employee hired for the first time as an Office Professional in the District (regardless of previous West Aurora job history) will be on a Probationary Period for the first 90 days of their employment. During such time, 30-Day, and 60-Day check-ins will occur with their Supervisor to ensure they are on track and learning their new role. Any competency issues

must be addressed in writing during these meetings and shared with Union Leadership. At the end of the 90 days, if the employee fails to meet adequate growth during this Probationary Period this will result in Dismissal from WA Employment effective immediately.

3.5 DISTRICT INTERNAL MAIL-E MAIL SERVICE

The Association shall have the right to reasonable use of the District's internal mail/E-Mail service and mailboxes.

3.6 CONTRACT ADMINISTRATION

On a regular basis, as scheduled by the Association and the District, the parties shall meet to discuss problems relating to interpretation or compliance with this Collective Bargaining Agreement and any other issues of concern to either party. Such meetings will be held as requested by either party, but the parties shall schedule at least three (3) meetings per year. When a request is made, the meeting shall be held as soon as practical, but within a reasonable amount of time. If the meetings occur during the work day, the employee must have approval from their direct supervisor to attend the meeting during their lunch and/or break time as no substitutes may be requested. The employees shall suffer no loss in pay.

3.7 ASSOCIATION OFFICERS' LIST

The Association agrees to supply the District with a list of Association officers and to keep such lists current.

3.8 AGENDA AND BOARD MEETING MINUTES

3.8.1 Upon request the Association shall be placed on the agenda of an official meeting of the Board of Education. To ensure proper consideration of each topic, the Association will submit its request in writing to the Superintendent and/or designee, a copy of which may be mailed to the Board Presidents, giving details of the topic to be discussed. Such correspondence shall be submitted in advance of the meeting to the Board allowing reasonable time to explore and study the topic. The Association shall not use this channel to circumvent the negotiations process.

3.8.2 A copy of all official Board minutes shall be emailed or placed in a mailbox of the president of the Association as soon as they are adopted.

3.9 ACCESS TO INFORMATION

Upon request, the Board agrees to furnish the Association regular and routinely prepared financial reports, the audits, the tentative budget, the adopted budget, Title I budget, the register of non-certificated personnel and their addresses and to make available to the District office pertinent public reports filed with the offices of the county and State Superintendent of schools.

In addition, the Board and Administration will grant reasonable requests for readily available and pertinent public information which is relevant to negotiations and the processing of grievances. Nothing herein shall require the Administration to

research or assemble information as reasonably requested by the Superintendent or the Board. The Board will provide the Association with one (1) copy of the Board policy. In addition, the Board will provide the Association any changes in policies as the changes are approved by the Board.

3.10 NOTICE AND ATTENDANCE AT BOARD MEETINGS

The Board agrees to provide the Association with a copy of its annual schedule of meetings. Such notice shall be provided upon adoption of said schedule. The President of the Association, upon request and as appropriate, shall be given released time to attend any meetings scheduled during the day. The Association shall be charged the actual cost of a substitute for covering portions of the workday. The Association shall provide twenty-four (24) hours so a substitute, if appropriate, may be arranged.

3.11 LEGAL PROTECTION

3.11.1 The Board agrees to indemnify and protect members against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the Board. If criminal or quasi-criminal proceedings are brought against a member alleging that the member committed an assault and/or battery arising out of employment, the Board will provide legal counsel to defend the member at the trial court level, provided that Board policy has not been violated. Time lost by a member in connection with any of the above incidents shall not result in any loss whatsoever charged against the member, provided that Board policy has not been violated.

3.11.2 Assaults on members by students or adults will not be tolerated. The Board recognizes the right of Association members to protect themselves and/or protect a student. When an assault occurs within the assaulted member's performance of duties, such shall be reported by the member immediately to the building principal and other proper authorities and members shall be counseled regarding the legal (criminal and civil) implications of the incident. Time lost by the member in connection with such assault shall not result in any loss whatsoever being charged against the member.

3.12 PERSONAL PROPERTY COVERAGE

An Association member's personal property used for instructional, job related or other reasonable purposes and on district premises shall be covered up to one thousand dollars (\$1,000.00). This coverage will be based on replacement value for loss of item through fires, flood, vandalism, theft or break-in. The loss of personal property on district premises shall be reported immediately to the principal.

ARTICLE 4. MANAGEMENT RIGHTS

West Aurora School District 129 reserves all responsibilities, powers, rights and authority expressly or inherently vested in it by the laws and constitution of the State of Illinois and the United States. It is agreed that the District retains the right to establish and enforce in accordance with this Agreement and its authority under law, reasonable rules and Human Resources policies relating to the duties and responsibilities of classified employees and their working conditions.

ARTICLE 5. BARGAINING PROCEDURES

5.1 GOOD FAITH BARGAINING

The Board agrees to participate in good faith bargaining with the duly designated representatives of the Association. Both parties agree that it is their mutual responsibility to meet at reasonable times and bargain in good faith with respect to salaries, fringe benefits, grievance procedures, negotiations procedures, those area of working conditions deemed negotiable in previous Agreements and such other working conditions as agreed upon by the parties. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counterproposals in the course of bargaining and to reach tentative agreements which shall be presented respectively to the Association and the Board for ratification.

5.2 TEAM COMPOSITION

Each party to bargain shall select no more than six (6) bargaining representatives. Each team will attempt to reflect levels in the District. The Board shall not select a member, as herein after defined, as its representative. Each party may designate one additional representative as an alternate. All participants have the right to utilize the service of consultants in the deliberation. Each of the parties represented may select a spokesperson.

5.3 COMMENCEMENT OF BARGAINING

Bargaining for a successor contract shall begin no later than thirty (30) days prior to the last day of the official school calendar unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties. In the interest of time, preliminary meetings may be held by mutual consent between the Superintendent and/or designee and the Association representative to clarify issues and exchange information. These may be requested by the President for the Association or the Superintendent and/or designee.

5.4 BARGAINING PROCEDURES

Requests to the Superintendent and/or designee shall be made directly to the Superintendent and/or designee; requests to the Board shall be made to the President of the Board, Superintendent and the spokesperson of the bargaining representatives, and request to the Association shall be made to the President of the Association and the spokesperson of the Association's bargaining representatives. The Association shall furnish copies of any pertinent information as reasonably requested by the Superintendent and/or designee or the Board, and

the Superintendent and/or designee shall furnish copies of any pertinent information as reasonably requested by the Association President.

The participants may call upon competent professional and lay representatives to consider the matter under consideration and to make suggestions. All language tentatively agreed upon shall be reduced to writing and signed as soon as practical after agreement. All tentative agreements shall be subject to the agreement on a total contract. When the Association and the Board reach a tentative agreement on all matters 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.

5.5 DISTRIBUTION OF CONTRACT

As soon as feasible after the execution of this Agreement, electronic copies will be provided. It shall be in a form mutually agreed.

The District shall provide electronic copies to all employees. Two (2) signed copies of the final Agreement shall be retained for the purpose of records. One shall be retained by the District, and one by the Association.

5.6 MEDIATION PROCEDURES

- A. If agreement is not reached after a reasonable period of negotiations and within forty-five (45) days of the scheduled start of the school year, either party may declare to the other in writing that an impasse exists and call for a mediator. The other party shall join in such a request. No mediator shall have authority to make public any recommendations for settlement.
- B. The Federal Mediation and Conciliation Service (FMCS) shall be requested by the parties to appoint a mediator. If FMCS is unable to provide a mediator within a reasonable period of time the parties shall request the services of a mediator from the Illinois Educational Labor Relations Board.
- C. Nothing in this section shall preclude the Association and Board from jointly requesting a mediator without declaring an impasse.

ARTICLE 6. WORK HOURS, WORK DAYS, CANCELLATION

6.1 HOURS, BREAKS

Work schedules, regularly assigned work shifts, workdays and hours, shall be assigned by the District. Total time worked in any workday, including the employee’s regular work shift, shall not exceed twelve (12) hours except during an emergency.

Required training or in-service taken during the normal workday shall be compensated at the normal rate of pay. Upon request of the affected employee(s), substitutes, if available, will be provided for mandatory training or in-service during the normal workday. When an employee is required to attend in-service or training in excess of the employee’s regular workday, they shall be compensated at the normal rate of pay unless the employee exceeds forty (40) hours of work, in which case, District overtime provisions shall apply.

Part-time employees shall be entitled to one (1) fifteen (15) minute duty free break. Full-time employees shall be entitled to two (2) fifteen (15) minute duty free breaks.

A thirty (30) minute duty-free lunch for full-time employees shall be scheduled by the district, as near as practical to the middle of the work shift, provided such lunch period is not counted as part of the shift length nor for pay purposes.

All employees will work an 8.5-hour workday, including their 30-minute duty-free lunch, and will be paid for the equivalent of 8 hours per day.

Hours shall be confirmed with each Supervisor to ensure coverage at each building when needed. Possible Hours shall be:

- 6:30 am - 3:00 pm
- 6:45 am - 3:15 pm
- 7:00 am - 3:30 pm
- 7:15 am - 3:45 pm
- 7:30 am - 4:00 pm
- 7:45 am - 4:15 pm
- 8:00 am - 4:30 pm

6.2 DAYS OF WORK

WAOPA members’ number of paid working days is defined below with the agreement that the count may vary each year by one day due to how the holidays fall on the annual calendars. Exact days will be defined in the members’ Notification of Employment provided by the Executive Director of Human Resources annually.

- 202 PAID days (189 Work +13 Paid Holidays)
- 214 PAID days (201 Work + 13 Paid Holidays)
- 231 PAID days (218 Work +13 Paid Holidays)
- 260/261/262 PAID days (245/246 Work +15/16 Paid Holidays- Will vary based upon Leap Year and Juneteenth weekday placement on the yearly calendar)

6.2.1 Beginning the 25-26 calendar, the Middle School Principal Office Professional positions will become a ten (10) month (214 days) calendar upon vacancy of position or Office Professional request to reduce calendar days.

6.3 CANCELLATION OF SCHOOL

6.3.1 As applies to 202, 214, and 231 Day Calendars, Office Professionals:
Upon the Superintendent's decision to close the school or the district due to weather conditions or in an emergency situation, the employee will have such designated day off and will be required to use a SICK or PERSONAL Day for this closure or extend their working calendar by one day at the end of the School Year.

6.3.2 As applies to 261/262 Day Calendars, Office Professionals:
Upon the Superintendent's decision to close school or the district due to weather conditions or in an emergency situation, the employee will be required to use a SICK, VACATION or PERSONAL Day for this closure, if they are unable to report to work.

ARTICLE 7. SENIORITY

7.1 DEFINITION

Seniority is defined as continuous length of service within the bargaining unit starting the employee's first workday. The employee shall be given credit for time served while under probation, upon receiving permanent employment. All employees who are or have been part-time employees (less than thirty hours weekly) shall be given seniority credit at the rate of one (1) year for every two (2) years worked as a part-time employee. New employees in the district shall serve a probationary period of sixty (60) days.

7.2 SENIORITY CREDITS

Employees who terminate employment with the District shall lose all seniority credits

7.3 SENIORITY ACCRUAL

Seniority shall accrue during approved sick/medical leaves provided such leave does not exceed six (6) months or the accumulated sick leave whichever is greater. During other leaves, seniority shall not accrue.

7.4 SENIORITY TRANSFERS

Employees who move from another West Aurora School District employee group to this unit shall retain their in-district seniority. However, the employee shall start at year one seniority and salary schedule placement within WAOPA as defined in section 15.1.

7.5 TERMINATION OF EMPLOYMENT

When an employee terminates employment with the District seniority is discontinued. Therefore, if the employee is later rehired, the employee's seniority starts at zero (0).

ARTICLE 8 - POSTINGS

8.1 JOB POSTINGS

All vacancies or new positions and their associated job descriptions shall be posted for not less than five (5) working days, except in the case of an emergency. Postings and related job descriptions will also be emailed to WAOPA members so that interested employees have the opportunity to apply for such positions. During this period qualified employees interested in applying for posted positions must so state in writing to the Human Resources Division. Vacancy notices shall be sent to the Association President the day following Board approval of the vacancy.

8.2 POSITION QUALIFICATIONS

The first consideration in filling vacant positions shall be the applicant's ability to meet the primary qualifications of the position by completing a skills based assessment for said position. All WAOPA members who pass the skills-based assessment test will be interviewed. Upon request, an employee shall receive in writing within five (5) workdays, reasons for not being selected for a transfer.

8.3 INVOLUNTARY TRANSFERS

The District shall make every reasonable effort to obtain voluntary employee transfers before proceeding with involuntarily transfers. If there are no qualified volunteers, the District may involuntarily transfer employees. Involuntary transfers will be made based on the employees' skills and qualifications, with consideration also given to seniority. Involuntary assignments will begin with the least senior member in the bargaining unit, provided that the employee possesses the required skills for the position and will be made without loss of benefits or seniority.

8.4 TEMPORARY DUTIES

8.4.1 When an employee is temporarily transferred to or temporarily performing the duties of another position, he/she shall be paid his/her regular rate of pay. If the temporary position is a higher rate of pay, the employee shall be paid the higher rate for the duration of the temporary duty.

8.4.2 When an employee is temporarily performing internal coverage for a position that is essential to the daily functions of the district, that office professional will be compensated by time sheeting or compensatory time compliance with the Fair Labor Act if working past their daily contract hours.

Temporary is defined as three (3) days or more with supervisor approval for compensatory time.

ARTICLE 9. VACATION, HOLIDAYS, LEAVES

9.1 SENIORITY PREFERENCE

Twelve (12) month employees with greater seniority shall be given preference of vacation days within the respective workstation involved.

9.2 VACATION REQUESTS

Twelve (12) month employees eligible for vacation shall submit to the District their request electronically via the current program.

9.3 VACATION

OP's hired after June 30, 2016 as a 12 month employee, will receive in accordance with the following schedule and allocated on July 1st of each year, on a pro-rated basis:

- 1 – 3 Years of employment = 10 days
- 4-7 years of employment = 15 days
- 8+ years of employment = 20 days

OPs may roll over up to a maximum of 20 vacation days (not to exceed 40 total days) at the start of a fiscal year. Any unused vacation days over 40 will roll over and become sick days

Grandfather Clause: For those current employees who were hired to work in the District prior to July 2016 and currently work in a position less than 12 months a year; said employees are grandfathered into the previous contract language granting them 20 days of vacation if they advance to a 12 month position at any time in the future. It is understood that if they are a mid-year transfer they will receive a prorated vacation package for the first year. However, at no time thereafter will they receive less than 20 vacation days after becoming a 12-month employee.

9.4 PAID HOLIDAYS

Holidays will be automatically paid when these days occur during the employee’s scheduled work year. The District and Association agree that the name and dates of the paid holidays may change during the term of this agreement.

Employees pre-approved by their supervisor to work on any of the paid holidays shall receive double their normal rate of pay for such work. If such work causes the employee to work more than forty (40) hours in that week, the hours in excess of forty (40) hours shall be paid at double time.

- 202 Day working calendar will include 13 paid non-attendance/holidays per year
- 214 Day working calendar will include 13 paid non-attendance/holidays per year
- 231 Day working calendar will include 13 paid non-attendance/holidays per year
- 260/261/262 Day working calendar will include 15 paid non-attendance/holidays per year, and will increase to 16 Days when Juneteenth falls during a work day (per our MOU dated: May 2023).

The Human Resources department will provide calendars to members of each group indicating the paid non-attendance/holidays on an annual basis no later than May 15th for the upcoming school year. The paid non-attendance/holidays shall correlate to the standard national holidays and the district calendar. Should the timing of a non-attendance/holiday pose a staffing problem, the district shall issue a “floating day”. The floating day may be taken at the employees’ election with Supervisor approval and must be used in the same school year or be forfeited.

THE PAID HOLIDAYS ARE:

New Year's Day - January	Labor Day - September
MLK Day - January	Indigenous Peoples Day - October
President's Day - February	Wed, Thanksgiving & Fri - November (3 days)
Good Friday - March/April	Christmas Eve - December
Memorial Day - May	Christmas Day - December
New Year's Eve - December	Floating Holiday (12 Mo OP's)
Juneteenth - (if a 12 Mo workday)	Fourth of July - July (12 Mo OP's)

9.5 SICK LEAVE

At the beginning of each school year, sick leave will be granted to all employees under this Agreement with the unused days to accumulate as provided by law. If an employee terminates employment prior to the end of the work year, and such employee has used more sick leave days than have been earned, such excess days shall be withheld from the employee’s payroll.

Sick leave will be earned in accordance with the following schedule:

- 202 Day Calendar employees earn 13 days per year
- 214 Day Calendar employees earn 13 days per year
- 231 Day Calendar employees earn 14 days per year
- 260/261 Day Calendar employees earn 15 days per year

Days will be made available for use on the first day of employment of the school year. Employees beginning employment after July 1st will be allocated on a pro-rated basis.

9.6 SICK LEAVE UTILIZATION

9.6.1. Employees must notify their supervisor of pending absence and enter via the current district program at the earliest possible time in order that arrangements can be made for reassignment of duties. Notice of pending return also must be given as early as possible to prevent unnecessary duplication of cost and service should such services be provided.

9.6.2 Sick leave may be used for illness, injury or to care for members of an employee's immediate family or a member of a household regularly residing in the employee's household. Immediate family is defined as spouse, children, parents, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, stepparents, and stepchildren. Accumulated leave will be available for utilization as needed provided, however, that in instances of extended absence beyond three (3) consecutive workdays, or in any situation where the District has a concern regarding the appropriate use of sick leave, the employee will provide medical verification of the illness and fitness to return to work as may be required. Failure to submit such verification shall result in payroll deduction in sick leave and subject the employee to disciplinary action.

9.6.3 At the end of the Office Professionals employment; the Office Professional may choose to follow the contract language set forth under 15.8 of this contract.

9.7 ADOPTIVE LEAVE

An employee's adoption of a child will be considered an approved use of sick leave. Approved uses of sick leave will include the employee meeting with an adoption agency, attorney, or physician, health verification of the employee, home visitations, and travel time to pick up adoptive child, and support of an adoptive child after placement in the home. Verification of an employee's absence will be provided to the District for any number of days in conjunction with an attorney, adoption agency, or physician. The adoption of a child by an employee qualifies for leaves provisions of this contract including but not limited to the provisions of the Family and Medical Leave.

9.8 BEREAVEMENT LEAVE

Bereavement occasioned by death in the immediate family or a member of the household (Those who regularly reside in the employee's household.) will constitute basis for utilization of three (3) days of leave except that the time may be extended upon prior approval of two (2) additional days because of distance or other extenuating circumstances. Additional days that are approved shall be deducted from sick leave or personal leave. Bereavement leave shall be available for each occurrence that qualifies under this provision. (Immediate family is defined as spouse, children, parents, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, stepparents, and stepchildren.)

9.9 PERSONAL BUSINESS AND EMERGENCY LEAVE

Employees will receive TWO (2) days of personal leave per year. The leave is to be used for employee personal business which cannot be scheduled outside regular employment hours. Employees can accrue up to a maximum of four (4) days of personal leave. The leave is to be pre-approved by the supervisor and requires forty-eight (48) hour notice, except in case of an emergency. Approval of the leave may be based on the scheduled workload at the time of the requested leave. The leave shall not be granted during the first or last five (5) days of student attendance or the days preceding or following Spring or Winter Break. The use of three + consecutive personal leave days must be approved by the Executive Director of Human Resources.

Unused personal leave days will carry over as follows:

TWO (2) Unused personal leave days may carry over into the following academic year as additional personal days. The remainder of unused Personal leave days will carry over into the following academic year as additional sick leave days.

9.10 PLANNED MEDICAL LEAVE

Planned medical leaves or authorized absences must be pre-arranged as soon as the dates are known.

Leaves or authorized absences shall begin no later and end no sooner than the dates established by the employee's physician as the minimum required for health and safety.

When the interruption of performance of duty occurs within an annual work period, then for that period of time the employee's personal physician shall certify the employee physically unable to perform the responsibilities of the contract. Any sick leave accrued to the employee's credit may be taken in lieu of absence without pay.

9.11 UNPAID LEAVE OF ABSENCE

Upon recommendation of the immediate supervisor through administrative channels to the superintendent or designee and with approval by the Board of Education, an employee may be granted an extended leave of absence for a period not to exceed one (1) year.

Leaves of absence will not be granted for the employee to accept a position in another public or private educational organization in the State of Illinois unless an honor has been given to the employee. Members on leave may maintain their participation in any District insurance program by assuming the total cost thereof. Members on leave shall give notice of their intent to return to the (Director of) Human Resources by March 1 of the year prior to the school year they intend to return. Members on leave shall not suffer any loss of accrued sick leave.

Members are not guaranteed their former position upon return and will need to accept any open position offered to them in the same job classification regardless of location within the district at the time of their return. If no position is open, the member will become a "Floating Sub" at their current rate of pay and must fill any open OP Sub position throughout the entire district regardless of job category. Please note this may mean the member will be working in multiple buildings each week. Member may apply for any open position that becomes available during this time with the expectation that the best candidate will still be offered the position. If a job opens in the member's former job category during this time, the said member will automatically be offered this position as a permanent placement and cease being a "Floating Sub".

9.12 DUTY CONNECTED INJURY

When an employee is injured on the job, the employee is to notify the current District workers compensation company and their Supervisor. Full salary is paid by the district for the dates of injury.

When an absence occurs due to a duty-connected injury or liability the employee shall have the following options:

Accept the two-thirds (2/3) of his/her salary from Worker's Compensation provider with no loss of sick leave.

OR

Accept the two-thirds (2/3) of his/her salary from Worker's Compensation provider and the additional one-third (1/3) of his/her salary from the District with a loss of one-third (1/3) day charged against his/her accumulated sick leave. However, payment from the District will cease when all sick leave has been exhausted.

For employees with greater than one year service, the District will maintain healthcare coverage for the employee until he/she returns to work.

9.13 ASSOCIATION LEAVE

The District shall grant leave with pay to employees for Association purposes as determined by the Association president or designee. The intended use of this leave must be scheduled in advance with the employee's supervisor. The employee must have approval from their direct supervisor and Human Resources Administrator to attend the meeting as no substitutes may be requested. The employees shall suffer no loss in pay.

9.14 FAMILY MILITARY LEAVE

Employees shall, upon request, be granted family and military leave of absence in accordance with the federal and state law for the purpose of spending time with immediate family members (children or spouse) serving in the armed forces immediately prior to or following deployment to a zone of conflict or when on leave from the same. Documentation of the deployment or leave status of the family member may be required. The first three (3) days of such leave shall be paid. Employees may also utilize any additional unused personal leave.

ARTICLE 10. COMMITTEES

10.1 DISTRICT COMMITTEES

The District and the Association agree to jointly promote safe and healthful working conditions and will cooperate in safety matters and encourage employees to work in a safe manner. Employees may serve, as appointed or elected by the Association, on any school or District committees.

10.2 SAFETY PLANS

The Association and the employees agree to abide by all safety/emergency preparedness rules of the District.

ARTICLE 11. GRIEVANCE PROCEDURE

11.1 DEFINITION

A grievance is a claim filed by an educational employee, and/or the Association with the consent of an aggrieved employee, alleging that the District has violated, misinterpreted, misapplied, unfairly applied, or not applied any provision of this Agreement which affects said employee and which will be processed as herein after provided.

This Article will not limit an employee's right to discuss a complaint via administrative channels and to solve the problem without resort to these grievance channels.

11.2 CONTENT OF A GRIEVANCE

During each step where a grievance is submitted in writing, the written statement will clearly specify:

- A. The name of the aggrieved person, the manner in which the aggrieved person has been injured, and the proposed remedy or remedies for resolution of the grievance
- B. The specific section of the Agreement allegedly violated When this alleged violation occurred
- C. In what way there has been a violation, misinterpretation or misapplication of this Agreement
- D. The results of the previous step in the grievance procedure and why the suggested solution(s) were unsatisfactory.

11.3 DAYS

A workday is defined as a day when the Administration Office is open for business. Days will mean workdays, except as specified herein.

11.4 ALTERNATIVE PROCEDURES FOR SPECIAL SITUATIONS

Provided the employee and their immediate supervisor agree, and the contract provision grieved is not within the purview of the supervisor, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

11.5 RIGHTS GUARANTEED

Witnesses may be utilized by either party at any step of the grievance procedure. All documents, communications and records dealing specifically with the process of a grievance will be considered confidential and filed separately from the personnel records. No reprisals of any kind will occur by the District or the Association against any grievant or other educational employee participating in the grievance procedure. The individual circumstances of an alleged grievance will not be subject to negotiations.

11.6 CLASS GRIEVANCES

A single grievance claim may be initiated at Step 2 in the interest of a group of employees having a common complaint. Such grievance may be brought by the group of employees themselves or by the Association on their behalf with their authorization.

11.7 COOPERATION OF BOARD AND ADMINISTRATION

The Board, the Administration, and the Association will cooperate in the investigation of any grievance, and further, will furnish such information as is requested for the processing of any grievance.

11.8 PROCEDURES

11.8.1 In the event that a member believes there is a basis for a grievance, the member shall first discuss the alleged grievance with the building supervisor. Such discussion shall be initiated within ten (10) days of the occurrence of the event resulting in the claim or when such might reasonably be ascertained to have occurred.

11.8.2 If, as a result of the informal discussion with the building supervisor, a grievance still exists, the grievant may invoke the formal grievance procedure by requesting such in writing. The member shall notify an Association representative of the claim and the representative shall participate in discussions held at each step outlined in 11.8.3. This formal step must be taken within ten (10) days of the informal conference. The written request shall be delivered to the Superintendent of Schools and/or designee and a copy given to the supervisor.

11.8.3 Step 1 - Within five (5) days of receipt of the grievance, the supervisor shall meet with the member and an Association representative to resolve the grievance. The supervisor shall indicate disposition of the grievance in writing within five (5) days of such meeting. The Association shall be entitled to a copy of all such dispositions.

Step 2 - If the member or the Association is not satisfied with the disposition of the grievance or if no disposition has been made within five (5) days of such meeting, the grievance shall be transmitted to the Superintendent and/or designee. Such transmittance shall be within ten (10) days of the meeting with the supervisor. If requested, the member shall meet with the Superintendent and/or designee to discuss the grievance, accompanied by a representative chosen by the member. The Association shall be notified of such meeting and may have a representative attend. The Superintendent and/or designee may request the supervisor and other affected persons to attend. If the grievance is unresolved, the Superintendent and/or designee shall make a written disposition of the grievance within five (5) days of such meeting. For purposes of this section, the Superintendent and/or designee may designate another administrator to act as representative.

Step 3 - If not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to the Board of Education, such to be filed no later than five (5) days following the decision of the Superintendent and/or

designee. The appeal may be in writing or by way of an oral hearing, as the Association may request, and if the latter, shall be closed unless otherwise mutually agreed and shall be before the full Board or a committee thereof as the Board shall designate. Any such hearing shall be scheduled within ten (10) days of the date of filing of the grievance at Step III. The Board shall communicate its decision in writing to the aggrieved member and the Association President within five (5) days following the hearing. Those persons who have the right to participate in the meeting at the Superintendent's level shall have the right to appear at the Board hearing, and legal counsel may also appear.

11.9 ARBITRATION

11.9.1 If the Association is not satisfied with the disposition of the grievance of the Board, the grievance may be submitted to arbitration before an impartial arbitrator to be mutually acceptable. If the parties cannot agree, the arbitrator shall be selected by the American Arbitration Association or the Federal Mediation and Conciliation Service in accordance with its rule. The decision of the arbitrator shall be binding to the parties concerned in the grievance. The fees and expenses of the arbitrator shall be shared equally by the parties. The Association will notify the Board of its intent to pursue arbitration within fifteen (15) days of the receipt of the Board's findings.

11.9.2 The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The arbitrator shall consider and decide only the specific issues submitted and shall base the decision solely upon the arbitrator's interpretation of the meaning and application of the specific terms of this Agreement, as well as the parties' past practices and bargaining history, to the facts of the grievance presented.

11.10 GENERAL PROVISIONS

11.10.1 The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to time limits may result in hardship to any party, the best efforts of the Superintendent and/or designee to process such grievance prior to the end of the school term or as soon thereafter as possible shall be used. In the case of a concern occurring during summer school, the Association and District will mutually agree to timelines and resolution process for a grievance.

11.10.2 If an individual member has a personal complaint and desires to discuss it with the supervisor, the member is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.

11.10.3 If a majority of members in one building are aggrieved, the Association may act as the grievant in their stead and such grievance shall be filed at the supervisor level. If an alleged grievance involves aggrieved members in more than one building, the Association may act as grievant and such grievance shall be filed at the Superintendent's level.

11.10.4 A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, shall be treated as though never having been filed.

ARTICLE 12. REDUCTION IN FORCE - LAYOFF AND RECALL

12.1 DEFINITION

The term "Layoff" as used herein refers to action by the Board reducing the number of employees in the Bargaining Unit. Layoff does not refer to decisions to terminate an individual employee for cause.

12.2 SENIORITY LIST

By February 1st of each school year, the District will publish and distribute to all employees and the Association a seniority list ranking each employee from most to least seniority.

For publication purposes only, employees having the same seniority date will be listed in alphabetical order. Employees must report discrepancies within thirty (30) days of publication to the Human Resources department.

12.3 SENIORITY DRAWING FOR LAYOFF PURPOSES

In the event a Reduction in Force (RIF) list is needed, using the current year Seniority List from Section 12.2, employees having the same seniority date, shall participate in a drawing by lot to determine position on the seniority list. The Association and all employees so affected shall be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

12.4 PROCESS

In the event of layoff, the District shall provide notice to all affected employees and the Association not less than thirty (30) calendar days prior to the layoff.

Layoff shall be by seniority within classification. Seniority is as defined in section 7.1. If a position is eliminated, the least senior employee within the eliminated classification shall be released. The released employee may bump the least senior member in a lower classification.

12.5 RE-EMPLOYMENT POOL

Laid-off employees shall be placed into a reemployment pool. Reassignment from this pool to existing vacancies shall be in reverse order of layoff. No new employees shall be employed to fill existing or a new assignment until the pool has been exhausted, providing that:

12.5.1 Employees in the pool shall be notified in writing of a bargaining unit position available to them. When possible, telephone contact will also be made. Failure to accept a proposed assignment within five (5) business days of receipt of the notice or within three (3) days of telephone contact (excluding voicemail) shall extinguish all recall rights of the employee.

12.5.2. When an employee is offered a position to return to the district, and the position is not best suited to the employee, said employee may exercise the right to refuse the position. After refusing the third position, the employee loses all rights to recall.

12.5.3 The District shall give written notice of recall from layoff by sending a certified letter, return receipt requested, at employee's last known address. The employee's address as it appears on the District's records shall be conclusive when used in connection with layoffs, recalls or other notice to the employee. Employees shall be held in the employment pool for a period of one (1) year from the date of notice of layoff.

12.6 LAYOFF BENEFITS

Any employee laid off shall retain accrued benefits if the District rehires the employee. During the period of one (1) year an employee is laid off, employee shall have the right to maintain health insurance coverage at no cost to the District if approved by the insurance carrier and following COBRA regulations.

ARTICLE 13. EVALUATION

Evaluation reports shall be presented to the employee by his/her immediate supervisor in accordance with the following procedures:

- 13.1 Evaluation reports shall be based on a compilation of evidence and observations by the supervisory personnel who come into contact with the employee.
- 13.2 After completing the 90-day Probationary Period outlined in Section 3.4.4, each employee shall be evaluated once in each of the first two years and at least once every two (2) years according to the following process:
 1. Notify the employees by October 1st of the procedure and evaluator.
 2. All evaluations shall be completed by April 1st
 3. The evaluation tool found in Appendix D, will be used. It shall be approved by the Association and the District. Supervisors must meet with the employee before winter break if an Office Professional's performance is deemed to have fallen below a proficient level.
 4. If an employee receives a rating of "Needs Improvement or Unsatisfactory" during the informal review before Winter Break, the employee will be placed into a ninety (90) workday Plan of Improvement period, of which by the end a "Proficient" or higher rating must be achieved, or the member's contract will not be renewed for the following school year. During this ninety (90) day Plan of Improvement, the supervisor will put in writing the areas needing improvement and the employee will be partnered with a mentor to help them gain at least a proficient rating by the final review phase at the end of 90 days.
 5. Receipt of an "Unsatisfactory" rating will be issued on the final review completed following the 90-day Plan of Improvement if the office professional fails to improve to at least a proficient rating and will result in a recommendation for non-renewal of the employee's contract for the following year.
 6. Employee may respond to the evaluation in writing within ten (10) work days of the meeting, and the Director of Human Resources will review the written evaluation. Upon review of the rating the Director of Human Resources will either affirm the rating or make a recommendation to the supervising administrator regarding any changes.
 7. A supervisor may evaluate with greater frequency than is minimally required under this section where the supervisor deems appropriate.
 8. All employees must receive a review before April 1st if hire date is prior to the end of the 1st semester. All positions must be reviewed prior to the end of the school year regardless of hire date to ensure open communications with supervisor.

Nothing herein is intended to limit the District's ability to address misconduct through the disciplinary process.

ARTICLE 14. EMPLOYEE RIGHTS

14.1 REPRESENTATION

An employee shall be entitled to have an Association Representative present during any disciplinary action. It is the employee's responsibility to request and secure representation from WAOPA, if so desired.

14.2 PROGRESSIVE DISCIPLINE

14.2.1 Definition

Progressive discipline shall be defined as verbal warnings, written warnings, suspension, with or without pay and discharge for cause.

14.2.2 Due Process and Progressive Discipline

The District and the Association wish to affirm their understanding of the District's adherence to due process and progressive discipline concepts, it is agreed to by the District and the Association as follows:

1. The District will adhere to due process and progressive discipline concepts consistent with the Illinois School Code.
2. As a part of adherence to due process concepts, the District will provide adequate notice of a pre-disciplinary meeting with a member, except in cases of potential threat or harm, the District may forego notice.
3. In issuing discipline, the District will use progressive discipline including the following:
 - A. Issuance of verbal warning
 - B. Letter of Direction
 - C. Letter of Reprimand
 - D. Suspension without pay (optional)
 - E. Issuance of Notice of Remedial Warning; and
 - F. Discharge/Dismissal

The District reserves the right to bypass and skip any of the above steps in progressive discipline depending upon the seriousness of the member's misconduct.

14.2.3 Notification and Personnel File

The Association President or his/her designee and the Director of Human Resources will be informed of any situation resulting in discipline.

1. Verbal Warning: This warning, issued by the member's immediate supervisor, will be summarized in writing and given to the member after the meeting to document the verbal warning. This written summary will not be placed in the member's personnel file. A copy will be sent to the Association President and the Director of Human Resources.

2. Letter of Direction: This notice, issued by the Superintendent or his/her designee, will be summarized in writing and given to the member after a meeting where the member has had the opportunity to respond to the information presented at the meeting. This written summary will be placed in the member's personnel file. Upon the member's written request, the document will be removed from the member's personnel file after four (4) years from the date of the Letter of Direction assuming no similar disciplinary infraction has occurred during this time. If an incident directly related to the Letter of Direction happens within the four (4) year time window, the original Letter of Direction will remain in the personnel file for the duration of any written discipline resulting from the more recent, related incident. Once a Letter of Direction is removed from a personnel file, the letter cannot be referenced in future disciplinary proceedings.
3. Letter of Reprimand: This notice, issued by the Superintendent or his/her designee, will be summarized in writing and given to the member after a meeting where the member has had the opportunity to respond to the information presented at the meeting. This written summary will be placed in the member's personnel file. Upon the member's written request, the document will be removed from the members' personnel file after six (6) years from the date of the Letter of Reprimand assuming no similar disciplinary infraction has occurred during this time. If an incident directly related to the Letter of Reprimand

14.3 COMPLAINTS FROM AN OUTSIDE SOURCE

Any complaint or other material directed to District administrators making derogatory reference against an employee by any parent, student or other person shall be called to the attention of the employee. Any complaint not called to the attention of the employee may not be used as a basis for disciplinary action against the employee unless the complaint is part of a legal investigation.

14.4 NON-DISCRIMINATION

Employees and qualified applicants shall receive consideration for assignment, promotion and/or employment without discrimination for any reason including, but not limited to sex, sexual orientation, marital status, race, color, creed, national origin, age or the presence of a non-related disability.

14.5 PERSONAL LIFE

The private and personal life of an employee is not within the appropriate concern or attention of the District unless it affects performance of duties or violates district policy.

14.6 HARASSMENT

The parties agree to comply with laws and district policy forbidding all types of harassment. The District shall take seriously any claim of harassment and appropriate action pursuant to the right of both the claimant and the accused.

ARTICLE 15. COMPENSATION AND FRINGE BENEFITS

15.1 SALARY SCHEDULE

All employees shall be paid appropriate to their placement on the Salary Schedule as indicated in the attached Appendix C.

15.2 OVERTIME

Whenever necessary, management can request employees work during hours or days beyond those falling within their regularly scheduled hours of work.

All prior approved overtime work performed in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half of the employee's regular rate of pay.

Overtime shall be compiled on a weekly basis, reported through appropriate means, and paid to the employee on the succeeding pay date after submission within payroll "cutoff" dates. Overtime shall be computed to the nearest half hour each time it is accrued. The District will determine the number of employees needed to work the overtime and the employees having the ability to perform the work.

15.3 MILEAGE REIMBURSEMENT

Employees required to use their own vehicle for District business shall be compensated at the prevailing mileage rate in the District, reflective of the rate established by the IRS.

15.4 EVENT WORK, STIPENDS & INCREMENTS

Office Professionals may apply for any open extra or co-curricular positions and, if hired, receive the rate of pay negotiated in the certified agreement.

Event work will be paid at the established rate of pay.

15.4.1 SUPERVISIONS:

Office Professionals shall not be left to monitor students during lunch detentions, In School Suspensions or After School when a parent has failed to pick up their student on time. Building Admin should make every attempt to ensure supervision of students by Certified Staff members throughout their contract hours.

15.4.2 CLASSROOM SUBSTITUTE: Current MOU signed: 2/1/22

Office Professionals who are qualified and hold a valid substitute license shall be allowed to substitute for a classroom teacher in the event their building is unable to secure a substitute. In this event, the Office Professional shall receive their per diem plus either twenty-five dollars (\$25) for a period of thirty (30) minutes up to 3 hours (classes) or fifty dollars (\$50) for more than three (3) hours (classes).

15.5 HEALTH AND DENTAL INSURANCE

Full-time employees shall be eligible for the District's contribution toward insurance premiums.

- A. The Board will contribute seventy percent (70%) toward the monthly premium for full family major medical and (50%) toward basic dental insurance for all members who qualify and desire such coverage. (Member and two or more dependents only).

The Board will contribute seventy percent (70%) toward the monthly premium for full individual major medical and (60%) toward basic dental insurance for all members who qualify and desire coverage (Member and one dependent).

The Board will contribute eighty-five percent (85%) toward the monthly premium for individual major medical and (85%) toward basic dental coverage for all members who qualify and desire such coverage (Member only).

It is recognized that the Board of Education has the right and authority to manage the costs of the health insurance program. Such decisions will be made in consultation with an insurance committee. The association shall be represented on the committee.

- B. The dependents of a member covered by medical and (50%) toward basic dental insurance who dies while under contract shall be allowed to continue such coverage up to twelve (12) months at no additional cost to the dependent.
- C. In the event that any carrier returns money to the District, this money shall be used to maintain rates for all members.
- D. For married couples or Dependent Family Member BOTH employed by the district together they shall be responsible for 15% of the medical premium contribution.
- E. For married couples or Dependent Family Member BOTH employed by the District, the family Dental premiums will also be covered by District at 100% for the base plan. However, regardless of marital status within the district, the difference in Dental premiums for the Buy-Up plan will be paid by the employee
- F. IF AT ANY TIME DURING THIS CONTRACT THE DISTRICT AGREES TO PAY A STIPEND TO EMPLOYEES WHO DO NOT ELECT MEDICAL COVERAGE, THE ASSOCIATIONS REQUESTS THAT WHATEVER IS OFFERED TO ANOTHER BARGAINING UNIT BE IMMEDIATELY IMPLEMENTED TO OUR ASSOCIATION AS WELL.

15.6 LIFE INSURANCE

The Board agrees to provide term life insurance in the amount of \$50,000.00 for all Office Professionals in the bargaining unit. Those qualifying members who do not elect any health insurance will be provided an additional \$75,000 group term life insurance at Board expense.

15.7 RETIREMENT

RETIREMENT STIPEND

Eligible employees shall receive one (1) of the following one-time retirement stipend options:

A. An employee who has a minimum of twenty (20) years of service with the District, who is/will be fifty-five (55) years of age by June 30th of the year in which the employee intends to retire shall be eligible for a one-time retirement stipend of (\$8,500.00) dollars.

B. An employee who has a minimum of fifteen (15) years of service with the District, who is/will be fifty-five (55) years of age by June 30th of the year in which the employee intends to retire shall be eligible for a one-time retirement stipend of (\$7,000.00) dollars.

C. An employee who has a minimum of ten (10) years of service with the District, who is/will be fifty-five (55) years of age by June 30th of the year in which the employee intends to retire shall be eligible for a one-time retirement stipend of six thousand (\$6,000.00) dollars.

D. In lieu of receiving the proposed Flat Wage increase for the 2025/26 school year AND the Proposed Longevity Stipends - an Office Professional who has a minimum of ten (10) years of service with the District, who is or will be 55 years of age by June 30, 2029, and they are vested in their perspective pension plan, shall be eligible for a one-time retirement stipend of Ten Thousand Dollars (\$10,000.00). Office Professionals must retire before the end of the 2029 school year and will receive 6% raises for their remaining years of employment. All intent to retire letters must be received by 7/1/2025 to qualify for this one-time retirement incentive.

In lieu of the one-time incentives listed above, members may opt for the following:

Members of the bargaining unit with a minimum of ten (10) years full-time experience to the District who will be eligible for IMRF retirement the year they intend to retire may submit a retirement letter to the district up to four (4) years before their final year of active service. This letter must be submitted by February 1 of the year it is submitted. Members who submit said letter shall be eligible for the final four (4) years previous to their stated retirement, an increase equal to six percent (6%) over the current year's scheduled salary but not less than six percent (6%) of the previous year's salary. This increase is in lieu of any other raise, step, or other earnings increase to which the OP may otherwise have been entitled; provided however, that in no event shall such increase make the total creditable earnings greater than six percent (6%) of the prior year's total creditable earnings. Once an irrevocable notice of intent to retire is received by the District, in no year shall creditable earnings in excess of 6% of the previous year's creditable earnings be paid to the retiring employee. However, earnings that are legally exempt from the state imposed "6% liability" rule in effect at the time of ratification of this agreement, or which shall be enacted within the scope of this agreement, shall not be considered in the calculation of the 6% increase limitation.

15.8 SICK DAY RETIREMENT USE

Upon retirement from the District, the employee may choose to use accumulated sick leave days towards IMRF creditable service in compliance with IMRF regulations. At the end of the Office Professionals' employment, the Office Professional may choose to transfer up to the maximum allowed sick days and/or sell back a portion up to one-hundred 100 days. (Example – Employee A has 220 days in their sick bank at District 129 at the time of retirement. They may transfer 120 days towards IMRF creditable service and cash in the remaining 100 days to the District at 50% of their current daily pay). Payments will be made thirty (30) days after the member's final payroll check.

15.9 ILLINOIS MUNICIPAL RETIREMENT FUND CONTRIBUTIONS

The district currently pays both the employee and employer IMRF contributions. Any increase of more than 2% to the total IMRF contribution based on the 2014-15 school year will be a "reopener" to be discussed by the parties and will not automatically be the responsibility of the district or the association. This "reopener" will apply only to the IMRF portion of the agreement.

15.10 INTERPRETER PAY

WAOPA recognizes that we work in a Multilingual School District that supports several languages across the buildings. Office Professionals who are Multilingual are expected to communicate with Non-English speaking families in person (or on the phone) and through Seesaw/Schoology and School Messenger (District Communication methods) throughout their regularly scheduled work hours in their buildings.

At their time of hire (or upon current OP's request to be tested), Office professionals will be tested on their oral and written proficiency if they are selected for a position that is "Bilingual Preferred" to ensure they are capable of providing day to day support for families and staff in the identified second language. Those employees who are deemed capable of providing this level of support shall receive a yearly Stipend of \$250.00 paid on their final paycheck of the school year (June 30th). Office Professionals must successfully pass this test to translate in their buildings and receive the Stipend. A list of Qualified OP's will be provided to ALL Buildings by the District. Building Administrators cannot ask an Office Professional to translate if they have not successfully passed this test.

If interpreting services are needed throughout the work day that is outside of an OP's daily job responsibilities or takes an employee away from their assigned location, the employee shall be allowed to timesheet these meetings and receive compensation for their services ONLY when they cause the employee to miss either their unpaid lunch break, or cause the Office Professional to stay late after their normal working hours. These occurrences must have approval from the Supervisor.

15.10.1 Highly Qualified to be Multilingual - Translation Services:

Office Professionals who are Certified by the District to interpret for, PTC or District Sponsored events requiring Interpretation, are encouraged to submit a timesheet when providing these Services. The Supervisor of said meeting or event must sign off on timesheet(s), AND the Principal's (or his designees) signature is required for payroll purposes. The after-Contract hour rate of pay for Translation Services shall be \$25.00 per hour (time and ½ if applicable; max \$37.50 per hour) - Unless the Office Professional's daily rate of pay is higher than the interpreter's rate of pay, at which time they shall use their normal rate of pay for these calculations.

** Office Professionals who are qualified to interpret for an IEP (504) Meeting will be compensated at a rate of \$50 per meeting regardless of time unless the meeting is greater than 2 hours. 2+ hour meetings will be compensated at a rate of \$100.00*

15.10.2 During Contract Hours:

Interpreting must be outside daily job responsibilities or take an Office Professional away from their assigned location and cause them to miss Lunch, breaks, or stay late– (Compensation will equate to time and a half for the Office Professional). Supervisors of said meeting will sign off on timesheet(s), the Principal" (or his designees) signature is required for payroll purposes.

15.12 COMPENSATION SCHEDULES

For the 2025-2026 School year, we will increase the new hire rates to \$17.50 for Category 1 and \$20.50 for Category 2. All members will receive a Flat Rate increase of \$2.00 above their current 2024-25 wage with the exception of anyone who is still below our new Hiring Wages. Any member who is below these new hire rates will move to \$18.00 for Category 1 and \$21.00 for Category 2.

For the 2026-27 and 2027-28 school years all members will receive an annual increase of 6%.

For the 2028-29 and 2029-30 School years all members will receive a 2.5% base increase plus $\frac{1}{2}$ of CPI to determine their annual increase. We will use CPI-U which is used for our tax levy, with a floor of 2% and a ceiling of 7% which will result in overall raises between 3.5% - 6% based upon inflation. The annual raise rate will be shared with members by May 15th each year.

ARTICLE 16. PROFESSIONAL GROWTH**16.1 PROFESSIONAL GROWTH**

This District will provide professional growth classes during three of five (3 of 5) school improvement days (SIP). Office Professionals will be required to complete a minimum of six (6) hours of Professional Growth during the calendar school year. The District will provide a variety of classes that are job specific during three (3) SIP Days for OP's and the Executive Board will have input in the remaining "software specific" classes that are offered on the other two (2) days . Office Professionals that are qualified and interested in facilitating with in-house trainers will have the opportunity to do so. An Office Professional may carry over up to three (3) professional development hours towards the next year's obligation. At any time, Administration may request our presence at mandatory Training sessions throughout the school year.

Classes offered will be entered into the District's Professional Development portal for each OP to register for. Classes will be in increments of a minimum of one (1) hour.

Non-required professional growth (individual)

NO changes

16.2 TRAINING MENTOR

Each new District employee or newly transferred to WAOPA employee will be assigned a Mentor who will be responsible for providing training to the new employee over their first year of employment. A Mentor may also be assigned to a struggling member throughout the year who needs performance support. The Mentor shall receive a \$500 Stipend PER MENTEE (Maximum of 2 per year) for providing these services on their final paycheck of the year (June 30th). The District shall incur the expense.

It is recommended that a mentor has the following qualifications:

- 3+ years of Office Professional Experience in the District
- Previously or currently working in a similar role
- Has received "Exceeds Expectations" Review OR has the written recommendation from their current supervisor to fill this role.

The role of the Mentor will be:

- Meet with new hire within 1 week of start date
- Provide support through Bi-Weekly Check-ins during the first 90 Days
- Meet monthly during the remainder of the school year contract
- Answer questions whenever they arise - first point of contact

ARTICLE 17. OTHER CONDITIONS OF EMPLOYMENT

17.1 STATUS OF AGREEMENT

This Agreement shall supersede any rules, regulations, policies, resolutions or practices of the District, which are contrary to, or inconsistent, with its terms.

17.2 PERSONNEL FILES

- A. Employees shall, upon request, have the right to inspect all contents of their complete personnel file kept within the District. Upon request, any documents contained therein shall be afforded the employee. No secret files shall be kept anywhere in the District. Representatives of the employee and of the employer may be present in any review of working files or permanent personnel files. The employee may respond to any document in the personnel file.
- B. No evaluation, correspondence or other material making derogatory reference to an employee's character or manner shall be kept or placed in the working or permanent personnel file without the employee's knowledge and opportunity to attach the employee's own comments.

ARTICLE 18. TERMS, AMENDMENTS & MODIFICATIONS OF AGREEMENT

18.1 CURRENT OR FUTURE LAWS

It is understood and agreed by the parties that this Agreement is subject to all applicable existing or future laws of the State of Illinois, including rules and regulations by the Office of the State Superintendent of Schools, or agencies of government, other than the District pursuant to authority granted to them by the legislature.

18.2 COMPLIANCE WITH LAW

Should any article, section or portion of this Agreement be held unlawful or invalid in any court, agency, ruling or opinion of the attorney general or be in conflict with existing state laws, such decision shall apply only to the article, section or portion thereof directly specified in such decision or opinion. The remaining provisions of this Agreement shall remain in full force and effect. In the event a provision is determined to be unlawful or invalid, such provisions shall be renegotiated. Collaborative Bargaining shall commence within two (2) weeks after receipt of the written decision affecting this section. The parties will enter Collaborative Bargaining for the purpose of attempting to arrive at a mutually satisfactory replacement of such provision(s).

18.3 STRIKE/NO LOCKOUTS

The Association agrees not to strike during the term of this Agreement. The District agrees not to lockout employees during the term of this Agreement.

ARTICLE 19. - DURATION

All provisions of this Agreement shall be in full force and effect from July 1, 2025, to June 30, 2030. The desire of the Association to negotiate a successor agreement shall be made in writing to the Superintendent on or before April 1, 2030.

SIGNATURES

FOR THE ASSOCIATION:

By: *Stacy M. Frisch*

Date: *3/3/25*

FOR THE DISTRICT:

By: *[Signature]*

Date: *3/3/25*

By: *Ellen Cerza*

Date: *3/3/25*

By: *Joy Engfer*

Date: *3/3/25*



WEST AURORA • NORTH AURORA • MONTGOMERY • SUGAR GROVE • BATAVIA

APPENDIX A
Positions in WAOPA – 91 TOTAL

POSITION	LOCATION	# OF	CATEGORY
Principal OP	Blackhawk Academy	1	2
Building OP	Blackhawk Academy	1	1
Principal OP	Weisner Center	1	2
Specialized Program OP	Early Learning Academy	1	2
Building OP	Early Learning Academy	1	1
Special Ed OP	Early Learning Academy	2	1
Principal OP	Early Learning Academy	1	2
Principal OP	Hope D. Wall	1	2
Building OP	Hope D. Wall	1	1
PPS Bilingual OP	Hope D. Wall	1	1
Principal OP	Elementary School	10	2
Building OP	Elementary School	10	1
Principal OP	Middle School	4	2
Bookkeeper OP	Middle School	4	2
Student Services OP	Middle School	4	1
Attendance/PPS OP	Middle School	4	1
Principal OP	WAHS	1	2
Bookkeeper OP	WAHS	1	2
Assistant Principal OP - Student Service	WAHS	1	2
Assistant Principal OP-T&L	WAHS	1	2
Assistant Principal OP - SPED	WAHS	1	2
Assistant Principal OP - Operations	WAHS	1	2
Assistant Principal OP - Activities	WAHS	1	2
Athletic OP	WAHS	1	2
Scheduling OP	WAHS	1	2
Dean/House OP	WAHS	10	1
Dean/House OP	WAHS	10	1
Library OP	WAHS	1	1
Bookstore OP	WAHS	1	1
Copy Room OP	WAHS	1	1
Intervention & Enrichment - AAC OP	WAHS	1	1
Receptionist OP	WAHS	1	1
Floating OP	WAHS	1	1
Receptionist/ CR/Student Services OP	Administration	1	2
District OPs: Accounts Payable, Finance, Dept. of Student Services, Special Ed. State Reporting, Special Ed - Records and Homebound, Multilingual Admissions, Admissions, Admissions - Central Reg., Teaching & Learning Elementary, Teaching and Learning - Secondary, Professional Learning, Technology, Data Research and Accountability, Human Resources, Substitute Procurement, Community Affairs, Director of Operations, Assoc. Superintendents OP	Admin	18	2

APPENDIX B
Positions EXCLUDED from WAOPA – 12 TOTAL

(For identification purposes only)

ADMINISTRATIVE ASSISTANT - OPERATIONS
ADMINISTRATIVE ASSISTANT – T & L
ADMINISTRATIVE ASSISTANT - SUPERINTENDENT
COORDINATOR - BENEFITS
COORDINATOR – GRANTS
COORDINATOR – HUMAN RESOURCES (Certified Staff)
COORDINATOR – HUMAN RESOURCES (Support Staff)
HUMAN RESOURCES GENERALIST (FMLA)
COORDINATOR – INFORMATION SERVICES
COORDINATOR – MEDIA RELATIONS
COORDINATOR - PAYROLL
COORDINATOR – PROFESSIONAL DEVELOPMENT

*Due to the nature of these positions – the scope of the job, handling of confidential information and level of state reporting which is processed – these 12 positions are agreed to be excluded from WAOPA.

APPENDIX C –

Office Professional - Salary Schedule For 2025-2030

STARTING WAGE	Category 1 Student Support Professionals	Category 2 Finance and State Reporting	Starting Wage Increase – CHANGES 5 x's over 5 Years
2025-26	\$17.50	\$20.50	25/26
2026-27	\$18.00	\$21.00	26/27
2027-28	\$18.50	\$21.50	27/28
2028-29	\$19.00	\$22.00	28/29
2029-30	\$19.50	\$22.50	29/30

2025/26 RAISES:

A One-Time **FLAT WAGE INCREASE** of \$2.00 per hour for ALL

ANNUAL RAISE for 2026/27, 2027/28, 2028/29 and 2029/30

2026/27 and 2027/28 - 6% raises both years for ALL

2028/29 and 2029/30- 2.5% Plus 1/2 of CPI (Floor is 2% and Ceiling is 7%) which will make the potential raises a minimum of 3.5%-6% maximum

SERVICE CREDIT BONUS

\$500 PLUS \$100 FOR EVERY YEAR OF SERVICE TO THE DISTRICT (UP TO \$2,500) FOR THE **2025/26**

- Paid January 15, 2026 on separate check.

OUTSIDE WORK EXPERIENCE 2025/26 and 2027/28 School Years

* For every 2 years of related work experience a new hire is eligible to receive an additional \$0.25/hour up to a maximum of \$1.00 (= to 8 years of Experience) above the current New Hire rate.

OUTSIDE WORK EXPERIENCE 2027/28, 2028/29 and 2029/30 School Years

* For every 2 years of related work experience a new hire is eligible to receive an additional \$0.50/hour up to a maximum of \$2.00 (= to 8 years of Experience) above the current New Hire rate

Appendix D

West Aurora School District 129

West Aurora Office Professionals Association - Performance Evaluation

Employee name: _____ Date of employment: _____

Building: _____ Job title: _____

Reason for evaluation: ____ Annual ____ End of probationary period ____ End of Improvement Plan

- Ratings:** (E) Exceeds expectations- goes above and beyond job expectations
 (P) Proficient - meets baseline requirements in their role
 (N) Needs improvement (detailed outline of ways to improve and plan to mentor attached)
 (U) Unsatisfactory (contract not renewed if in probationary or plan of improvement period)

SKILLS	RATING	COMMENTS
I. ATTENDANCE <ul style="list-style-type: none"> • Is punctual • Stays within contractually allowed absences • Observes time requirements of job • Communicates absences with administrator 		
II. ATTITUDE <ul style="list-style-type: none"> • Is dependable and reliable • Accepts and offers suggestions • Is willing to learn new techniques • Communicates effectively with direct supervisor • Communicates appropriately with others • Upholds district policies • Is cooperative: is a good team member and works well with supervisor and others • Maintains professional relationships with parents, students and staff • Demonstrates tactfulness with public • Maintains confidentiality 		
III. INITIATIVE <ul style="list-style-type: none"> • Uses time effectively and efficiently • Assists others willingly • Works independently • Seeks clarification or assistance as needed • Reacts appropriately to emergencies • Takes initiative with assignments and offers n new ideas and suggestions for improvement • Takes advantage of opportunities to increase knowledge by attending required professional development classes 		

IV. JOB SKILLS <ul style="list-style-type: none">• Produces quality work• Maintains accurate records• Uses appropriate telephone techniques• Applies organizational skills• Able to multitask• Maintains office supplies and equipment• Demonstrates effective use of office technology• Demonstrates flexibility		
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

GOALS FOR IMPROVEMENT:

Employment Recommendations: Receipt of any one (+) N or any (1) U ratings = Remediation
Receipt of two (2+) U ratings = Termination

_____ Re-employment _____ Remediation _____ Termination (probationary & plan of improvement employee only)

Employee acknowledgement:

I have reviewed this document and discussed the contents with my supervisor. My signature signifies that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee signature / Date

Supervisor signature / Date

APPENDIX E

Office Professional - Verbal Warning Form

Name of Employee:

Name of Supervisor:

Description of incident or issue:

List the instructions given to the employee to improve behavior or performance.

The employee must:

1.

2.

3.

4.

The supervisor shall meet with the employee to discuss improvement on:

Supervisor's Signature

Office Professional's Signature

Date

Date

APPENDIX F

Office Professional - Professional Growth Workshop Request Form

All requests require pre-approval. Approval will not be granted after the first class meeting.

Course descriptions must be attached.

NAME	DATE	
SCHOOL	OP POSITION	
WORKSHOP TITLE CLASS BEGIN/END DATES		
WORKSHOP FEE?		
YES	NO	
APPROVED?		
YES	NO	
AMOUNT \$		(per day)

Explain how the course will relate to your current job:

For Office Use Only - To be completed by Human Resources Department

Received Certificate? _____ Yes _____ No

Expense Voucher w/ Receipt? _____ Yes _____ No

_____ N/A

Authorized Reimbursement? _____ Yes _____ No

_____ N/A

Immediate Building Supervisor Authorization _____ Date _____

Direct of Human Resources Authorization _____ Date _____

APPENDIX G

Office Professional Categories 2025 - 2030

Category 1 (40 Positions)	Category 2 (51 Positions)
<ul style="list-style-type: none"> • Building OP – Blackhawk • Building OP – ELA • Special Ed OP – ELA (2) • Building OP – Hope D. Wall • PPS Bilingual OP – Hope D Wall • Building OP – Elementary (10) • Student Services OP – Middle School (4) • Attendance / PPS – Middle School (4) • Student Services House OP – WAHS (10) • College & Career Center – WAHS • Bookstore OP – WAHS • Copy Room OP – WAHS • Intervention & Enrichment OP – WAHS • Receptionist / STAR and Sub Attendance OP – WAHS • Floating OP - WAHS 	<ul style="list-style-type: none"> • Principal OP – Blackhawk • Principal OP – Weisner Center • Principal OP – ELA • Specialized Program OP – ELA • Principal OP – Hope D Wall • Principal OP – Elementary (10) • Principal OP – Middle School (4) • Bookkeeper – Middle School (4) • Principal OP – WAHS • Bookkeeper – WAHS • Assistant Principal OP – Student Services – WAHS • Assistant Principal OP – T & L – WAHS • Assistant Principal OP – SPED – WAHS • Assistant Principal OP – Operations – WAHS • Assistant Principal OP – Activities – WAHS • Assistant Principal OP – Athletics – WAHS • Scheduling OP – WAHS ADMINISTRATION CENTER (19) • District Receptionist/ Student & Family Services OP • Accounts Payable • Finance • Dept of Student Services • Special Education State Reporting • Special Ed – Records & Homebound • Multilingual Admissions • Admissions • Admissions & Central Registration • Teaching & Learning – Elementary • Teaching & Learning – Secondary • Professional Learning • Technology • Data, Research & Accountability • Human Resources • Substitute Procurement • Community Affairs • Director of Operations • Associate Superintendents Office Professional

