

AGREEMENT

between the

BOARD OF EDUCATION OF

NORTHBROOK|GLENVIEW SCHOOL DISTRICT 30

and the

DISTRICT 30 SUPPORT STAFF ASSOCIATION

2025-26

2026-27

2027-28

2028-29

## **TABLE OF CONTENTS**

|                                                   |           |
|---------------------------------------------------|-----------|
| <b>PREAMBLE</b>                                   | <b>4</b>  |
| <b>ARTICLE I - RECOGNITION</b>                    | <b>6</b>  |
| 1.1 Union Recognition and Unit Description        | 6         |
| 1.2 Definitions                                   | 6         |
| 1.3 Individual Negotiations                       | 6         |
| 1.4 Management Rights                             | 7         |
| <b>ARTICLE II - ASSOCIATION RIGHTS</b>            | <b>8</b>  |
| 2.1 Dues Deduction                                | 8         |
| 2.2 Use of School Facilities and Equipment        | 9         |
| 2.3 Association Leave                             | 10        |
| 2.4 Availability of Agreement                     | 10        |
| 2.5 Association President-Superintendent Meetings | 10        |
| 2.6 Provision of Board Information                | 11        |
| 2.7 Notice of Staffing Changes                    | 11        |
| 2.8 New Employees                                 | 11        |
| <b>ARTICLE III - EMPLOYEE RIGHTS</b>              | <b>12</b> |
| 3.1 Right of Representation                       | 12        |
| 3.2 Personnel Files                               | 12        |
| 3.3 Injuries on the Job                           | 12        |
| 3.4 Disciplinary Action                           | 13        |
| 3.5 Job Descriptions                              | 13        |
| <b>ARTICLE IV - WORKING CONDITIONS</b>            | <b>14</b> |
| 4.1 Professional Development                      | 14        |
| 4.2 Orientation                                   | 14        |
| 4.3 Work Calendar and Work Year                   | 14        |
| 4.4 Lunch Breaks                                  | 15        |
| 4.5 Paid Holidays                                 | 15        |
| 4.6 Working Environment                           | 16        |
| <b>ARTICLE V - EVALUATION</b>                     | <b>17</b> |
| 5.1 Purpose                                       | 17        |

|                                                          |           |
|----------------------------------------------------------|-----------|
| 5.2 Probationary Period                                  | 17        |
| 5.3 Completion of Probation                              | 17        |
| 5.4 Evaluation Procedure                                 | 17        |
| 5.5 Remediation                                          | 18        |
| <b>ARTICLE VI - ASSIGNMENTS, VACANCIES AND TRANSFERS</b> | <b>20</b> |
| 6.1 Definitions                                          | 20        |
| 6.2 Assignments                                          | 21        |
| 6.3 Vacancies                                            | 21        |
| 6.4 Transfers                                            | 22        |
| 6.5 Appeals                                              | 23        |
| <b>ARTICLE VII - LEAVES</b>                              | <b>24</b> |
| 7.1 Sick Leave                                           | 24        |
| 7.2 Catastrophic Leave                                   | 25        |
| 7.3 Personal Leave                                       | 25        |
| 7.4 Family and Medical Leave                             | 26        |
| 7.5 Jury Duty                                            | 26        |
| 7.6 Other Leaves of Absence                              | 27        |
| 7.7 Maintenance of Insurance                             | 27        |
| 7.8 Bereavement Leave                                    | 28        |
| 7.9 Conditions of Leaves of Absences                     | 28        |
| <b>ARTICLE VIII - GRIEVANCE PROCEDURE</b>                | <b>30</b> |
| 8.1 Definitions                                          | 30        |
| 8.2 Procedures                                           | 30        |
| 8.3 Miscellaneous                                        | 31        |
| <b>ARTICLE IX - REDUCTION-IN-FORCE</b>                   | <b>34</b> |
| 9.1 Procedures                                           | 34        |
| 9.2 Seniority Definition and List                        | 34        |
| 9.3 Reductions to Part-Time                              | 35        |
| 9.4 Recall Rights                                        | 35        |
| <b>ARTICLE X - COMPENSATION AND BENEFITS</b>             | <b>36</b> |
| 10.1 Wage Schedules                                      | 36        |
| 10.2 Extra-Duty Stipends                                 | 36        |

|                                                            |           |
|------------------------------------------------------------|-----------|
| 10.3 Cafeteria Plan                                        | 37        |
| 10.4 Medical Insurance                                     | 37        |
| 10.5 Dental Insurance                                      | 39        |
| 10.6 Life and Disability Insurance                         | 39        |
| 10.7 Deductions for Annuities and Deferred Compensation    | 40        |
| 10.8 Continuing Education Reimbursement                    | 40        |
| 10.9 Post Retirement Lump-Sum Payment                      | 41        |
| 10.10 Payment to Illinois Municipal Retirement Fund (IMRF) | 41        |
| 10.11 Future Revisions to IMRF Retirement Programs         | 41        |
| 10.12 Part-Time Support Staff Employees                    | 42        |
| <b>ARTICLE XI - NEGOTIATION AND IMPASSE PROCEDURES</b>     | <b>44</b> |
| 11.1 Power to Negotiate                                    | 44        |
| 11.2 Commencement of Negotiations                          | 44        |
| 11.3 Bargaining Proposals                                  | 44        |
| 11.4 Tentative Agreement                                   | 44        |
| 11.5 Final Approval                                        | 44        |
| 11.6 Impasse Procedures                                    | 45        |
| <b>ARTICLE XII - DURATION AND EFFECT OF AGREEMENT</b>      | <b>46</b> |
| 12.1 Complete Understanding                                | 46        |
| 12.2 Savings Clause                                        | 46        |
| 12.3 Term of Agreement                                     | 46        |
| 12.4 Midterm Contract Modifications                        | 46        |
| 12.5 No Strike - No Lockout                                | 46        |
| <b>Appendix A-1</b>                                        | <b>48</b> |
| <b>Appendix A-2</b>                                        | <b>49</b> |
| <b>Appendix A-3</b>                                        | <b>50</b> |
| <b>Appendix A-4</b>                                        | <b>51</b> |

## **PREAMBLE**

The Northbrook|Glenview School District 30 Board of Education, Administration, and the members of District 30 Support Staff Association of the District will endeavor to promote and maintain a professional environment where it is recognized that the members of District 30 Support Staff Association's most important role is supporting students, families and staff. Members of District 30 Support Staff Association in the District work productively to promote a positive school climate and establish good professional relationships with everyone in the school community.

Active participation in District institutes, in-service programs, and meetings is an integral part of the members of District 30 Support Staff Association during the school year to ensure awareness of the District Priorities.

This document reflects commitments made to each other by the Northbrook|Glenview School District 30 Board of Education, Administration, and the District 30 Support Staff Association. It is created collaboratively as a commitment to build more positive and effective working relationships.

To build a better working relationship and create a climate of trust, the parties commit to do the following in their interactions:

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Act in a trustworthy manner
- Commit to building trust
- Seek information before reaching conclusions
- Focus on the future and not the past
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize each other's needs and interests

Seek consensus whenever possible  
Celebrate our accomplishments  
Recognize the dignity and contributions of each other  
Encourage and support risk-taking  
Commit to realize District 30's vision

Finally, this commitment is not created as part of the Collective Bargaining Agreement. Its effectiveness is to be reviewed and evaluated by representatives of the respective parties regularly each year, in an effort to make it an integral part of the culture and climate of Northbrook|Glenview School District 30 and the District 30 Support Staff Association.

## **ARTICLE I - RECOGNITION**

### **1.1 Union Recognition and Unit Description**

The Board of Education of Northbrook|Glenview School District 30 (hereinafter the “Board” recognizes the District 30 Support Staff Association (hereinafter the “Association” as the sole and exclusive bargaining agent for regularly employed full-time and part-time support personnel: School Instructional Assistants, School Administrative Assistants, School Administrative Assistant MP 2<sup>nd</sup>, School Receptionists and School Clerks (as referenced in IELRB Unit Certification No. 2023-RC-0017-C dated 8-24-2023).

This shall not include professional licensed staff, Administrators, or any supervisory, managerial, confidential or short-term employees as defined by Section 2 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, et seq.

### **1.2 Definitions**

The term “support staff” or the term “employee” when used in this Agreement shall refer to all employees who are represented by the Association in the bargaining unit as determined in the above section and refers to School Instructional Assistants, School Administrative Assistants, School Administrative Assistant MP 2<sup>nd</sup>, School Receptionists and School Clerks (as referenced in IELRB Unit Certification No. 2023-RC-0017-C dated 8-24-2023).

### **1.3 Individual Negotiations**

The Board agrees not to negotiate with any support staff organization other than the Association during the duration of the Agreement. The Board agrees not to negotiate with any support staff individually during the duration of the Agreement on matters covered by the provisions of the Agreement.

#### 1.4 Management Rights

The Association acknowledges that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent provided by law, limited only by the lawful provisions of this Agreement, including but not limited to, such areas of discretion or inherent managerial policy as the functions of the Board, standards of service, the overall budget, the organizational structure, the selection of new employees and the direction and assignment of employees. It is expressly understood and agreed by the Association that all functions, rights, powers or authority of the Board which are not specifically limited by the express language of this Agreement are retained by the Board as authority vested in it by the laws and Constitutions of Illinois and the United States and as authority properly exercised by it.

## **ARTICLE II - ASSOCIATION RIGHTS**

### **2.1 Dues Deduction**

2.1.1 The Board shall deduct from the pay of each support staff current membership dues of the Association, provided that, at the time of such deduction, there is in possession of the Board a written authorization for continuing dues deduction voluntarily, executed by the support staff. The Association shall annually, on or before October 1, certify in writing to all support staff in the District and the Board the annual dues for the school year. The authorization shall remain in effect from year to year except that any employee may revoke such authorization by giving written notice of such revocation to the Association. The Association will communicate any employees who revoke authorization of dues deduction.

2.1.2 Provided the Association certifies membership in writing on or before October 1, dues specified will be prorated and deducted from pay starting with the first payroll in October. For any support staff employed after October 1, the Association and Business Office will collaborate to determine a prorated dues schedule to be paid for that individual. The Superintendent will notify the President of the Association of any written resignation prior to the end of the school term as soon as practicable. Termination of employment for any reason shall constitute revocation of authorization for dues deduction effective the last date of employment.

2.1.3 All dues deducted by the Board shall be transmitted to the Association within thirty (30) calendar days of their receipt.

2.1.4 The Association agrees to hold harmless and defend the Board from any and all claims, suits or other actions which may arise from the deduction of dues under this Section, provided only that the Board shall make such deductions and remittances as are provided herein.

## 2.2 Use of School Facilities and Equipment

2.2.1 The Association shall have the right to hold membership meetings outside the normal support staff day on school property, provided such meetings in no way interfere with any aspect of the operations of the school, total instructional program, and provided that if such meetings entail additional maintenance or custodial or other expenses, the Association shall pay such costs. Notification for such use shall be submitted to the principal of the building at least one (1) attendance day in advance of the time of intended use, unless extenuating circumstances exist and the principal is advised, in advance of the use if possible, of the reasons for the delay in notification. If the meeting shall involve more than twenty (20) persons where less than 90% of those attending are support staff, this paragraph shall not apply.

2.2.2 The Association shall have the right to use the District's inter-school distribution facilities, electronic communications, and/or support staff mailboxes to distribute a reasonable quantity of Association materials, provided that, if communications are not individually addressed and if submitted to more than 25% of the support staff in any single building, such materials shall be properly identified as official Association publications and a copy thereof concurrently provided to the principal and the Superintendent. Distribution of Association materials shall not occur so as to interfere with student-contact time or support staff work time. If at any time the United States Postal Service or any court of competent jurisdiction shall determine that the use of such a distribution system shall require the affixation of stamps, the Association shall be responsible for such and shall otherwise release, indemnify and hold the Board harmless for the use of the District's inter-school mail system.

2.2.3 Authorized Association members shall have the right to use on-site District equipment, such as, but not limited to: computers, copiers, screens, and display devices, provided approval for such use shall be granted by the

administrator responsible for such equipment. The Association shall pay the cost of all materials and supplies and the cost of any repair incident to such use. It shall be the responsibility of the Association to develop, maintain, and submit to the Business office by June 15 an itemization of all materials and supplies used.

2.2.4 The Association shall have the right to use a bulletin board located in each faculty lounge for the posting of official Association notices. It shall be the responsibility of the Association to remove all notices from the bulletin board at the end of the school term.

### 2.3 Association Leave

The President(s) and/or their designee will be entitled to take up to three (3) days to be used in full or half-day increments to attend Association business without loss of salary, provided the Association reimburses the District for cost of substitutes. No one person can use more than two (2) days total of Association Leave.

### 2.4 Availability of Agreement

The Board and Association agree that the administration will post the negotiated Agreement to the District 30 website within thirty (30) days of ratification.

### 2.5 Association President-Superintendent Meetings

The Association and the Administration recognize the importance of maintaining communication to better foster a good relationship and professional atmosphere throughout the school system. The administrative staff will formally meet with representatives of the Association on a regularly scheduled basis if needed, but no less than two (2) times per school year, for the purpose to discuss information and exchange ideas.

## 2.6 Provision of Board Information

The Board shall post the agenda and minutes of the public Board meetings for access on the District 30 website. Any material placed in the official minutes of the School District recording public action shall be linked with public access. The Board shall post the annual budget and audited financial statements on the website for public access. Other documents as are commonly provided to the public, may be reasonably requested from time to time

## 2.7 Notice of Staffing Changes

When the Superintendent or the Board proposes any changes during the year that would result in a reduction in the total number of support staff, the Association shall be afforded a reasonable opportunity to present its views to the Superintendent and/or the Board at least fourteen (14) days prior to any action, except in the case of an emergency.

## 2.8 New Employees

Pursuant to 115 ILCS 5/3(c)(2), name, position, assigned building and personal contact information on file with the District of newly hired support staff shall be made available to the Association within ten (10) school days of the date of hire.

## **ARTICLE III - EMPLOYEE RIGHTS**

### **3.1 Right of Representation**

When any support staff employee is required to appear before the Board or administrator concerning any matter which could directly affect the continuation of their employment, the support staff employee shall be given reasonable prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to represent them during such meeting or interview.

This procedure shall not apply to evaluation meetings.

### **3.2 Personnel Files**

Each support staff employee shall have the right, upon request, and consistent with the Illinois Personnel Records Review Act, to review the non-confidential contents of their District personnel file and to respond in accordance with the law to its contents. Such review shall be during normal business hours. No support staff employee shall remove any material from a personnel file. Upon written request, the employer shall reproduce one copy of any material in their personnel file for the support staff employee. Support staff employees shall be notified within ten (10) workdays of any disciplinary matters placed in their personnel file.

### **3.3 Injuries on the Job**

When a support staff employee sustains a work-related injury, they shall report the injury to their supervising administrator immediately and complete a workplace injury report as soon as possible. Additional workers' compensation documentation shall be submitted as directed by the District Office. The District Office shall maintain current workers' compensation forms and procedures on the intranet. All new support staff employees shall receive information about workplace injury reporting procedures during their orientation.

### 3.4 Disciplinary Action

Non-probationary support staff employees shall not be disciplined without just cause.

### 3.5 Job Descriptions

The District shall maintain current job descriptions for all support staff positions on the intranet, accessible to all staff. When the Administration modifies a support staff job description to meet operational or educational needs, it shall provide the Association President the opportunity to review any proposed modifications and give feedback to the Superintendent. Affected support staff employees shall receive a copy of the new job description. Such modifications shall take effect on the date specified in the notification.

The District may assign support staff employees additional duties within their general scope of work and qualifications. In emergency or short-term situations, support staff employees may be assigned duties outside their regular job description as necessary to maintain district operations. In these situations, every reasonable effort shall be provided to ensure support staff employees have the qualifications and training necessary to perform these short-term duties outside of their job description to appropriately support the students.

## **ARTICLE IV - WORKING CONDITIONS**

### **4.1 Professional Development**

Institute days and/or school improvement half days are workdays per individual employee calendars. Professional development will be aligned with the strategic plan and provide opportunities for support staff employees to meet in similar job categories.

Support staff employees shall receive training relevant to their job responsibilities. The District will notify support staff employees of opportunities as early as possible. Training may occur either before or during the implementation of new procedures. Support staff employees who need additional training time may request it from their building and/or district administrator.

### **4.2 Orientation**

All support staff employees new to the district shall be provided with orientation. Any support staff employee new to the district may be partnered with an experienced support staff employee at the building, who is assigned to provide building-specific information.

### **4.3 Work Calendar and Work Year**

The District will provide the official work calendars to association leadership annually. The calendars will be based on the workdays of each support staff position group identified below:

- 12-month positions work July 1 through June 30 (260 workdays), following the District fiscal year calendar
- 11-month position work approximately August 1 through June 30 (210 workdays), with start date adjusted to achieve the required workdays

- 10-month positions work (182 workdays) according to the Board-approved school calendar, including student attendance days, institute days, and designated workdays

#### 4.4 Lunch Breaks

Support staff employees shall be entitled to an unpaid thirty (30) minute, duty-free meal period. The meal period shall be scheduled with the approval of the immediate supervisor or building administrator.

#### 4.5 Paid Holidays

10-month support staff shall have the following paid holidays:

- The first three (3) Board-approved holidays after the first day of the 10-month employee work calendar in 2026-27.
- Board approved holidays four (4), five (5), and six (6) of the 10-month employee work calendar in 2027-28.
- Board approved holidays seven (7), eight (8), nine (9), and ten (10) of the 10-month employee work calendar in 2028-29
- At the start of the 2028-29 school year there will be a total of ten (10) paid holidays.

11-month support staff employee shall have the following paid holidays:

- The first three (3) Board-approved holidays after the first day of the 11-month employee work calendar in 2026-27.
- Board approved holidays four (4), five (5), and six (6) of the 11-month employee work calendar 2027-28.
- Board approved holidays seven (7), eight (8), nine (9), ten (10), and eleven (11) of the 11-month employee work calendar in 2028-29.
- At the start of the 2028-29 school year there will be a total of eleven (11) paid holidays.

12-month support staff employees shall have sixteen (16) paid holidays as specified in the Board's approved annual calendar.

#### 4.6 Working Environment

Support staff employees shall be provided with a safe and healthy work environment that provides the best opportunity for staff to be successful at their job duties and promotes a conducive working and learning environment. The building administrator shall provide support staff access to a mutually agreeable secure location to store personal belongings.

## **ARTICLE V - EVALUATION**

### **5.1 Purpose**

The Superintendent or designee is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies (5:320) and in compliance with state law.

### **5.2 Probationary Period**

Employees new to the District shall have a probationary period of 150 school days. A probationary employee may be disciplined, including by suspension without pay and/or discharge without recourse, at any time before the end of the probationary period. The discipline of an employee serving a probationary period shall not be subject to the provisions of the grievance procedure of the Agreement.

Employees transferred to a new job category within the district shall have a ninety (90) school-day probationary period for the new category; they shall be evaluated during the probationary period of the new position.

### **5.3 Completion of Probation**

Employees new to the District who have not completed their probationary period by the end of the school term will continue their probationary period beginning with the next school term.

### **5.4 Evaluation Procedure**

Probationary support staff shall be evaluated by April 1 of their first year of employment. Non-probationary support staff shall be evaluated at least every two years. Support staff will receive notification of their evaluation cycle, evaluator,

and a copy of the current job description by September 15 of each school year or within two weeks of hire, if after September 15.

The standards for the evaluation program shall include, but not be limited to:

- Each employee shall be evaluated at least biennially and should be on forms applicable to the job category to be completed by April 1.
- The supervising administrator shall evaluate support staff in collaboration with other appropriate district personnel.
- The employees work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
- The employee shall receive a copy of the evaluation. The employee will sign indicating receipt. If an employee disagrees with the evaluation, they may write a rebuttal within five (5) days of receipt of the evaluation.
- The evaluation forms shall include areas of strength, areas for growth and suggestions to improve job performance.
- A copy of the evaluation shall be placed in the employee's personnel file.
- Only evaluation procedures are subject to the grievance procedure, and standards of performance are not subject to the grievance procedure.

## 5.5 Remediation

When an evaluator deems a support staff employee's job performance unsatisfactory, a remediation process may be initiated to address the identified deficiencies. Some unsatisfactory evaluations may not be remediable. This process typically includes:

- Identification of Specific Areas of Concern: The supervisor/evaluator will clearly outline the specific areas where the employee's performance needs improvement.
- Description of Expectations: The employee will be provided with a clear description of the expected performance level during the remediation period.
- Timeline for Improvement: A timeline for correcting the deficiencies will be established, with a maximum duration of six weeks.

- Ongoing Feedback: The supervisor/evaluator will provide regular feedback to the employee on their progress towards meeting the expected performance level.
- Closing Conference: A final conference will be held to discuss the remediation outcomes and determine any necessary subsequent actions.

Consequences of Unsatisfactory Remediation: Failure to meet the outlined expectations within the remediation period may result in discharge.

## **ARTICLE VI - ASSIGNMENTS, VACANCIES AND TRANSFERS**

### **6.1 Definitions**

6.1.1 Employees may be assigned to work with any students or perform any duties within the scope of the assigned job category.

- School Administrative Assistant
- School Receptionist
- School Instructional Assistant
- School Instructional Assistant-Complex Learners
- School Clerk

6.1.2 Assignments are defined as the location and duties within the job category.

6.1.3 Vacancy is defined as an opening within the bargaining unit:

- Currently unfilled
- Newly created due to staffing increase, resignation, or the result of a transfer

Anticipated vacancies do not occur until our annual staffing plan is complete and all support staff employees are assigned for the following year.

Openings created by leaves of absence under one year or openings reserved for support staff on recall lists are not considered vacancies.

6.1.4 Transfer is defined as a voluntary or involuntary move from one job category to another job category within the bargaining unit. A change in assignment is not a transfer.

## 6.2 Assignments

6.2.1 Support staff employees shall be notified of their assignment for the forthcoming year at least ten (10) days before the last day of school. Notifications shall include the job category and assignment, FTE status, and wage. It is important to note that assignments can be changed at any time, and reasonable effort will be made to give support staff a two (2) day notice.

6.2.2 If at any time during the course of the school year, a support staff's assignment changes short-term, due to student or building needs, they will receive written notification from an Administrator. Every reasonable effort shall be made to provide a two (2) day notification prior to a change in assignment.

6.2.3 If an Instructional Assistant is assigned to temporarily serve in the capacity of Instructional Assistant – Complex Learners, such employee shall receive the negotiated wage differential for the Instructional Assistant – Complex Learners.

## 6.3 Vacancies

6.3.1 The Superintendent or designee shall distribute all vacancy notices via email to all staff, a physical posting in each school, and the online application system.

6.3.2 Postings shall include a job description, location, and wage information.

6.3.3 The District shall have the right to fill vacancies with the candidate it determines best meets the position requirements and District needs. Qualified internal candidates shall be granted interviews before external candidates are considered. Support staff returning from leave to their former

position and support staff on the recall list within their former job category shall be considered for vacancies.

#### 6.4 Transfers

6.4.1 An employee may request a voluntary transfer to a vacancy for which they are qualified. Interested employees shall submit an online application within five (5) workdays of a posted opening. While qualified employees may be considered, the District has the right to determine the process and select the candidate it determines best meets the position requirements and District needs, considering factors including but not limited to qualifications, experience, and seniority.

6.4.2 When it is necessary to involuntarily transfer or reassign support staff between buildings, to the extent possible, all qualified volunteers shall first be considered. When qualified volunteers are not available, such transfers shall be made based on the experience, skills, licensure, and needs of the position. Every reasonable effort will be made to schedule a meeting between the support staff and the Principal or designee 48 hours in advance of an involuntary transfer between buildings.

Changes in work location within a building, student assignments (general education or special education), grade level assignments, and daily schedules shall not constitute a transfer and may be made at the discretion of building administration based on student and program needs. The building administration will make reasonable efforts to communicate such changes to affected support staff in advance.

6.4.3 All transferred support staff shall receive orientation at their new location.

6.4.4 If a support staff employee is transferred to a job category with a different wage, the wage for that newly transferred job category will apply to the employee.

## 6.5 Appeals

6.5.1 Support staff who believe that a transfer decision or denial of transfer was arbitrary or capricious may submit an appeal.

6.5.2 Appeals must be submitted to Human Resources within five (5) working days of the transfer decision notification. The appeal will be reviewed by Human Resources within ten (10) working days, with a final decision communicated to the support staff member.

## **ARTICLE VII - LEAVES**

### **7.1 Sick Leave**

Full-time support staff employees whose position is based on a 12-month employment calendar shall receive fifteen (15) paid sick leave days per year. Full-time support staff employees whose position is based on less than a 12-month employment calendar shall receive eleven (11) paid sick days per year. Part-time support staff shall receive sick leave pay equivalent to their regular work day.

Sick leave shall be interpreted to mean illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption, and the acceptance of a child in need of foster care. For purposes of this Section, immediate family shall include: parents, spouse, siblings, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, siblings-in-law, legal guardians, or significant others.

Sick leave use for leave after birth generally shall not exceed thirty (30) school days following delivery of the child, unless the support staff employee provides medical substantiation of the need for additional sick leave days. Paid sick leave for adoption or placement for adoption is limited to thirty (30) school days and subject to substantiation that the formal adoption process is underway.

The Superintendent may require a medical certificate for use of sick leave after an absence of three (3) days for personal illness or as the Superintendent may deem necessary in other cases. If a certificate is required during a leave of less than three (3) days for personal illness, the District shall pay the expenses incurred by the support staff employee in obtaining the certificate.

## 7.2 Catastrophic Leave

7.2.1 In the event of a catastrophic illness (defined as a prolonged, serious, personal illness, affliction, or incapacitation requiring verification via medical documentation) and upon written application to the Superintendent for use of catastrophic leave, support staff employees may use additional sick days which are granted by the Board of Education immediately after the depletion of their own personal/sick and vacation days. Employees are eligible for catastrophic leave after one (1) year of employment with the District.

7.2.2 The maximum number of days a support staff employee shall draw from Catastrophic Leave shall be sixty (60) days or until the end of the school year, whichever is less. The maximum number of catastrophic leave days for the care of a spouse, child, or parent shall be thirty (30) days or until the end of the school year, whichever is less.

7.2.3 The Superintendent and the Association President will jointly recommend approval or denial of each request. In the event the Superintendent and Association President cannot come to a consensus, the request will be heard by the Board of Education for final determination.

## 7.3 Personal Leave

Full-time support staff employees whose position is based on a 12-month employment calendar shall receive four (4) paid personal leave days per year. Full-time support staff employees whose position is based on less than a 12-month employment calendar shall receive three (3) paid personal leave days per year.

The use of a personal leave day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the supervising administrator three (3) days before the requested date.

2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five (5) days of the school year, unless the Superintendent grants prior approval.
3. Personal leave must be used in full or half-day increments.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or on an institute training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Unused personal leave will be converted to the employee's sick leave accumulation.

#### 7.4 Family and Medical Leave

Support staff employees shall be entitled to this leave pursuant to the conditions set forth in this Section and in Section 7.9.

Eligible support staff employees may take unpaid family and medical leave under the Family and Medical Leave Act (FMLA) and in accordance with Board Policy for a serious health condition of the employee or their spouse, child, or parent; for birth, childcare, or placement of a child for adoption or foster care; or for certain military-related reasons.

At the request of either party, accrued paid sick/personal leave may run concurrently for all or any part of the unpaid leave granted pursuant to the FMLA. Accrued paid sick/personal leave may be substituted where the leave is taken in accordance with Section 7.1 of this Agreement.

#### 7.5 Jury Duty

Active support staff employees (i.e., not otherwise on a leave of absence) summoned for jury duty shall be granted a leave of absence without loss of salary.

Jury duty fees will be kept by the support staff employee. Employees shall submit evidence of attending jury duty.

#### 7.6 Other Leaves of Absence

In the sole discretion of the Board, a support staff employee may be granted a leave of absence without pay, subject to such conditions as the Board may prescribe. The granting of leave in one instance shall not constitute a precedent for any other application. All leave applications shall be in writing, in sufficient detail to describe the nature of the desired leave and submitted in advance to the Superintendent or designee. The Association may submit its viewpoint on such leave in writing to the Superintendent or designee prior to final approval or disapproval. The failure of the Association to submit its viewpoint shall not restrict the right of the Board to grant or deny the leave.

#### 7.7 Maintenance of Insurance

7.7.1 All support staff employees on leave of absence shall be entitled to maintain medical and dental insurance policies as set forth herein, provided the employee pays the full premium(s) directly to the Board after the expiration of any insurance benefits afforded under the Family and Medical Leave Act. Maintenance of these and other insurance policies (e.g., life, disability, etc.) shall be subject to the terms and conditions of the insurance policies then in effect, including calculation of time periods afforded under the federal COBRA law.

7.7.2 Any support staff employee who completes the entire current school year (e.g., paid through the last day of the school year) and who is either to commence an unpaid leave of absence pursuant to the Agreement at the beginning of the next school year, or who resigns from the District, or who is dismissed from the District, except for just cause, shall have medical insurance paid by the Board through August 31 of that year, and for other

insurances according to the eligibility requirements established by the insurance carriers.

## 7.8 Bereavement Leave

Each full-time active (i.e., not otherwise on a leave of absence) support staff employee shall be granted up to five (5) days per school year for bereavement without loss of pay or deduction of sick leave days. Each part-time support staff employee shall be granted up to five (5) bereavement days equivalent to their workday. Each part-time support staff employee working less than five (5) days a week shall receive bereavement days prorated based on five (5) days a year.

## 7.9 Conditions of Leaves of Absences

Unless otherwise set forth in Article VII, any leave of absence is subject to the following general conditions:

7.9.1 All requests for leave, except for leaves under the Family and Medical Leave Act, shall be made in writing to the Superintendent or designee for approval by the Board at least ninety (90) calendar days prior to the anticipated beginning of such leave. In extraordinary circumstances, the Board may waive the ninety (90)-day deadline.

7.9.2 Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. From time to time, the Superintendent or designee may request the support staff employee to furnish subsequent statements from the doctor indicating the employee's continued ability to perform their duties.

7.9.3 In order to advance on the wage schedule, a support staff employee returning from an approved leave of absence must have worked the equivalent of 75% of their work calendar and work year (see Section 4.3) to

be eligible for step advancement. A support staff employee on an unpaid leave of absence will maintain their seniority position and will be afforded seniority credit.

7.9.4 In all instances where a support staff employee is granted a leave of absence of six (6) months or more, as a condition thereof, they shall advise the Superintendent or designee in writing by February 1 prior to the termination of such leave that they intend to return to employment. Failure to advise the Superintendent or designee of the intent to return, as required by this Section, shall be treated as a resignation from the District.

## **ARTICLE VIII - GRIEVANCE PROCEDURE**

### **8.1 Definitions**

8.1.1 A grievance shall mean only a complaint by the Association or a support staff member that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.

8.1.2 All time limits consist of school days, except that, when a grievance is submitted less than ten (10) days before the close of the current school year, time limits shall consist of all calendar days. "School days" for the purposes of the Grievance Procedure shall mean days on which the school District Office is open.

### **8.2 Procedures**

The parties hereto acknowledge that it is usually most desirable for a support staff member and their immediate supervisor to resolve problems through free and informal communications. When requested by the support staff member an Association representative may accompany the support staff member to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the support staff member and/or the Association, a grievance may be processed as follows:

**Step 1.** The grievant and the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within seven (7) days after the receipt of the grievance. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement allegedly violated and shall state the remedy requested. The filing of the formal, written grievance at Step 1 must be within twenty (20) days from the date of the occurrence or from the time when the grievance might reasonably have been ascertained. The

Association representative, the grievant and the immediately involved supervisor shall be present for the meeting. Within eight (8) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

**Step 2.** If the grievance is not resolved at Step 1, then the grievant or the Association may appeal the grievance to the Superintendent or designee within six (6) days after receipt of the Step 1 answer. The Superintendent or designee shall arrange with the grievant or the Association representative for a meeting to take place within ten (10) days of the Superintendent's receipt of the grievance. Within eight (8) days of the meeting, the grievant and the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

**Step 3.** If the Association is not satisfied with the disposition of the grievance at Step 2, the Association may submit the grievance to binding arbitration. The American Arbitration Association (AAA) shall act as the administrator of the proceedings, unless the parties mutually agree to the selection of an arbitrator within seven (7) days after notice of the arbitration demand is given. If a written demand for arbitration is not filed within twenty (20) days of the date of the Step 2 answer, then the grievance shall be deemed withdrawn. The arbitrator shall consider and decide only the specific issues submitted to them in writing and shall base the decision solely on their interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

### 8.3 Miscellaneous

8.3.1 Each party shall bear the full costs of its representation. The cost of the arbitrator and AAA shall be divided equally between the parties. If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association.

8.3.2 If the Association or any support staff member files any claim or complaint in any court of law or appropriate government agency other than under the Grievance Procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the Grievance Procedure until the court or other agency has completed its processing of the claim and has issued a determinative ruling, unless this is found to be prohibited by law.

8.3.3 Failure of a grievant or the Association to act upon any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the appeal to proceed to the next Step. The time limits, however, may be extended by mutual agreement.

8.3.4 At any and all Steps in the Grievance Procedure, each party shall have the right to include in its presentation such witnesses and counselors as it deems necessary. At no time shall a support staff member be required to discuss any grievance if the Association's representative is not present.

8.3.5 Grievances involving an administrator above the building level may be initially filed by the Association at Step 2.

8.3.6 When a support staff member is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any formal Step of the Grievance Procedure.

8.3.7 No reprisals shall be taken by the Board or the administration against a support staff member because of their participation in a grievance.

8.3.8 All records related to a grievance shall be filed separately from the personnel files of the participant(s).

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

8.3.10 It is agreed that any investigation or other handling or proceeding of any grievance by the grieving support staff member shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving support staff member.

## **ARTICLE IX - REDUCTION-IN-FORCE**

### **9.1 Procedures**

For a reduction-in-force (RIF) of support staff (i.e., a reduction in the number of support staff as a result of the need to discontinue a particular support service or to decrease the number of support personnel employed), the Board shall follow the procedures set forth in Section 5/10-23.5 of the *School Code*. The Superintendent or the Board shall advise the Association President of such reduction-in-force proposals in writing so as to permit the Association to present its views in writing to the Superintendent prior to any action being taken by the Board to implement the recommendation of the Superintendent. The Association shall be notified of the reduction-in-force proposals to be submitted to the Board no later than fourteen (14) calendar days prior to its presentation to the Board. The Association shall be presented a reasonable opportunity to state its views to the Superintendent and/or the Board prior to action to implement such proposals.

Any employee who is removed or dismissed as a result of RIF shall be given written notice by personal delivery or certified mail, return receipt requested, at least thirty (30) days before the employee is removed or dismissed or the hours the employee works are reduced with a statement of honorable dismissal and the reason therefore. However, if a reduction in hours is due to unforeseen reduction in the student population, then the written notice must be mailed and given to the employee at least five (5) days before the hours are reduced.

Variations in the annually approved School Calendar (e.g., staff institute days and half days, etc.) may create a fluctuation in hours worked per week, which will be reflected in pay. These variations are not a reduction-in-force.

### **9.2 Seniority Definition and List**

9.2.1 By February 1 of each year, a seniority list will be made available to the Association and posted at each building, ranking all district support staff

by categories of positions. Seniority will be determined by continuous full-time employment within categories of positions from the start date. Part-time support staff does not accrue seniority.

9.2.2 Ties in seniority shall be resolved by the date and time of hire, as approved by the Board. If the date of hire for two (2) or more support staff is the same, then the tie shall be resolved by the date of offer to that support staff. If a date and time of offer has not been noted, then the tie shall be resolved by lottery. The procedure and holding of said lottery shall involve both Administration and Association representatives.

### 9.3 Reductions to Part-Time

Any support staff involuntarily reduced to part-time will be eligible to receive health, life and disability benefits in accordance with insurance carrier eligibility requirements.

### 9.4 Recall Rights

Support staff who have been honorably dismissed shall have recall rights to any vacancy the employee is qualified to fill, which occurs for the following school term or within one (1) calendar year from the beginning of the school term following the RIF. During this recall period, support staff on the recall list shall be offered in reverse order of seniority any vacancy occurring within the specific category of position from which they have been removed or dismissed, provided the employee is qualified to hold such vacant position.

## **ARTICLE X - COMPENSATION AND BENEFITS**

### **10.1 Wage Schedules**

10.1.1 Wage schedules reflecting hourly compensation for the 2025-26, 2026-27, 2027-28 and 2028-29 school years shall be set forth in the Appendices in the back of this contract. Current employees will be placed on the 2025-26 wage schedule through a collaborative process, which will determine their wages and increases for that year.

Relevant prior work experience of newly hired support staff shall be given for initial placement on the wage schedule. This placement will be made available to the association.

10.1.2 For the 2025-26 school year only, returning support staff eligible to receive a wage increase shall receive at least a six percent (6%) increase over their previous wage via a one (1)-time differential payment, if necessary.

### **10.2 Extra-Duty Stipends**

Assignment of extra-duty stipends is defined in Section 9.4 of the District 30 Education Association (EA) Agreement, and compensation for extra duties is defined in Appendix B of the EA Agreement.

Extra-duty stipends shall be added to the support staff employee's wage and shall be included in compensation in accordance with current practices. Stipends shall not be paid to any support staff employee for the duration of a leave of absence or while otherwise unable to perform the stipend duties for a continuous period of time.

### 10.3 Cafeteria Plan

10.3.1 The Board shall maintain a cafeteria plan (flexible spending account) which meets the requirements of the Section 125 and other applicable provisions of the *Internal Revenue Code*. If, at any time, such Section 125 and/or the other applicable provisions of the *Internal Revenue Code* are amended, the parties shall promptly meet to agree upon modifications to the cafeteria plan.

10.3.2 Any support staff employee may annually elect to participate in the salary redirect plan component of the cafeteria plan by choosing to receive benefits not to exceed the amount allowed under the Internal Revenue Code in any plan year. The amount elected shall be deducted from the support staff employee's compensation. The support staff employee shall designate the dollar amount(s) elected for that year for each of the following benefits.

10.3.2.1 Premiums for single or dependent coverage for medical, dental, disability, and/or other qualified insurances, to the extent such premiums are not paid by the Board.

10.3.2.2 Reimbursement for the cost of medical care, as defined in the *Internal Revenue Code*, to the extent not covered by insurance and incurred by the support staff employee, the support staff employee's spouse, and/or the support staff employee's dependents.

10.3.2.3 Reimbursement for qualified dependent care assistance as defined in the *Internal Revenue Code*.

### 10.4 Medical Insurance

10.4.1 The Board shall provide group medical insurance through a Preferred Provider Organization (PPO) or a Health Maintenance Organization (HMO). Any full-time support staff employee who elects to participate in either the

PPO or HMO shall contribute towards the premium cost according to the following schedule:

Individual PPO or HMO Coverage

10% of premium cost

Family PPO or HMO Coverage

2025-26 42% of premium cost

2026-27 41% of premium cost

2027-28 40% of premium cost

2028-29 39% of premium cost

10.4.2 Each school year, the Board shall, in a form and manner determined by the Board as most appropriate, disseminate information on the Board-provided insurance, including a summary of coverages, premium costs, and open enrollment periods. The Board shall submit such information as is planned to be disseminated to the Association for comments prior to the time any information is disseminated to the support staff employees.

10.4.3 The Board and the Association agree that it is mutually beneficial to educate members regarding insurance benefits and to educate members on the benefits of participation in the insurance cooperative's wellbeing incentive program. To that end, a standing joint wellbeing committee ("WC") shall be composed of up to two (2) support staff employee representatives appointed by the Association, up to (3) teacher representatives appointed by the Education Association, and up to three (3) representatives appointed by the Superintendent.

The WC will meet at least three times during the school year with the first meeting in the fall.

The WC shall examine such topics as those contained in the following list:

1. Motivating participation;

2. Publicizing the benefits of participation by members and their families;
3. Making opportunities for members to engage in wellness activities at school and at home; and,
4. Seeking the cost savings for members and the District by participation in the wellbeing program.

At least once per school year, the WC will run an informational meeting open to all staff.

#### 10.5 Dental Insurance

The Board shall provide full-time support staff access to dental insurance at the full cost of the employee.

#### 10.6 Life and Disability Insurance

10.6.1 The Board shall provide each full-time support staff employee with \$50,000 term life insurance according to the eligibility requirements established by the insurance carrier. This insurance policy shall be made available on the district's intranet.

10.6.2 The Board shall provide each full-time support staff employee with coverage under a group long-term disability insurance policy which, in conjunction with any benefits and offsets from the disability sections of the Illinois Municipal Retirement Fund and any eligibility requirements established by the disability insurance carrier, will pay a support staff employee in accordance with the eligibility requirements established by the insurance carrier. This policy shall be made available on the district's intranet.

## 10.7 Deductions for Annuities and Deferred Compensation

Support staff employees shall be eligible to have payroll deductions for annuity and deferred compensation programs through vendors on a Board-approved list. The Board-approved list shall be available on the district's intranet. Payroll deductions for annuities and deferred compensation programs shall be transmitted to the support staff employee's selected bank, credit union, or annuity company in accordance with Internal Revenue Code.

## 10.8 Continuing Education Reimbursement

10.8.1 Full-time support staff employees can apply for continuing education reimbursement for courses taken through an accredited program that leads to a licensed teaching degree or additional skills directly related to the job category. Superintendent pre-approval is required for tuition reimbursement and shall not exceed \$125 per credit hour. The employee is responsible for the initial payment, and tuition reimbursement is available upon submission of an official transcript demonstrating a grade of 'B' or better. The administration prioritizes tuition reimbursement based on district needs.

10.8.2 Skill-based training and professional development not part of an accredited degree program requires prior approval from the supervising administrator. This training is designed to enhance job-related competencies or operational knowledge. Approved skill-based training will be reimbursed upon completion and submission of attendance verification.

10.8.3 The Administration will maintain procedures to support this program to a maximum expenditure of \$5,000 per year. Approved reimbursement requests are initially processed up to the base allocation. For requests exceeding the base allocation, additional reimbursement from the remaining funds will be processed after the end of the school year.

#### 10.9 Post Retirement Lump-Sum Payment

The District will provide a \$4,000 retirement benefit payment to a support staff employee who:

- Has worked fifteen (15) consecutive years of service in a full-time position for District 30,
- Submits an irrevocable notice of retirement to Human Resources on or before February 1 of the school year they intend to retire. Retirement will be effective at the end of that employee's work year.

The post-retirement lump sum payment shall be made between 6 (six) to eight (8) weeks after receipt of the employee's final paycheck.

This section expires on June 30, 2028, and anyone receiving the post-retirement lump sum payment must retire by June 30, 2028.

#### 10.10 Payment to Illinois Municipal Retirement Fund (IMRF)

IMRF requires a set contribution of a support staff employee's salary towards their pension. Support staff working the 600-hour standard per school year must participate in the Illinois Municipal Retirement Fund (IMRF). The Board will automatically deduct and remit the IMRF required pension contribution from each eligible employee's earnings to be applied for the IMRF retirement benefit of each support staff employee.

#### 10.11 Future Revisions to IMRF Retirement Programs

During the term of this Agreement, the Board and Association recognize their mutual obligation to meet and negotiate appropriate incentives for support staff employees who may qualify for other or revised IMRF retirement incentive plans not currently in effect. Any such negotiated benefits related to new IMRF retirement incentive plans or revised pension contributions shall not result in an

overlap of the benefits for retiring support staff employees provided in the above paragraphs of this Section.

#### 10.12 Part-Time Support Staff Employees

Full-time is considered any position that: 1) meets the 600-hour standard as defined by IMRF, and 2) meets the set job category hours for their assigned location (i.e., school building).

Part-time is considered any position that: 1) is less than the assigned hours defined in the employee's job category at their specific location assignment(s) and/or 2) does not meet the 600-hour standard as defined by IMRF.

The following applies to part-time positions:

1. Subject to all rules, directions, and expectations on the same basis as other support staff employees in regard to performance.
2. Participation in professional development is required as assigned.
3. Part-time support staff employees will be issued an individualized annual calendar that establishes their work schedule including professional development.
4. Wage will be based on wage schedule placement.
5. Part-time support staff employees must work at least 75% equivalent of their assigned annual work calendar and work year to advance a step on the wage schedule.
6. Support staff employees that meet the 600-hour standard as defined by IMRF and work at least 75% of the set job category hours:
  - i. Shall pay 80% of the pro-rata premium for group medical insurance based on the schedule in Section 10.4.1, if electing to participate.
  - ii. Shall have access to dental insurance at the full cost to the employee based on eligibility requirements of the insurance provider.

- iii. Shall receive life and long-term disability insurance based on eligibility requirements of the insurance carrier(s).
- iv. Shall earn paid benefit days (e.g., sick, personal, bereavement, etc.) prorated based on their individual annual calendar.

## **ARTICLE XI - NEGOTIATION AND IMPASSE PROCEDURES**

### **11.1 Power to Negotiate**

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 and make counter proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

### **11.2 Commencement of Negotiations**

Negotiations shall begin no later than April 1, unless both parties agree to an alternative date. Meetings shall be held as necessary at times and places agreed upon by both parties.

### **11.3 Bargaining Proposals**

The Association proposals shall be presented at the initial negotiations session. If a collaborative bargaining format is used, however, both parties shall present their issues at the initial session.

### **11.4 Tentative Agreement**

All tentative agreements shall be reduced to writing and initialed by the spokesperson of the respective teams. A copy shall be given to each group.

### **11.5 Final Approval**

When the Association and the Board reach tentative agreements on all matters being negotiated, the items shall be reduced to writing and shall be submitted to the membership of the Association for ratification and then to the Board for official approval.

## 11.6 Impasse Procedures

If mediation has been initiated, the parties shall request the appointment of a mediator from an agreed agency. If that agency cannot appoint a mediator within fifteen (15) days from the date of the first request, the parties by mutual agreement shall select, in this order, (1) a mediator from a list established by the Illinois Educational Labor Relations Board, or (2) the American Arbitration Association. Nothing in this paragraph precludes the parties from mutually agreeing to an individual to act as a mediator.

## **ARTICLE XII - DURATION AND EFFECT OF AGREEMENT**

### **12.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written and mutual consent of the parties.

### **12.2 Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.

### **12.3 Term of Agreement**

This Agreement shall be effective on the first day of support staff attendance of the 2025-26 school year, and shall continue in effect until 11:59 p.m. of the day before the first day of the 2029-30 school year.

### **12.4 Midterm Contract Modifications**

During the term of this Agreement, if changes to local, state and/or federal funds received impact the District's revenue, either party may request to meet and discuss the financial impact of these changes for possible midterm modification to Article X of this Agreement.

### **12.5 No Strike - No Lockout**

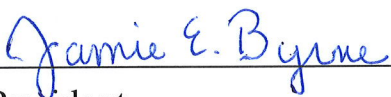
No support staff employee covered by this Agreement, or the Association, or any person acting on behalf of the Association, shall at any time engage in, or authorize a strike, or other refusal to render full and complete service to the Board. The

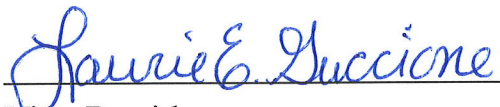
Board agrees that it will not lock out any or all employees during the term of the Agreement.

This agreement is signed this 15 day of May, 2025.

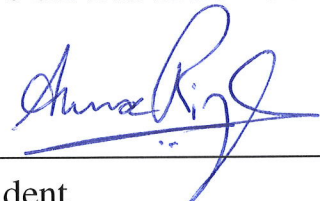
IN WITNESS WHEREOF:

For the DISTRICT 30  
SUPPORT STAFF ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice-President

For the BOARD OF EDUCATION OF  
NORTHBROOK|GLENVIEW  
SCHOOL DISTRICT 30

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## **Appendix A-1**

### **SCHOOL RECEPTIONIST**

| <b>Step</b> | <b>2025-26 Rate</b> | <b>2026-27 Rate</b> | <b>2027-28 Rate</b> | <b>2028-29 Rate</b> |
|-------------|---------------------|---------------------|---------------------|---------------------|
| A           | \$22.29             | \$22.74             | \$23.19             | \$23.65             |
| B           | \$22.74             | \$23.19             | \$23.65             | \$24.13             |
| C           | \$23.19             | \$23.65             | \$24.13             | \$24.61             |
| D           | \$23.65             | \$24.13             | \$24.61             | \$25.10             |
| E           | \$24.13             | \$24.61             | \$25.10             | \$25.60             |
| F           | \$24.61             | \$25.10             | \$25.60             | \$26.12             |
| G           | \$25.10             | \$25.60             | \$26.12             | \$26.64             |
| H           | \$25.60             | \$26.12             | \$26.64             | \$27.17             |
| I           | \$26.12             | \$26.64             | \$27.17             | \$27.71             |
| J           | \$26.64             | \$27.17             | \$27.71             | \$28.27             |
| K           | \$27.17             | \$27.71             | \$28.27             | \$28.83             |
| L           | \$27.71             | \$28.27             | \$28.83             | \$29.41             |
| M           | \$28.27             | \$28.83             | \$29.41             | \$30.00             |
| N           | \$28.83             | \$29.41             | \$30.00             | \$30.60             |
| O           | \$29.41             | \$30.00             | \$30.60             | \$31.21             |
| P           | \$30.00             | \$30.60             | \$31.21             | \$31.84             |
| Q           | \$30.60             | \$31.21             | \$31.84             | \$32.47             |
| R           | \$31.21             | \$31.84             | \$32.47             | \$33.12             |
| S           | \$31.84             | \$32.47             | \$33.12             | \$33.78             |
| T           | \$32.47             | \$33.12             | \$33.78             | \$34.46             |
| U           | \$33.12             | \$33.78             | \$34.46             | \$35.15             |
| V           | \$33.78             | \$34.46             | \$35.15             | \$35.85             |
| W           | \$34.46             | \$35.15             | \$35.85             | \$36.57             |
|             |                     |                     |                     |                     |

## **Appendix A-2**

### **SCHOOL INSTRUCTIONAL ASSISTANT**

| <b>Step</b> | <b>2025-26 Rate</b> | <b>2026-27 Rate</b> | <b>2027-28 Rate</b> | <b>2028-29 Rate</b> |
|-------------|---------------------|---------------------|---------------------|---------------------|
| A           | \$21.15             | \$21.57             | \$22.00             | \$22.44             |
| B           | \$21.57             | \$22.00             | \$22.44             | \$22.89             |
| C           | \$22.00             | \$22.44             | \$22.89             | \$23.35             |
| D           | \$22.44             | \$22.89             | \$23.35             | \$23.82             |
| E           | \$22.89             | \$23.35             | \$23.82             | \$24.29             |
| F           | \$23.35             | \$23.82             | \$24.29             | \$24.78             |
| G           | \$23.82             | \$24.29             | \$24.78             | \$25.28             |
| H           | \$24.29             | \$24.78             | \$25.28             | \$25.78             |
| I           | \$24.78             | \$25.28             | \$25.78             | \$26.30             |
| J           | \$25.28             | \$25.78             | \$26.30             | \$26.82             |
| K           | \$25.78             | \$26.30             | \$26.82             | \$27.36             |
| L           | \$26.30             | \$26.82             | \$27.36             | \$27.91             |
| M           | \$26.82             | \$27.36             | \$27.91             | \$28.47             |
| N           | \$27.36             | \$27.91             | \$28.47             | \$29.03             |
| O           | \$27.91             | \$28.47             | \$29.03             | \$29.62             |
| P           | \$28.47             | \$29.03             | \$29.62             | \$30.21             |
| Q           | \$29.03             | \$29.62             | \$30.21             | \$30.81             |
| R           | \$29.62             | \$30.21             | \$30.81             | \$31.43             |
| S           | \$30.21             | \$30.81             | \$31.43             | \$32.06             |
| T           | \$30.81             | \$31.43             | \$32.06             | \$32.70             |
| U           | \$31.43             | \$32.06             | \$32.70             | \$33.35             |
| V           | \$32.06             | \$32.70             | \$33.35             | \$34.02             |
| W           | \$32.70             | \$33.35             | \$34.02             | \$34.70             |
| X           | \$33.35             | \$34.02             | \$34.70             | \$35.39             |
| Y           | \$34.02             | \$34.70             | \$35.39             | \$36.10             |
| Z           | \$34.70             | \$35.39             | \$36.10             | \$36.82             |
| AA          | \$35.39             | \$36.10             | \$36.82             | \$37.56             |
| BB          | \$36.10             | \$36.82             | \$37.56             | \$38.31             |
| CC          | \$36.82             | \$37.56             | \$38.31             | \$39.08             |
| DD          | \$37.56             | \$38.31             | \$39.08             | \$39.86             |
| EE          | \$38.31             | \$39.08             | \$39.86             | \$40.66             |

**NOTE:** Instructional assistants assigned to Complex Learners receive an additional \$4.00 per hour differential pay.

### **Appendix A-3**

## **SCHOOL ADMINISTRATIVE ASSISTANT**

| <b>Step</b> | <b>2025-26 Rate</b> | <b>2026-27 Rate</b> | <b>2027-28 Rate</b> | <b>2028-29 Rate</b> |
|-------------|---------------------|---------------------|---------------------|---------------------|
| A           | \$27.11             | \$27.65             | \$28.21             | \$28.77             |
| B           | \$27.65             | \$28.21             | \$28.77             | \$29.34             |
| C           | \$28.21             | \$28.77             | \$29.34             | \$29.93             |
| D           | \$28.77             | \$29.34             | \$29.93             | \$30.53             |
| E           | \$29.35             | \$29.93             | \$30.53             | \$31.14             |
| F           | \$29.93             | \$30.53             | \$31.14             | \$31.76             |
| G           | \$30.53             | \$31.14             | \$31.76             | \$32.40             |
| H           | \$31.14             | \$31.76             | \$32.40             | \$33.05             |
| I           | \$31.76             | \$32.40             | \$33.05             | \$33.71             |
| J           | \$32.40             | \$33.05             | \$33.71             | \$34.38             |
| K           | \$33.05             | \$33.71             | \$34.38             | \$35.07             |
| L           | \$33.71             | \$34.38             | \$35.07             | \$35.77             |
| M           | \$34.38             | \$35.07             | \$35.77             | \$36.49             |
| N           | \$35.07             | \$35.77             | \$36.49             | \$37.22             |
| O           | \$35.77             | \$36.49             | \$37.22             | \$37.96             |
| P           | \$36.49             | \$37.22             | \$37.96             | \$38.72             |
| Q           | \$37.22             | \$37.96             | \$38.72             | \$39.49             |
| R           | \$37.96             | \$38.72             | \$39.49             | \$40.28             |
| S           | \$38.72             | \$39.49             | \$40.28             | \$41.09             |
|             |                     |                     |                     |                     |

## **Appendix A-4**

### **SCHOOL CLERK**

| <b>Step</b> | <b>2025-26 Rate</b> | <b>2026-27 Rate</b> | <b>2027-28 Rate</b> | <b>2028-29 Rate</b> |
|-------------|---------------------|---------------------|---------------------|---------------------|
| A           | \$21.00             | \$21.42             | \$21.85             | \$22.29             |
| B           | \$21.42             | \$21.85             | \$22.29             | \$22.73             |
| C           | \$21.85             | \$22.29             | \$22.73             | \$23.19             |
| D           | \$22.29             | \$22.73             | \$23.19             | \$23.65             |
| E           | \$22.73             | \$23.19             | \$23.65             | \$24.12             |
| F           | \$23.19             | \$23.65             | \$24.12             | \$24.60             |
| G           | \$23.65             | \$24.12             | \$24.60             | \$25.10             |
| H           | \$24.12             | \$24.60             | \$25.10             | \$25.60             |
| I           | \$24.60             | \$25.10             | \$25.60             | \$26.11             |
| J           | \$25.10             | \$25.60             | \$26.11             | \$26.63             |
| K           | \$25.60             | \$26.11             | \$26.63             | \$27.17             |
| L           | \$26.11             | \$26.63             | \$27.17             | \$27.71             |
| M           | \$26.63             | \$27.17             | \$27.71             | \$28.26             |
| N           | \$27.17             | \$27.71             | \$28.26             | \$28.83             |
| O           | \$27.71             | \$28.26             | \$28.83             | \$29.41             |
|             |                     |                     |                     |                     |