CONTRACTUAL AGREEMENT

Between

JOLIET TOWNSHIP HIGH SCHOOLS
DISTRICT 204
and the

JOLIET TOWNSHIP HIGH SCHOOLS
COUNCIL 204 PARA-PROFESSIONAL EMPLOYEES

AFT-Local 604, IFT/AFT 2025-2028

Joliet, Illinois

TABLE OF CONTENTS

I.	**Recognition**		**4**
	1.1	Effect of Agreement	4
	1.2	Recognition	4
II.	**Management Rights**		**5**
	2.1	Basic Rights	5
	2.2	Administrative/Supervisory Rights	5
III.	**Union-Board Relations**		**6**
	3.1	Non-Discrimination	6
	3.2	Union-Superintendent Meetings	6
	3.3	Meeting Time	6
	3.4	Release Time	6
	3.5	Availability of Statistical Data	6
IV.	**Union No Strike Promise-Board Bargaining Guarantees**		**7**
	4.1	No Strike	7
	4.2	Duration and Termination	7
	4.3	Rights of the Para-Professional	8
	4.4	Building and Classroom	9
	4.5	Communication System	9
V.	**Conditions of Employment**		**9**
	5.1	Categories of Para-Professional	10
	5.2	Para-Professional License	10
	5.3	Terms of Employment	10
	5.4	Workload	12
	5.5	School Improvement Days	13
	5.6	Eligibility for Vacancies	13
	5.7	Seniority and Evaluation	14
	5.8	Irregular Assignments	16
	5.9	Para-Professional Files	16
	5.10	Collection of Money	17
	5.11	Uniforms for Security	17
VI.	**Leaves**		**17**

	6.1	Sick Leave	17
	6.2	Bereavement Leave	18
	6.3	Paid Personal Leave	19
	6.4	Child Care Leave	19
	6.5	Maternity Leave	20
	6.6	Other Leaves	20
	6.7	Absences Not Covered	21
	6.8	Family and Medical Leave	21
	6.9	Military Leave	23
VII.	**Fringe Benefits**		**23**
	7.1	Insurance Provided by the Board	23
	7.2	Grants in Aid	26
	7.3	Retirement	28
VIII.	**Grievance Procedure**		**29**
	8.1	Resolution of Personnel Problems	29
	8.2	Handling of Grievance	30
IX.	**Salary**		**33**
	9.1	Placement and Advancement on the Salary Schedule	33
	9.2	Employment for Additional Hours	33
	9.3	Overtime for Security Personnel	34
	9.4	Exclusion of Overtime Hours	36
	9.5	Shift Differentials	36
	9.6	Pay Periods	36
	9.7	Union Dues	36
	9.8	Translating/Interpreting	37
X.	**Salary Schedules**		**38**

ARTICLE I — Recognition and Representation

1.1 Effect of Agreement

A. This contractual agreement (hereinafter referred to as "the Agreement") is entered into this 1st day of July 2025, by and between the Board of Education of School District 204, in the State of Illinois (hereinafter referred to as "the Board"), and the Joliet Township High School Council 204 Para-Professional Employees, AFT-Local 604, IFT/AFT (hereinafter referred to as "Para-Professional Council 204"). Any reference to members of the bargaining unit hereinafter shall be referred to as Para-Professional Employee.

B. The Board and Para-Professional Council 204 recognize that Para-Professional Council 204 represents Para-Professional employees and that both parties have as their primary interest the welfare of all students. Para-Professionals are considered part of the educational team in the planning and conduct of instruction and activities and in the maintenance of discipline. Moreover, the Board and Para-Professional Council 204 recognize that the Board shall retain whatever rights and authority are necessary to carry out effectively its responsibilities delegated by the laws of the State of Illinois.

C. The Board and Para-Professional Council 204 intend that this Agreement provide an effective and continuing means of communication between the parties, as well as provide for employment and working conditions, salary and fringe benefits, and other matters of mutual concern. Moreover, any action on salaries, benefits, or working conditions covered in this Agreement, and/or the implementation of this Agreement, will be taken in accordance with the provisions of this Agreement.

D. The Board and Para-Professional Council 204 further recognize that this Agreement supersedes any and all prior agreements, practices, and policies concerning subjects contained herein unless a Para-Professional employee has a prior written agreement with the Board exempting him from any provision stated herein.

E. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the minimum standards of the

School Code, all other provisions of this Agreement shall remain in force and effect for the duration of this Agreement.

1.2 Recognition

The Board recognizes Para-Professional Council 204, AFT Local 604, IFT/AFT, as the sole and exclusive bargaining representative with respect to salaries, fringe benefits, hours, working conditions, and other conditions of employment for all employees classified as Para-Professionals by the Board of Education, including but not limited to the following positions: Security, Writing Lab, Music Accompanist, School-Wide Computer, Health Services, Study Hall Monitor, Bilingual/Special Services, Detention Supervisor, School-Wide Support, and Catalyst.

ARTICLE II — Management Rights

2.1 Basic Rights

A. The Board retains and reserves unto itself all powers, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

B. The Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the employer, standards of services, its overall budget, the organizational structure, and the selection and direction of new employees and current employees.

2.2 Administrative/Supervisory Rights

For those Para-Professionals covered by this Agreement who have assignments that are administrative or supervisory in nature, Para-Professional Council 204 agrees that the Board will retain the following rights and responsibilities:

A. To select or promote, and to suspend, demote, discharge, or take other disciplinary action with regard to the supervisory or administrative status of such Para-Professionals.

B. To determine the job description, duties, responsibilities, hours of employment, and methods of executing administrative and supervisory portions of the job assignments of such Para-Professionals.

C. To be exempt from any grievance procedure in carrying out the above rights and responsibilities.

ARTICLE III — Union–Board Relations

3.1 Non-Discrimination

A. The Board and Para-Professional Council 204 agree to continue their policies of not discriminating in terms of employment or membership against any Para-Professional on the basis of race, creed, color, national origin, sex, marital status, handicapping condition, age, religion, sexual orientation, citizenship, veteran status, gender, gender identity, or membership in Para-Professional Council 204. Para-Professionals shall have the right to join or not to join Para-Professional organizations without restraint.

3.2 Union/Superintendent Meetings

The Superintendent or a designee shall meet upon request with representatives of Para-Professional Council 204.

3.3 Meeting Time

Para-Professional Council 204, Local 604, shall be granted meeting time during School Improvement Days at least three (3) times per year, provided that the meeting dates have been approved by the Assistant Superintendent for Business and Personnel in collaboration with building principals.

3.4 Released Time — Council Officials

The President, Building Representatives, Vice-President, or the Secretary-Treasurer, subject to administrative approval, may be allowed released time for the investigation of grievances or other appropriate activities relating to school or Para-Professional welfare.

3.5 Availability of Statistical Data

The Board shall make statistical data relevant to negotiations available to the Para-Professional Council upon request and information necessary for proper enforcement of this Agreement.

The Assistant Superintendent for Business and Personnel shall notify the President of Para-Professional Council 204 via district email within ten (10) working days regarding information concerning the hiring, recall, suspension, long-term leave of two weeks or more, or layoff of any Para-Professional.

ARTICLE IV — Union No-Strike Promise / Board Bargaining Guarantees

4.1 No-Strike Provision

A. Recognizing that adequate means are made available by this Agreement for the resolution of Para-Professional employee grievances and/or complaints, and that other procedures are provided by statute and judicial process for such resolution, neither Para-Professional Council 204 nor the Para-Professional employees covered by this Agreement shall instigate, promote, sponsor, engage in, or condone any strikes, concerted stoppages of work, or any other intentional interruptions of educational duties for the duration of this Agreement. It is understood and agreed that any Para-Professional employee violating this provision of the Agreement shall be subject to disciplinary action by the Board, including dismissal. The Board agrees that it will neither conduct nor condone any lockout of any Para-Professional employee because of labor disputes for the duration of this Agreement.

4.2 Duration and Termination

A. This Agreement shall constitute the entire agreement between the parties and concludes collective bargaining for the term beginning July 1, 2025, through June 30, 2028. The parties herein agree to the following conditions.

B. The contract shall continue thereafter unless either party gives written notice of its desire to modify or terminate this Agreement before April 1, 2028.

C. Upon receipt of such notice, negotiations shall commence as of the date following the giving of notice and shall continue until a new or revised Agreement is reached.

D. The contract may be reopened at any time by mutual consent.

E. The Board of Education shall be responsible for securing sufficient electronic copies of the contract for the needs of the Board of Education and the Union. The contract will also be posted on the District's website.

4.3 Rights of the Para-Professional

A. The categories of Para-Professionals shall be instructional Para-Professionals, non-instructional Para-Professionals, and security Para-Professionals. Para-Professionals shall include, but not be limited to, teacher assistants, health aides, media assistants, writing lab, music accompanist, school-wide computer, health services, study hall monitor, bilingual/special services, detention supervisor, school-wide support, catalyst, and general supervisory aides.

The Administration shall advise the Union of any new classifications and shall provide a copy of the proposed job description upon Board approval to the Union President within ten (10) working days via district email. If the Union requests, a meeting shall be held between the Administration and the Union to discuss the proposal. The Union and the Board shall negotiate a salary for any new classifications as may be necessary.

B. The Board respects the rights of the Para-Professional employee as a responsible citizen of the Nation and of the community in which they live.

C. Legal Representation

1. Assault and/or Battery

   In the event of an assault and/or battery suffered by a Para-Professional employee in connection with his/her employment, the Para-Professional employee shall immediately file a written report with the Security Supervisor. The report shall be forwarded through administrative channels to the Superintendent, who shall comply with a reasonable request from the Para-Professional employee for information or advice relating to the incident or the persons involved.
2. Defense Against Suits

   The Board shall provide legal support and/or defense of Para-Professional employees in cases arising out of the course of employment comparable to that provided to the teaching staff.

4.4 Building and Classroom

A. Building Security

The Board shall establish policies and procedures for building security to protect students, employees, and property from outside intruders and violently disruptive students. During times of crisis, as determined by the Administration, law enforcement officers with power of arrest will be requested in the building. Supervisory personnel or Para-Professional employees shall be available as needed inside and/or outside the building during school hours or at school-sponsored public functions.

B. Discipline

If and when it becomes necessary in the absence of a certified teacher, a Para-Professional may refer a student for disciplinary action to the appropriate administrative officer. In the classroom, all referrals shall be made to the teacher or be approved by the appropriate teacher.

C. Safety and Health

Para-Professional employees will carry out their duties under safe and healthful conditions in the schools as defined in the School Code of the State of Illinois.

4.5 Communication System

A. Para-Professional Council 204 shall have reasonable use of appropriate school communications equipment upon approval of the Administration. Council 204 will pay for all consumable materials used. No school equipment shall be removed from the premises or used for political purposes.

ARTICLE V — Conditions of Employment

5.1 Categories of Para-Professionals

The two categories of Para-Professional employees shall be instructional Para-Professionals, non-instructional Para-Professionals, and security Para-Professionals.

5.2 Para-Professional License

To be licensed as an instructional Para-Professional by the State of Illinois and to work as an instructional Para-Professional, a person must have a Paraprofessional Endorsed Educator License with Stipulations.

5.3 Terms of Employment

A. School Calendar

The school working year for 10-month Instructional and Non-Instructional Para-Professional employees shall consist of one hundred eighty-eight (188) (189) days, of which one hundred seventy-eight (178) days shall be actual working days. All Para-Professional employees shall receive the student school holidays designated on the official district school calendar. All four (4) Institute Days are workdays for instructional Para-Professionals.

The school working year for 10-month Security Para-Professional employees shall consist of one hundred eighty-eight (188) (189) days, of which one hundred seventy-eight (178) days shall be actual working days. All Security Para-Professional employees shall receive the student school holidays designated on the official district school calendar. The two (2) Institute Days at the beginning of the school year will be workdays for the Security Para-Professionals.

General election years (even-numbered years) employees shall be paid for one hundred eighty-nine (189) days.

B. Assignments

All Para-Professional assignments shall be made at the discretion of the Administration with consideration of qualifications and seniority. The Administration shall have the right to change Para-Professional assignments as deemed necessary. However, seniority and qualifications shall be considered for any change in Para-Professional assignments. A Para-Professional may request a meeting to discuss the reasons for any new assignment with the Assistant Superintendent for Business and Personnel. Such meeting will be conducted within seven (7) days after receipt of the request.

C. Building Assignment Notification

All Para-Professional employees will receive notification of their tentative building assignment by July 1 of each school year.

D. Probationary Period

All new Para-Professional employees shall be considered on probationary status for the first ninety (90) workdays of their employment. Their performance during this period shall be evaluated to determine if they will be retained in the employment of District 204.

After the probationary period, an employee who voluntarily requests a change in employment category shall serve a probationary period of thirty (30) workdays in the new category. If the Administration determines that the employee's performance is unsatisfactory during this probationary period, the employee may be returned to the position occupied prior to the change in category.

E. Termination Procedure

Each Para-Professional employee shall be notified of termination of employment for the subsequent school year by April 1 of the current school year or sixty (60) days before the end of the school year, whichever comes first.

F. Physical Examination

The Board requires all new Para-Professional employees to provide evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an X-ray made by a physician licensed in Illinois or any other state, not more than ninety (90) days prior to presentation. The cost of such examination shall rest with the Para-Professional. The Board may require subsequent examinations at Board expense.

G. Employment Notification

The Human Resources Department shall notify the President and Treasurer within ten (10) working days of the hiring of any employee covered by this Agreement. The new employee's name, address, date of hire, job title/classification, and department shall be provided through email.

5.4 Work Load

Each employee shall be given a job description for his/her job classification that shall specify general duties and tasks when he/she is employed. All job descriptions will be available on the district website. If a position requires a new skill or technological knowledge that the employee does not possess, the employee shall be offered the opportunity to gain the necessary training.

Full-time Para-Professional hours will be determined according to the job description/category and will range from thirty-two and one-half (32.5) hours to forty (40) hours per week. Para-Professionals required to work in excess of the normal workday will complete a timesheet.

Beginning with the 2022–2023 school year:

- Any currently employed Para-Professional will have the option to choose either a thirty-two and one-half (32.5) hour or forty (40) hour per week schedule.
- Any Para-Professional hired for the 2022–2023 school year and beyond will work a forty (40) hour per week schedule.

Beginning with the 2025–2026 school year, any current Para-Professional at 32.5 hours may request to move to a forty (40) hour per week schedule, effective the following school year.

A. Duty-Free Lunch

Every Para-Professional employee shall have one (1) duty-free thirty (30) minute lunch module. If an employee is required, in an emergency, to surrender their duty-free lunch and work in lieu thereof, as determined by the supervisor, they shall be given either time off at the end of the day or paid for time worked.

B. Work Breaks

Para-Professional employees shall be entitled to two (2) fifteen (15) minute breaks each day. These shall be assigned by mutual agreement between the employee and supervisor.

5.5 School Improvement Days and Parent/Teacher Conferences

A. All School Improvement Days shall be planned to include programs appropriate to Security, Instructional, and Non-Instructional Para-Professional employees.

B. Security Para-Professionals will have a regular workday on Parent/Teacher Conference days. Instructional Para-Professionals will work a full day even if students have a shortened schedule. When students are not in session on a Parent/Teacher Conference Day, Instructional Para-Professionals will have a non-workday.

5.6 Eligibility for Vacancies

For the purposes of this Agreement, a vacancy shall be any full-time position.

A. All vacancies for Instructional Para-Professional employees and newly created positions shall be posted internally for five (5) school days through a districtwide electronic platform. Notices shall also be emailed to the Union President. Vacancies created by retirement, resignation, termination, or newly created positions left unfilled at year-end will be posted. Employees may express interest by contacting Human Resources. Vacancies will be filled based on seniority, experience, and skill level. Subsequent vacancies will be filled the same way. New hires will be assigned to remaining openings.

B. Para-Professionals may apply for Professional or Supportive Staff vacancies for which they feel qualified. Internal applicants meeting minimum qualifications will be interviewed.

C. General seniority will be the deciding factor when equally qualified employees apply for the same vacancy.

D. Qualified Para-Professionals may apply for extra-pay positions.

Procedures — Year-End Vacancies

A. Campus Security Paraprofessional and Non-Instructional Paraprofessional vacancies created by retirement, resignation, termination, or newly created positions left unfilled at the end of the current school year will be posted by electronic platform with a response deadline before the end of May of the current year. Any team member interested in a vacant position shall make their interest known via email to their Supervisor and the Director of Safety and Security for Campus Security Paraprofessionals. Non-Instructional Paraprofessional requests shall go to Human Resources. All vacancies will be filled based on seniority, experience, and skill level. Subsequent vacancies will be filled in the same format. New hires will be assigned to any remaining openings.

5.7 Seniority and Evaluation

A. Seniority

Seniority is defined as the length of continuous full-time service as a Para-Professional with the District since the most recent date of hire; however, any time spent on Board-approved leave of absence will not contribute toward seniority if the employee worked less than eight (8) months during the School Fiscal Year July 1–June 30. Employees will have seniority in either three (3) Para-Professional categories:

1. Instructional Para-Professional
2. Security Para-Professional
3. Non-Instructional Paraprofessional

Accrued seniority will be carried to the new Para-Professional category for those employees who transfer between Para-Professional categories.

B. Layoff and Recall

In the event of a reduction in force, written notice will be given to the affected employee(s) by regular mail and either by certified mail (return receipt requested) or personal delivery with receipt, at least thirty (30) days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore. The employee(s) with the least seniority, as defined

above, within the affected Para-Professional category, will be dismissed first in the event of a reduction in force.

Remaining employees may be transferred following a reduction in force to meet the organizational needs of the District.

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within that category, or any other category of positions, shall be tendered to the employees so removed or dismissed from that category or any other category of positions, so far as they are qualified to hold such positions. Employees eligible for recall must respond to a written offer of employment within five (5) working days. Failure to accept an offer of recall for which the employee is qualified will terminate the employee's recall rights.

C. Evaluation

Para-Professionals shall be evaluated in accordance with policy established by the Board of Education. The evaluation process will be communicated to all Para-Professional staff and the yearly evaluation shall be completed by May 15 of each school year.

A conference shall be held between the employee and the supervisor. The employee shall be provided with a draft copy of the evaluation report prior to the time of the conference for use during the conference. The employee shall sign the evaluation, which verifies that a conference was held and the evaluation report was read. The employee may submit a response to the evaluation report and have it attached to the report.

D. Discharge

After the probationary period, no employee covered by this Agreement shall be subject to discharge without just cause except for reductions in force as provided by Paragraph 5.7.B of this Contractual Agreement. Reasons for potential discharge shall be stated in writing and discussed with the employee in a personal conference. The employee shall have sixty (60) days to correct performance deficiencies.

E. Progressive Discipline

The employer agrees with the tenets of progressive and corrective discipline. Disciplinary action or measures shall include the following:

a. Oral reprimand (notice to be given in writing)
b. Written reprimand (notice to be given in writing)
c. Suspension without pay (notice to be given in writing)
d. Discharge (notice to be given in writing)

Special circumstances, such as the severity of misconduct or the employee's history of discipline, may necessitate more severe disciplinary measures, bypassing normal progressive steps. No warnings or reprimands shall be considered for purposes of progressive disciplinary action after forty-eight (48) months from the date of the warning or reprimand. If the employer has reason to discipline the employee, it shall normally be done in a manner that will not embarrass the employee before other employees or the public and shall be done in a timely fashion.

5.8 Irregular Assignment

Para-Professionals shall perform those duties that are part of their regular assignment, except in unusual or emergency circumstances as determined by the Administration. Para-Professionals will be compensated for additional time required in unusual or emergency circumstances if such additional time was authorized by the Para-Professional's supervisor.

5.9 Employee Files

A. The employee shall have the right to be informed of all files about him/her that the District maintains and shall be notified immediately of any new information placed in his/her file.

B. The employee shall have the right to review and reproduce, at his/her own cost, any material in any of his/her files under the supervision of the administrator concerned.

C. The employee shall have the right to insert material in his/her personnel file that is relevant to the employee's service, including the right to reply to any material in the personnel file, at any time, and shall be notified immediately of any new information placed in his/her file.

D. An employee's file or any of its contents may be copied or made known only to a person or governmental agency with lawful authority pursuant to lawful demand or subpoena, or to the Board and its immediate agents for use in any court or governmental agency proceeding, or in any arbitration matter conducted under the provisions of this Agreement. Appropriate District officials shall have such access to employee files as may be reasonable or necessary for district administration. Responses to requests under the Illinois Freedom of Information Act will not include Social Security numbers or other unique identifiers, home or personal telephone numbers, or home addresses.

5.10 Collection of Money

Money shall not be collected from students for any purpose whatever without the prior consent and/or direction of the Superintendent or his representative.

5.11 Uniforms

Security employees shall wear the prescribed uniform while on duty. The uniform allowance for each security employee shall be:

- 2025–2026: $550
- 2026–2027: $550
- 2027–2028: $550

Administration shall be responsible for tracking each employee’s annual allowance.

Non-security Paraprofessionals who work security shifts shall receive two (2) shirts annually.

ARTICLE VI. Leaves

6.1 Sick Leave

New hires will accrue leave time during their 90-day probationary period. Upon completion of probation, staff will be granted up to seventeen (17) days during the school term.

Annual sick leave of up to seventeen (17) days without loss of pay shall be granted to all full time (32.5 hours per week or more) ten-month Para-Professional employees during the school term. Unused days of such annual sick leave shall accumulate for up to unlimited days without loss of pay. Sick leave shall, for the purpose of this agreement mean personal illness, quarantine at home, mental or behavioral health complications, or serious illness in the Para-Professional's immediate family or household, or for birth, adoption or placement for adoption. The term "immediate family" shall be construed to mean a spouse, parent, child, brother, sister, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, stepchildren, step parents or legal guardian.

The Union agrees and acknowledges that the Board of Education may exercise all rights granted according to the Illinois School Code (105 ILCS 5/24-6) which states: "The school board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a basis for pay during leave after an absence of 3 days for personal illness, or as it may deem necessary in other cases. If the school board does require a physician's certificate or a certificate from a spiritual healer as a basis for pay during leave of less than 3 days, the school board shall pay, from school funds, the expenses incurred by the employee in obtaining the certificate." (105 ILCS 5/24-6). A certification from a qualified health care provider, when requested, must be provided within ten (10) business days. In addition, the Board agrees to pay the expenses incurred by the employee in obtaining the certificate for an absence of 3 days or more should the school board make such a request.

Sick leave may be taken in increments of quarter, half, or whole days.

6.2 Bereavement Leave

A. A maximum of five (5) days will be granted upon occurrence of death when the relationship of the deceased to the employee is that of parent, parent-in-law, spouse, child, stepchild, or stepparent.

B. A maximum of three (3) days will be granted upon the occurrence of death when the relationship of the deceased to the employee is that of a sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild, grandparent, legal guardian, or other near relative who resides in the same household.

C. The day of the funeral will be granted upon the death of a near relative, not residing in the same household.

D. Bereavement leave taken in accordance with items A, B, and C shall be taken from sick leave.

E. Leaves taken for bereavement shall not be subtracted from Personal Leave unless more than allowed leave is taken.

F. Extra days may be granted through the use of sick or personal leave with the approval of Human Resources.

G. Some employees may qualify for Family Bereavement Leave Act; consult with Human Resources to see if you qualify.

6.3 Paid Personal Leave

Three (3) days of approved personal leave for employees are granted with pay in event of an emergency or business of a personal nature which must be taken care of during a workday, except those items of business connected with income producing endeavors or with other employment. Employees will submit their request for personal leave through the district's electronic platform. The three (3) personal leave are to be deducted from sick leave when used. Personal leave will not be granted when it is requested to extend holiday periods except when granted by the Administration for attendance or participation, including necessary travel, at significant family events that are beyond control of the paraprofessional. Such events may include, but not by way of limitation, the wedding, anniversary, or graduation of a member of the employee's immediate family. Employees requesting such leave must provide an explanation when submitting electronically if they are requesting three consecutive days off.

Decisions by the Administration granting or denying such requests shall be made within five (5) working days of the request and cannot be rescinded once granted and shall not be precedential with respect to other similar requests and shall not be subject to the arbitration step of the grievance procedure found in Article VIII of the Agreement.

6.4 Child Care Leave

A. Childcare leave shall be defined as a leave granted for maternity, paternity, foster, or adoptive parenthood. It is understood that foster parenthood will apply to cases involving children under the age of ten (10) years.

B. An employee covered by this Agreement shall be permitted a leave of absence without compensation and without loss of seniority accrued at the time the leave commences. If the employee has worked ninety (90) days during the school year in which the leave is taken, the employee shall accrue seniority for that school year.

Maternity/Paternity Leave

A. Request for maternity/paternity leave shall be made to the Director of Human Resources as soon as it is determined that there is a need for such a request. The date at which the leave is expected to commence and indication of intent to return should be included.

B. In maternity leave, sick leave may be used during the time that the employee is unable to work, to the extent that it has been accumulated. The balance of the leave shall be without pay.

C. In the case of foster or adoptive parenthood, notification of anticipation of a leave shall be given to the building Principal at the time the employee has been notified of eligibility. Such notification of anticipated leave shall be placed on file with Human Resources for a period of one year and renewable each succeeding year.

D. A childcare leave shall not exceed one year, unless mutually extended. A request for extension of childcare leave shall be submitted to the Superintendent of Schools, or his/her designee, at least sixty (60) calendar days prior to the expiration date of the leave.

E. The employee may continue fringe benefits during unpaid leave by paying their own premiums.

F. Upon returning from childcare leave, an employee shall be placed in a comparable position for which they are qualified.

6.3 Other Leaves

A. Nonpaid Leave

Leaves of absence without compensation may be granted to Paraprofessionals for good cause shown. Requests for leaves of absence shall be made to the Superintendent and are subject to the approval of the Board. Written requests for leaves shall set forth information as to the purpose for and length of the leave. Such leaves shall not be used for other employment either as a Paraprofessional in another district or otherwise, except as allowed by the Board where such other employment will benefit the

Board's educational program. It is understood that a Paraprofessional who is granted a leave of absence does not lose seniority so long as the Paraprofessional returns at the termination date of such leave. It is further understood that a Paraprofessional granted a nonpaid leave does not receive a salary increment for the year spent on leave.

B. Court Appearances

1. For a school connected incident, there shall be no loss of salary or leave days.
2. For jury duty, a Paraprofessional's salary shall be reduced by the amount of the fee he/she receives for his/her services and there shall be no loss of personal leave.
3. For personal cases, personal leave shall be used.
4. For subpoenaed testimony in court, there shall be no loss of salary unless the Para-Professional is party to the court action.

C. Absence Due to Assault

Absences resulting from injuries due to assault arising from the performance of professional duties shall not be charged against the Paraprofessional's normal sick leave.

D. Absences

An employee is required to call in and report his/her inability to work at least one hour prior to the start time by first calling the immediate Supervisor's work number and/or sending him/her an e-mail. If the Supervisor is not available, messages should be left on his/her phone and/or via e-mail. An employee may be subject to discipline and/or discharge from employment upon five (5) working days of No Call/No Show absences.

6.4 Absences Not Covered

In the event of absence not covered by any of the above leave policies, the deduction from the Para-Professional's salary shall be figured at 1/190 of the established salary of the Para-Professional for each day absent.

6.5 Family and Medical Leave

Eligible Employees are entitled to leave according to the terms of the Family and Medical Leave Act ("FMLA") subject to the following provisions:

A. "Eligible Employees" means an employee who has been employed by the District for at least twelve (12) months and who has worked at least 1,250 hours during the twelve (12) months preceding the requested leave.

B. Eligible Employees will be granted FMLA up to twelve (12) weeks for one or more of the following of the following conditions:

1. The birth of a child and care for the newborn child.
2. The placement with the employee of a child for adoption or foster care and the care for the newly placed child.
3. To care for the employee's spouse, child, parent, or a member of the employee's household with a serious health condition.
4. A serious health condition preventing the employee from performing one or more essential job functions.
5. For certain qualifying exigencies, as defined by FMLA, arising out of a covered military member's active-duty status, or notification of an impending call or order to active-duty status, in support of a contingency operation.

C. FMLA leave shall be extended for up to a total twenty-six (26) weeks per twelve (12) month period to care for a spouse, son, daughter, parent or next of kin who is a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. The twelve (12) month period in which the twelve (12) weeks of leave may be taken will be calculated under a rolling twelve {12) month period measured backward from the date an employee uses any FMLA leave. Under this method, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve (I 2) weeks, which has not been used during the immediately preceding twelve (12) months

D. Employees taking FMLA leave to care for a child. spouse, parent. employee's household, or the employee's own serious health condition may use accrued paid sick leave days concurrently with the running of the period of FMLA leave. For that period of FMLA leave for the birth and care of a newborn child during which the employee is unable to perform one or more of the functions of his or her job, the employee may use accrued paid sick leave days (for conditions for which sick leave is applicable) concurrently with the running of the period of FMLA leave.

E. In any case in which the necessity for FMLA leave is based upon an expected birth or placement for adoption or planned medical treatment for a serious health condition of the employee, family member, or member of the employee's household, the employee will provide the Superintendent with at least thirty (30) calendar days advance written notice of the date the leave is to begin. When the need for FMLA leave is due to unforeseen circumstances and advance notice is not practicable, the employee will provide notice of the need for such leave as soon as practicable. Whenever feasible, the employee will provide the Superintendent with at least thirty (30) calendar days advance notice of intent to return from the leave.

F. FMLA leaves will be governed by the terms of the Act and the regulations issued by the U.S. Department of Labor, subject to the terms of this Agreement. In the event the Family and Medical Leave Act is repealed, then this Section of this Article will no longer be in force and effect.

6.6 Military Leave

Military leave shall be granted for National Guard or Reserve Duty over which the employee has no control. During the employee's absence, the salary will be reduced by the amount of base salary the employee receives for military service.

ARTICLE VII. Fringe Benefits

7.1 Insurance Provided by the Board

A. Health Insurance

The Board shall provide health insurance coverage for all full-time Para-Professional employees (32.5 hours per week or more) under Blue Cross/Blue Shield Usual and Customary coverage, or Blue Cross/Blue Shield P.P.O. coverage, or an equivalent coverage plan with major medical benefits of no less than $2,000,000. The choice of the Usual and Customary plan shall rest with the Board of Education. Each eligible employee electing such coverage will contribute to the cost of such coverage through payroll deductions.

Dates and amounts will be updated once they have been established by the District Insurance Committee. The district/union contribution shall remain the same for the duration of this contract.

The total cost of that share shall not exceed the amount of any salary increase for members as long as their level of insurance remains the same.

Insurance contributions will remain the same for the duration of this agreement:

2025-26

2026-27

2027-28

	% Employee
Single HMO	5%
EE+Children HMO	8%
EE+Spouse HMO	9%
Family HMO	9%
Single PPO	5%
EE+Children PPO	9%
EE+Spouse PPO	9%
Family PPO	9%

Single Blue Choice PPO	5%
EE+Children Blue Choice PPO	9%
EE+Spouse Blue Choice PPO	9%
Family Blue Choice PPO	9%
Single PPO H.S.A.	5%
EE+Children PPO H.S.A.	9%
EE+Spouse PPO H.S.A.	9%
Family PPO H.S.A.	9%

B. Life Insurance

All full-time Para-Professionals (32.5 hours per week or more) shall be entitled to a term life insurance policy equal to the amount of the Para-Professional's base salary to the nearest one thousand dollars ($1,000).

All full-time Para-Professionals shall also be provided a five thousand dollar ($5,000) term group life insurance policy at no cost to the employee for their spouse and a two thousand five hundred dollar ($2,500) term group life insurance policy for each child. The group insurance policy shall include coverage for any children who are dependent upon the employee for support and maintenance due to a physical or mental handicap from age eighteen (18) until the parent retires or leaves the district.

C. Personal Property Insurance

The Board of Education shall provide a fund to reimburse employees for damage to personal property while on school premises. The fund shall be limited to $200 for any one loss per employee and a total of $5,000 for any fiscal year. Exclusions shall include (a) intentional damage, (b) ordinary wear and tear, (c) moth or vermin damage, and (d) personal automobile. The Board of Education reserves the right to purchase a like replacement or to reimburse the employee up to the limits above.

D. Vision and Dental Insurance

Effective the first day of the first month following the ratification of this Agreement, all full-time Para-Professionals (32.5 hours per week or more) shall be entitled to basic vision and dental service insurance. 100% of the premiums are covered by the district.

E. Worker's Compensation

All employees of the District, regardless of part-time or full-time status, are covered by Worker's Compensation Insurance. Worker's Compensation benefits are subject to statutory requirements. Wages will not be paid or sick leave authorized for any day in which Worker's Compensation salary benefits are paid. Accumulated sick leave may be used for any days of absence not covered by Worker's Compensation. Regular payroll checks reflecting the use of accumulated sick leave shall continue until the initiation of Worker's Compensation salary benefits. Any employee injured while on the job must report the incident immediately to the immediate supervisor.

7.2 Grants-In-Aid

A. Summer Fellowships

The Board may award summer fellowships and/or tuition assistance. The Board will yearly determine the amount of money to be spent for same. The order of consideration for awards during the forthcoming fiscal year shall be summer fellowships and tuition assistance. The Board may request a Para-Professional to obtain credit in an area based on the needs of the District. The following guidelines apply to summer fellowships.

1. District 204 full-time Para-Professional employees who will have two (2) years or more in this District shall be eligible to apply.
2. An application form shall be submitted to the Superintendent which shows the courses to be pursued, the credit to be carried, and the university to be attended.
3. Para-Professional employees seeking summer fellowships shall apply by April 1. Application deadline may be extended by mutual agreement of the Board and Para-Professional Council 204.
4. All applications received by the Superintendent shall be reviewed by a selection committee. The committee shall be chaired by the Assistant Superintendent for Educational Services and shall have representation of administrators, teachers, and Para-Professionals.
5. The amount of the summer fellowship will be based on the number of semester hours taken. The fellowship for eight (8) or more semester hours shall be $600; for seven (7) semester hours, $500; and for six (6) semester hours, $400. No fellowship will be awarded for less than six (6) hours
6. A Para-Professional employee accepting a summer fellowship must agree in writing to remain employed in the District for one (1) year following the fellowship. The Para-Professional employee shall sign a promissory note for the amount of the award. This fellowship can be obtained any time after the note is signed and registration is certain. The note will be returned to the Para-Professional upon completion of the required year of employment. Failure to complete the one (1) year of employment following the fellowship will cause the Para-Professional employee to return the full amount of the fellowship to the District in a lump sum within thirty (30) days of his dismissal or resignation. In the event that the dismissal is a result of a reduction in staff, this clause is not applicable.

7. Para-Professional employee accepting a summer fellowship may not engage in gainful employment which interferes with the purpose of the fellowship.
8. Evidence of satisfactory completion of the course work shall be submitted to the Superintendent at the end of the fellowship. Any change in plans, whether changes in course work or inability to utilize the fellowship because of an unforeseen contingency, shall be immediately submitted to the Superintendent in writing.
9. Failure to complete the contracted number of semester hours will cause the Para-Professional to return the full amount of the fellowship to the District either in a lump sum or by payroll deduction no later than January 1 following the fellowship period. A Para-Professional employee accepting a fellowship for seven (7) or eight (8) semester hours who completes only six (6) or seven (7) semester hours will return the full amount of the fellowship unless granted permission by the Superintendent to return only the difference between the amount received and the amount qualified for based upon completed course work.

B. Tuition Assistance

The funds not used for summer fellowships during the year may be used to reimburse Para-Professional employees who wish to take course work during the fall, winter or spring terms. The following guidelines will be utilized for tuition assistance.

1. An application form indicating course to be pursued, credits and university shall be submitted to the Superintendent.
2. Para-Professional employees seeking tuition assistance for the fall term shall apply by July 1, winter term by September 1, and for the spring term by November 1. Application deadlines may be extended by mutual agreement of the Board and Para-Professional Council 204.
3. Preliminary approval shall be made as specified in Section 7.2.A. The Superintendent shall reply within forty-five (45) days of application deadline.
4. Evidence of completion of the course shall be reported to the Superintendent at the end of the term for which the tuition assistance was granted. If the course is not completed, the amount will be reimbursed by the Para-Professional employee to the District within thirty (30) days.
5. No more than one course may be approved for any term for a Para-Professional employee.
6. The cost of tuition or an amount not to exceed forty dollars ($40) per semester hour (thirty dollars ($30) per quarter hour) may be approved.

C. Internal University

If space is available, Para-Professionals shall have access to the Internal University after certified staff has completed the sign-up process.

7.3 Retirement

A. Insurance

Employees retiring from the Joliet Township High Schools and immediately drawing Illinois Municipal Retirement Fund pension benefits will be allowed to enroll in either District-provided hospitalization insurance coverage or any available Illinois Municipal Retirement Fund System hospitalization insurance coverage for which they are eligible so long as the insurance companies writing such coverage continue to approve participation by the retirees. The retiree will be responsible for the full amount of the premium applicable to the particular coverage, except that District 204 will contribute:

School year 2025-2026:

- one hundred thirty dollars ($130.00) per month for single coverage
- two hundred dollars ($200.00) per month for family coverage

School year 2026-2027:

- one hundred forty dollars ($140.00) per month for single coverage
- two hundred twenty dollars ($220.00) per month for family coverage

School year 2027-2028:

- one hundred fifty dollars ($150.00) per month for single coverage
- two hundred forty dollars ($240.00) per month for family coverage

This payment can be deducted from the amount due District 204 if District-provided coverage is selected or paid to the employee if an Illinois State Municipal Retirement System coverage is available and selected. The contribution by District 204 will terminate at Medicare eligibility.

B. Reimbursement for Unused Sick Leave

For the Para-Professional employee who retires from School District 204, and immediately takes Illinois Municipal Retirement Fund pension benefits, the Board of Education will reimburse an accumulation of unused sick days to a total of three hundred forty (340) days at the following per diem rates, if the employee has used the maximum amount towards service credit, depending upon the year of retirement:

- 2025-2026: $70.00 per day
- 2026-2027: $75.00 per day
- 2027-2028: $80.00 per day

C. One-Time Retirement Incentive

A one-time retirement incentive shall be available to retirees immediately drawing Illinois Municipal Retirement Fund pension benefits who have at least fifteen (15) years of full-time continuous service in District 204. Eligible employees receive one hundred seventy-five dollars ($175) per year for each year of full-time service in District 204. It shall be the responsibility of the retiring employee to notify the Superintendent, or designee, in writing prior to April 1 of the year of retirement of his/her intention to retire and receive this incentive.

ARTICLE VIII. Grievance Procedure

8.1 Resolution of Personnel Problems

A. Individual Problems

Disputes between the parties shall be first processed on an informal basis whereby the Para-Professional employee involved will first present the problem to their respective Supervisor. If the problem is still unresolved, it may be informally presented to the Principal (instructional and non-instructional para) or to the Director of Safety and Security, or the Building Representative. If the problem is not resolved informally and qualifies as a grievance by definition, it may be formally grieved.

B. Definition of Grievance

A grievance, for the purpose of this agreement, shall be defined as any dispute or difference of opinion between the Board and the Para-Professional Council 204 or between the Board and any of its Para-Professional employees covered by this agreement involving the meaning, interpretation, or application of the provisions of this agreement.

8.2 Handling of Grievance

For the purposes of this section, days shall mean calendar days for the initial submission of the grievance. All other references to days in this section shall mean work days.

A. Step 1

Any Para-Professional employee who believes he/she has a grievance shall present it, in writing, to the Building Principal (instructional and non-instructional para) or Director of Safety and Security (security staff), with a copy to the Building Representative. Any such grievance shall be presented within fourteen (14) days after the occurrence of the event giving rise to the grievance.

A meeting shall then be set to occur within seven (7) days following the presentation of the grievance. Those present at such meeting shall be the aggrieved Para-Professional, the Building Representative, the Building Principal/Director of Safety and Security, and the Assistant Principal.

The Principal's answer shall be given in writing to the aggrieved Para-Professional with a copy to the Building Representative within seven (7) days following said meeting.

B. Step 2

If the grievance is not settled satisfactorily as provided above, the written appeal shall be submitted to the Assistant Superintendent for Business Services by Para-Professional Council 204 within seven (7) days after receipt of the answer in 8.2(A).

A meeting shall be held within ten (10) days, at which the Assistant Superintendent for Business Services, the Principal, the Council President, and the aggrieved Para-Professional shall be present.

An attempt shall normally be made to resolve the grievance at said meeting, but in any event the Assistant Superintendent for Business Services' answer shall be given to Para-Professional Council 204 within five (5) days.

C. Step 3

If the grievance is not settled satisfactorily as provided above, Para-Professional Council 204 may appeal, in writing, to the Superintendent within seven (7) days following the Assistant Superintendent for Business Services' answer.

A meeting shall be held within seven (7) days at which the Superintendent, the Principal, the Para-Professional Council 204 President, and the aggrieved Para-Professional shall be present.

An attempt shall normally be made to resolve the grievance at said meeting, but in any event the Superintendent's answer shall be given to Para-Professional Council 204 within seven (7) days following the next succeeding regular meeting of the Board.

D. Step 4

If the grievance is not settled satisfactorily as provided above, Para-Professional Council 204 may appeal, in writing, to the Board within seven (7) days following the Superintendent's answer.

The Board shall hear the matter no later than its next regular Board meeting and shall render its decision no later than seven (7) days thereafter.

E. Step 5 — Arbitration

If the matter is not settled satisfactorily as provided above, Para-Professional Council 204 may appeal in writing to the Superintendent within seven (7) days following the Board's answer, requesting that an impartial arbitrator be produced to give his opinion as to the proper interpretation or application of the provision of the Agreement involved.

The parties shall meet within ten (10) days thereafter to choose an impartial arbitrator. The arbitrator's authority shall be specifically limited to an interpretation of a specific provision, or provisions, of this Agreement as applied to the facts of the written grievance involved.

The arbitrator shall have no right to amend, modify, nullify, ignore, or add to the provisions of this Agreement. His decision shall be based solely upon the interpretation of the meaning or application of terms of this Agreement to the facts of the grievance presented.

The arbitrator's decision shall be binding on the Board and Para-Professional Council 204. The costs of such arbitration shall be borne equally by the Board and Para-Professional Council 204.

F. Time Limits

It is understood that, with the written agreement of both parties, the time limits specified in this Grievance Procedure may be extended or waived.

G. Failure to Meet Deadlines

A grievance must be filed and appealed within the time limits set forth above, or it shall be considered waived (if not filed in time) or settled on the basis of the last answer given (if not appealed in time).

H. Arbitration Expenses

The expense of arbitration, including the arbitrator's fees and the costs of transcripts, if any, shall be shared equally by the parties. The expenses of each party's presentation to the arbitrator shall be borne by the party involved.

I. No Reprisal

Participation in a grievance procedure shall not be cause for reprisal against a Para-Professional employee.

ARTICLE IX. Salary

9.1 Placement and Advancement on the Salary Schedule

A. At the time of initial employment of Para-Professional employees, credit may be given for a maximum of three (3) years of acceptable related experience. Exception to this credit may be made upon special recommendation of the Superintendent, subject to Board approval.

B. Verification of Records

All acceptable related experience and college-level coursework shall be verified through records, transcripts, and letters from former employers. These documents shall be placed on file in the office of the Assistant Superintendent for Business and Personnel.

C. Other Placement and Advancement Conditions

To effect placement on the salary schedule, all college credits must be filed in the office of the Assistant Superintendent for Business and Personnel on or before the Wednesday prior to the September meeting of the Board.

9.2 Employment for Additional Hours

Days worked beyond one hundred seventy-eight (178) shall be compensated at the rate of 1/190 for each day worked in odd-numbered years.

In even-numbered years with November elections, employees shall be compensated at the rate of 1/191 for each day worked.

Hours worked beyond 32.5 hours per week shall be compensated at the rate of 1/190 divided by 6.5 for each additional hour worked beyond 32.5 hours, except that all hours worked beyond forty (40) hours per week will be compensated at 1½ times the regular rate.

Callback after a regular shift shall be paid a minimum of two (2) hours even if the event is cancelled. Employees may choose to stay less than two hours but will only be compensated for time on site.

In addition, all hours assigned for Saturday shall be paid at 1½ times the regular rate.

Sundays and the following holidays shall be paid at double the regular rate:

Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Lincoln's Birthday or President's Day (one of the two), Pulaski Day, Memorial Day, Spring Holiday, and November Elections in even years.

Eleven (11) of the above holidays are paid at the hourly rate for all employees in odd-numbered years. Twelve (12) of the above holidays are paid at the hourly rate for all employees in even years with November elections. Holidays are established each year by the Administration and Union during creation of the school calendar.

9.3 Overtime for Security Personnel

Each campus shall maintain a voluntary security employee overtime list compiled based upon District seniority. Seniority for overtime assignments shall be based on categorical seniority (Security vs. Instructional) and not overall Para-Professional seniority.

In addition, Each campus will maintain a voluntary overtime list of other pre-qualified Para-Professional employees. Pre-qualification will be as determined by the District, including but not limited to proper use of radios and knowledge of emergency procedures in crisis situations.

Overtime assignments shall be made on a rotating basis as set forth below.

Should it become necessary to cancel an accepted overtime assignment, the Para-Professional is responsible for providing notification by voice, text, or email, in sequence, to the following individuals: overtime scheduler, security supervisor, sponsor or building administrator, and the police liaison. Trading overtime assignments is not allowed.

All Employees will be given specific guidelines and/or training regarding the roles and responsibilities for all overtime positions prior to working the overtime shifts. Failure to provide notification as provided above or not fulfilling the expected roles and responsibilities of the overtime positions (turns down the duty three (3) times after accepting it) shall result in the following disciplinary action:

- First offense: No overtime for ten (10) school days

- Second offense: No overtime for twenty (20) school days
- Third offense: No overtime for the remainder of the semester or thirty (30) school days, whichever is greater (not carried over to the next school year)

Before any disciplinary action occurs, the employee may request a meeting that includes the Union President and the Assistant Principal.

A. Anticipated/Known Overtime Assignments

In any case where the District anticipated in advance or knows that an overtime assignment is forthcoming, it shall be offered to employees in the following order:
(1) security personnel on the employee overtime list for the campus where the assignment exists;
(2) a pre-qualified Para-Professional on the employee overtime list for the campus where the assignment actually exists;
(3) security personnel on the employee overtime list for the campus where the assignment does not exist; and
(4) a pre-qualified Para-Professional on the employee overtime list for the campus where the overtime assignment does not exist.

If this process does not yield a volunteer, the District reserves the right to assign an employee.
Any employee involuntarily assigned shall maintain their position on the rotating list as if they had not received the assignment.
Employees who voluntarily accept overtime rotate to the bottom of their list.
Employees who refuse or cancel after accepting overtime move as if they received the assignment.

B. Unanticipated or Unknown Overtime Assignments

In any case where the District is unable to anticipate an overtime assignment due to circumstances including, but not limited to, unexpected events or employee cancellations, the overtime assignment shall be offered in the same manner as in 9.3.A, except as provided herein.

An unanticipated or unknown assignment means:

- The District has less than seven (7) calendar days' notice, or
- An anticipated assignment has no volunteer within five (5) calendar days before the event.

The District will not wait for responses from each employee called; employees who do not immediately respond will be skipped.

If no volunteer is secured, the District may assign an employee.
Employees involuntarily assigned keep their position on the rotating list.
Employees who voluntarily accept move to the bottom of the list.
Employees who refuse or cancel after accepting overtime move as if they received the assignment.

9.4 Exclusion of Overtime Hours

Where an employee does not work and receives sick leave, vacation, personal leave, compensatory time, union leave, or other leave time, this time shall not count toward calculating work hours for overtime.

However, holiday pay and jury duty time shall count in said calculation.

9.5 Shift Differential

Any employee with a regular assignment of two (2) hours or more before and/or after established hours shall be paid a shift differential of:

$0.60 (sixty cents) per hour for the duration of the contract.

9.6 Pay Periods

Salary shall be paid on a twenty-one (21) or twenty-six (26) pay period basis, whichever the Para-Professional chooses in writing.

9.7 Union Dues

The Board shall deduct from the regular paycheck of each employee, from whom it receives written authorization to do so, the required amount of Union dues. The dues and a list of employees from whom the dues have been deducted and the amount deducted from each shall be forwarded to the proper union officer no later than ten (10) days after such deductions were made.

Deductions shall continue unless and until the authorization is withdrawn by the employee by written notice to the AFT–Local 604, AFT/IFT AFL-CIO union designee.
If approved, the AFT–Local 604, AFT/IFT AFL-CIO union designee will notify the employer to stop withdrawing dues.

9.8 Translating/Interpreting

Any staff member identified as providing translating or interpreting services will receive an additional $1.00 per hour added to their base pay.

Staff may volunteer at any time and must indicate their language proficiency level.
Volunteers will perform translating/interpreting tasks suited to their proficiency level.
After-school duties will be paid at the overtime rate.

Volunteers may withdraw at the end of a month with two weeks' notice.

9.9 Sub Pay Rates

Licensed employees who substitute teach with a substitute license for a teacher who is not present will receive the higher of:

- $35.00 per hour, or
- $5.00 per hour above the employee's hourly rate

This applies only during their normal workday for substitutions during their normal workday.

X. Salary Schedules

	2025-26			
	A	B	C	D
	No License	0-59 Credits/ License	60+ Credits/ License	Teachers License
1	$18.68	$19.00	$19.82	$20.88
2	$18.91	$19.23	$20.06	$21.14
3	$19.18	$19.51	$20.36	$21.45
4	$19.66	$20.00	$20.87	$21.99
5	$20.03	$20.37	$21.27	$22.40
6	$20.42	$20.75	$21.68	$22.81
7	$20.81	$21.15	$22.10	$23.23
8	$21.21	$21.55	$22.53	$23.66
9	$21.62	$21.96	$22.97	$24.10
10	$22.04	$22.37	$23.42	$24.55
11	$22.46	$22.80	$23.88	$25.00
12	$22.90	$23.24	$24.35	$25.47
13	$23.35	$23.69	$24.83	$25.95
14	$23.81	$24.15	$25.32	$26.45
15	$24.28	$24.61	$25.82	$26.95
16	$24.76	$25.09	$26.33	$27.46
17	$25.24	$25.58	$26.86	$27.99
18	$25.75	$26.08	$27.40	$28.52
19	$26.26	$26.60	$27.94	$29.07
20	$26.78	$27.12	$28.51	$29.63
21	$27.32	$27.65	$29.08	$30.21
22	$27.86	$28.20	$29.67	$30.79
23	$28.42	$28.76	$30.27	$31.39
24	$28.99	$29.33	$30.88	$32.01
25	$29.58	$29.92	$31.51	$32.64
26	$30.18	$30.52	$32.15	$33.28
27	$30.79	$31.13	$32.80	$33.93
28	$31.41	$31.75	$33.48	$34.60
29	$32.05	$32.39	$34.16	$35.29
30	$32.71	$33.04	$34.86	$35.99

	2026-27			
	A	B	C	D
	No License	0-59 Credits/ License	60+ Credits/ License	Teachers License
1	$19.24	$19.57	$20.41	$21.51
2	$19.48	$19.81	$20.66	$21.77
3	$19.76	$20.10	$20.97	$22.09
4	$20.25	$20.60	$21.50	$22.65
5	$20.63	$20.98	$21.91	$23.07
6	$21.03	$21.37	$22.33	$23.49
7	$21.43	$21.78	$22.76	$23.93
8	$21.85	$22.20	$23.21	$24.37
9	$22.27	$22.62	$23.66	$24.82
10	$22.70	$23.04	$24.12	$25.29
11	$23.13	$23.48	$24.60	$25.75
12	$23.59	$23.94	$25.08	$26.23
13	$24.05	$24.40	$25.57	$26.73
14	$24.52	$24.87	$26.08	$27.24
15	$25.01	$25.35	$26.59	$27.76
16	$25.50	$25.84	$27.12	$28.28
17	$26.00	$26.35	$27.67	$28.83
18	$26.52	$26.86	$28.22	$29.38
19	$27.05	$27.40	$28.78	$29.94
20	$27.58	$27.93	$29.37	$30.52
21	$28.14	$28.48	$29.95	$31.12
22	$28.70	$29.05	$30.56	$31.71
23	$29.27	$29.62	$31.18	$32.33
24	$29.86	$30.21	$31.81	$32.97
25	$30.47	$30.82	$32.46	$33.62
26	$31.09	$31.44	$33.11	$34.28
27	$31.71	$32.06	$33.78	$34.95
28	$32.35	$32.70	$34.48	$35.64
29	$33.01	$33.36	$35.18	$36.35
30	$33.69	$34.03	$35.91	$37.07

	2027-28			
	A	B	C	D
	No License	0-59 Credits/ License	60+ Credits/ License	Teachers License
1	$19.82	$20.16	$21.03	$22.15
2	$20.06	$20.40	$21.28	$22.43
3	$20.35	$20.70	$21.60	$22.76
4	$20.86	$21.22	$22.14	$23.33
5	$21.25	$21.61	$22.57	$23.76
6	$21.66	$22.01	$23.00	$24.20
7	$22.08	$22.44	$23.45	$24.64
8	$22.50	$22.86	$23.90	$25.10
9	$22.94	$23.30	$24.37	$25.57
10	$23.38	$23.73	$24.85	$26.05
11	$23.83	$24.19	$25.33	$26.52
12	$24.29	$24.66	$25.83	$27.02
13	$24.77	$25.13	$26.34	$27.53
14	$25.26	$25.62	$26.86	$28.06
15	$25.76	$26.11	$27.39	$28.59
16	$26.27	$26.62	$27.93	$29.13
17	$26.78	$27.14	$28.50	$29.69
18	$27.32	$27.67	$29.07	$30.26
19	$27.86	$28.22	$29.64	$30.84
20	$28.41	$28.77	$30.25	$31.43
21	$28.98	$29.33	$30.85	$32.05
22	$29.56	$29.92	$31.48	$32.67
23	$30.15	$30.51	$32.11	$33.30
24	$30.76	$31.12	$32.76	$33.96
25	$31.38	$31.74	$33.43	$34.63
26	$32.02	$32.38	$34.11	$35.31
27	$32.67	$33.03	$34.80	$36.00
28	$33.32	$33.68	$35.52	$36.71
29	$34.00	$34.36	$36.24	$37.44
30	$34.70	$35.05	$36.98	$38.18

APPENDIX

Absence Allocations for Sick Leave & Personal Leave

8-Hour Per Day Staff

Amount of Hours Absent*	What to Record on Payroll Timesheet
0–2 hours	¼ day
Greater than 2 up to 4 hours	½ day
Greater than 4 up to 6 hours	¾ day
Greater than 6 up to 8 hours	1 day

***An employee's 30-minute unpaid lunch should not be included as Hours Absent.*

7-Hour Per Day Staff

Amount of Hours Absent*	What to Record on Payroll Timesheet
0–1 hour 45 minutes	¼ day
Greater than 1 hour 45 minutes up to 3½ hours	½ day
Greater than 3½ hours up to 5¼ hours	¾ day
Greater than 5¼ hours up to 7 hours	1 day

***An employee's 30-minute unpaid lunch should not be included as Hours Absent.*

6.5-Hour Per Day Staff

Amount of Hours Absent*	What to Record on Payroll Timesheet
0–1 hour 45 minutes	¼ day
Greater than 1 hour 45 minutes up to 3¼ hours	½ day
Greater than 3¼ hours up to 5 hours	¾ day
Greater than 5 hours up to 6½ hours	1 day

***An employee's 30-minute unpaid lunch should not be included as Hours Absent.*