
AGREEMENT

**Indian Prairie
Classified Association
and
Indian Prairie
Unit School District 204**

2026 – 2030 School Years



Indian Prairie Classified Association Agreement

2026 – 2030

Table of Contents

.....	1
ARTICLE 1.....	6
RECOGNITION	6
1.01 Recognition.....	6
1.02 Purpose.....	6
ARTICLE 2.....	7
FRAMEWORK FOR NEGOTIATIONS	7
2.01 Commencement of Negotiations.....	7
2.02 Mediation	7
2.03 Representatives	7
2.04 Authority	7
2.05 Ratification.....	7
2.06 Copies of Agreement	7
ARTICLE 3.....	8
BOARD RIGHTS	8
ARTICLE 4.....	9
EMPLOYEE AND ASSOCIATION RIGHTS	9
4.01 Association Meetings.....	9
4.02 Association Use of Mailboxes and Bulletin Boards	9
4.03 Association Use of Equipment.....	9
4.04 Information to Association	9
4.05 New Employees Information to Association	9
4.06 New Employee Information.....	10
4.07 Placement of Items in Employee's Permanent Personnel File	10
4.08 Notification of Assignment.....	11
4.09 Association Dues Deduction.....	11
ARTICLE 5.....	12
JOB DESCRIPTIONS, TRAINING AND EVALUATION	12
5.01 Job Descriptions.....	12
5.02 Job Training	12
5.03 Training.....	12

5.04	Evaluations Guidelines	14
ARTICLE 6.....		16
VACANCIES, TRANSFERS AND PROMOTIONS		16
6.01	Vacancies	16
6.02	Subcontracting	16
6.03	Voluntary Transfer.....	16
6.04	Transfers to New Buildings	16
6.05	Involuntary Transfers.....	17
6.06	Conference	17
6.07	Temporary Duties Assumed	17
6.08	Adjustments Due to Transfer	17
6.09	Kathryn J. Birkett Center	17
EMPLOYEE LAYOFFS		18
7.01	Notice.....	18
7.02	Laid-Off Employees.....	18
ARTICLE 8.....		19
SENIORITY		19
8.01	Definition — Seniority	19
8.02	Seniority Lists	19
8.03	Loss of Seniority.....	19
8.04	Categories for Seniority	20
Article 9		21
GRIEVANCE PROCEDURE.....		21
9.01	Definitions.....	21
9.02	Rights to Representation.....	21
9.03	Procedure	21
9.04	Other Conditions.....	22
ARTICLE 10.....		25
WORKING CONDITIONS.....		25
10.01	Hours.....	25
10.02	Lunch and Breaks	25
10.03	Notification of Hours for Forthcoming School Year	26
10.04	Extension of Hours	26
10.05	Weekend Work	26
10.06	Emergency Shutdown.....	26
10.07	Late Start/Early Closings	26

10.08	Summer Hours and Spring Break Hours	27
10.09	Thanksgiving Break	27
10.10	Mileage	27
10.11	Administration of Medication and Other Care Duties for Students	27
10.12	Surveillance Cameras.....	28
ARTICLE 11	29
DISCIPLINE/DISMISSAL	29
11.01	Probationary Employees	29
11.02	Non-Probationary Employees	29
11.03	Discipline/Dismissal Procedures	29
ARTICLE 12	31
NON-INTERRUPTION OF WORK	31
12.01	Unauthorized Action.....	31
ARTICLE 13	32
HOLIDAYS	32
13.01	Holidays	32
13.02	Selection of Holiday Dates	32
13.03	Day Before Thanksgiving and Floating Holidays	32
13.04	Regulations	33
ARTICLE 14	34
VACATIONS	34
14.01	Vacation Accrual	34
14.02	Vacation Carry Over	34
14.03	Vacation Dates	34
14.04	Vacation Pay at Termination	34
14.05	Vacation Credit at Transfer.....	34
ARTICLE 15	35
LEAVES	35
15.01	Sick Leave.....	35
15.02	Bereavement Leave.....	36
15.03	Business Leave Days	36
15.04	Religious Leave	36
15.05	Jury Duty.....	37
15.06	Disaster Leave.....	37
15.07	General Leaves.....	37
15.08	Association Leave.....	37

15.09	Parental Leave.....	37
15.10	General Conditions for Approved Leaves	38
ARTICLE 16.....		40
COMPENSATION AND FRINGE BENEFITS		40
16.01	Salary	40
16.02	Longevity	41
16.03	Overtime Pay	41
16.04	Lunchroom Supervision.....	41
16.05	Substitute Rates.....	41
16.06	Extra Pay Assignments	42
16.07	Extended School Year (ESY)	42
16.08	Medical and Dental Insurance	42
16.08	Term Life Insurance.....	45
16.09	Long-Term Disability Insurance.....	45
16.10	Selection of Carriers	45
16.11	Payroll Installments	45
16.12	Error in Pay and/or Benefits Calculation	45
16.13	Payroll Dates.....	46
16.14	Tax Shelters/Payroll Deductions.....	46
16.15	Hours and Rate Schedule by Category	47
16.16	Increase in Number of Workdays	48
16.17	Flexible Schedules	48
16.18	New Bargaining Unit Positions	48
16.19	Retirement.....	48
ARTICLE 17.....		50
COMMITTEES.....		50
17.01	Professional Learning	50
17.02	Professional Concerns Committee	50
ARTICLE 18.....		51
EFFECT AND DURATION OF AGREEMENT.....		51
18.01	Period Covered — Terms of Agreement	51
18.02	Complete Understanding	51
18.03	Individual Contracts.....	51
18.04	Savings Clause	51
18.05	Changes.....	51
18.06	Signatures.....	51

APPENDIX A: Hourly Rate Schedules 2026-2030.....	52
Schedule A	52
Schedule B	53
Schedule C	54
Schedule D	55
INDEX	56

ARTICLE 1

RECOGNITION

1.01 Recognition

The Board of Education of School District No. 204, DuPage and Will Counties, Naperville, Illinois, hereinafter referred to as the "Board", recognizes the Indian Prairie Classified Association IEA-NEA, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association", as the sole and exclusive representative for all secretaries/clerks, health, office and library media center assistants, teacher assistants, receptionists, , and deans assistants, working twenty (20) hours or more per week on a regular basis. Excluded from the bargaining unit are the administrative assistants to the Superintendent and Assistant/Associate Superintendents, data processing administrators, lunchroom supervisors, medication nurses, employees whose positions require Professional Educator Licensure, supervisors and confidential employees as defined in the Illinois Educational Labor Relations Act.

1.02 Purpose

The purpose of this recognition is a mutual agreement between the parties to negotiate in a good faith effort with regard to all matters as set forth in the Illinois Educational Labor Relations Act. "Good faith effort" is defined as the mutual responsibility of the Association and the Board to deal with each other openly and fairly and endeavor to reach agreement on items being negotiated. It does not imply that either party will agree with, or accept, the other party's proposal, or be compelled to reach agreement on specific topics.

ARTICLE 2

FRAMEWORK FOR NEGOTIATIONS

2.01 Commencement of Negotiations

Negotiations shall begin no later than March 1st in the year in which this Agreement terminates unless both parties agree to an alternate date.

2.02 Mediation

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that both parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

2.03 Representatives

The parties agree that their duly designated representatives shall negotiate in a good faith effort with respect to items negotiable under the Illinois Educational Labor Relations Act. Each party shall select its own representatives.

2.04 Authority

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals in the course of negotiations.

2.05 Ratification

When the Association and Board reach final agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and then to the Board for official approval. There shall be two signed copies of any final Agreement. One copy shall be retained by the Board and one by the Association.

2.06 Copies of Agreement

Within ninety (90) days after the Agreement is signed, an electronic copy of this Agreement shall be posted on the District website under Human Resources (HR). The Board and the Association shall split the cost of any agreed upon printing of the Agreement.

ARTICLE 3

BOARD RIGHTS

The Board, on behalf of the electors of the District, retains and reserves the ultimate responsibilities for proper management of the Indian Prairie Community Unit School District 204 conferred upon and vested in it by the Statutes and the Constitution of the State of Illinois, and the United States, including but not limited to, the responsibilities for and the right:

- A. To maintain executive management and administrative control of the District and its properties and facilities and the work of its employees as related to the conduct of District affairs.
- B. To hire all employees and to determine their qualifications, or their dismissal or demotion, and to evaluate, promote and transfer all such employees.
- C. To establish grade levels, courses of instruction and curriculum, including special programs, athletic, recreational, or social events for students, all as deemed necessary or advisable by the Board.
- D. To determine class schedules, the student attendance day, and the responsibilities and assignments of those in the bargaining unit.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by law and the specific and express terms of this Agreement.

ARTICLE 4

EMPLOYEE AND ASSOCIATION RIGHTS

4.01 Association Meetings

The Board agrees that the Association has the right to use a school building (except central office) for meetings after duty hours subject to reasonable advance notice to the affected school principal. The principal shall respond in a reasonable amount of time.

Such use shall not interfere with or interrupt normal school operations or conflict with previously scheduled activities. When special custodial service is required, the Board may charge the Association for this service.

4.02 Association Use of Mailboxes and Bulletin Boards

The Association may use employee mailboxes, inter-school mail, district e-mail system provided such use does not interfere with the operation of the schools and/or district, and a bulletin board in the designated employee lounge in each building.

The Administration has the sole discretion as to when the district e-mail system will be used by the Association. Copies of all general fliers and general announcements shall be given to the building principals. Nothing herein shall preclude the right of the Board to give direct access to employee mailboxes and inter-school mail to other organizations as approved by the Superintendent or his/her designee.

4.03 Association Use of Equipment

The Association may use school equipment on school premises only, e.g., audio-visual equipment, computers, tablets and photocopy machines (excluding heavy volume items), providing such use shall be contingent upon the absence of any concurrent need to use such equipment for any aspect of the school program.

4.04 Information to Association

Upon written request from the Association president, the Board shall make available to the Association information and reports which are prepared for public distribution. Nothing herein shall require the Board and/or the Administration to conduct any research and/or assemble special documents for the Association.

The Board also agrees to furnish to the Association available information concerning the financial resources of the District and policy manual updates.

4.05 New Employees Information to Association

The Association president will be furnished with the names, addresses, and tentative building assignments of new employees covered by this Agreement prior to August 15 each year. Names, addresses and building assignments of

those hired after August 15 shall be furnished to the Association as soon as practicable. An update will be furnished in January. Updates to the employee list will be provided by the Human Resources Department on a monthly basis when new employees are added and/or terminated employees are deleted from the payroll.

4.06 New Employee Information

New employees shall be provided with a District information packet at the time of hire. Such packet shall include a web-link to the electronic copy of the negotiated Agreement, insurance documents, school calendar, hourly rate or salary information and other pertinent items as deemed appropriate by the Superintendent.

4.07 Placement of Items in Employee's Permanent Personnel File

A copy of any permanent material, except confidential material such as evaluations by colleges or previous employers, shall not be placed in an employee's permanent personnel file without a copy also being supplied to the employee. All material placed in the file shall bear an entry date. The employee has the right to answer in writing, and his/her answer will be attached to the file copy. The employee must respond within ten (10) workdays of becoming knowledgeable of the material.

- A.** If the material asserts the commission or omission of any act which is susceptible of rectification, it shall not be placed in the file until a ten (10) workday period has elapsed. If such rectification has occurred within the ten (10) day period and is acceptable to the Administration, such material shall not be placed in the file unless the superintendent or his/her designee shall characterize the material as evidencing conduct which requires future mediation or as part of a course of conduct which might affect subsequent disciplinary considerations.
- B.** Each employee shall have the right, upon reasonable advance notice, to review the contents of his/her permanent personnel file. However, such review shall not be inconsistent with the performance of his/her duties or inconsistent with regular business hours. Such inspection shall take place only in the presence of an Administrator or administrative designee. The employee may be accompanied at such review by a representative. Nothing shall be permanently removed from the personnel file except with the consent of the Board.
- C.** Access to personnel files shall be limited to the employee, to authorized administrative personnel, and authorized representatives of the Board. This does not preclude Board use of material from personnel files when the material is pertinent to any action taken or contemplated by the Board as determined by the superintendent or his/her designee.

4.08 Notification of Assignment

The Board will inform employees of the tentative assignments for the following school year no later than June 1. Should changes in assignments be necessary after June 1 and during the regular school year, the employee will be notified in writing as promptly as circumstances permit. In case of an involuntary change after June 1, such decisions shall be handled as described in Article 6: Vacancies, Transfers and Promotions.

4.09 Association Dues Deduction

Any employee who is a member of the Association may sign and deliver to the Board office authorization to deduct Association dues. The Association shall notify the Assistant Superintendent for Business in writing of the total amount of annual and monthly dues. Such written authorization shall continue in effect unless canceled by the originating employee.

The Board will deduct monthly dues beginning in October and continuing through May, provided that the employee's authorization for payroll dues deduction has been received no later than September 20 of each year by the District's Business Office or within thirty (30) days from the date of employment.

The Board shall remit monthly to the Treasurer of the Association the total amount of money deducted for the month. Such remittance will be accompanied by a listing of the names of employees from whose salary the dues were deducted.

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article or in compliance with any authorizations furnished under the provisions of this Article.

ARTICLE 5

JOB DESCRIPTIONS, TRAINING AND EVALUATION

5.01 Job Descriptions

Each employee shall be provided, upon request, with the most recent job description. New employees shall be provided a job description at the time of hire. Whenever changes occur in a job description, the Administration will provide such changes to the affected employee for his/her information prior to finalization and implementation by the Administration.

Job descriptions shall be reviewed as needed by a joint committee of the Association and Administration. The final decision as to what items are included in each job description will rest solely with the Administration.

5.02 Job Training

Employees who wish to do so may request to attend training and/or educational seminars and courses that relate to their current assignment. Such requests shall be delivered to the employee's immediate supervisor in writing, complete with a description of the training or education and anticipated costs. The Assistant Superintendent for Human Resources shall have the discretion as to approval or disapproval.

- A. If approval is forthcoming on a seminar, said approval will include appropriate guidelines regarding the employee's responsibility to remain within the approved expenditure for the seminar, along with requiring the employee to submit all appropriate receipts to his/her appropriate supervisor at the conclusion of the seminar. In addition, within one (1) week, the employee shall submit a written report as to the content of the seminar and how it benefited the employee in his/her current assignment.
- B. If the Administration requires an employee to attend a seminar and/or a course that relates to improving his/her skills, then the Board shall be responsible for actual expenditures to attend such training.

5.03 Training

A. Handbook

All newly hired Teacher Assistants will receive a copy of the Teacher Assistants Handbook, and a copy will be available on the district website.

B. Training

The building or department level designees will partner with the in-building training process.

Newly hired employees will be given opportunities to complete six (6) hours of approved training beyond their contracted workday, paid at the employee's current hourly rate of pay.

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- C. Behavior Support Assistant Training:** The District will provide required training to receive a certificate to qualify as a Behavior Support Assistant. The training modules must be completed, including passing a competency test prior to being moved into the Behavior Support Assistant role. Training must occur every two years to maintain the position.

Student Personal Care Assistant Training: The District will provide an approved training program to prepare an employee to receive a certificate to qualify as a Student Personal Care Assistant. Training may take up to fifteen (15) hours to complete. Employees will receive their current hourly rate of pay for the actual time spent on the training, up to a maximum of fifteen (15) hours. A Student Personal Care Assistant that does not successfully complete a District approved program shall be considered a voluntary transfer and placed in a self-contained teaching assistant position in another building.

D. Professional Development Training

Employees will participate in one Professional Development Wednesday (PDW) per quarter. The date will be determined by the building administrator and communicated to staff in that building. A flexible work week for that time will be implemented to accommodate any change in work hours due to the PDW schedule.

E. Shadowing

Newly hired employees will have the opportunity to shadow same/similar positions where applicable and the shadowing will be scheduled in coordination with building administration or designee.

F. Mandated Trainings

All classified employees will be required to complete trainings as required by state legislative mandates and/or Board policies.

G. Pay for Returnees

Returning Special Education Assistants who elect to take training outside their contracted workday will be paid at their hourly rate of pay for each hour of approved training completed.

H. District Cost

A total of \$30,000 will be set aside by the District to pay the employees for completed approved training. Upon request of the Association, the District agrees to discuss increasing the training fund pool of money if the total amount is exceeded in any year.

I. Mentoring

A committee made up of equal representation of administration and IPCA members shall be created to explore a mentoring program for classified staff.

5.04 Evaluations Guidelines

A. Notification

Generally, within two (2) weeks of employment, supervisors will provide employees with a written overview of evaluation procedures, performance standards, and their assigned evaluator. No formal evaluation shall take place until such orientation has been completed. Building administrators will maintain an on/off cycle list and notify each employee in writing annually of their current evaluation status and assigned evaluator.

B. Evaluators

The administration will provide annually a list of job titles that will be considered evaluators. The list of job titles will be provided to union leadership by August 15th or by the first student attendance day.

C. Feedback and Artifacts

Feedback should be provided if there are performance concerns throughout the entire evaluation cycle that may be included in the evaluation. In addition to information gained through observations, the Administration may, from time to time, ask the employee to provide sample materials covering his/her job assignments. Discussion of this work product may be helpful to the employee and the Administration in better understanding the requirements of the position.

D. Frequency

1. Following the first ninety (90) days of employment, each employee will be evaluated at least one (1) time during his/her first and second year of employment to be completed by May 15. Employees with two (2) or more years of employment, will be evaluated at least one (1) time every three (3) years with at least one observation in the three (3)-year cycle.
2. Such evaluation will occur no later than May 15 of each evaluation year for 10-month employees and no later than June 15 of each evaluation year for 12-month employees. If the evaluation is not completed by the dates stated in this paragraph, the employee has the option to use the previous evaluation rating.

E. Evaluation Report and Conference

An evaluation conference shall be held between the employee and evaluator to complete the evaluation process. Evaluations, including recommendations for employee improvements, shall be reduced to writing and a copy of such shall be provided to the employee within a reasonable timeframe prior to the evaluation conference at the evaluation conference which shall be held between the employee and evaluator to complete the evaluation process. A copy signed by both parties shall be given to the employee with the employee's signature indicating receipt of the evaluation.

F. Evaluation Comments

All evaluations shall be placed in the employee's personnel file. If the employee feels that the evaluation needs elaboration, said employee may put

any comments in writing and have them attached to the evaluation report within ten (10) workdays of receiving the formal evaluation.

G. Remediation / Appeal

1. *Remediation.* When the job performance of a classified employee is considered unsatisfactory by a supervisor/evaluator, an effort to remediate perceived deficiencies will be initiated. This remediation will typically involve the following:
 - a. identification by the supervisor/evaluator of specific areas of concern.
 - b. a description of expectations during the remediation period, including, where appropriate, the acceptable level of performance which is expected.
 - c. a timeline for correction of deficiencies which will generally not exceed 6-8 weeks.
 - d. feedback during the remediation period from the supervisor/evaluator in the form of evaluations, memoranda, conferences, etc., as the supervisor/evaluator determines appropriate under the particular circumstances.
 - e. a closing conference with the employee to discuss the remediation and to identify subsequent action.
2. *Appeal.* If an employee is dismissed for performance concerns, a written appeal may be filed within ten (10) workdays of receiving the decision to the Personnel Committee of the Board. All written appeals shall be filed with the Assistant Superintendent for Human Resources. The affected employee shall have the right to have Association representation available in any such meeting if so desired.

H. Evaluation Committee

An evaluation committee shall be created that include administrators and IPCA members for the purpose to review evaluation criteria and performance ratings. The charge and makeup of the committee will be determined by September 30, 2026.

ARTICLE 6

VACANCIES, TRANSFERS AND PROMOTIONS

6.01 Vacancies

Normally, vacancies, including, administrative and supervisory positions will be posted as they occur via e-mail. The vacancy list will be updated as needed.

Normally, vacancies shall be posted for five (5) days before they are permanently filled. The Association recognizes the right of the Board not to fill vacancies. The format of the vacancy notice form is at the sole discretion of the administration and may be changed at any time.

The five (5) day posting period will be waived for vacancies that first occur ten (10) days before the first day of student attendance through and including the fifth day of student attendance.

6.02 Subcontracting

The Board of Education shall comply with the Illinois School Code (105 ILCS 5/10-22.34c) when contracting for third party non-instructional services to the extent required when supplementing the workforce due to unfilled bargaining unit vacancies.

The association president shall be notified monthly of all temporary employee placements made through third party non-instructional service providers.

6.03 Voluntary Transfer

A. Employees who desire to transfer to another building shall apply in writing via hard copy or by email to the Superintendent or his/her designee. All requests for a transfer for the next school year must be submitted on or before March 1. The Superintendent or designee shall create and maintain a centralized database for all transfer requests and will notify all applicants in writing if the transfer has been granted or denied. It is the responsibility of the employee to withdraw his/her request in writing if he/she does not wish to be considered for a transfer.

B. When the qualifications of two (2) or more applicants for voluntary transfer to a position are judged to be relatively equal by the Administration, the applicant with greater seniority in said position shall be given the position. At the request of the employee, a conference with the superintendent or his/her designee will be arranged to appeal the transfer decision and the reason(s) for the denial.

6.04 Transfers to New Buildings

In the event of initial staffing of a new building, the Administration shall have the sole discretion to transfer at will to that building by first, filling as many positions as possible by voluntary transfers and second, by filling all remaining positions

with involuntary transfers or new hires. The final decision governing all individuals to be selected for a new building shall remain with the Administration.

6.05 Involuntary Transfers

- A. Every reasonable attempt will be made not to involuntarily transfer an employee when another employee has a valid request on file to make a voluntary transfer to that position, with the final decision remaining with the Administration.
- B. Involuntary transfers will be used only when other means have not provided adequate staffing to meet the needs of the School District. For the next twenty-four (24) months, and for that period only, after any employee has been so transferred, he/she will receive priority consideration for a voluntary transfer within his/her classification if they apply for a specific vacancy. When such an application is made, the employee will be interviewed for the position. The final decision shall remain with the Administration. In the event the student assigned to the teacher assistant leaves the building or district, the teacher assistant may be involuntarily reassigned.
- C. When the Administration notifies an employee of an involuntary transfer, the employee shall be released immediately if he/she so requests in writing. Teacher assistants may be involuntarily transferred on the basis of students' needs and district program changes as determined by the Administration.
- D. The final decision for involuntary transfers remains with the Administration.

6.06 Conference

Unsuccessful applicants and transferred employees shall, upon written request, be granted a conference with the Assistant Superintendent for Human Resources covering the decision on a particular position.

6.07 Temporary Duties Assumed

Any employee who is temporarily transferred to another position (either in or out of the bargaining unit) will be paid their regular rate of pay during the time they are in the temporary position unless the regular rate of pay for the temporary position in another classification is higher than the employee's regular position. In such case, the employee shall be paid the higher of the two rates for the duration of the temporary assignment.

6.08 Adjustments Due to Transfer

Employees shall not lose pay due to involuntary transfer.

6.09 Kathryn J. Birkett Center

The Kathryn J. Birkett Center (freshman center) will be considered part of the related high school for purposes of Article 6 (transfers) of this Agreement, i.e., such Campus will not be considered another "building" or "new" building for purposes of Section 6.03 or Section 6.04 of this Agreement.

Article 7

EMPLOYEE LAYOFFS

7.01 Notice

The Board shall notify the Association prior to any layoff of employees covered by this Agreement. Layoffs and recall will be in accordance with the Illinois School Code.

7.02 Laid-Off Employees

A. Substitution

A laid-off bargaining unit member shall, upon written application, be placed on the District preferred substitute list in his/her classification at one hundred percent (100%) visibility and shall be paid at step 10 of the applicable hourly rate schedule.

B. Fringe Benefits/Laid-Off Employees

Laid-off bargaining unit members may continue their insurance benefits for a period not to exceed eighteen (18) months, under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. Laid-off bargaining unit members who are recalled to a full-time position under 7.02C shall be returned to the same salary and insurance contribution level as when they were laid-off.

C. Employee's Right to Recall

Laid-off bargaining unit members shall have a right to recall for any vacant position within the specific category for which they were laid-off for the following school term or within one (1) calendar year from the beginning of the following school term. This section recites the existing Illinois School Code and shall be superseded by any changes to the School Code.

D. Employee's Obligation to Respond to Recall

It shall be the bargaining unit member's responsibility to keep the employer notified as to his/her current mailing address by certified mail, return receipt requested, or by written notice personally delivered to the Assistant Superintendent for Human Resources, receipt required. A recalled bargaining unit member shall be given ten (10) workdays from receipt of notice to report to work. The employer may fill the position on a temporary basis until the recalled bargaining unit member reports to work. Bargaining unit members recalled to full-time work for which they are qualified are obligated to take such work on the date stated on the notice of recall. A bargaining unit member who refuses recall to work shall forfeit his/her seniority rights.

ARTICLE 8

SENIORITY

8.01 Definition — Seniority

An employee's seniority calculation commences with the first date of work. Seniority shall be defined as the length of continuous service within the bargaining unit. In the event that more than one individual bargaining unit member has the same starting date of work, and/or same seniority, position on the seniority list shall be determined by drawing lots.

In the event an employee changes classification, the employee shall retain previously earned seniority. All such changes in classifications shall be based on qualifications as determined by the Administration.

8.02 Seniority Lists

The Board shall prepare, maintain, and post on the District's website a copy of the Seniority List, by seniority category, by February 1 of each year. A link to the Seniority List shall be sent to the Association President.

It shall be the responsibility of each employee to review the annual Seniority List and to advise the Assistant Superintendent of Human Resources in writing by March 1st of any claimed error or omission ("objection") in the List. The Assistant Superintendent shall review and consider any such objection and inform the employee of his/her decision within five (5) workdays. Within five (5) workdays of the Assistant Superintendent's decision, the employee may file a written appeal to the Board of Education. Failure of the employee to make a timely objection shall be deemed as an acceptance of his/her placement on the Seniority List. The employee shall be prohibited thereafter from challenging the employee's seniority until the next list is posted.

Errors or delays in the preparation of the Seniority List shall not prevent the Board of Education from taking dismissal action in accordance with the School Code and this Agreement.

8.03 Loss of Seniority

An employee shall be considered terminated, including losing all seniority rights, under any of the following circumstances:

A. Resignation

B. Discharge

C. Laid off for a period exceeding the amount of time listed in Article 7: Employee Layoffs.

8.04 Categories for Seniority

A. Clerk/Receptionist

- CEC Clerk – 1000 Calendar
- HR Clerk – 1000 Calendar
- HS Receptionist – 1000 Calendar

B. Teacher Assistant – Instructional – 5200 Calendar

C. HS Copy Room Clerk – 1000 Calendar

D. Teacher Assistant – Enrollment – 5200 Calendar

E. Library Media Center Assistant – (LMC Assistant)

- MS, HS – 5400 Calendar

F. Library Media Center Assistant – (LMC Assistant)

- ELM – 5400 Calendar

G. Teacher Assistant – Special Education

- EC 5302 Calendar
- ELM/MS/HS 5200 Calendar
- HS/STEPS Teacher Assistant and Community Transport – 5200 Calendar

H. Behavior Support Assistant – 5200 Calendar

I. Teacher Assistant – Pool – 5200 Calendar

J. Teacher Assistant – In-School Suspension – 5101 Calendar

K. Student Personal Care Assistant – 5200 Calendar

L. Multilingual Learners (ML)

- Teacher Assistant – 5200 Calendar
- Home and School Liaison – 5200 Calendar

M. Deans Assistant – 5101 Calendar

N. Health/Office Assistant – 5700 Calendar

O. Secretary – 10 Month

- Middle School – 5700 Calendar
- EC Student Services – 5700 Calendar
- HS Counseling – 5600 Calendar
- HS Dean – 5600 Calendar

P. Secretary – 12 Month – 1000 Calendar

- Principal
- HS Assistant Principal
- HS Athletic Director
- HS/CEC Student Service
- HS Financial Secretary
- MS/HS Counseling
- CEC

Article 9

GRIEVANCE PROCEDURE

9.01 Definitions

- A. **Grievance** means any claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of the terms of the Agreement.
- B. **Days** means school days, except that when an alleged grievance is submitted fewer than ten (10) days before the close of the school year, time limits shall consist of business days.

9.02 Rights to Representation

An Association representative may be present at any meeting, hearing, appeal or other proceeding relating to a grievance which has been formally presented beyond Step One. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of the Association, provided the Association has a right to be present at such adjustment and that such adjustment cannot be inconsistent with this Agreement.

The Administration shall have the right to have another Administrator and/or representative present for any meetings, hearings, appeals, or other proceedings relating to a grievance which has been formally presented.

9.03 Procedure

The parties hereto acknowledge that it is usually most desirable for a grievant and the immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the grievant, a grievance may be processed as follows:

A. Initiation

A grievance may be filed in writing within fifteen (15) days of the occurrence of the event which initiated the grievance or when the grievant reasonably would have had knowledge thereof. Failure to file within the time limits prescribed herein constitutes a waiver of the right to file for that particular occurrence. The written grievance shall state the clause or clauses of the contract allegedly violated and the proposed remedy requested.

B. Step One

The grievant shall present the grievance in writing to the supervisor immediately involved who shall arrange for a meeting to take place within ten (10) days after receipt of the grievance. The supervisor shall provide the grievant and the Association with a written answer to the grievance within ten (10) days of the meeting.

C. Step Two

If the grievance is not resolved in Step One, the Association may appeal the grievance to the Superintendent. Such appeal must be filed within ten (10) days after receipt of the Step One answer. The Superintendent or his/her official designee shall arrange for a meeting to take place within ten (10) days of receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have ten (10) days in which to provide his/her written decision to the Association.

D. Step Three

If the grievance is not resolved at Step Two, the Association may appeal the grievance to binding arbitration. Such appeal must be filed within fifteen (15) days of the Step Two response. If the parties cannot agree on an arbitrator or an arbitration procedure within ten (10) days of the appeal, the American Arbitration Association shall be requested to act as administrator of the proceedings according to its Voluntary Labor Arbitration Rules.

1. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitrator and the AAA shall be divided equally between the parties.
2. If either party requests a transcript of the proceedings, that party shall bear the full costs for the transcript. If both parties order a transcript, the cost of two (2) transcripts shall be divided equally between the parties. If the arbitrator requests a copy of the transcript, the cost shall be divided equally between the parties.
3. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which had not previously been disclosed to the other party during the previous steps.
4. The arbitrator shall have no power to nullify, alter, amend, ignore, add to or subtract from the provisions of this Agreement. The arbitrator's decision must be based solely upon his/her interpretation of the meaning or application of the express relevant provision of this Agreement.

9.04 Other Conditions

A. Bypass

By mutual agreement, any step of the grievance procedure may be bypassed, and the grievance brought directly to the next step.

B. Class Grievance

Class grievances involving one or more employees or one or more supervisors and grievances involving an Administrator above the building level may be initially filed by the grievant at Step Two.

C. Grievant and Association Cooperation

The grievant and Association shall not interrupt the instructional and regular duties of the employees within the District in the investigation of any alleged grievance. However, this does not restrict the right of Association representatives to otherwise investigate and prepare grievances.

D. Released Time

Should attendance at a grievance hearing require that an employee or an Association representative be released from his/her regular assignment, she/he shall be released without loss of pay or benefits. However, the cost of any necessary internal substituting or hiring of a substitute shall be reimbursed to the District by the Association.

E. Timelines

Failure of any grievant to act on a grievance within the prescribed time limits will act as a bar to any further appeal. Failure of an Administrator to so respond will permit the grievant to move to the next step.

F. Extension of Time Limits

An extension of time limits may be made by mutual consent.

G. Settlement

A grievance may be settled or withdrawn at any time without establishing precedent.

H. Exhausting Remedies

The Association will make every reasonable effort to encourage employees to exhaust this grievance procedure before commencing any proceeding in any state or federal court or administrative agency when charging the Board and/or Administration with an act which reasonably could also be claimed to be a violation of this Agreement. In the event a member and/or the Association commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, such remedy shall be exclusive and the member and/or the Association shall be barred from any remedy of the grievance procedure. Any grievance previously filed shall be considered withdrawn permanently upon the commencement of such a proceeding.

I. No Reprisals

No reprisals of any kind shall be taken by the grievant and/or the Association against any employee because of his/her participation or lack of participation in a grievance.

J. Personnel File

Documents related to grievances shall be filed separately from the employee's personnel file.

K. Election of Remedy

In the event a member of the bargaining unit initiates an appeal under the District's Rules and Regulations, reproduced for reference in Appendix B, or Article 5.04.F, such remedy shall be exclusive, and the member shall be barred from invoking any remedy under this grievance procedure.

ARTICLE 10

WORKING CONDITIONS

10.01 Hours

The regular working hours for all employees covered by this Agreement shall not exceed forty (40) hours per week.

10.02 Lunch and Breaks

A. Lunch and Breaks for 40 Hour Employees

Forty-hour employees will be granted up to sixty (60) minutes of administratively scheduled flexible time each day, which will include:

- Mandatory “duty free” lunch time of at least thirty (30) minutes in length, and
- Appropriate convenience breaks

It is permissible for the administrator to schedule the designated lunch time and break time by bundling provided that the total time does not exceed sixty (60) minutes.

B. Lunch and Breaks for Assistants Who Work Less Than 40 Hours

10.02.01 Lunch Time

The “duty free” lunch time for assistants will be the same length as the building lunch time for students provided that the lunch is no less than thirty (30) minutes in length.

10.02.02 Break Time

The Board and the Association agree that full-time assistants need to have convenience breaks that do not disrupt the continuity of the education program. Breaks may not occur to shorten the workday.

The building administration or immediate supervisor and assistant will communicate how convenience breaks (up to two per day) may occur including:

1. Consideration of program needs and natural break opportunities
2. Cross train to release assistant
3. Use of support teacher to release assistant

C. Lunch/Break Appeal

All problems/concerns related to the scheduling of the lunch time and convenience breaks may be appealed to a building committee composed of

the principal or supervising administrator and the building IPCA senator. Either party may file such an appeal. The appeal will be considered the informal process stated in Article 9: Grievance Procedure. Timelines for filing the grievance at step one will be held in abeyance pending the timely completion of the appeal.

10.03 Notification of Hours for Forthcoming School Year

The Administration will inform employees of their tentative hours for the forthcoming school year by June 1. Should changes occur after June 1 and during the regular school year, the employee will be notified in writing as promptly as circumstances permit. The final decision-making covering the hours of work shall remain with the Administration.

10.04 Extension of Hours

It is understood by the Association that if hours are extended in emergency situations involving the health and welfare of the students, such time will be paid.

10.05 Weekend Work

Employees shall be guaranteed at least two (2) hours pay if called in on weekends. Pay is at overtime rate if hours are in excess of 40 for that week, at regular rate if less than 40 for that week. Paid time off does not count toward 40 hours.

10.06 Emergency Shutdown

When the Superintendent or designee makes a decision to close a school, school facility or the entire School District, or use an e-learning day, employees will follow these guidelines:

Dependent on sufficient notice of shutdown, 10-month and 12-month clerical staff (1000, 5600, and 5700 work year calendars) will work remotely. If unable to work they shall have the option to use an available benefit day (business leave day, floating holiday, or vacation day) to prevent a loss in pay. If benefit days are exhausted, they will work with their building or department level to make up the required hours.

All other 10-month staff will not work. For an e-learning day, the District will comply with statutory requirements regarding pay and benefits. For closures, the day will be rescheduled and pay and benefits will be applied on the made-up day at the end of the year.

10.07 Late Start/Early Closings

Employees will be paid for a full day if they have worked the scheduled day. When a situation arises, after employees have arrived at work, that warrants the release of students and teaching staff, the Administration will make a determination as to the possible release of non-essential classified employees, with the final decision being assessed in each situation as it arises including, but not limited to, the need to retain communications between the affected building(s) and school community.

10.08 Summer Hours and Spring Break Hours

Summer hours begin the day after the last day of student attendance. Regular hours resume five workdays prior to the first institute or teacher workday whichever occurs first for the new school year. The summer hours will consist of a 40-hour work week. The work week may be organized in a flexible manner with the schedule developed at the building or department level. These hours will be set for the duration of the summer.

Spring hours begin the first day of the spring break week. The spring break hours will consist of a forty (40) hour work week. The work week may be organized in a flexible manner with the schedule developed at the building or department level. These hours will be set for the duration of the week.

10.09 Thanksgiving Break

When the Board approved calendar calls for no student or teacher attendance on the day before Thanksgiving and the teaching staff works extended days for two evening parent teacher conferences, the 12-month school building employees must work using one of the options listed below for those days.

1. Work extended hours as the teachers on the extended days for two evening parent teacher conferences in exchange for the day off on the day before Thanksgiving. If this option is chosen, the employee must waive any claim to overtime pay unless the work calendar for the 12-month employee states the day before Thanksgiving is an unpaid day off.
2. Work regular hours on the extended days for two evening parent teacher conferences and on the day before Thanksgiving.
3. Work regular hours on the extended days for two evening parent teacher conferences and use a vacation day to take off on the day before Thanksgiving.

All other 12-month employees, i.e., CEC, will work regular work hours on the extended days for two evening parent teacher conferences and the day before Thanksgiving.

10.10 Mileage

Employees required by their supervisor to use their own automobiles to conduct their duties shall be reimbursed at the current rate authorized by the IRS.

10.11 Administration of Medication and Other Care Duties for Students

Employees are not required to administer medication under current law. Administration of medication to or by students will be consistent with Board Policy 7.270, as amended from time to time, and Section 10-22.21b of the School Code. The policy and the section of the School Code can be found at www.ipdsd.org. When other care duties are expected of an employee, training will be provided.

10.12 Surveillance Cameras

Video cameras are installed and used in areas on the District's property where no reasonable expectation of privacy is maintained by students, staff or visitors. Such areas include, but are not limited to, hallways, cafeterias, gymnasiums, parking lots, exits and entrances to the District's buildings, buses, auditoriums and athletic fields.

The parties agree that the cameras (and/or recordings from the cameras) will not be used to conduct informal evaluation observations or formal evaluation observations for purposes of evaluating the professional practice of the Association's members.

The parties agree that the cameras (and/or recordings from the cameras) may be used for other purposes, including (but not limited to) surveillance (not for the sole purpose to continuously observe staff members without basis), investigation of complaints, investigation of suspected misconduct, documentation of inappropriate conduct, and discipline for inappropriate conduct.

In the event that the cameras (and/or recordings from the cameras) are used for investigation of complaints against a bargaining unit member, investigation of suspected misconduct by a bargaining unit member, documentation of inappropriate conduct by a bargaining unit member, or discipline for inappropriate conduct by a bargaining unit member:

1. Prior to discipline being imposed, an administrator will inform the bargaining unit member of the use of the video; and
2. Upon request, and unless prohibited by law, the bargaining unit member and an Association representative will be allowed to view the relevant video footage prior to discipline being imposed.

However, nothing herein prevents the District from placing a bargaining unit member on administrative leave during an investigation and prior to following the steps listed above.

If a bargaining unit member is subject to potential discipline and believes that video footage may be relevant to the investigation, the bargaining unit member (or an Association representative on behalf of the bargaining unit member) may submit a request to the Human Resources Department to view the relevant video footage.

The District will provide written notice to all bargaining unit members that video cameras have been installed and are used in areas on the District's property where no reasonable expectation of privacy is maintained by students, employees, or visitors - including, but not limited to, hallways, cafeterias, gymnasiums, parking lots, exits and entrances to the District's buildings, buses, auditoriums and athletic fields.

ARTICLE 11

DISCIPLINE/DISMISSAL

11.01 Probationary Employees

All newly hired employees shall serve an initial probationary ninety (90) workday period during which the employee may be dismissed at any time without regard to the discipline procedures in Articles 11.02 and 11.03 below or the remediation/appeal procedures in Article 5.04.F, as applicable.

After ninety (90) workdays, employees shall be subject to the discipline procedures in Articles 11.02 and 11.03 below or the remediation/appeal procedures in Article 5.04.F as applicable.

All newly hired employees will be given in writing employment information including a job description, a district website link to the online copy of the IPCA Contract.

11.02 Non-Probationary Employees

After the first ninety (90) workdays of employment, no employee shall be discharged without just cause. Progressive discipline steps may include the following: oral reprimand, written reprimand, suspension and discharge. The district agrees in principle to the tenets of progressive discipline for non-probationary employees; provided, however, that more severe misconduct may justify more serious discipline (up to and including immediate discharge) without any prior progressive discipline.

The lookback period for purposes of progressive discipline shall be two (2) years.

11.03 Discipline/Dismissal Procedures

(For all employees who have successfully completed the first 90 workdays.)

Discipline or dismissal (other than layoffs) of any employee covered by this Agreement shall include the following:

- a. a conference with the employee by the appropriate administrator on the decision;
- b. a statement of reason(s) for the action to the employee;
- c. a review of the employee's personnel file with the employee and his/her representative if the employee so chooses.

In the event an Administrator requires an employee to attend a meeting for the purpose of discussing matters which may result in disciplining the employee, the employee, upon request, may have an Association representative present. Any employee required to appear before the Board or a committee thereof shall be given reasonable prior written notice of the meeting.

When an employee is informed of his/her dismissal, he/she may file a grievance in accordance with Article 9.

ARTICLE 12

NON-INTERRUPTION OF WORK

12.01 Unauthorized Action

During the term of the Agreement, the Association, its officers and representatives, and all employees covered by this Agreement will not instigate, promote, or participate in any strike, sympathy strike, slowdown, or other concerted interruption of the operation of District 204 regardless of the reasons for so doing.

It is agreed that in the event of any such unauthorized action as described above, the Association shall, within twenty-four (24) hours of receipt of notice thereof, address a letter to the Board notifying the Board that the action of the employee or Association agents is unauthorized.

ARTICLE 13

HOLIDAYS

13.01 Holidays

The paid holidays include the following:

New Year's Day*	Fourth of July*
Martin Luther King's Birthday	Labor Day
Spring Holiday	Columbus Day*
Floating holiday in lieu of Casimir Pulaski Day*	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day*
Juneteenth*	Veteran's Day

*Does not apply to those employees who are regularly scheduled to work less than 260 days.

13.02 Selection of Holiday Dates

When the above-mentioned holidays fall on a weekend, Saturday holidays will be awarded on the preceding Friday and Sunday holidays will be awarded on the following Monday.

The Superintendent may, at his/her discretion, award two (2) additional days during the District's winter break when the day before Christmas and New Year's Day fall on a weekday (Monday through Friday). These days will be forthcoming if the Administration determines all obligations have been fulfilled during the winter break for students.

13.03 Day Before Thanksgiving and Floating Holidays

In the event of an approved waiver from the State that results in one or more of the holidays being an attendance day, all classified employees shall be paid the day prior to Thanksgiving as a paid holiday to replace the first waived holiday. If a classified employee is asked to work on the day prior to Thanksgiving, the employee shall be granted a floating holiday to replace the paid holiday. For any additional waived holiday, all classified employees will be granted a floating holiday to replace the waived holiday.

In the event of an approved waiver from the State for Casimir Pulaski Day, twelve (12) month employees will be granted a floating holiday to replace the waived holiday.

All floating holidays not used by June 30 of each year will convert into sick leave.

13.04 Regulations

In order to qualify for pay on any approved holidays, an employee must be full-time and must have worked on his/her scheduled workdays immediately preceding and following the holiday unless he/she is absent with the approval of his/her immediate supervisor.

The Association recognizes the right of the Administration to call in employees during holidays, and employees will be paid in accordance with overtime provisions contained in this Agreement.

ARTICLE 14

VACATIONS

14.01 Vacation Accrual

All 12-month (260 days) employees will be awarded annual vacation days as set forth below on July 1 of each year. All 12-month employees shall be entitled to ten (10) days annual vacation time after their first year of employment; fifteen (15) days after their fifth year of employment; and twenty (20) days after their tenth year of employment. If the employee is hired after July 15, the annual vacation days shall be pro-rated for the first year of employment and awarded on July 1 of the following year.

14.02 Vacation Carry Over

Vacation leave cannot be carried over from year to year. Vacation leave must be used in the year immediately following when it was earned. Unused vacation days will convert to sick days on July 1st. In some instances, vacation time may be carried over to the next year if extenuating circumstances prevent the employee from using all of his/her vacation leave in a given year. A request in writing may be made to the Assistant Superintendent for Human Resources. The decision to allow vacation leave carry over is at the discretion of the Administration.

14.03 Vacation Dates

Normally vacations must be taken each year between the dates falling one week after school closes for the summer vacation and one week before school reopens in the fall, unless approval is granted for a different time by the supervising administrator; however, an employee with three or more weeks may choose to arrange for part of his/her vacation during school-year breaks. In case of conflict on vacation dates requested, priority shall be granted on a seniority basis. Vacation requests beyond two weeks must receive advance approval by the Superintendent or his/her designee.

14.04 Vacation Pay at Termination

In the event an employee quits or is terminated before his/her earned vacation has been taken, his/her earned vacation pay will be included in the last paycheck.

14.05 Vacation Credit at Transfer

In the event an employee who works less than 260 days per year transfers to a 260-day position, he/she shall be credited with pro-rated vacation days based on the effective date of transferring to the 12-month position and the number of years in the district as per Article 14.01.

ARTICLE 15

LEAVES

15.01 Sick Leave

All classified employees shall be awarded twelve (12) sick days annually. Sick days will be pro-rated based upon the hire date of new employees. The length of a sick leave day shall be the number of hours an employee regularly works in a day. Unused days shall accumulate to two hundred eighty (280) including the allocated sick leave of the current year.

Sick leave is defined as personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and legal wards.

The School Board may, through its Superintendent, require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness, or as may be deemed necessary in other cases.

Sick leave pay shall be based on the employee's regular workday at the employee's straight time rate of pay for each day's absence that is actually necessary (verified) because of sickness.

Upon request, the Board shall furnish each employee with a written statement at the beginning of each year setting forth the employee's total sick leave credit.

15.01.01 Worker's Compensation. Any full-time employee who suffers a job-related illness or injury that results in temporary total disability under applicable Worker's Compensation statutes, may use accumulated sick leave days during the period he/she is absent from work, according to the following provisions:

- For each day the staff member is unable to work, but receives no total temporary disability compensation, he/she may use a full sick leave day;
- For each day the staff member is unable to work, and receives temporary total disability compensation, he/she may use one-third (1/3) of a sick leave day, provided that such fractional sick leave days must be taken in groups of three (3) so that the amount of sick leave available to the staff member is always calculable in full-day increments;
- Staff members may not use a full sick leave day if temporary total disability is paid, because no more than 100% of regular compensation will be paid.

15.02 Bereavement Leave

Bereavement leave with pay, not to exceed two (2) days per loss, will be granted with no deduction made from business, sick, or vacation leave for the death of a family member as defined in the paragraph below. A maximum of five days absence may be allowed at full pay in case of a death in the family of all full-time personnel. The employee may choose the type of day to be used for the remaining approved bereavement leave (business, sick or vacation). If the employee has no sick leave, earned vacation or business leave days available, an employee will not be paid for the days.

Family, in these cases, will include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and legal wards. Other interpretations of "family" may be made at the discretion of the Superintendent. All requests for bereavement leave shall be made in writing to the employee's immediate supervisor. The District retains the right to request verification covering any approved request.

For bereavement travel of more than 250 miles away from home, an additional two (2) days may be granted by the Assistant Superintendent for Human Resources.

15.03 Business Leave Days

The Board recognizes that from time-to-time certain situations occur which require the employee's attention during the regular school day. In order to accommodate such situations, each employee may have three (3) business leave days per year. The use of these days is intended for situations which arise that are beyond the employee's direct control. Business leave days are not intended for vacation and or leisure purposes. Arrangements for business leave must be made with the building principal or designee, at least five (5) days in advance. Unused business leave days shall accumulate as sick leave as of June 30 of each school year.

Restricted Days. Business leave may not be used during the first or last five (5) days of student attendance, immediately prior to or following vacation periods, holidays, or on School Improvement Plan (SIP)/in-service/parent-teacher conference days when students are in attendance.

Family Business Day – Two of the three business leave days may be used for family business on a restricted day if the staff member submits written documentation to the assistant superintendent for human resources that the family business cannot be scheduled on a non-restricted day. In addition, the family business day cannot be used for recreation, shopping, and/or vacation.

15.04 Religious Leave

Leave with pay, not to exceed two (2) days per school year, will be granted in accordance with Board Policy 5.70. No deduction will be made from sick leave or business leave.

15.05 Jury Duty

Any employee called for jury duty during working hours or who is subpoenaed to testify during working hours in any judicial matter shall be paid his/her full salary for such time and shall suffer no loss of benefits or contractual advantage. Daily rates received for such duties shall be reimbursed to the District only for those working days when the employee was absent and do not include any compensation received for food or travel. The employee is responsible for giving reasonable advance notice of the need to be absent for any such duties. Usually, notice will be given ten (10) days in advance provided the employee has that much notice.

15.06 Disaster Leave

The Superintendent or his/her designee may grant a member of this Association up to five (5) disaster days with pay for catastrophic events which result in the member's absence. Each instance will be dealt with on a case-by-case basis and the decision to grant such days rests solely with the administration.

15.07 General Leaves

The Board of Education may grant full-time employees with two years of continuous employment and twenty-four (24) unused sick days or three (3) or more continuous years of experience a leave of absence for specific reasons. Such leave shall be without pay and benefits, unless otherwise specified. Generally, all requests for leaves shall be made on or before February 1 covering the subsequent school year and shall be made to the Assistant Superintendent of Human Resources. The request must be first approved in advance by the Superintendent or his/her designee before such leave is placed on the Board agenda for approval or disapproval.

15.08 Association Leave

Released time to conduct Association business by the president of the Association or his/her designee shall be granted to a maximum of fifty (50) days per year. The Association shall reimburse the Board for the cost of any substitutes who may be required. The president of the Association shall notify the Superintendent or his designee at least five (5) workdays in advance of each event when possible.

15.09 Parental Leave

Parental leave, without pay or benefits, will be granted to a full-time employee who has completed two years of continuous employment and has twenty-four (24) unused sick days or three (3) years of continuous employment in the District immediately following the use of sick leave for a pregnancy-related disability, or in the event of an adoption, immediately following the arrival of a child. Upon application, fathers may be granted parental leave. The use of sick leave immediately before or during a parental leave will only be permitted where the employee is physically or medically unable, as defined by a physician, to perform the duties as an employee. Such time is deemed a pregnancy-related disability. Time off for parental leave not deemed as a pregnancy-related disability will not be paid as sick leave. The following provisions will apply:

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- A. The leave period may be for the duration of the employee's work year.
 - B. The employee must inform the Assistant Superintendent for Human Resources as to the duration of the parental leave requested prior to the onset of such leave.
 - C. Requests for parental leave must be received by the Assistant Superintendent for Human Resources within thirty (30) calendar days prior to the requested leave date, unless the parental leave request is for adoption, whereby the timeline will remain flexible, with the employee informing the Human Resources Department immediately upon becoming knowledgeable of the approximate arrival date. All requests for parental leave are to be sent certified return receipt U.S. Mail or hand-delivered to and receipted in the Human Resources Department.
 - D. It is recognized that adoptive procedures are often lengthy and that the date of the arrival of the child frequently cannot be accurately determined. Consequently, an adoptive parental leave will begin on the first day of the arrival of the child. At the onset, an employee on adoptive parental leave will be afforded the same benefits as an employee on leave due to a pregnancy-related disability. Upon submitting notice from the adoption agency (or lawyer in the case of a private adoption) indicating the minimum required time the adoptive parent must stay home on leave with the child, sick leave days may be used until, or if, they run out. At the end of the agency-mandated leave, the employee may return to work immediately, or opt to go on parental leave, without pay or benefits, with all other provisions of parental leave now applying.

15.10 General Conditions for Approved Leaves

- A. Employees on approved leaves may participate in available insurance programs but at their own expense. Employees on leave shall retain previously accumulated sick leave and salary. Seniority shall not accumulate during such leave.
- B. On or before March 1 of the year the leave is in effect, the employee shall give written notice of intent to return. Notice shall be sent to the Superintendent or his/her designee by certified mail, return receipt requested. Failure to advise the Superintendent or his/her designee by said date of the intent to return as required herein shall be conclusively treated as an election not to return to employment and as an absolute resignation from the District, and no action shall lie against the Board therefore.
- C. The Board may consider an extension of a leave for a period of up to one (1) additional year, upon request of the employee, with the final approval or disapproval remaining a Board prerogative.
- D. Reinstatement shall be to a similar and available position for which the employee is qualified, as determined by the Superintendent or his/her

designee, with no reduction in the hourly rate of pay. The Board is under no obligation to create a position under this provision.

ARTICLE 16

COMPENSATION AND FRINGE BENEFITS

16.01 Salary

All employees shall be paid in accordance with the hourly rate schedules attached as Appendix A, except as specifically provided for in this Section 16.01.

A. Employees On-Schedule. All on-schedule employees shall be paid in accordance with the 2026-27, 2027-28, 2028-29, and 2029-30 hourly rate schedules included in Appendix A. All employees shall advance one step on the schedule for each school year. All employees paid on the schedule will stay on the schedule and once the maximum step is achieved will remain at that step.

Employees Off-Schedule. All off-schedule employees shall receive an increase of 2.9% for 2026-27, 2.7% for 2027-28, and the calendar year CPI-U for 2026 will be used for purposes of calculating the 2028-29 increase, and the calendar year CPI-U for 2027 will be used for purposes of calculating the 2029-30 increase. An off-schedule employee will move back on the schedule if the hourly pay rate on schedule is higher than the off-schedule hourly pay rate after considering the annual pay increase.

B. If the District's allocation of Evidence-Based Funding and mandated Categoricals is reduced below \$59,351,289, property tax freezes are imposed and/or there are increases in the District's pension costs, all or any of which cumulatively exceed \$3,882,000 - annually, either party may terminate the contract after the 2027-28 or 2028-29 contract year by notifying the other party no later than August 1, 2028 or August 1, 2029. Only if this worst-case scenario occurs and neither party terminates the contract, employees will receive the pay increases as provided in this Agreement, but employees electing to participate in the District Medical Insurance will be enrolled in the Value HSA Health Plan effective January 1 of the calendar year following the school year when revenue losses/cost increases exceed \$3,882,000.

C. In the event an employee changes positions resulting in placement on a different Hourly Rate Schedule, the employee shall be assigned to the step they would have achieved had they remained on their previous Hourly Rate Schedule.

D. Prior Experience Credit. Newly hired secretaries, special education teaching assistants, and self-contained teaching assistants may be granted up to five (5) years credit for comparable, verified, full-time work experience. One (1)

year of prior experience credit may be awarded for every two (2) years of validated prior full-time experience. Credit may be awarded for up to five (5) years with a maximum placement on step 6. The District shall notify the IPCA President of any new hires receiving prior experience credit.

16.02 Longevity

Employees who have worked in a bargaining unit position in the district full-time and continuously for the following periods will receive the longevity stipend listed below:

10-14 Years: \$300
15+ Years: \$600

This stipend will be paid on June 30 of each year.

16.03 Overtime Pay

All hours worked by bargaining unit employees in excess of forty (40) hours per week shall be paid or designated for compensatory time at one and one-half (1-1/2) times the employee's regular hourly rate, as elected by the School District, in accordance with the Fair Labor Standards Act. Compensatory time shall be used in accordance with the Fair Labor Standards Act and any School District directive consistent with the law. Compensatory time earned shall be used within a reasonable period of time as coordinated between the staff member and supervising administrator. The scheduling of all overtime shall remain a management prerogative. All overtime shall be on a voluntary basis. Overtime pay does not apply to the flexible hours options listed in Thanksgiving Break – Section 10.09.

16.04 Lunchroom Supervision

No employee, covered by this Agreement, except teacher assistants and deans' assistants, shall be assigned to lunchroom supervision.

Teacher assistants and deans assistants assigned to lunchroom supervision as part of their regular workday shall receive their regular rate of pay. Teacher assistants and deans assistants who agree to lunchroom supervision during their scheduled lunch period shall receive the classified lunchroom supervision pay rate or current hourly rate whichever is higher.

16.05 Substitute Rates

Employees shall not lose pay when substituting for other employees. When clerks or assistants are required to substitute for a secretary for a full day, they will be paid at the current Step 5 hourly pay rate of Schedule C or \$2.00 per hour in addition to their regular hourly rate, whichever is greater. Any 10-month secretary who volunteers to substitute for a 12-month secretary on a workday(s) outside of their 10-month work calendar, i.e., during summer months, shall be paid at the current Step 5 hourly pay rate of Schedule C or \$2.00 per hour in addition to their regular hourly rate of pay.

When teacher assistants, choose to substitute teach when needed, they shall be paid 1.5 times their current hourly rate. These teacher assistants must be fully qualified as a teacher or substitute teacher in the State of Illinois. They must also have their license registered in DuPage County and on file with the Human Resources Department.

16.06 Extra Pay Assignments

When extra pay assignments are available (such as Saturday School and game workers) the building administration will solicit volunteers and rotate assignments while giving consideration to an interested employee's skill and knowledge needed for the specific assignment. If an employee is not chosen to perform the extra duty assignment, he/she may request a reason from the supervising administrator. The administration reserves the right and has the final responsibility to fill the positions.

16.07 Extended School Year (ESY)

All teaching assistants hired to work ESY shall be paid at their current step on the Hourly Rate Schedule B.

Staff members who previously served as teaching assistants and are assigned to work ESY in a teaching assistant capacity but are currently employed in a different position within the district, shall be compensated at the hourly rate they earned during their final year of employment as a teaching assistant.

16.08 Medical and Dental Insurance

The Board will continue to provide a medical, vision, prescription drug, dental, life and long-term disability insurance plan, which will be in effect for the 2026-2030 school years. Contributions will be paid by the Board for employees who work a minimum of thirty (30) hours per week. Insurance contributions are based on 24 pay periods.

Premium Contributions

For each school year, the total projected cost of the comprehensive medical, vision, prescription drug and dental plan, including anticipated claims, third-party administrative expenses, stop-loss premiums, hospital/physician network administration, life insurance premiums, long-term disability premiums, accidental death and disability premiums, anticipated employee assistance and wellness costs, shall be divided between the Board and the classified bargaining unit, with the Board paying 81% and the classified staff paying 19% for the Value Health Savings Account (VHSA) and Preferred Provider Organization (PPO) The Board shall contribute a dollar amount equal to the PPO plan toward any newly offered insurance plan, with the employee responsible for any difference between the Board's contribution and the total cost of the selected plan.

The specific allocation between the participant categories and the estimate of projected/anticipated claims and other cost items for which actual premiums are not then available, shall be determined by the Administration based upon

recommendation from the District Insurance Committee as soon after October 30 as the prior year data is available.

After the District Insurance Committee has met and any plan changes approved by the Association and the Board have been incorporated, employee premium contributions shall be established by the Administration based on projected costs.

- A.** Insurance coverage is optional. New employees may elect not to participate in the district's health and dental insurance plans upon written notice to the Business Office during the enrollment period. Those employees declining medical and dental insurance will continue to receive term life insurance coverage (\$50,000), long-term disability insurance coverage and accidental death and dismemberment insurance coverage at Board expense.

New hires who choose to participate in the district's health/dental insurance plans will start on Step 1. An employee must be enrolled in the plan on January 1 to be considered at Step 1 for that year; if enrolled after January 1, the employee will remain at Step 1 in the following year.

- B.** District married couples will receive one family plan coverage at the cost of two single contributions based on the most senior employee's year of service.
- C.** There will be no change in employee coverage – single to family or vice versa – unless there has been a change in status, i.e., marital, employment, birth, adoption.
- D.** Employees who elect to continue coverage while on an unpaid leave of absence through COBRA do not interrupt membership in the plan.
- E.** In the case of a qualifying event the employee will only be allowed to enroll in the district's self-funded plan.
- F.** The District's Business Office will continue flexible spending accounts for employees choosing insurance coverage who are interested in using such an account for the transmittal of medical/dental monthly premiums. The accounts shall only be available for the premium transmittal as stated above and will be administered by a third party as selected by the Business Office.
- G.** All newly hired employees choosing insurance coverage or all newly qualified employees choosing insurance coverage will be eligible to participate in the insurance program on the first day of the first month following their date of hire. For example, an eligible employee hired on September 7 will have insurance coverage on October 1; an employee hired on September 26 will have coverage on October 1.
- H.** The deductible for the PPO plan is \$500 for individual and \$1,000 for family.
- I.** The spousal surcharge is \$160/month.

J. An Insurance Committee will be established with representation as follows:

Group	Maximum Members
IPEA	5
IPCA	3
Administration	4
Other	1

When cost data is available for the prior year, and the Administration has received projected premiums for purchased coverages, the Insurance Committee will be convened to discuss:

1. Estimates of projected/anticipated claims and other cost items for which actual premiums are not then available;
2. The adjustment of employee contributions as provided in 16.07;
3. Potential adjustments in coverages/benefits, which would reduce costs for the Board and for employees;
4. The allocation of premiums among the four participant categories (Employee, Employee + Spouse, Employee + Children, and Family);

The committee is advisory and will operate using the consensus model.

The Association will have full and complete access to all school district policies, contracts, and provisions of those insurance plans affecting the Association. The Administration retains the right to limit access to regularly produced reports/records which may compromise or otherwise violate the confidentiality of the individuals covered under the plans.

The Association will be permitted to be in attendance at meetings regarding the renewal process and premium adjustments each year.

After the Insurance Committee has met, employee contributions will then be adjusted in accordance with 16.07 and any coverage/benefit changes approved in writing by the Association and the District. Any premium changes will be implemented for the first payroll in January.

J. Reserve Insurance Fund

The Reserve Insurance Fund (Reserve) will be used for rate control and/or benefit enhancements in the insurance plan. Any benefit changes will be addressed as part of the collective bargaining process.

Reserve Formula. The Reserve should be 17% of projected annual claims with a built-in margin of $\pm 25\%$. This margin will provide a safeguard against the reserve becoming too small or large depending on actual claims experience, shifts in enrollment, and inflationary trends.

Reserve Calculation and Adjustment. The actual dollar balance as of August 31 in the Reserve will be compared to the amount required by the Reserve Formula. The difference will be used to determine if an adjustment (increase or decrease) in the premium contribution funding rates for the new plan year starting January 1 is required, per the following guidelines:

1. If the actual balance of the Reserve is less than 80% of the formula amount, an adjustment (increase) will be applied to the premium contribution funding rates for the upcoming plan year based on the district/employee proportion.
2. If the actual balance of the Reserve is between 80% and 120% of the formula amount, no adjustment shall be made to the premium contribution funding rates.

If the actual balance of the Reserve is more than 120% of the formula amount, a release of funds (decrease) may be applied to the premium contribution funding rates for the upcoming plan year based on the district/employee proportion.

16.08 Term Life Insurance

The Board shall provide a term life insurance policy in the amount of \$50,000 for each employee in the bargaining unit. The Board reserves the right to select the insurance carrier.

16.09 Long-Term Disability Insurance

The Board shall continue to provide a long-term disability plan for each employee in the bargaining unit. The specifications of the plan shall be distributed to all employees. The Board reserves the right to select the insurance carrier. This plan shall become effective after 90 days of the onset of the approved disability, or the total use of available sick leave, whichever comes last.

16.10 Selection of Carriers

Selection of carriers for insurance plans required by this Agreement is a Board right. However, the Board shall notify the Association of any contemplated change in carriers.

16.11 Payroll Installments

All employees shall be paid in 24 payments. All payroll payments shall be made by direct deposit.

16.12 Error in Pay and/or Benefits Calculation

If a staff member or the district identifies an error in a paycheck, no matter how long-standing and no matter whether the error is an underpayment or overpayment, arrangements will be made to correct the error only for the current school year. For example, if a staff member was overpaid over a period of three months, the district will make the correction over a period of three months.

16.13 Payroll Dates

Employees shall be paid on the 15th and last day of each month. The only exceptions to the schedule are as follows: if the 15th or last day of the month falls on a weekend day, the pay date will be the last business day the CEC is open during that week. The twenty-four (24) yearly pay period begins with the August 31st payment.

16.14 Tax Shelters/Payroll Deductions

Fifteen (15) or more employees must request that a company be added to the list of vendors. As part of that request, each employee must submit a copy of the contract executed between the employee and the potential vendor used to create a tax-sheltered annuity account. That vendor must then sign an Information Sharing Agreement with the third-party administrator (TPA) charged with administration of the tax-sheltered annuity plans. When the Information Sharing Agreement is executed by both the vendor and District 204, that vendor then joins the list of eligible vendors. The Board will make the necessary deductions from each employee's paycheck. Under normal circumstances, the TPA will receive the employee payroll deductions via wire transfer on the same day employee paychecks are issued.

16.15 Hours and Rate Schedule by Category

Category	Hourly Rate Schedule	Work Days	Paid Holidays	Hours Worked By Day	Holiday Hours	Total Paid Hours by Year	Unpaid Lunch	Work Year Calendar
Clerk/Receptionist:								
CEC, HR	B	247.0	13.0	8.0	104.0	2080.0	0.5	1000
Receptionist - HS	B	247.0	13.0	8.0	104.0	2080.0	0.5	1000
HS Copy Room Clerk	B	247.0	13.0	8.0	104.0	2080.0	0.5	1000
LMC Assistant:								
EL/MS/HS	A	181.0	8.0	7.0	56.0	1323.0	0.5	5400
Teacher Assistant:								
Multilingual Learners (ML); Enrollment; Pool; Home & School Liaison; Instructional	A	174.0	8.0	7.0	56.0	1274.0	0.5	5200
EL /MS /HS Spec. Ed.	A	174.0	8.0	7.0	56.0	1274.0	0.5	5200
Early Childhood Spec. Ed	A	167.0	8.0	7.0	56.0	1225.0	0.5	5302
In-School Suspension	A	174.0	8.0	7.5	60.0	1365.0	0.5	5101
Self-Contained Spec. Ed.	B	174.0	8.0	7.0	56.0	1274.0	0.5	5200
HS/STEPS Transport	B	174.0	8.0	7.0	56.0	1274.0	0.5	5200
Deans Assistant	A	174.0	8.0	7.5	60.0	1365	0.5	5101
Health/Office Assist.	B	211.0	8.0	8.0	64.0	1752.0	0.5	5700
Secretary 10-Month:								
MS AP/EC	C	211.0	8.0	8.0	64.0	1752.0	0.5	5700
HS Counseling, Dean	C	203.0	8.0	8.0	64.0	1688.0	0.5	5600
Secretary 12-Month:								
Principal	C	247.0	13.0	8.0	104.0	2080.0	0.5	1000
HS A.P./A.D./Student Services/School Counseling/ CEC/HS, MS School Counseling	C	247.0	13.0	8.0	104.0	2080.0	0.5	1000
Financial	C	247.0	13.0	8.0	104.0	2080.0	0.5	1000
Behavior Support Assistant	D	174.0	8.0	7.0	56.0	1267.0	0.5	5200
Student Personal Care Assistant	D	174.0	8.0	7.0	56.0	1267.0	0.5	5200

16.16 Increase in Number of Workdays

The Board reserves the right to increase the number of workdays as identified in Article 16.15 in order to be consistent with administrative (supervision) assignments provided that proportionate adjustments in salary shall also be made.

16.17 Flexible Schedules

Flexible scheduling shall be available to the Administration covering all positions working less than 260 days. The decision on the specific dates shall normally be announced at the beginning of each semester, but no less than ten (10) workdays in advance of the effective date.

16.18 New Bargaining Unit Positions

The Board of Education reserves the right to create new bargaining unit positions at any time. Whenever such positions are created, wages, hours, working conditions and classifications shall be negotiated with the Association. In the event the position becomes operational prior to the conclusion of negotiations, the temporary rate of pay shall be established by the Human Resources Department after consulting with the President of the Association.

16.19 Retirement

- A. An employee must notify the Human Resources Department of his/her intent to retire by submitting an irrevocable letter of retirement within the specific timeline as required in the benefit section D below.
- B. Proof of eligibility and acceptance for retirement benefit by the Illinois Municipal Retirement Fund (IMRF) must be filed with the Human Resources Department prior to the commencement of retirement.
- C. Upon retirement, an eligible employee with fifteen (15) or more continuous years of full-time service in District 204 shall receive compensation in the amount of 50% of their then current daily rate of pay for all unused sick leave, up to twenty days, accumulated in excess of the number of days allowed by State law for retirement purposes, which will be in accordance with the Illinois Municipal Retirement Fund (IMRF), payable on the first payday sixty-five (65) days after the employee's retirement date. All of the sick days accepted by IMRF must be days earned as a District 204 employee. Reimbursement for unused sick days earned from another employer which may qualify under IMRF do not qualify. In addition, any twelve (12) month employee with any accrued, unused vacation leave shall be payable sixty-five (65) days after the employee's retirement.
- D. Eligible full-time employees who present the Human Resources Department with a letter of retirement six (6) months in advance of their date of retirement/last day of employment, shall receive a Retirement Service Recognition payable in lump sum sixty-five (65) days after the employee's retirement as follows:
 - For 10-14 years of District 204 Employment: \$3,000
 - For 15-19 years of District 204 Employment: \$6,000
 - For 20 or more years of District 204 Employment: \$9,000
 - For 25 or more years of District 204 Employment: \$12,000

E. Employees are entitled to the incentive in place when notice is given even if a new incentive is negotiated by the time of retirement.

ARTICLE 17

COMMITTEES

17.01 Professional Learning

This committee will be charged with the responsibility of developing professional learning opportunities for employees under the direction of the Assistant Superintendent for Human Resources and/or his/her designee. All professional learning offerings and institute day programs for employees will be in agreement with both Administrative and Board goals and objectives. One day per year will be scheduled for a training for employees as determined by this committee.

17.02 Professional Concerns Committee

The Board of Education and the Indian Prairie Classified Association recognize the value of collaborative problem solving and communication. Both parties encourage addressing concerns and issues at the building and district level whenever possible. To this end, regular communications between IPCA and administration will be established utilizing the following models:

- A. Building principals will be encouraged to meet at least monthly with the IPCA Senator(s) and Association Representatives.
- B. Labor-management meetings as necessary will occur with the IPCA president and/or officers and appropriate District administration, typically Human Resources.
- C. The Assistant Superintendent for Human Resources and three to five (3 to 5) additional administrators shall meet with the president of the Association and up to five (5) additional IPCA members at least every other month to discuss mutual concerns other than grievances in a collaborative setting. Additional meetings can be scheduled as mutually agreed upon by the Assistant Superintendent for Human Resources and the president of the Association. Persons with specific knowledge may be included by invitation from either party.

ARTICLE 18

EFFECT AND DURATION OF AGREEMENT

18.01 Period Covered — Terms of Agreement

This Agreement shall be in effect on July 1, 2026, by the parties and remain in full force and effect through June 30, 2030.

18.02 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Board and the Association. Both parties acknowledge that during the negotiations process, which resulted in this Agreement, each had the unlimited right and opportunity to make proposals upon the other party. All understandings and agreements arrived at after the exercise of this right and opportunity are set forth in this Agreement. The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under the law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement.

18.03 Individual Contracts

Individual contracts or employment agreements shall conform to the terms and conditions of this Agreement.

18.04 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court or 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.

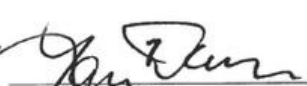
18.05 Changes

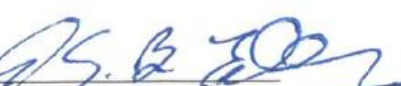
The terms and conditions of this Agreement may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties in a ratified written amendment.

18.06 Signatures

This Agreement was ratified by the membership of the Indian Prairie Classified Association on May 6, 2026, and by the Board of Education, District 204 on May 18, 2026.


Elizabeth Lanning
IPCA President


Laurie Donahue
Board President


Dr. Adrian Talley
Superintendent

APPENDIX A: Hourly Rate Schedules 2026-2030

Schedule A

Step	2026-27	2027-28	2028-29	2029-30
1	\$ 19.25	\$ 19.75	\$ 20.25	\$ 20.75
2	\$ 19.75	\$ 20.25	\$ 20.75	\$ 21.25
3	\$ 20.25	\$ 20.75	\$ 21.25	\$ 21.75
4	\$ 20.60	\$ 21.10	\$ 21.60	\$ 22.10
5	\$ 20.95	\$ 21.45	\$ 21.95	\$ 22.45
6	\$ 21.30	\$ 21.80	\$ 22.30	\$ 22.80
7	\$ 21.65	\$ 22.15	\$ 22.65	\$ 23.15
8	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50
9	\$ 22.35	\$ 22.85	\$ 23.35	\$ 23.85
10	\$ 22.70	\$ 23.20	\$ 23.70	\$ 24.20
11	\$ 23.05	\$ 23.55	\$ 24.05	\$ 24.55
12	\$ 23.35	\$ 23.85	\$ 24.35	\$ 24.85
13	\$ 23.65	\$ 24.15	\$ 24.65	\$ 25.15
14	\$ 23.95	\$ 24.45	\$ 24.95	\$ 25.45
15	\$ 24.25	\$ 24.75	\$ 25.25	\$ 25.75
16	\$ 24.55	\$ 25.05	\$ 25.55	\$ 26.05
17	\$ 24.85	\$ 25.35	\$ 25.85	\$ 26.35
18	\$ 25.15	\$ 25.65	\$ 26.15	\$ 26.65
19	\$ 25.45	\$ 25.95	\$ 26.45	\$ 26.95
20	\$ 25.75	\$ 26.25	\$ 26.75	\$ 27.25
21	\$ 26.05	\$ 26.55	\$ 27.05	\$ 27.55
22	\$ 26.35	\$ 26.85	\$ 27.35	\$ 27.85
23	\$ 26.65	\$ 27.15	\$ 27.65	\$ 28.15
24	\$ 26.95	\$ 27.45	\$ 27.95	\$ 28.45
25	\$ 27.25	\$ 27.75	\$ 28.25	\$ 28.75
26	\$ 27.55	\$ 28.05	\$ 28.55	\$ 29.05
27	\$ 27.85	\$ 28.35	\$ 28.85	\$ 29.35
28	\$ 28.15	\$ 28.65	\$ 29.15	\$ 29.65
29	\$ 28.45	\$ 28.95	\$ 29.45	\$ 29.95
30	\$ 28.75	\$ 29.25	\$ 29.75	\$ 30.25

APPENDIX A: Hourly Rate Schedules 2026-2030

Schedule B

Step	2026-27	2027-28	2028-29	2029-30
1	\$ 20.25	\$ 20.75	\$ 21.25	\$ 21.75
2	\$ 20.75	\$ 21.25	\$ 21.75	\$ 22.25
3	\$ 21.25	\$ 21.75	\$ 22.25	\$ 22.75
4	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10
5	\$ 21.95	\$ 22.45	\$ 22.95	\$ 23.45
6	\$ 22.30	\$ 22.80	\$ 23.30	\$ 23.80
7	\$ 22.65	\$ 23.15	\$ 23.65	\$ 24.15
8	\$ 23.00	\$ 23.50	\$ 24.00	\$ 24.50
9	\$ 23.35	\$ 23.85	\$ 24.35	\$ 24.85
10	\$ 23.70	\$ 24.20	\$ 24.70	\$ 25.20
11	\$ 24.05	\$ 24.55	\$ 25.05	\$ 25.55
12	\$ 24.35	\$ 24.85	\$ 25.35	\$ 25.85
13	\$ 24.65	\$ 25.15	\$ 25.65	\$ 26.15
14	\$ 24.95	\$ 25.45	\$ 25.95	\$ 26.45
15	\$ 25.25	\$ 25.75	\$ 26.25	\$ 26.75
16	\$ 25.55	\$ 26.05	\$ 26.55	\$ 27.05
17	\$ 25.85	\$ 26.35	\$ 26.85	\$ 27.35
18	\$ 26.15	\$ 26.65	\$ 27.15	\$ 27.65
19	\$ 26.45	\$ 26.95	\$ 27.45	\$ 27.95
20	\$ 26.75	\$ 27.25	\$ 27.75	\$ 28.25
21	\$ 27.05	\$ 27.55	\$ 28.05	\$ 28.55
22	\$ 27.35	\$ 27.85	\$ 28.35	\$ 28.85
23	\$ 27.65	\$ 28.15	\$ 28.65	\$ 29.15
24	\$ 27.95	\$ 28.45	\$ 28.95	\$ 29.45
25	\$ 28.25	\$ 28.75	\$ 29.25	\$ 29.75
26	\$ 28.55	\$ 29.05	\$ 29.55	\$ 30.05
27	\$ 28.85	\$ 29.35	\$ 29.85	\$ 30.35
28	\$ 29.15	\$ 29.65	\$ 30.15	\$ 30.65
29	\$ 29.45	\$ 29.95	\$ 30.45	\$ 30.95
30	\$ 29.75	\$ 30.25	\$ 30.75	\$ 31.25

APPENDIX A: Hourly Rate Schedules 2026-2030

Schedule C

Step	2026-27	2027-28	2028-29	2029-30
1	\$21.25	\$21.75	\$ 22.25	\$ 22.75
2	\$21.75	\$22.25	\$ 22.75	\$ 23.25
3	\$22.25	\$22.75	\$ 23.25	\$ 23.75
4	\$22.60	\$23.10	\$ 23.60	\$ 24.10
5	\$22.95	\$23.45	\$ 23.95	\$ 24.45
6	\$23.30	\$23.80	\$ 24.30	\$ 24.80
7	\$23.65	\$24.15	\$ 24.65	\$ 25.15
8	\$24.00	\$24.50	\$ 25.00	\$ 25.50
9	\$24.35	\$24.85	\$ 25.35	\$ 25.85
10	\$24.70	\$25.20	\$ 25.70	\$ 26.20
11	\$25.05	\$25.55	\$ 26.05	\$ 26.55
12	\$25.35	\$25.85	\$ 26.35	\$ 26.85
13	\$25.65	\$26.15	\$ 26.65	\$ 27.15
14	\$25.95	\$26.45	\$ 26.95	\$ 27.45
15	\$26.25	\$26.75	\$ 27.25	\$ 27.75
16	\$26.55	\$27.05	\$ 27.55	\$ 28.05
17	\$26.85	\$27.35	\$ 27.85	\$ 28.35
18	\$27.15	\$27.65	\$ 28.15	\$ 28.65
19	\$27.45	\$27.95	\$ 28.45	\$ 28.95
20	\$27.75	\$28.25	\$ 28.75	\$ 29.25
21	\$28.05	\$28.55	\$ 29.05	\$ 29.55
22	\$28.35	\$28.85	\$ 29.35	\$ 29.85
23	\$28.65	\$29.15	\$ 29.65	\$ 30.15
24	\$28.95	\$29.45	\$ 29.95	\$ 30.45
25	\$29.25	\$29.75	\$ 30.25	\$ 30.75
26	\$29.55	\$30.05	\$ 30.55	\$ 31.05
27	\$29.85	\$30.35	\$ 30.85	\$ 31.35
28	\$30.15	\$30.65	\$ 31.15	\$ 31.65
29	\$30.45	\$30.95	\$ 31.45	\$ 31.95
30	\$30.75	\$31.25	\$ 31.75	\$ 32.25

APPENDIX A: Hourly Rate Schedules 2026-2030

Schedule D

Step	2026-27	2027-28	2028-29	2029-30
1	\$ 22.25	\$ 22.75	\$ 23.25	\$ 23.75
2	\$ 22.75	\$ 23.25	\$ 23.75	\$ 24.25
3	\$ 23.25	\$ 23.75	\$ 24.25	\$ 24.75
4	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10
5	\$ 23.95	\$ 24.45	\$ 24.95	\$ 25.45
6	\$ 24.30	\$ 24.80	\$ 25.30	\$ 25.80
7	\$ 24.65	\$ 25.15	\$ 25.65	\$ 26.15
8	\$ 25.00	\$ 25.50	\$ 26.00	\$ 26.50
9	\$ 25.35	\$ 25.85	\$ 26.35	\$ 26.85
10	\$ 25.70	\$ 26.20	\$ 26.70	\$ 27.20
11	\$ 26.05	\$ 26.55	\$ 27.05	\$ 27.55
12	\$ 26.35	\$ 26.85	\$ 27.35	\$ 27.85
13	\$ 26.65	\$ 27.15	\$ 27.65	\$ 28.15
14	\$ 26.95	\$ 27.45	\$ 27.95	\$ 28.45
15	\$ 27.25	\$ 27.75	\$ 28.25	\$ 28.75
16	\$ 27.55	\$ 28.05	\$ 28.55	\$ 29.05
17	\$ 27.85	\$ 28.35	\$ 28.85	\$ 29.35
18	\$ 28.15	\$ 28.65	\$ 29.15	\$ 29.65
19	\$ 28.45	\$ 28.95	\$ 29.45	\$ 29.95
20	\$ 28.75	\$ 29.25	\$ 29.75	\$ 30.25
21	\$ 29.05	\$ 29.55	\$ 30.05	\$ 30.55
22	\$ 29.35	\$ 29.85	\$ 30.35	\$ 30.85
23	\$ 29.65	\$ 30.15	\$ 30.65	\$ 31.15
24	\$ 29.95	\$ 30.45	\$ 30.95	\$ 31.45
25	\$ 30.25	\$ 30.75	\$ 31.25	\$ 31.75
26	\$ 30.55	\$ 31.05	\$ 31.55	\$ 32.05
27	\$ 30.85	\$ 31.35	\$ 31.85	\$ 32.35
28	\$ 31.15	\$ 31.65	\$ 32.15	\$ 32.65
29	\$ 31.45	\$ 31.95	\$ 32.45	\$ 32.95
30	\$ 31.75	\$ 32.25	\$ 32.75	\$ 33.25

INDEX

A

Agreement
Copies, **7**
Period Covered, **51**
Savings Clause, **51**
Appeal
Unsatisfactory Evaluation, **15**
Assignment
Notification of, **11**
Association
Dues Deduction, **11**
Information from Board, **9**
Leave, **37**
Mailboxes and Bulletin Boards, **9**
Meetings, **9**
New Employees, **9**
Rights, **9**
Use of Equipment, **9**

B

Benefits, **40**
Board
Information to Association, **9**
Rights, **8**
Breaks, **25**

C

Committees
Professional Concerns, **50**
Staff Development, **50**
Compensation, **40**

D

Discipline, **29**
Non-Probationary Employees, **29**
Probationary Employees, **29**
Procedures, **29**
Dismissal, **29**
Dues Deduction, **11**

E

Early Closings, **26**
Emergency Shutdown, **26**
Employee Rights, **9**
Equipment

Association Use of, **9**
Evaluation
Guidelines, **14**

F

Flexible Schedules, **48**

G

Grievance
Procedure, **21**

H

Handbook
New Employees, **12**
Holidays, **32**
Hourly Rate Schedules, **v, 52, 53, 54, 55**
Hours, **25**
by Category, **47**
Extension, **26**
Notice for Coming Year, **26**
Spring Break, **27**
Summer, **27**
Weekends, **26**

I

Individual Contracts, **51**
Insurance
Long Term Disability, **45**
Medical and Dental, **42**
Premium Contributions, **42**
Reserve Fund, **44**
Term Life Insurance, **45**

J

Job Descriptions, **12**
Jury Duty, **37**

L

Late Start, **26**
Layoffs, **18**
Leaves
Association, **37**
Bereavement Leave, **36**
Business, **36**

Disaster, **37**
General, **37**
Jury Duty, **37**
Parental, **37**
Religious, **36**
Sick, **35**
Worker's Compensation, **35**
Longevity, **41**
Lunch, **25**
Lunchroom Supervision, **41**

M

Mailboxes and Bulletin Boards
Association Use Of, **9**
Mediation, **7**
Medication
Giving to Students, **27**
Mileage, **27**

N

Negotiations, **7**
New Employees
Handbook, **12**
Information to Association, **9**
Notification of Assignment, **11**

P

Pay
Dates, **46**
Deductions, **46**
Extra Assignments, **42**
Hourly Rates, **40**
Overtime, **41**
Substitute, **41**
Personnel File, **10**
Grievance Documents, **24**
Purpose, **6**

R

Ratification, **7**
Recall, **18**

Recognition
IPCA as Bargaining Agent, **6**
Remediation, **15**
Reserve Insurance Fund, **44**
Retirement, **48**
Rights
Association, **9**

S

Salary
Hourly Rates, **40**
Savings Clause, **51**
Schedules
Flexible, **48**
Seniority
Categories, **20**
Lists, **19**
Loss of, **19**
Strike, **31**
Students
Medical Care Duties, **27**
Substitute
Pay Rates, **41**
Surveillance Cameras, **28**

T

Tax Shelters, **46**
Temporary Duties, **17**
Thanksgiving Break, **27**
Training, **12**
New Employees, **12**
Transfers, **16**

V

Vacancies, **16**
Vacations, **34**

W

Work Days
Increase in, **48**
Working Conditions, **25**