AGREEMENT

BETWEEN THE

BOARD OF EDUCATION,
LINCOLNWOOD SCHOOL DISTRICT #74
LINCOLNWOOD, ILLINOIS

AND THE

LINCOLNWOOD SUPPORT STAFF UNION
LOCAL 1274, IFT-AFT, AFL-CIO

2026-2030

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PREAMBLE

This Agreement between the Board of Education of District 74, Cook County, Lincolnwood, Illinois and the Lincolnwood Support Staff Union incorporates a number of understandings that derive from the parties' mutual beliefs that each child attending the District's schools is entitled to an education of the highest quality. The attainment of this objective is a joint responsibility of the Board of Education, the administrative staff, and noncertified personnel.

Attainment of this objective requires mutual understanding and cooperation among the Board of Education, the administrative staff, and the support staff personnel. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations.

ARTICLE I - RECOGNITION

1.1 RECOGNITION OF THE UNION

The Board recognizes the Lincolnwood Support Staff Union, Local 1274, IFT/AFT, hereinafter referred to as the "Union," as the sole and exclusive bargaining agent for all full- and part-time regularly employed noncertified personnel, including aides, secretary/clerical employees, custodial, maintenance, building and grounds employees, technology employees, food service employees, and noncertified nurses ("employees"). The following are not to be included in the bargaining unit: all managerial, supervisory, confidential and short-term employees as defined by the Illinois Educational Labor Relations Act ("IELRA"), the Director of Building and Grounds, the Director of Food Service, Administrative Assistant to the Superintendent, Administrative Assistant to the Business Manager, Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction, Payroll Clerk/HR Assistant, and the Network Systems Engineer.

1.2 UNION'S EXCLUSIVE BARGAINING RIGHTS

The Board agrees not to negotiate with any other employee organization, individual employee, or group of employees with regard to negotiable items as defined in Section 16.3 of this Agreement; provided it is understood that individuals or groups of employees retain the right to talk with the administration and the administration to talk with employees on any matters relating to their terms and conditions of employment so long as those discussions do not constitute negotiations.

ARTICLE II - EMPLOYEE AND UNION RIGHTS

2.1 FREEDOM TO JOIN THE UNION

Noncertified employees have the right to join or not to join the Union. Membership in the Union is not required as a condition of employment.

2.2 UNION DUES DEDUCTION

The Board shall, following the receipt of an authorization form signed by the employee from the Union, withhold Union dues from the compensation of that employee. Under such arrangement, an amount shall be withheld twice each month from October through May that is equal to the pro rata share of the annual membership dues. The Board shall remit such deduction to the Union no more than ten (10) working days after the payday for which the deduction is made. The employee has the right to revoke his/her dues authorization in accordance with the Union's authorization form.

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

2.3 COPE DEDUCTION

The Board, upon the receipt of a written authorization from an employee, shall deduct the authorized amount of an employee's voluntary contribution to the North Suburban Teachers Union's Committee on Political Education (COPE) from his/her pay. This contribution shall be deducted from the last paycheck in October and forwarded to the Union no more than ten (10) working days after the payday from which such deduction is made.

2.4 APPEARANCE BEFORE THE BOARD

No employee is to be dismissed during the term of a contract except at an official meeting of the Board. Any employee who has been recommended for dismissal shall be given the reasons in writing and shall be given an opportunity to appear before the Board to present his/her views concerning the proposed action. Upon the member's request, representatives of the Union may be present at this Board appearance.

2.5 USE OF BULLETIN BOARDS

The Union may use a designated bulletin Board in each building's staff lounge for posting notices of activities and other official organization materials; however, all notices shall be subject to the District's general policies (such as those related to non-discrimination, non-harassment, non-disparagement, decorum, and in accordance with the District's

Acceptable Use policy). In addition, postings shall not take any position on candidates for local elections.

2.6 USE OF BUILDINGS

The Union and its representatives have the right to schedule and hold official meetings on District property, provided that such meetings do not interfere with the instructional program, that the Union shall not interfere with those employees who are still within workday hours or are performing some other paid duty, that the building principal is notified one (1) day before any such meeting, and that if special custodial service is required, the Board may assess the Union a reasonable charge.

2.7 BOARD MEETINGS, AGENDAS, BOARD PACKETS, AND MINUTES

The Board will post to its website all Board meeting and Board-committee meeting agendas; non-confidential portions of Board packets, if applicable; and approved open session meeting minutes. The President of the Union or his/her designee may access such materials via the District website. Additionally, the Board will provide the LSSU leadership with email notification of all Board meetings.

2.8 DISTRIBUTION OF UNION MATERIAL

Electronic mail, employees' mailboxes, and regular intra-District delivery services shall be made available to the Union for communications to its bargaining unit members; however, all communication shall be subject to the District's general policies (such as those related to non-discrimination, non-harassment, non-disparagement, decorum, and in accordance with the District's Acceptable Use policy). In addition, communications shall not take any position on candidates for local elections.

2.9 UNION SUGGESTIONS

The Union has the right to submit its comments on proposed tax rate referenda, proposed bond issues, and the proposed budget. These suggestions must be in writing and must be forwarded to the Superintendent.

2.10 PERSONNEL DIRECTORY

An up-to-date personnel directory shall be maintained and posted on the District intranet.

2.11 BOARD POLICIES

The Board will post to its website the current version of all its official policies, rules, regulations, and handbooks. The President of the Union or his/her designee may access such materials via the District website.

2.12 FAIR SHARE

Due to the U.S. Supreme Court's ruling in *Mark Janus v. American Federation of State, County and Municipal Employees, Council 31* on June 27, 2018, the provisions of this Section that required the deduction of "fair share" agency fees through the 2017-2018 school year have been deleted.

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

2.13 LABOR-MANAGEMENT MEETINGS

The Union President and Vice President, or their designees, may request in writing to meet quarterly with the Superintendent, or designee, to discuss any matters of concern. The Superintendent, or designee, may request a meeting with the Union President or Vice President, or their designees, to discuss any matters of concern. Either party may request to be furnished with the items that are proposed for discussion at such meetings.

It is understood that labor-management meetings pursuant to this article shall be for informational purposes only and shall not constitute collective bargaining negotiations within the meaning of the Illinois Educational Labor Relations Act.

ARTICLE III - MANAGEMENT RIGHTS CLAUSE

3.1 MANAGEMENT RIGHTS

All management rights and functions, except those which are clearly and expressly abridged by this Agreement shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the District, the supervision of all operations, the methods, processes, means and personnel by which any and all work shall be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working force; (2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; (3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign transfer, promote, demote, release and lay off employees; (5) the right to determine the qualifications of employees, and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation.

3.2 UNION INPUT

The Board's management rights do not preclude the Union from sharing its input prior to the Board's execution of its rights, although this provision does not require the Board to delay taking action so such input can be provided (except as provided in section 9.2). Further, the Union reserves its right to object to and disagree with any action the Board takes.

3.3 RIGHTS UNDER SCHOOL CODE

Nothing contained in this Agreement denies or restricts the rights of noncertified employees under the Illinois *School Code*, except where such rights lawfully may be waived by collective bargaining agreement.

ARTICLE IV - EMPLOYMENT CONDITIONS

4.1 ANNUAL CALENDAR AND WORK YEAR

The Board shall adopt the annual school calendar. The Union may provide suggestions. Noncertified employees' work years vary depending upon the following classifications:

- Paraprofessionals: 181 days minimum
- Nurses: 181 days minimum (up to 5 additional days for record keeping)
- Food Service Staff: varies by position, 176 or 181 days
- Custodial/Maintenance/Engineers: 260 days
- 10 month Technology: 201 days
- 12 month Building Administrative Assistant/Accounting/Technology: 260 days
- Business Office Administrative Assistant/Transportation Coordinator: 260 days

10-month Technology employees shall determine the work schedule of days beyond the regular school year (201-181=20 days in the summer) in collaboration with their direct supervisor.

10-month Nurses, Technology and Paraprofessionals may be required to work on conference nights and shall be paid their regular hourly rate under this agreement. If the Administration requires attendance on these nights, employees should complete a time sheet for hours worked.

4.2 EMPLOYEE WORKDAY

The noncertified employee regular workday shall not be changed without giving prior notice to the Union and considering any suggestions the Union may make, provided that the total aggregate minutes per week not change.

• Paraprofessional and Nurses:	7.5 hour work day
• Part-Time Paraprofessional	Less than 7.5 hour work day, as established by the Board
• Paraprofessional/Greeter:	8 hour work day
• Lincoln Hall Nurse:	8 hour work day
• Custodial/Maintenance/Engineer:	8.5 hour work day
• 12 month Building Admin. Assistant/Accounting:	8 hour work day
• 10 month Technology Staff:	8 hour work day
• 12 month Technology Staff:	8 hour work day
• Lead Cook	7.0 hour work day

- Business Office Admin. Asst./Transp. Coordinator 8.0 hour work day
- Food Service Staff: Full time: 5.5 or 6.0 hour work day
  Part time: Less than 5.5 hour work day, as established by the Board

A. Summer Hour Shift

Employees may, upon the approval of their immediate supervisor, shift their hours during summer weeks by working one additional hour each day of Monday through Thursday and leaving four hours early on Friday.

B. Time Keeping System

Noncertified employees shall adhere to a time keeping system that will be implemented by the District.

4.3 NOTICE OF ASSIGNMENTS

All paraprofessionals shall be given written notice of their tentative assignment(s) for the forthcoming year no later than August 15. If subsequent changes in assignment(s) are made, the employee(s) affected shall be notified promptly and when appropriate as determined by the building principal, be allowed paid time to transition to the new assignment.

Any employee (other than an employee in a paraprofessional position) whose prior school year's work site will change shall be notified no later than July 1 and with no less than three (3) weeks' notice of the change absent an emergency.

An employee shall be notified if his/her direct supervisor (or an administrator whose position directly effects the employee) will change. Notice will be provided no later than the start of the shift on the day such change will take effect.

4.4 LUNCH AND BREAKS

All classified employees working more than six hours shall be given a 30-minute unpaid, duty-free lunch period each day. Lunch periods shall be scheduled no earlier than 10:30 AM and no later than the fifth hour of work unless agreed to by the employee.

In addition, secretary, clerical, technology, custodial/maintenance employees, and other 8-hour or more employees shall have two 15-minute breaks per day. Breaks may be combined with the lunch period upon agreement of the employee and his or her supervisor.

Paraprofessionals and nurses shall have one 15-minute break per day. Breaks may be combined with the lunch period upon agreement of the employee and his or her supervisor.

Paraprofessionals or other employees regularly scheduled to eat lunch with their assigned student and who therefore do not receive an alternative duty free lunch period shall be paid during the lunch period.

4.5 METHOD OF SALARY PAYMENT

All classified personnel shall be compensated via an "annualized salary" comprised of 26 equal installments for 12-month employees or 21 installments for 10-month employees, paid via direct deposit every other Friday. All installments not received prior to the end of the school year shall be available for 10-month employees no later than June 30. Any hours worked above and beyond the regularly scheduled hours shall be paid on a time sheet basis.

4.6 CLASSIFICATIONS AND SENIORITY

Employees in the bargaining unit are employed in the following classifications

1. Building Administrative Assistants
2. Accounts Payable Coordinator
3. Custodial Maintenance
4. Building Engineers
5. Paraprofessionals
6. School Based Technology Assistants (Technology One)
7. Technology Services – School/District Based Assistants (Technology Two)
8. Technology Services - Business Operations (Technology Two)
9. Nurses
10. Food Service Staff
11. Lead Cook
12. Business Office Administrative Assistant/Transportation Coordinator

Employees who successfully complete their probationary periods shall have seniority starting with their date of hire in the District. For purposes of lay-off, bumping and recall, seniority shall be by classification. Additionally, employees shall have the right to be recalled to an open position in a classification other than the one from which they were laid off if they have ever successfully held such a position in that classification after all other laid off employees for that classification have been recalled first.

4.7 OVERTIME

Any employee who is required to work beyond regularly scheduled hours shall be paid for all time worked.

Noncertified employees who are required to work more than 40 hours in a work week shall be paid at the rate of 1.5 times their regular rate of pay. If a custodial maintenance employee or building engineer is called back to work after the end of his or her regular shift, the employee shall be guaranteed two (2) hours of paid time in accordance with the 40-hour rule.

Employees are not permitted to work overtime without the advance approval of a supervisor. If a genuine emergency exists and an employee is unable to reach a supervisor to request approval of overtime, the employee is expected to attend to the emergency but shall continue to try to contact a supervisor as often as practical under the circumstances.

Work performed by an employee on a paid holiday, emergency closure day, Sunday or preapproved vacation day shall be paid 1.5 times his/her regular rate of pay, regardless of the 40-hour rule.

Overtime on a pre-approved vacation day shall not be required of an employee if the employee is unavailable for work.

4.8 NOTIFICATION OF CHANGES TO A SUPPORT STAFF POSITION

The Boad shall notify the Union of any change to an existing job category and/or the creation of a new support staff job category. No change shall be implemented by the Board without first bargaining the impact with the Union.

ARTICLE V - VACANCIES

5.1 VACANCY POSTING

If a vacancy, which term does not include a mere redeployment of staff because of a reduction in force, occurs in a position covered by this Agreement as a result of a resignation, termination, transfer, or new position, then so long as there are no qualified employees entitled to be recalled from a RIF, a notice of such vacancy shall be emailed to all then-current employees on their District email accounts at least five (5) working days (or five (5) business days during the summer) before the vacancy is posted publicly. Each vacancy notice shall contain a job description and the qualifications needed for the position. In the event the Administration determines to transfer an employee to fill a position that would otherwise be vacant, the resulting opening will be considered the vacancy.

5.2 VACANCY INTERVIEWING

Any employee who applies for a vacancy by submitting a written application in accordance with the timeline established in the vacancy notice and who meets minimum qualifications shall be given an interview for the position. Internal candidates shall be interviewed prior to filling any vacancy.

5.3 CHANGING JOB POSITIONS/CATEGORIES

Any support staff employee changing a category of position shall be given their full years of experience working in the District. With such change, the support staff employee shall be moved to the starting rate of the position or shall keep their current rate of pay, whichever is higher, plus the appropriate wage increase for that school year.

ARTICLE VI - PERSONNEL FILES

6.1 PERSONNEL FILE

The Board shall maintain only one official personnel file.

6.2 RIGHT OF ACCESS

Each employee shall have access, for examination purposes, to all of the material in his/her personnel file, with the exception of any evaluative or reference information received by the Board prior to the employee's first employment day with the District. The examination of the personnel file shall occur during normal business hours at a time that does not interfere with the employee's normal duties. The employee may be accompanied on such examination by a representative of the Union. A member of the administration must be present at all times during the personnel file review.

6.3 PLACEMENT OF MATERIAL IN FILE

Any evaluation or disciplinary material placed in the file shall be signed and dated, and a copy shall be given to the employee or placed in the employee's mailbox at or about the same time it is inserted in the personnel file.

6.4 RIGHT OF COPY

Each employee has the right to be furnished with copies of any or all file material, except for confidential material named in Section 6.2.

6.5 RIGHT OF REBUTTAL

Each employee is entitled to submit, within 30 calendar days, a written rebuttal to any document in his/her personnel file and to have the rebuttal attached to the original document.

6.6 PRIVACY OF MATERIAL IN FILE

Neither an employee file nor any of its contents shall be copied or otherwise made known to anyone without the permission of the employee provided, however, such file shall be available to the Board, the administration or as may be required by valid subpoena, law, any court or other hearing. All personnel files shall be kept in a secure location.

6.7 REMOVAL OF MATERIAL FROM THE FILE

No employee or administrator is permitted to permanently remove any material from the employee's file, except by mutual consent made in writing by the employee and the Superintendent or designee.

ARTICLE VII - EVALUATION

Each employee's job performance will be evaluated by his/her direct supervisor. Both the evaluator and the employee shall date and sign all copies of any written evaluation. The signature of the employee does not necessarily indicate agreement with the written evaluation, but rather indicates that the employee received the written evaluation. Upon the employee's request made within five (5) business days of the initial conference, a follow-up meeting shall be scheduled for further review and feedback regarding the written evaluation. An evaluator may change or amend the written evaluation based upon information gained through this follow up meeting. A copy of all written evaluations and any attached written objections shall be placed in the employee's official personnel file. As appropriate, supervisors should discuss job performance issues that require attention with employees.

When Teacher Aides are evaluated, the supervisor will seek input from teacher(s) working with the Aide.

The Union and administration shall convene an evaluation committee. The purpose of the committee shall be to review and improve the current evaluation program which applies to support staff employees. The evaluation committee shall be comprised of LSSU members and administrators and the LSSU members shall be chosen by the Union. The committee shall recommend revisions as needed.

ARTICLE VIII – PROBATIONARY PERIOD AND DISCIPLINE

8.1 Probationary Period

A newly-hired employee shall be subject to a probationary period of the following definitions during which the employee is subject to discipline or discharge without recourse to the grievance procedure described in Article XII of this Agreement.

- Six (6) calendar months from date of hire for twelve (12) month employees
- One (1) school year for all ten (10) month employees beginning employment no later than November 1
- For ten (10) month employees starting after November 1, the school year in which employment begins and the next school year.
- For teacher intern's probationary period, see Article IV, Section 4.8.

8.2 COMPLAINTS

When a complaint regarding an employee that may result in discipline is made to an administrator, the administrator shall make the employee aware of the complaint and give the employee a chance to respond before imposing any discipline. Administration shall notify the employee of his/her right to Union representation prior to any discussion with the employee on the complaint. The Superintendent may suspend an employee with pay while investigating a complaint against him or her and, at the conclusion of the investigation, suspend an employee without pay pending Board action on a recommendation to terminate the employee or pending the outcome of criminal proceedings against the employee.

8.3 DISCIPLINARY INVESTIGATION AND MEETINGS

Employees shall be afforded due process when subject to disciplinary investigations. Due process shall include timely notification to the employee when an investigation that may lead to discipline is being conducted; a meeting with the employee, his/her Union representative, and the investigating administrator in which the employee shall be appraised of the charges/evidence that may result in discipline and given the opportunity to respond to charges and present evidence; and the careful consideration and follow up on employee statements and evidence provided prior to an administrative decision regarding discipline is made. In any meeting where the employee has a reasonable expectation that discipline may result, the employee is entitled to have Union representation upon request. If representation is not available immediately, the meeting shall not proceed at that time.

8.4 JUST CAUSE

Other than paid suspensions pending the investigation of a complaint, a non-probationary employee shall not be given a written reprimand, suspended without pay or dismissed without just cause.

ARTICLE IX - REDUCTION IN FORCE/RECALL

9.1 COMPLIANCE WITH SCHOOL CODE

Any reductions or recall of full-time educational support personnel shall be in compliance with the Illinois *School Code* (105 ILCS 5/10-23.5). This Section 9.1 is for reference only and is not grievable or arbitrable.

9.2 NOTICE TO UNION

Five business days before the Board makes any reduction in personnel, it shall inform the Union regarding such reductions and before taking action.

9.3 REDUCTION BY ATTRITION

When such reductions in personnel are required, the administration shall attempt to achieve the reductions by attrition.

9.4 RIF ORDER

When reductions in force cannot be accomplished completely by attrition, the Board will base reductions within classification on the basis of the employees' two most recent evaluation ratings average, with employees who have the lowest evaluation rating being laid off first. Where employees have equal evaluation ratings, they will be laid off on the basis of seniority within classification with those employees with the lowest seniority being laid off first.

ARTICLE X - GRIEVANCE PROCEDURE

10.1 DEFINITION

A grievance is defined as a written claim that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement. No grievance shall be processed or entertained unless it is filed within fifteen (15) school days after the occurrence of the event that gives rise to the grievance. If school is not in session during any portion of the grievance process, school days shall be defined as business days. A grievance on the evaluation process may not be filed solely on the basis of a conclusion of the evaluator.

10.2 GRIEVANCE PROCESS

Informal Resolution: The Parties prioritize resolving conflict in an informal, expedited manner. As such, if a Bargaining Unit Member or the Union has a Grievance, it should be directed to the appropriate administrator, and a good-faith effort should be made to resolve that Grievance before its escalation to another level.

Step 1

If a grievance was not able to be resolved though the informal resolution process, the grievant shall file his grievance in writing with his direct supervisor or designee within fifteen (15) school days of the occurrence of the event that gives rise to the grievance. The direct supervisor or designee shall confer with the grievant in an attempt to resolve the grievance. A decision in writing shall be rendered to the grievant within fifteen (15) school days of the conference.

Step 2

If a satisfactory agreement is not reached at Step 1, the grievant may appeal to the Superintendent or his/her designee in writing within fifteen (15) school days after he/she has received the decision of the direct supervisor or his/her designee. The Superintendent or his/her designee shall confer with the grievant within fifteen (15) school days after the receipt of the appeal, and a written decision shall be rendered to the grievant by the Superintendent or his/her designee within fifteen (15) school days.

Step 3

If the grievance is not settled at the second step, the grievant may appeal to the Board in writing within fifteen (15) school days after he/she has received the decision of the Superintendent or his/her designee. The grievance shall be submitted to the Board to be considered as soon as practical thereafter. The grievant, acting independently or through the Union, may present a written grievance to the Board or may request an oral hearing, which may be granted at the discretion of the Board. If granted, the hearing shall be conducted by the full Board or by a subcommittee of the Board. The Board shall render its decision within fifteen (15) school days after the meeting.

Step 4

In the event the grievant is not satisfied with the disposition of his/her grievance at Step 3, the Union may submit the grievance to binding arbitration within fifteen (15) school days after receipt of the Board's answer in Step 3. The parties shall attempt to agree upon an arbitrator within fifteen (15) school days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the fifteen (15) school day period, the parties shall request an arbitrator from the American Arbitration Association. The selection of the arbitrator shall follow the standard operating procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. He/she shall consider and decide only the specific issues submitted to him/her in writing and shall have no authority to make any decisions or recommendations on any other issue not so submitted to him/her. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The fees of the arbitrator shall be split between the parties.

ARTICLE XI – LEAVES, VACATION, & HOLIDAYS

11.1 SICK LEAVE, PERSONAL BUSINESS LEAVE, AND BEREAVEMENT LEAVE

A. Sick leave shall be available for uses defined in Section 24-6 of the Illinois School Code, which are currently: personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave. Abuse of sick or personal leave is subject to discipline.

- Ten (10) month employees shall receive fifteen (15) paid sick days per year, of which four (4) shall be considered personal days. Any personal days not used by the end of the employee work year accrue as sick days. Part-time employees will receive sick leave day(s) equivalent to their work day.

- All full-time twelve (12) month employees will receive seventeen (17) paid sick days and four (4) personal days. Any personal days not used by June 30 accrue as sick days. Part-time employees will receive sick leave day(s) equivalent to their work day.

Unused sick leave shall accumulate without limit. Sick leave days are available for use after the employee reports for his/her first day of work and annually thereafter on the first day of the work year. For sick leave accrual purposes, the work year for 12-month employees begins on July 1; for 10-month employees, it begins the first workday of the school year for each classification. Employees who are hired or first report to work in the middle of the work year receive sick days pro-rated based on the number of days remaining in the work year.

B. For purposes of this Section, "immediate family" includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, stepchild, stepparent, and legal guardians.

C. The Board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, 30 days for birth, or as it may deem necessary in other cases.

D. Paid personal leave in the amount listed in Section 11.1(A) is granted for the purpose of transacting or attending to personal, legal, business, household, or family matters that require absence during school hours.

1. Part-time employees are granted personal business leave days on a prorated basis.

2. Employees are not required to disclose the reason for personal business leave.

3. For 10-month employees only, personal leave will not be granted for the extension of a break or holiday (other than for a religious holiday), on institute days, or on parent-teacher conference days or evenings.

4. Except in extraordinary situations, personal leave shall not be used or granted during the first three (3) days of student attendance (except an employee may request an exception to accompany a child to college or kindergarten orientation) and the last three (3) days of student attendance. Exceptions to these blackout days shall be at the discretion of the employee's immediate supervisor.

5. Written notification for such leave shall be given to the employee's direct supervisor at least three days in advance of an expected absence. In case of emergency, written notification shall be submitted to the employee's supervisor on the first school day following the absence.

6. No more than two (2) personal business leave days may be used consecutively unless granted at the discretion of the Superintendent. An employee may request to use a personal day on one or more restricted day(s). Approval of such requests will be granted at the discretion of the Superintendent.

E. Paid sick days may not be used by a 10-month employee who is working at summer school or is on an approved unpaid leave. Further, additional sick leave days will not be granted to an employee who is on an approved unpaid leave.

F. Employees may access their sick leave report online. This report shall include (1) sick leave accumulation as to the beginning of the previous school year, (2) the record of days deducted the previous year, (3) the days advanced for the current school year and (4) the total number of days credited and applicable for the current school year. Employees shall review and report any discrepancies in this information within the first four (4) weeks of the work year; after that point, the information will be deemed final and accurate.

I. Whenever an employee is absent from work as a result of a personal injury or accident arising out of and in the course of his/her employment that led to a workers' compensation claim that has been approved by the District's workers' compensation carrier, in addition to the workers' compensation disability benefits paid, the District shall pay 1/3 of a day of the employee's sick leave (if available), which shall be deducted from the employee's current or accumulated sick leave in 1/3-day increments.

J. A sick day may be used for bereavement purposes in the event of the death of parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, stepchild, stepparent, legal guardians, aunts, uncles, cousins, nieces, nephews, and close friends. The Board shall comply with

the Family Bereavement Leave Act (820 ILCS 154/1 et seq.), as it presently exists or as it may be amended in the future.

11.2 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Board shall grant unpaid Family/Medical Leave to employees who qualify for such leave under the FMLA as modified by Section 24-6.4 of the School Code, as it presently exists or may be amended in the future. Leave shall be granted for up to 12 weeks per rolling 12-month period. An employee granted an FMLA leave will continue to be covered under the district's group health and dental insurance plan, life insurance plan, and long-term disability plan under the same conditions as coverage would have been provided if the employee had worked continuously during the leave period. (The employer will continue to make premium payments in the amounts required by this Agreement. Employee contributions will be required either through payroll deduction or by direct payment to the District, with the employee being advised in writing at the beginning of the leave period as to the amount and method of payment required.)

Leave taken for a purpose that qualifies for FMLA leave will be counted against the employee's FMLA entitlement. If the purpose for the leave also qualifies for the use of paid sick leave, the employee shall use paid sick leave concurrently with FMLA leave. Additional information concerning FMLA requirements and benefits shall be provided to employees by the business office upon request.

11.3 LEAVE DURING PREGNANCIES AND ADOPTIONS

A. Use of Sick Leave During Pregnancy or Adoption

1. Pregnancy shall be treated like an illness. In such instances, the employee may begin taking accrued sick leave, as limited in Section 11.3(A)(4) below, whenever it is medically necessary, but no later than when she is unable to perform her duties satisfactorily. The term "satisfactorily" means as certified by a doctor.

2. For the purpose of ascertaining the duration of the leave in case of adoption, the date that the child is placed with the parent or parents shall be equated with the date of birth.

3. An employee shall notify the Superintendent in writing at least four (4) weeks prior to the date that the employee will begin using sick days for pregnancy or adoption.

4. Typically, employees who miss days of work following the birth of a child shall be allowed, to the extent they have accrued such days, to use up to thirty (30) working school days of paid sick leave, which days may be used at any time within the 12-month period following the birth of the child. In the event of a C-Section delivery, an additional ten (10) working school

days may be used if all such leave is taken continuously within the eight (8) calendar weeks following the birth.

5. Employees whose personal health is compromised after delivery, or whose infant is chronically ill, will be allowed to use paid sick leave (if available) beyond the typical recovery period on the physician's orders.

6. The Board reserves the right to secure a medical evaluation from a physician of its choice. If such an evaluation is secured, the Board shall pay the costs.

7. An employee who is not eligible for FMLA leave and does not have enough sick leave to cover the days of work missed following the birth or placement of a child is entitled to up to a 30-consecutive-school-day leave so long as such leave is used within the same work year. The employee must use his/her accrued sick days as a basis for pay, and after exhaustion of his/her accrued sick days, any remaining days of the leave will be unpaid.

B. Use of Family and Medical Leave Taken to Care for Newborn/Newly Placed Child

Eligible employees shall use up to twelve (12) weeks of FMLA leave to care for a newborn or newly placed child during the first twelve (12) months following the child's birth or placement. Available sick leave up to thirty (30) working school days shall be used as a basis for pay and shall run concurrently with the FMLA leave. The remainder of such leave shall be unpaid after the exhaustion of paid sick leave. FMLA leave taken to care for a newborn or newly placed child may not be taken on an intermittent basis and may not be used to demand a part-time position.

11.4 LEAVE AS DELEGATE TO I.F.T. CONVENTION

Upon written request, at least 30 days in advance, one member of the Union shall be excused without loss of salary, or without being charged for leave, to serve as a delegate to the annual Illinois Federation of Teachers Convention. The Union shall reimburse the Board for the cost of a substitute if necessary. The absence shall be for no more than one school day.

11.5 UNPAID LEAVE OF ABSENCE

Upon an employee's request, a leave of absence for up to one year may be granted without pay upon the recommendation of the Superintendent and approval of the Board.

1. Conditions of Unpaid Leave

a. All requests for unpaid special leave must be submitted in writing to the Superintendent at least four weeks prior to the beginning date of the leave.

b. An employee who is on an approved leave during the school year must notify the Superintendent by April 1st of his/her intention to return to the District the following school year. Failure to so notify the Superintendent shall constitute a resignation.

c. Employees who take a full year of unpaid leave will not be granted, and may not use, accrued sick leave days for the year of such leave.

2. Benefits of Unpaid Leave Shall Be Limited to the Following:

a. While on leave, the employee may continue to participate in the District insurance plan for the duration of the leave if he/she pays all premiums and the carrier permits his/her continued participation.

b. Upon return from the leave, the employee is guaranteed a position in the District for which, in the Board's judgment, the employee is qualified.

c. The employee retains all unused sick leave accrued as of the start of the leave.

11.6 VACATIONS

All regular twelve month employees shall be entitled to a paid vacation day allotment in accordance with the following schedule.

Years of Service	Number of Paid Vacation Days Per Year
Year One through Year Five	15 days
Years Six through Years Ten	18 days
Beyond Ten Years	21 days

With the exception of employees who began employment no later than June 1, 2011, vacation accrued during the first year of employment and in each subsequent year shall be available for use beginning on July 1st of the next year. If date of employment is after July 1, the number of days in the first year of employment shall be prorated at one (1) day per month. Vacation requests shall be entered in to the AESOP system at least one (1) week in advance of the day off; however, exceptions can be made at the discretion of the employee's immediate supervisor.

Approval shall be made by the employee's immediate supervisor no later than five (5) calendar days after the initial request is entered. If an employee has not received approval within that time period, the request shall be assumed granted. Once a vacation day(s) is approved, approval cannot be revoked. Approval of vacation days to be taken in the two

weeks prior to the start of student attendance or in the week before school ends is at the discretion of the employee's immediate supervisor.

On August 1 of each year, up to five (5) unused vacation days shall be rolled into the employee's sick leave accumulation and any remaining unused days shall be forfeited unless an exception for an extension is granted by an employee's supervisor. No extensions granted prior to the signing of this agreement shall be subsequently denied.

11.7 PAID HOLIDAYS

All 12-month employees shall be entitled to the following paid holidays:

- New Year's Day;
- Dr. Martin Luther King, Jr.'s Birthday*;
- President's Day;
- Casimir Pulaski's Birthday*;
- Memorial Day;
- Juneteenth (if it falls on the employee's regularly-scheduled workday);
- Independence Day;
- Labor Day;
- Columbus Day*;
- Thanksgiving Day;
- Friday following Thanksgiving Day;
- Christmas Eve Day;
- Christmas Day;
- New Year's Eve Day

All 10-month employees shall be entitled to the following paid holidays:

- Dr. Martin Luther King, Jr.'s Birthday*;
- President's Day;
- Casimir Pulaski's Birthday*;
- Memorial Day;
- Labor Day;
- Columbus Day*;

* The above days may be subject to the mandate waiver policy. If school is held on those days, employees are required to work but shall be given an additional personal day for each waiver day.

All 12-month employees shall be required to work the days that the District Office is open.

In the event New Year's Day, Independence Day, Christmas Eve, or Christmas Day falls on a weekend, full-time 12-month employees will be granted a work day off. The day to be granted off will be determined by the Administration.

In the event of an emergency or to ensure the essential operation or maintenance of a school, the District reserves the right to require certain necessary employees to work on the above holidays. An employee scheduled to, or called in to, work on such holidays shall record his/her hours worked on such days and submit them to the District for payment.

11.8 WAIVER OF COOK COUNTY PAID LEAVE ORDINANCE

The Board and the Union, for itself and all of the members of its bargaining unit, waive all of the requirements, duties, and obligations of the Cook County Paid Leave Ordinance (Chapter 42, Article II, Division 1, Section 42-1 through 42-10), as it presently exists or may be amended in the future. The Union expressly acknowledges and agrees that: (a) it has fully and carefully read and considered this waiver and fully understands its meaning and effect; (b) it has had a full and adequate opportunity and reasonable time period to review this waiver with its attorney, Union representatives, and bargaining unit members before agreeing to it; (c) it was not coerced into agreeing to this waiver; (d) it agrees to this waiver in its entirety and is doing so knowingly, voluntarily, and with full knowledge of its significance; (e) the only consideration for its agreeing to this waiver are the compensation and leave benefits stated in this collective bargaining agreement, and no other promises or representations of any kind have been made by any other person or entity to cause it to agree to this waiver; and (f) the consideration listed herein exceeds what the Union's bargaining unit members would otherwise have been entitled to, and is in exchange for agreeing to this waiver. Pursuant to Section 42-5 of the Ordinance, the parties agree that this is intended to be an explicit, clear and unambiguous waiver of all of the requirements, duties, and obligations of said ordinance. The Board and the Union agree that if this waiver, or any portion of it, is found to be unenforceable or insufficient in any way, that they will each immediately take such further action as is necessary or reasonably desirable to carry out the purposes and intent of this waiver.

ARTICLE XII – PROFESSIONAL DEVELOPMENT

12.1 PROFESSIONAL DEVELOPMENT COMMITTEE

Two members of the Union appointed by the Union and one or two administrators shall meet annually to discuss and plan professional development opportunities for educational support personnel.

12.2 OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT

Tuition, registration fees, and other pre-approved expenses associated with pre-approved support staff attendance at administratively pre-approved workshops and other similar activities will be reimbursed. Reimbursement is contingent on submission to the Superintendent or designee of documented proof of expenses and verification of successful completion. If attendance is mandatory and/or with pre-approval and outside the employee's normal workday, an employee shall receive paid time for attendance.

ARTICLE XIII - SALARY AND RELATED PROVISIONS

13.1 WAGES

Employees will receive wage increases of 5.0% in 2026-2027, 4.0% in 2027-2028, 3.5% in 2028-2029, and 3.0% in 2029-2030 of this Agreement. For the 2026-2027 year, returning employees will receive one-time market adjustments in amounts agreed to by the parties and as set forth in the concurrent Memorandum of Agreement.

For employees either adjusting hours or positions, the above wage increases are in addition to any other salary adjustment being made.

13.2 COMPENSATION FOR EXTRA DUTIES

A. Lunch Room Supervision

Classified employees who agree to work through their assigned duty-free lunch period shall be offered an alternative time for a duty-free lunch. If the District is not able to offer an alternative time for lunch, the employee will be paid for the time worked.

B. Other Supervision

Classified employees are paid the same stipend rate paid to professional-educator-licensed employees for supervision duties performed outside the regularly scheduled work day.

ARTICLE XIV - FRINGE BENEFITS

14.1 ELIGIBILITY OF PART-TIME EMPLOYEES

Any employee scheduled to work at least thirty (30) hours or more per week is entitled to receive fringe benefits for which he/she is eligible under the applicable District plans on a pro rata basis. However, any employee who was employed as of June 1, 2011, and who was participating in the District health or dental insurance plans in the 2010-2011 school year is permitted to continue to maintain benefits as long as the employee continues in a position that requires at least 25 hours per week. If such an employee discontinues benefits and later seeks to reinstate benefits, the 30-hour threshold will apply.

14.2 LIFE INSURANCE

The Board shall pay the premium for term life insurance in the amount of fifty thousand dollars ($50,000) for each full-time employee who has completed one year of service with the District. Employees may purchase additional life insurance in blocks of ten thousand dollars ($10,000), provided total life insurance coverage does not exceed two hundred-fifty percent (250%) of an employee's base salary. This life insurance benefit is subject to age-based reductions as dictated by the policy.

14.3 LONG-TERM DISABILITY INSURANCE

The Board shall pay the total premium for long-term disability insurance for all full-time employees.

14.4 HOSPITAL, MAJOR MEDICAL AND DENTAL INSURANCE

Employees may participate in the District's group hospital, major medical and dental insurance plans. The provisions covering that participation are:

A. For the 2018-2019 school year, seventy percent (70%) of single or family membership shall be paid by the Board toward the hospital and major medical insurance coverage for all full-time employees. In each subsequent year of this Agreement, the Board shall pay 70% of any increase in the cost of hospital and major medical premiums up to a 6.5% premium increase over the prior year, and the Board and the employee shall split any premium increase in excess of 6.5% over the prior year on a 50/50 basis. In any year in which an increase in premium costs exceeds 6.5%, the Board's contribution rate shall be recalculated and shall continue at that percentage unless and until there is another increase in premium costs in excess of 6.5%, at which point the Board's contribution rate shall be recalculated again. In the event of less than a 6.5% increase in premium costs, there shall be no recalculations and no carryover to a subsequent year.

For example, suppose premiums in Year 1 were $500 per month. The Board would pay 70%, or $350.

Year 2 with 6.5% or Less Increase in Premiums

Suppose the premiums increased by 4% in Year 2, to $520 per month, the Board would still pay 70%, which would be $364. The Board would continue paying 70% of premiums and premium increases thereafter unless and until a premium increase exceeds 6.5%.

Year 2 with Greater than 6.5% Increase in Premiums

However, suppose the premiums instead increased by 8% in Year 2 (to $540 per month), the calculation would work as follows:

- the Board continues to pay 70% of the prior year's premiums (i.e., the same $350 it paid in Year 1); plus
- for the first 6.5% of the increase in premiums (i.e., the first $32.50 per month), the Board will pay 70%, or $22.75; plus
- for the remaining 1.5% increase in premiums (i.e., the remaining $7.50 per month), the Board will pay 50%, or $3.75.

This would equal a total Year 2 premium payment by the Board of $376.50 per month, or 69.7% of the total premium increase. The Board would continue paying 69.7% of premiums and premium increases thereafter unless and until a premium increase again exceeds 6.5%.

B. Employees may elect health insurance coverage through a Health Maintenance Organization. In such case, the Board shall pay the same percentage amount toward the HMO premium that it pays toward the premium of the district's primary group hospital and major medical plan selected by the Board.

C. Eighty-five percent (85%) of single and family membership shall be paid by the Board toward the dental insurance coverage for all full-time employees.

D. The insurance program identified in paragraph A shall be no less than that provided to teachers.

E. If federal health care reform legislation or new regulations developed in connection with that legislation will impose additional costs or taxes on the District because of the provisions in this Section 14.4 during the term of the contract, the parties agree to meet and negotiate plan design changes or other changes in other health plan terms sufficient to avoid such additional costs or taxes.

14.5 SALARY REDUCTION PLAN

The Board shall maintain a salary reduction plan that meets the requirements of Section 125 of the Internal Revenue Code. If, at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.

14.6 INSURANCE COVERAGE FOR RETIREES

Insurance coverage is extended to Medicare eligibility for all support personnel who retire from the District after reaching age fifty-five (55), provided the employee has been a full-time employee in District 74 for at least the following periods:

Age	55	56	57	58	59	60
Years	20	19	18	17	16	15

For those employees who had ten years of service to the District as of June 1, 2011, the employer contribution for insurance coverage for retired support personnel shall be at the same rate as is available to active employees for single or family premium coverage, if the employee had such coverage at the time of retirement.

For those employees who did not have ten years of service to the District as of June 1, 2011, the employer contribution for insurance coverage for retired support personnel shall be at the same rate as is available to active employees for single premium coverage.

14.7 PAYMENT FOR UNUSED SICK LEAVE

Employees retiring at age fifty-five (55) or older may receive a stipend for each unused sick day in excess of those applied toward their I.M.R.F. Retirement Plan. (For every 20 days up to 240 days of unused uncompensated sick leave, the employee receives one month of credit in the I.M.R.F. Retirement plan). The stipend shall be 1/2 of the employee's per diem wage rate per each unused sick day.

This payment will be made in the month after the month following the employee's date of retirement (e.g., an employee who retires as of June 15 will be paid in August).

14.8 RETIREMENT STIPEND

As a reward for longevity of service, educational support personnel who have been employed by District 74 for at least fifteen (15) consecutive years of full time service shall qualify for a retirement stipend, calculated as follows:

- First ten (10) years of service — $200 per year
- Next five (5) years of service — $250 per year
- Next five (5) years of service — $300 per year
- All remaining years of service — $350 per year

For each employee who qualifies for the retirement stipend and submits an irrevocable written notice of resignation from the District for purposes of retirement, the retirement stipend will be paid by increasing the employee's Illinois Municipal Retirement Fund ("IMRF") earnings by the maximum amount permitted by IMRF without triggering an "Accelerated Payment" for the District (as such term is defined by the IMRF). The payments for this retirement stipend will be paid with the employee's regular payrolls for the shortest of the following periods, as determined by the length of the employee's notice:

(a) the employee's final three (3) years of employment, if notice is given 3 years or more before resignation; or

(b) the period of time remaining prior to resignation, if notice is given less than 3 years before resignation.

Any portion of the retirement stipend not paid due to the Accelerated Payment limitation set forth above and still remaining after the effective date of resignation will be paid to the employee as a lump sum in the month after the month following the resignation date (e.g., an employee who resigns effective June 15 will be paid in August).

An employee who resigns earlier than the effective date of retirement stated in his/her notice will receive the remainder of his/her retirement stipend as a post-retirement payment in the month after the month following his/her actual resignation date. The Board intends this retirement stipend to constitute an applicable employment retention plan under 26 U.S.C. 457(f).

14.9 TRANSPORTATION

Employees required to use their own automobile to travel as part of their normal work day, other than their normal commute to and from work, or for pre-approved special circumstances or training will be reimbursed for expenses at the current IRS rate.

14.10 NURSING LICENSURE AND RENEWAL

The District shall reimburse nurses for the cost of their nursing license renewal fees upon submission of evidence of payment. The District shall bear the cost of any courses required by the District for additional endorsements or certifications associated with the nursing license, e.g., if the District were to require a nurse to become certified in hearing and vision.

14.11 TUITION AND FEE REIMBURSEMENT

At least one month before the start of a program or course, an employee who wishes to request tuition and fee reimbursement must submit a written request (which must include a description of the course or program) for approval to the Superintendent or his/her designee. Requests will only be considered for approval if they will advance the employee's knowledge and abilities in the employee's work assignment or if, for nurses, the program or course is required for Illinois nursing licensure renewal. The approval or

denial under this section of any coursework or of any program is non-precedential and is not subject to the grievance procedure of this contract.

Upon submission of official transcript(s) and receipts(s) for pre-approved programs or courses and expenses in writing to the Superintendent or designee, the employee will be reimbursed for the tuition cost and fee(s) of such course(s) up to the following limits:

- Up to $2,000.00 per year for satisfactorily completed course work; and
- For nurses, up to the amount necessary to maintain their nursing license for satisfactorily completed courses, workshops, projects and seminars required by Illinois nursing licensure renewal requirements.

If an employee voluntarily terminates his/her employment in the District, he/she shall repay any reimbursement received since the beginning of the last school year.

14.12 UNIFORM ALLOWANCE

Kitchen Staff and Custodial/Maintenance employees shall receive a uniform (including shoe) allowance (safety standards) per year not to exceed $200 per year.

14.13 PARAPROFESSIONALS SUBSTITUTING AS TEACHERS

Any paraprofessional who has a valid Illinois teaching or substitute license shall be paid an additional $5.00 per hour for performing duties of a substitute teacher.

ARTICLE XV - NO STRIKE NO LOCK OUT

The Union agrees not to strike, picket, or engage in, encourage, or support any cessation of work, slowdown, or other concerted refusal to render uninterrupted services in the District or the administrative offices of the Board for the duration of the Agreement or the extension thereof. Similarly, the Board or its administrators agrees not to lock out any employees covered by this Agreement during the term of this Agreement or the extension thereof.

ARTICLE XVI - NEGOTIATIONS PROCEDURE

16.1 START OF NEGOTIATIONS

The initial meeting between the designated representatives of the Board and the Association shall occur no later than March 1 of the final year of the contract.

16.2 RIGHT TO INFORMATION

The Union shall be furnished on request all regularly and routinely prepared information concerning the financial condition of the District including the annual financial statement and the adopted budget. In addition, the Board and administration shall grant reasonable requests for other readily available and pertinent information that may be relevant to negotiations. Nothing herein shall require the central administrative staff to research and assemble information. The Union shall furnish copies of any pertinent information as reasonably requested by the Board.

16.3 SCOPE OF NEGOTIATIONS

The Board and the Union agree to negotiate in good faith with respect to the following items:

A. wages

B. hours

C. terms and conditions of employment

The obligation to negotiate in good faith means the mutual obligation of the Board and the Union to meet at reasonable times and to confer in good faith with respect to wages, hours, and terms and conditions of employment. However, this obligation does not compel either party to agree to a proposal or require the making of a concession. Disputes involving the negotiability of an issue or topic shall not be resolved under the grievance process of this Agreement, but rather may be submitted by either party to the Illinois Education Labor Relations Board for resolution.

16.4 TENTATIVE AGREEMENTS

The representatives of the Board and the Union shall have the power to reach tentative agreements, which shall be reduced to writing and distributed to the Board and the Union for final approval.

16.5 MEDIATION

If agreement is not reached within 60 days of the commencement of negotiations, either party may declare to the other in writing that an impasse exists and call for a mediator. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representatives, or both, either jointly or separately.

ARTICLE XVII - EFFECT OF AGREEMENT

17.1 COMPLETE UNDERSTANDING

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The parties hereby agree that this Agreement terminates and supersedes any and all prior agreements and practices, policies, rules, or regulations concerning any subject, whether covered by this Agreement or not. The terms and conditions may be modified only through the written mutual consent of the parties.

17.2 SAVINGS CLAUSE

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

17.3 PRECEDENCE OF AGREEMENT

If there is any conflict between the written terms of this Agreement and the terms of any individual contract of employment, the written terms of this Agreement shall govern. If there is any conflict between the written terms of this Agreement and written Board policies or written Board rules and regulations that may from time to time be in effect, the written terms of this Agreement shall govern.

17.4 TERM OF AGREEMENT

When signed by both parties, this Agreement shall become effective July 1, 2026, and shall remain in effect until June 30, 2030.

Signature page to follow

APPROVED AND SIGNED AS OF THE DATES WRITTEN BELOW.

Lincolnwood Support Staff Union, Local 1274, IFT-AFT, AFL-CIO

Union President
Arleen LaRosa

Union Secretary
Susan EMERICK

6/2/26
Date

Board of Education of Lincolnwood School District 74, Cook County, Illinois

Board of Education President
Peter D. Theodore

ATTEST:

Board of Education Secretary
John P. Vranas

6/2/26
Date

APPENDIX A
HOURLY RATES FOR NEW EMPLOYEES

	2026-2027	2027-2028	2028-2029	2029-2030
Paraprofessional	$19.50	$19.89	$20.24	$20.54
Paraprofessional with PEL	$21.25	$21.68	$22.05	$22.39
Registered Nurse/Health Services	$34.50	$35.19	$35.81	$36.34
Bachelor's Nurse	$37.50	$38.25	$38.92	$39.50
Secretary/Administrative Assistant	$24.00	$24.48	$24.91	$25.28
Accounting Clerk	$28.00	$28.56	$29.06	$29.50
Technology One	$22.08	$22.52	$22.91	$23.26
Technology Two	$29.25	$29.84	$30.36	$30.82
Custodian/Custodial Supervisor	$19.18	$19.56	$19.90	$20.20
Maintenance Staff	$27.00	$27.54	$28.02	$28.44
Engineer	$30.20	$30.80	$31.34	$31.81
Food Service Staff	$17.00	$17.34	$17.64	$17.91
Business Office Administrative Assistant/ Transportation Coordinator	$26.00	$26.52	$26.98	$27.39
Lead Cook	$18.25	$18.62	$18.94	$19.22

*The Board or its designee may offer up to five additional years' credit at 2% per year over the starting rate listed above for prior experience in a comparable position. However, a new hire will not be placed at a higher hourly rate than an existing Employee with the same or more years of experience.

Memorandum of Agreement

LSSU Wage Adjustments for 2026-2027

This Memorandum of Agreement is entered into between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois ("District" or "Board") and Lincolnwood Support Staff Union, Local 1274, IFT/AFT ("LSSU" or "Union"). The Board and LSSU have previously entered into a collective bargaining agreement for July 1, 2022, through June 30, 2026 (the "Current Agreement"), and are in the process of ratifying a collective bargaining agreement for July 1, 2026, through June 30, 2030 (the "Successor Agreement"). The Union and the Board (collectively "the Parties") hereby agree to supplement the Successor Agreement as follows:

1) Pursuant to Section 13.1 of the Successor Agreement, the Parties agree that the 2026-2027 hourly wages of returning LSSU bargaining unit employees will be as shown in Exhibit A, attached hereto and incorporated herein by reference.

2) This Memorandum of Agreement is contingent upon the Union's concurrent ratification of the Successor Agreement and the Board's concurrent approval of the Successor Agreement as tentatively agreed on May 6, 2026. Should either Party fail to adopt the Successor Agreement as presented, requiring further negotiations, the Parties agree that this Memorandum shall have no effect.

The Parties agree that this Memorandum does not provide grounds to open the remainder of the Current Agreement or Successor Agreement for consideration of any other amendments or negotiations, and does not provide grounds to pay any other individual in a manner other than outlined above.

LINCOLNWOOD SUPPORT STAFF UNION

Union President
Arleen LaRosa

Union Secretary
Susan Emerick

6/2/26
Date

LINCOLNWOOD SCHOOL DISTRICT NO. 74

Board of Education President
Peter B. Theodore

Board of Education Secretary
John P. Vraras

6/2/26
Date

EXHIBIT A

LSSU Wage Adjustments for 2026-2027

Name	Position	2026-2027 Hourly Rate
Hernandez, Sylvia	Admin: Accts Payable Clerk	$36.72
Tianis, Jennifer	Admin: Receptionist/Transportation Coord.	$28.49
Bujnowski, Tomasz	B&G: Building Engineer	$47.90
Robertson, Steven D	B&G: Building Engineer	$46.39
Tracy, Steven	B&G: Building Engineer	$34.16
Sopala, Henryk K	B&G: Custodian - Night Supervisor	$29.37
Pach, Edward	B&G: Maintenance Staff	$28.34
Gikas, Sotiria	Lead Cook	$28.76
Bijou, Martha	Food Service Staff	$23.10
Kapsalis, Vasiliki	Food Service Staff	$23.10
Yuhana, Kanou	Food Service Staff	$23.10
Somoo, Madline Moshe	Lead Cook	$21.77
Mir, Farahnaz	Food Service Staff	$20.80
Duarte, Barbara	Food Service Staff	$18.73
Delacy, Matt	Food Service Staff	$18.39
Lamas, Maria	Food Service Staff	$18.04
Khezeran, Tara	Food Service Staff	$18.04
Ibraham, Jeni Georges	Lead Cook	$25.11
Johnson, Mauvette	Nurse	$40.84
Jusic, Zerina	Nurse	$39.71
Maloney, Carmel	Nurse	$39.71
Campos, Karrina	Nurse	$39.70
Burke, Ann L	Paraprofessional	$25.96
Emerick, Susan	Paraprofessional	$24.27
Habel, Sheryl M	Paraprofessional	$22.47
Nakpresha, Utchavadee	Paraprofessional	$21.09
Mohammed, Ahlam	Paraprofessional	$21.48
Korel, Amanoil	Paraprofessional	$21.48
Alkashish, Alkashish	Paraprofessional	$21.48
Butt, Raana	Paraprofessional	$21.48
Zekic, Adisa	Paraprofessional	$21.48
Santos, Yolanda	Paraprofessional	$21.48
Bara, Lina	Paraprofessional	$21.09
Lorusso, Nicole	Paraprofessional	$21.09
Ali, Uzma	Paraprofessional	$21.09
Kleeberg, Evan	Paraprofessional	$21.09

Umar, Saima	Paraprofessional	$21.09
Gillespie, Robert C	Paraprofessional	$21.09
Pellicano, Mary	Paraprofessional	$21.09
Sharma, Hema	Paraprofessional	$20.69
Yim, Michael	Paraprofessional	$20.69
Abdullahu, Aulona	Paraprofessional	$20.69
Rainey, Olivia	Paraprofessional	$20.69
Gussis, Jennifer	Paraprofessional with PEL	$26.88
Benjamin, Marilyn	Paraprofessional with PEL	$23.05
Mecklenburg, Jane A	Paraprofessional with PEL	$23.05
Krikorian, Carol A	Secretary	$34.14
Larosa, Arleen	Secretary	$31.44
Saravia, Alexandra	Secretary	$27.83
Evaschuk, Valerie Lynn	Secretary	$27.14
Tarnoff, Jessica	Secretary	$26.78
Banh, Jason N	Tech: Business Operations Support	$38.69
Gad, Tammer	Tech: Information Technology Assistant	$32.07
Geraghty, Daniel J	Tech: Information Technology Assistant	$23.87
Hartnett, Caraline	Tech: Information Technology Assistant	$23.17
Herman, Scott J	Tech: Technology Services Assistant	$34.26