



Agreement Between

THE SUPPORT STAFF ASSOCIATION

And

THE BOARD OF EDUCATION
DISTRICT 99

July 1, 2022 through June 30, 2026

Post Contract Memorandums of Agreement (MOA's)

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ARTICLE I- RECOGNITIONS AND DEFINITIONS

1.1 Recognition

The Board of Education of Community High School District No. 99, DuPage County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the District No. 99 Support Staff- IEA/NEA (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all non-certified Employees included within the bargaining unit heretofore recognized and approved by the Illinois Education Labor Relations Board (hereinafter referred to as the "Employee" or "bargaining unit member") exclusive of those non-certified Employees not included in such bargaining unit and exclusive of all persons not covered by the Illinois Educational Labor Relations Act.

1.2 Part-Time Employees

Except as otherwise provided in this Agreement, part-time Employees shall receive all benefits provided herein on a pro-rated basis.

1.3 Definitions

A. Employee

1. 42 Weeks or More

As used herein a "full-time, full-year" or 42 week or more Employee is one who regularly works thirty-five (35) or more hours per week and forty-two (42) or more weeks per year. (i.e. 52 week, 42 week employees).

2. School Term – Full-Time

As used herein, a "school term- full-time" Employee is one who regularly works thirty-five (35) or more hours per week and at least one hundred and seventy (170) days per school year (i.e. 36 or 37 week employees).

3. School Term – Part-Time

As used herein, a "school term, part-time" Employee is one who works at least five (5) hours per day, and at least one-hundred and seventy (170) days per year and shall receive benefits defined in Section 1.2 of this Article.

4. Part-Time

All other Employees shall also be deemed "part-time," and except as otherwise provided in this Agreement, such Employees shall not be entitled to receive benefits defined in Section 1.2 of this Article.

5. Probationary

All employees are considered probationary during their first ninety (90) work days. During this time, the Employee is restricted from using their personal days, but does have access to sick time and vacation time (if applicable) An employee may be dismissed at any time during the probationary period for any reason after being provided with written notice of dismissal, with a copy provided to the Association President.

B. Days

The term "days" when used in this Agreement shall, except where otherwise indicated, mean employment days, except during the summer recess when "days" shall mean the time when the Board's Business Office is open.

C. Superintendent

The title "Superintendent" shall indicate the Superintendent of Schools or their designee.

D. Employer

The term "Employer," "District," or "Board" shall indicate the Board of Education and its administrative, managerial, and supervisory employees.

E. Association

The term "Association" or "Union" shall indicate the sole and exclusive bargaining representative.

F. Board

The term "Board of Education" shall mean the seven-person elected body with the legal authority to direct the affairs of the School District.

ARTICLE II – NEGOTIATION PROCEDURES

2.1 Release Time for Bargaining

When negotiations are conducted during regular working hours, release time shall be provided to the Association's negotiating team members. Release time should include a reasonable amount of time for travel to the negotiation site and negotiations. Release time is not to include preparation time for the Association negotiating team.

2.2 Mediation

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Services (FMCS) if either party to this Agreement determines that the assistance of a mediator would be helpful. Should FMCS be unavailable, the parties shall immediately begin discussions as to a replacement. In the event the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

2.3 Printing of Contracts, Costs, and Distribution

Within thirty (30) days after the Agreement is signed, copies of this Agreement shall be available electronically. A copy shall be presented by the Board to newly employed staff during the terms of this Agreement. Twenty-five hard copies shall be provided to the Board and the Association for distribution as needed.

ARTICLE III – GRIEVANCE PROCEDURE

3.1 Grievance Definition

- A.** A grievance is an assertion by an Employee or group of Employees and/or the Association of an alleged violation, misinterpretation, or misapplication of this Agreement.
- B.** Nothing contained herein shall be construed as limiting the right of any Employee having a grievance to discuss the matter informally with any appropriate member of the Administration and/or having a grievance resolved without intervention of the Association, provided the resolution is not in violation of the terms of this Agreement.
- C.** When processing a grievance, an Employee should request representation of the Association. The Association shall be notified of any grievance and should be represented at all meetings after the formal presentation for the grievance. Such meetings shall be held at reasonable times and places.
- D.** Time limits may be extended by mutual consent of the grievant(s) and the Board.

3.2 Grievance Process

A. Step 1

An Employee with a grievance shall first discuss their alleged complaint with their building principal or principal's designee with the object of resolving the matter informally.

B. Step 2

If the grievance has not been settled at Step 1, it must be submitted in writing to the building principal or principal's designee within twenty (20) days from the alleged event or when the grievant could reasonably have been expected to be aware of the event. The building principal or principal's designee will arrange for a meeting to take place within ten (10) days after the receipt of the grievance. The grievant and the building principal or principal's designee will be present at such meeting. The building principal or their designee will provide a written answer to the grievant, to all parties present at the meeting, and to the Association not more than ten (10) days following the meeting. The answer will include the reason(s) for the decision.

C. Step 3

If the grievance is not resolved at Step 2, the grievant may, at their option, refer the grievance in writing to the Superintendent or Superintendent's designee within six (6) days after receipt of the Step 2 answer. The Superintendent or Superintendent's designee will arrange for a meeting with the grievant to take place within ten (10) days after the receipt of the appeal. Each party shall have the right to include in this

representation such witnesses as it deems necessary to develop facts pertinent to the grievance. At the conclusion of the meeting, the Superintendent or designee will have ten (10) days in which to provide a written answer to the grievant and to the Association. The written answer will include reason(s) for the decision.

D. Step 4

If the grievance is not resolved at Step 3, or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to binding arbitration. The American Arbitration Association shall act as administrator of the proceedings. If a written notice requesting arbitration is not filed within twenty (20) days after the date of receipt of the Step 3 decision, or the expiration of the time limits at Step 3, the grievance will be deemed withdrawn.

1. The arbitrator will have no power to alter the terms of this Agreement or by their recommendations add to or subtract from the provisions of this Agreement.
2. The arbitrator's decision will be based solely upon their interpretation of the meaning or application of the provisions of this Agreement.
3. Each party will bear the full costs for its representation in the arbitration. The cost of the arbitrator and American Arbitration Association will be divided equally between the parties.
4. If either party requests a transcript of the proceedings, that party shall bear the full cost for the transcript. The parties may agree to share the cost of all transcripts, including that furnished to the arbitrator.

3.3 By-Pass Procedure

If the Association President and the Superintendent agree, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next level.

3.4 No Reprisals Clause

No reprisal of any kind will be taken by the Board of Education or the School Administration against any Employee because of their bona fide participation in any of these grievance procedures.

3.5 Grievance Withdrawal

The grievance may be withdrawn at any level without establishing precedent, but if withdrawn, such grievance shall be treated as though it was never filed.

3.6 Grievances with Administration

Grievances involving administrators in more than one (1) building or involving an administrator above the building level may be initially filed at Step 3.

3.7 Grievance Files

All materials dealing with the proceedings of a grievance shall be filed separately from the personnel files of the participants.

3.8 Grievance Witnesses

If any grievance meeting required by this Article shall be held during the Employee workday, the grievant(s), necessary witness(es), and Association representative(s) shall suffer no loss of salary.

3.9 Timeliness

Failure to pursue a grievance within the prescribed timelines will act as a bar to any further appeal.

3.10 Extension

Grievance time limits may be extended by mutual written agreement.

3.11 Grievance Form

A form to assist with the Grievance procedure may be found in Appendix C.

ARTICLE IV – EMPLOYEE RIGHTS

4.1 School Code Rights

Nothing contained herein shall be construed to deny any Employee their rights under The School Code of the State of Illinois or any other applicable laws and regulations, provided the foregoing shall not be construed to enlarge the scope of negotiations and/or the substantive content of this Agreement nor to in any manner incorporate herein any law or regulation of any nature.

4.2 Employer Hearing/ Employee Rights

When any Employee is required to appear before an administrator, an Employer Committee, or any Board of Education member for any matter which is disciplinary in nature, the Employee shall be given reasonable prior written notice for the reason(s) for such meeting and shall be entitled to have a representative of the Association present to advise him/her during such meeting or interview. This section is not applicable to meetings of a preliminary investigative nature. Such representation may be a member or staff person of the Association.

4.3 Break Period

With authorization of their immediate supervisor, Employees shall be permitted to leave the building during any break period.

4.4 Rules and Regulations

All policies, regulations and rules of the Employer shall be published and readily available to the Employee. Changes in existing policies, regulations and rules shall be appropriately displayed or distributed preceding implementation. One set shall be given to the President of the Association with the changes.

4.5 Employee Notification of Assignment

Employees, other than Fifty-two (52) week employees, shall be given notice of their assignments for the forthcoming school term thirty (30) days prior to the last day of the current year. Such notification will include a baseline number of annual hours for the forthcoming school year. Any adjustments in hours from the baseline will be paid or deducted at the employee's hourly rate of pay. Any changes in such assignment shall be communicated to the affected employee in writing as soon as possible. A copy of the communication will be placed in the employee's personnel file.

4.6 Petty Cash- Employees

Employees shall be reimbursed for the authorized purchase of consumable materials, provided that requests for reimbursement are accompanied by a sales receipt.

ARTICLE V – ASSOCIATION AND BOARD RIGHTS

5.1 Board Meetings- Notification

The President of the Association or their designee shall be given notice of any special meetings of the Board of Education together with a copy of the agenda or statement of purpose of such meeting prior to the scheduled time of such meeting.

5.2 Board of Education Agenda Mailed to Association

A copy of the agenda, if any, shall be made available to the Association President or designee prior to each regular Board of Education meeting.

5.3 Board Minutes – Association Copies

The District will alert the President of the Association as soon as they are approved and posted on the district website.

5.4 Pertinent Information

The Board shall, in response to reasonable written requests, furnish published information which shall be necessary for the Association to process any grievance. The Board shall also furnish annual financial reports and audits; a register of non-certified personnel; tentative budgets; treasury reports; census data; and the names, addresses and seniority and experience credit of all bargaining unit members and the compensation paid thereto.

5.5 Association Announcements

Announcements of Association business will be posted by executive board members or designee on appropriate school bulletin boards.

5.6 Association Views - Student

The Association's views on matters relating to Supervisory Employee or Board Employee relationships shall not be discussed in the presence of students.

5.7 Names and Addresses – New Employees

Upon request, names of newly hired Employees shall be provided to the Association within fourteen (14) days after their hiring. The Employee's home address shall also be provided unless the Employee has objected to such disclosure.

5.8 Association Leave

In the event that the Association desires to send official delegates to state or national conferences, or on other business pertinent to Association affairs, these official delegates shall be excused without loss of salary, provided that a written notice for leave has been submitted

to the Superintendent or designee at least two (2) days in advance. Association Leave is not to be used for the purpose of planning for negotiations. The total number of days provided shall not exceed ten (10) days per school year.

5.9 Association Rights – Exclusive

The rights granted to the Association in this Agreement shall not be granted or extended to any other Employee organization.

5.10 Association – Administration Meeting

Nothing herein shall preclude the building principal or designee and duly authorized representative(s) of the Association from meeting time-to-time for the purpose of discussing problems subject to such notice or agenda requirements as may be requested by either party.

5.11 Payroll Deductions

A. Procedures for Membership Authorization

Proper authorization for membership payroll deductions shall be the signature of the Employee on an authorization form submitted to the Superintendent or designee. Such cancellation shall be effective according to the Association's policy and procedure for dissolution of union membership or upon termination of employment.

The Association's policy shall be posted at each building containing union members.

B. Payment to the Association

Authorizations submitted to the Superintendent or designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within ten (10) days following each pay period. The amount of the dues to be deducted shall not be changed more than once during any single school year.

C. Hold Harmless

If the Board shall make and remit such deductions as provided above, the Association shall defend and hold harmless the Board for such deductions.

5.12 Payroll Procedures- Payroll Distribution

- A.** A fifty-two (52) week employee will receive paychecks over 24 pay periods. The salary year begins with the first pay period in July.
- B.** Forty-two (42) week employees will receive their paychecks over 24 pay periods.
- C.** Annual compensation for thirty-six (36) and thirty-seven (37) week employees will be computed by multiplying their hourly rate of pay by the number of annual baseline

hours. Employees have the option of twenty (20) or twenty-four (24) pay schedule. Employees must request the twenty (20) pay schedule option in writing to the payroll department by May 31st of the preceding school year. Such requests are irrevocable for the entire school year. Once a pay schedule is chosen the individual employee must contact the payroll department to change it by May 31st of the preceding school year.

5.13 Association Use of District Facilities and Equipment

The Employer will allow the Association to use District facilities for committee, general or building Employee meetings, outside of school attendance hours, provided that, if more than fifteen (15) persons are in attendance, at least seventy-five percent (75%) of those in attendance are employed by the Board. Also, the Association will have a right to have a dedicated space to store confidential Association paperwork and will be provided a location to conduct business upon request based on building availability.

5.14 Business by Association Representatives on School Property

Representatives of the Association shall be permitted to conduct Association business on school property provided they make their presence known to the proper official upon entering the buildings, and provided any meetings and discussions of Association business in no matter interferes with the performance of any duties by any Employee or subjects any non-consenting Employee to any form of interference or interruption during work, preparation or break periods.

5.15 Bulletin Board, Mail Facilities and Mail Boxes

The Association shall have the right to use district mailboxes, the inter-school mail, electronic communications (subject to the Board's acceptable use policy and regulations), and school bulletin boards as designated in each building for official Association publications identified as such.

5.16 Direct Deposit

A. Credit Union

The employer shall provide an optional payroll deduction plan for the Illinois Education Association Credit Union and DuPage Credit Union. The deduction may be initiated by submitting a request to Human Resources.

B. Direct Deposit

The employee has the option of semi-monthly net pay amounts being deposited into their personal checking or savings accounts. Information regarding this procedure can be obtained from the Business Office.

5.17 Employer's Rights

The Employer retains its statutory rights to manage the School District. Implementation of those rights shall be consistent with this Agreement and with the Illinois Educational Labor Relations Act.

5.18 Fair Share Agreement

This article has been removed based on current law; in the event that fair share becomes legal, the language from the 2017-2019 contract shall be reinstated.

5.19 Association Leadership Release Time

- A.** The President of the Association shall be given release time not to exceed eight **(8)** hours per week to conduct business directly related to the operation of the Association and/or its state and national affiliates.
- B.** The Vice-President from the school which does not have the President shall be given release time not to exceed five (5) hours per week for the same purposes as the President.

ARTICLE VI – WORKING CONDITIONS

6.1 Work Day

Time taken off for paid holidays and pre-approved vacation shall count toward meeting the forty (40) hours in a week requirement for overtime. All other time taken off, including but not limited to, sick leave, personal leave, bereavement leave, and all unpaid absences shall not count towards the forty (40) hour work week. On an Emergency Day where the Superintendent closes all buildings and tells staff to stay home, including the potential use of e-learning days, employees will be paid for their regular workday at their normal hourly rate for that day.

All employees directed to work to address an emergency, when other employees are directed to stay home, will be compensated for their regular workday at their normal hourly rate, plus time and a half (1.5) their normal hourly rate for the time spent addressing the emergency. All emergency hours worked will count towards overtime accrual for the week.

- A.** All work over and above a forty (40) hour workweek shall be compensated at the rate of one and one-half (1 ½) times the normal rate of pay in the manner prescribed by law.
- B.** If Employees are required to work on Sundays or Holidays, they shall be credited with a minimum of two (2) hours work, provided there shall be no pyramiding of overtime payments.
- C.** Employees required to work on a holiday shall be paid at a rate equal to two (2) times their regular rate of pay, provided there shall be no pyramiding of overtime payments.

Extra duty work or stipend positions voluntarily accepted by the employee do not qualify for double time payment. This work is not related to their 'regular' position and is work not covered by this contract.

6.2 Holidays

Paid holidays, including Superintendent designated holidays, are identified on the district approved calendar. Employees are not required to work such days, but shall receive work credit at their regular daily rate of pay.

Designated holidays may vary based on the Board adopted calendar. Total number of paid Holidays will remain the same annually. See Appendix B.

6.3 Unsafe or Hazardous Working Conditions

Bargaining unit members shall not be required to work under clearly unsafe or hazardous conditions, provided the foregoing shall not be construed as obviating the Employee's responsibility to protect students.

Main entrances, campus security, student supervisors, and other areas determined by the Administration shall be provided a communication device while on duty. The Administration will consider areas of concern brought forward by the Association. Campus security assigned to work outside shall be provided by District 99 Board of Education, protective, reflective, and appropriate outerwear.

The Board acknowledges its current responsibilities under applicable regulations of the Illinois Department of Labor with respect to protecting affected individuals against the spread of blood borne pathogens.

The determination of the Board to provide inoculations and /or training pursuant to its blood borne pathogen policy to an Employee shall not be precedential with respect to such Employee, but the determination to provide such shall be dependent upon an analysis of pertinent risk factors.

6.4 Employee Work Clothing

Five shirts will be provided to each new, full-time Campus Security employee shortly after the date of hire. Three (3) shirts per year will be furnished in each subsequent year. Employees shall maintain their uniforms in a presentable condition and shall be appropriately dressed during working hours. Any special clothing, cold weather clothing, and replacement clothing must be requested through the Associate Principal for Operations.

6.5 Rest Room and Lounges

The Employer shall make available in each school adequate lunchroom and lavatory facilities.

6.6 Assistance for Control and Discipline of Students

The Employer shall provide reasonable support and assist bargaining unit members with respect to maintenance and control of students within the bargaining unit members' assigned work area.

6.7 Medical and/or Psychological Examination

If the Board shall require an Employee to take a medical or psychological examination, the Board shall pay for the same. This section shall not apply to any examination required as a condition for initial employment (regardless of when such examination occurs).

6.8 Physical Facilities

To the extent practicable, the Board shall furnish appropriate storage facilities for Employees. Where feasible this shall include a locked space for small personal items.

6.9 Food Service

All Employees under this contract shall abide by the following article, except those Employees who work at the Transition Center (T99). Employees at T99 shall be provided their standard lunch breaks as determined by the programming at T99.

On teacher institute days or days when food service is not provided in the building during the school year, employees shall be provided a one (1) hour lunch period without loss of pay. Employees will be paid for 30 minutes of the one (1) hour lunch period. Extended lunch period is not to be coupled with any earned break time.

Administration will attempt to ensure that all staff have an assigned lunch time within five hours of the starting time of their shift. However, on block schedule days, the schedule might cause an individual's assigned lunch time to be greater than five hours after the starting time of their shift on that particular day. If this occurs, the lunch starting time will be offered no longer than 6 hours after the starting time of their shift.

Lunch periods and work day start and end times for the summer schedule shall be determined each spring and communicated via email to all staff.

6.10 Extra Duty Assignments

As hourly employees, support staff members will not be eligible to earn extra-curricular stipends as defined in the certified staff contract.

From time to time, opportunities may be available for support staff to work extra-curricular activities and athletic events. The administration will consider many factors when making extra duty assignments, including (but not limited to) requisite knowledge and/or skills, schedule coordination, and budgetary considerations. Efforts will be made to offer extra duty opportunities to support staff members in a fair and equitable manner while maintaining the highest level of programming for our school community.

Employees scheduled to work extra-curricular activities and athletic events will be paid their hourly rate of pay. All work over and above a forty (40) hour workweek shall be compensated at the rate of one and one-half (1 ½) times the normal rate of pay in the manner prescribed by law.

An employee will not be scheduled to work any extra duty assignments during a time period when the employee is already receiving vacation day pay. (If an employee typically works an 8-4 pm day and takes a vacation day, the employee will not be scheduled to work supervision during the 8-4 pm period).

For salaried employees who wish to take on extra-curricular stipends or supervisions, they shall be paid according to the negotiated rates found in the DGEA contract.

6.11 Security Cameras

- A.** The central purpose for the adoption and implementation of video surveillance cameras is to ensure student and staff safety, to monitor illegal activity or activity that violates school policies, to monitor unauthorized access to restricted areas of the building, and to protect against unauthorized removal of, or damage to, district and/or personal property.
- B.** The District's use of video surveillance equipment is not intended to monitor any employee. Therefore, video from security/surveillance cameras shall not be used for evaluative purposes under any circumstances.
- C.** In the event that a complaint against an employee has been filed and potentially substantiated by video from the security/surveillance camera(s), the district shall permit the involved employee and a designated representative of the Association to view the portion of the video recording related to the alleged misconduct.
- D.** The District shall post a notice alerting staff, parents, students, and visitors that there is video surveillance. At minimum, such notice shall be posted in at least one central location outside of each school building within the district and inside both at the main entrance and the primary activities/athletics entrance of each campus.
- E.** The Association will be notified by the District any time a FOIA or FERPA request for security camera footage involving one or more employee(s) is granted. In such circumstances, the employee(s) addressed within the FOIA or FERPA request - as well as a designated Association representative - shall be permitted to view the portion of the surveillance video shared with the individual or entity who made the FOIA or FERPA request. The BOE shall also share the general nature of the granted FOIA or FERPA request with the employee(s) and Association designee. Both the nature of the granted FOIA or FERPA request and the corresponding surveillance video shall be made available to the employee(s) subject within the FOIA or FERPA request and to the Association designee as soon as possible following the granting of the request, but no more than two (2) business days following the official response by the district to the requestor.

ARTICLE VII - EMERGENCY SCHOOL CLOSURES & E-LEARNING DAYS

7.1 Notification Procedure

When an emergency confronts the school, notifications of the closing of school will be released for broadcast as early as possible.

7.2 Emergency School Closing - Leave Days

- A.** When the school and school offices are officially closed by the Superintendent or Superintendent's designee, leave days previously arranged by an Employee will not be dedicated if the Employee in their job classification and building assignment has been excused from reporting to work.
- B.** The 36 and 37 week employees will work the student attendance days as scheduled. If the student attendance days change, the employees will work those days, not to exceed the 5 emergency days at the end of the year. The 42 week employees will add days to their calendar if student attendance days are added to the end of the year.

If applicable, all full-time, full-year, 52 week Employees should be prepared to work from home, or they may report to work, or use personal or vacation days.

In the rare event of a District-wide closing, 52 week employees will be excused from attending work, and do not need to use personal or vacation days. If applicable, they should be prepared to work from home.

- C.** In the event buildings are closed after Employees have reported to work, such Employees shall not experience a loss of pay.

7.3 E-Learning Days

In the event that the District calls for an E-Learning Day the following expectations will be applied, accordingly.

Campus Security / Student Supervisors

Campus Security and Student Supervisors will generally not report to the building on E-Learning Days. Campus Security and Student Supervisors shall make themselves available should the Superintendent require these employees to report to the buildings to address building/school concerns that need to be addressed immediately. Should these Employees be unable to report to work when called for immediate attention, Employees will be required to use the appropriate leaves. When Campus Security and

Student Supervisors are not required to report to address immediate building/school concerns, they will be additionally compensated for the day.

Any E-Learning day shall count towards the Employee's 40 hour work week, and any over-time calculations.

Paraprofessionals, Instructional Aide Specialists, Job Coaches (Para-educators)

Para-educators will not report to the building on E-Learning Days. All para-educators will be required to report to online classes in which they would be scheduled. Using District devices staff will report and follow the directives of their Department Chairs and classroom teachers.

Should any paraeducator be unable to remotely report to work, they shall use the appropriate leaves.

Any E-Learning day shall count towards the Employee's 40 hour work week, and any over-time calculations.

Executive Administrative Assistants and Administrative Assistants (Assistants)

Executive Administrative Assistants and Administrative Assistants will generally not report to the building on E-Learning Days. All Assistants will be required to work from home, and follow the directions from their supervisors. Any Assistant who cannot work from home will be expected to use the appropriate leaves.

Any E-Learning day shall count towards the 40 hour work week, and any over-time calculations.

Information Technology I, II, & III (IT)

IT staff will generally not report to the building on E-Learning Days. All IT Staff will be required to work from home, and follow the directions from their supervisors. Any IT Staff who cannot work from home will be expected to use the appropriate leaves.

Any E-Learning day shall count towards the 40 hour work week, and any over-time calculations.

Nurses, Occupational Therapists, & Physical Therapists (Health Services)

Health Services will not report to the building on E-Learning Days. All Health Services staff will be required to work from home, and follow the directions from their supervisors. Any Health Services staff who cannot work from home will be expected to use the appropriate leaves.

For OT/PT's Any E-Learning day shall count towards days worked. For Nurses any E-Learning day shall count towards the 40 hour work week, and any over-time calculations.

ARTICLE VIII – LEAVES

8.1 Sick Leave

At the beginning of each school year, each 36 or 37 week, school term (5+hours/day) Employees shall be credited with twelve (12) days sick leave per year accumulative to two hundred fifty-two (252 maximum days allowed) days. Any Employee working forty-two (42) or more weeks per year shall be credited with sixteen (16) days of sick leave accumulative to two hundred fifty-six (256 maximum days allowed) days. An Employee working fifty-two (52) weeks a year shall be credited with eighteen (18) sick days leave accumulative to two hundred fifty-eight (258 maximum allowed) days.

An individual sick leave record for all Employees will be maintained in the Personnel Office.

As used herein, sick leave shall mean personal illness, quarantine at home, or serious illness or death in the immediate family. The "immediate" family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, children-in-law, brothers-in-law, sisters-in-law, aunt, uncle, ward(s), stepchildren, step-grandchildren, legal guardian(s) and any person residing in the home. As used herein, a "serious illness" shall mean a medical emergency or life-threatening situation.

The Board designee shall require an employee to submit a doctor's note after the 3rd consecutive sick day and for any unpaid day when an employee is sick (sick leave already exhausted). The Board designee may request completion of FMLA district paperwork after any five (5) day consecutive sick leave absence.

Sick leave will be charged in quarter day ($\frac{1}{4}$ day) units based on an individual's work day.

Sick leave shall be usable in the same units as earned, i.e., persons working half-time shall earn half-time sick leave days, etc.

8.2 Personal Leave [MOA](#)

The Board will grant two (2) days of personal leave each school term accumulative to three (3) days for all 36, 37, 42, and 52 week employees who work five or more hours per day. Beginning with the tenth year of service, personal leave will accumulate to five (5) days. Unused personal leave shall accumulate as sick leave. It is the express responsibility of said employee to make contact with the Associate Principal of Operations that a personal leave will be taken. When more than two (2) days are taken consecutively, the Associate Principal of Operations may request a statement of reasons for such leave. Personal leave days shall not be used during the first ninety (90) working days of employment except in an emergency (which shall be explained as soon as possible) or for observance of recognized holidays of the Employee's faith.

Personal leave shall not be taken on the day preceding or the day following a holiday, vacation, or recess period.

Personal leave may be used in increments of one-quarter ($\frac{1}{4}$) day. One quarter ($\frac{1}{4}$) personal day will be deducted for an absence of two (2) contract hours or less. One half ($\frac{1}{2}$) personal day will be deducted for an absence of more than two (2) and up to four (4) contract hours. Three quarters ($\frac{3}{4}$) of a personal day will be deducted for an absence of more than four (4) and up to six (6) contract hours. A full personal day will be deducted for any absence over six (6) contract hours.

The purpose of personal leave is to permit the employee to attend to matters which cannot reasonably be deferred to non-school hours or days. Personal leave shall not be utilized to participate in any work stoppage or job protest. No reason for such leave need be given at the time of application. If individually requested in writing by the Associate Principal of Operations the employee shall affirm that the purpose of such leave is consistent with the standard set forth in this paragraph. If the number of personal leave requests for a specific date or dates is such that enough qualified substitutes cannot be secured, the Associate Principal of Operations may inquire with employees about the possibility of reasonably deferring the request for a personal leave. In the event that an employee cannot defer the personal leave, no further action will be taken by the Board.

8.3 Additional Paid Leaves

A. Bereavement Leave

If necessary, up to four (4) days leave shall be granted without loss of pay or deduction of sick leave to full-time Employees as the consequence of each death in the immediate family. A staff member needing any time beyond four (4) days can request to use sick leave.

For purpose of this section, "immediate family" shall be defined as parent, spouse, children, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, and daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, legal guardian(s), ward(s), stepchild, step-parent, step-grandchild and someone residing in the household. At the discretion of the Administration, additional interpretations of "family" may be established.

B. Religious Leave

The Board may grant up to four (4) days per school year of paid leave for employees, and up to (6) days per fiscal year for 52 week employees to take part in a religious holiday of their faith not otherwise recognized as a school holiday. Personal days may be used for any additional need. The Board may ask for a statement from a recognized leader of the religion identifying religious observances within that faith.

C. Jury Service

Any Employee called for jury duty shall be paid full compensation without loss of benefits. Employees should notify their supervisor as soon as they receive notice of potential jury duty.

8.4 Family Medical Leave Act

Support staff members who have been employed by the district for at least 12 months and have worked a minimum of 1000 hours may request a leave under the provisions of the Family Medical Leave Act (FMLA).

FMLA requires employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Leaves for military related purposes may also be available.

The Board may request completion of FMLA district paperwork after any five (5) consecutive work days.

An employee may use accumulated sick time during an FMLA period under the following conditions:

1. Medical certification is provided defining the period of "disability" and
2. The period of disability is within the school term.

During an FMLA period an employee may request the use of personal leave and or vacation leave as defined in articles VIII and IX of this agreement.

8.5 Public Office

A leave of absence without pay may be granted to an Employee upon application for the purpose of campaigning for or serving in a public office to the extent necessary for such activities. Upon returning from such leave the Employee shall be placed at the same position on the salary schedule as the Employee would have been had the Employee worked in the system during such period not to exceed one step.

8.6 Discretionary Leave

Any leave of absence hereunder which may be granted or denied at the option of the Board shall be at the sole discretion of the Board and the granting or denial of such leave of any absence shall not be precedential.

8.7 Alternate Employment Leave

A leave of absence without pay for the purpose of alternative employment on a full-time basis may be granted to any Employee for a period of up to one (1) year. The Employee must inform the Superintendent of such leave by February 1 of the school term preceding each year of the proposed leave.

8.8 Leaves- Additional Conditions

Unless otherwise specified, all unpaid leaves granted under this article shall be granted under the following conditions:

- A.** As a condition of any leave of more than eight (8) calendar months' duration, the Employee shall agree to give written notification of the Employee's intention to return to employment at the conclusion of such leave. Failure to give such notification at least one hundred eighty (180) calendar days prior to the termination of such leave, but not more than two hundred ten (210) calendar days, shall be deemed a resignation by the Employee.
- B.** Upon the return from such leave, the Employee shall be placed at the same position on the salary schedule as the Employee would have been had the Employee worked in the system during such leave, provided an Employee who has been employed one hundred (100) Employee work days or more in a single school term shall not be denied such advancement by reason of the leave, except that the foregoing shall not be applicable in more than one (1) school year in which a leave commences or terminates.

8.9 Family Hardship Leave

A leave of absence without pay shall be granted to any Employee for a period of one (1) year to attend to serious family difficulty. Such leave shall not be denied arbitrarily. The Employee must inform the Superintendent or designee of such leave by February 1st of the school term preceding the leave, except in an emergency (which shall be explained) such advance notice may be waived by the Superintendent or designee at their discretion. Such waiver shall be non-precedential.

Salary placement shall be equivalent to that which the Employee was entitled at the time the leave began.

This section shall not be applicable to any individual Employee more than once during their employment as an Employee in the District or immediately preceding or following a leave under the Family and Medical Leave Act.

8.10 Organizational Leave

A leave without pay for the purpose of serving as an officer in a state or national Employee organization for up to two (2) years shall be granted upon written application. Application must be made by March 1st to the Superintendent. Such leave shall commence at the beginning of

the next school term, except in an emergency when it may begin immediately, and in such instances the leave shall be for no more than the balance of that school term and one succeeding school term.

8.11 Sick Leave Bank

The Board, in cooperation with the Association, shall maintain a Sick Leave Bank to provide for the alleviation of the hardship caused to an Employee and the Employee's family if a catastrophic illness or injury forces the Employee to exhaust all leave time earned by that Employee. The employee can apply for the Sick Leave Bank as soon as the Employee knows that the extended absence will result in the exhaustion of their accumulated sick leave. The Sick Leave Bank shall be managed by a Sick Leave Bank Review Committee ("Committee") consisting of three Association members appointed by the President of the Association and a non-voting member appointed by the Superintendent. The Committee, subject to Board approval, shall formulate and publish rules for the implementation and administration of the Sick Leave Bank consistent with the foregoing stated purposes of the Bank. The rules shall also act in accordance with the following guidelines:

- A.** All new Employees shall contribute one (1) day of sick leave to the Sick Bank on the first day of work in the district. Any member may voluntarily contribute additional days provided that the member shall retain at least 10 days in his or her account.
- B.** Should the Sick Leave Bank fall under sixty (60) days on or before June 30th of any year, all Employees shall contribute one (1) day of sick leave to the bank at the start of the following school year.
- C.** An Employee shall be entitled to draw upon the bank only after having exhausted all of his or her sick and personal leave days and having been absent from work without pay for two (2) additional days due to that member's catastrophic illness or injury.
- D.** An Employee suffering from injuries and illnesses that are compensable under the Workers' Compensation Act or Workers' Occupational Diseases Act, or who are receiving disability benefits from the Illinois Municipal Retirement Fund, the Social Security Administration, the Veterans Administration, or other source shall not be eligible to draw upon the bank.
- E.** Application by an Employee to draw upon the bank shall be done by completing the Sick Leave Bank Request form posted on the District's website, intranet, and verified and supported by a statement from the Employee's physician. The Committee or the Superintendent's designee may require the applicant to obtain a second opinion from a physician of the District's choice at the District's expense. The Committee shall make provision for the confidentiality of all physician communications.
- F.** "Catastrophic illness or injury" means temporary incapacity or disability resulting from a life threatening illness or an injury of a catastrophic nature including, but not limited to, cancer, massive heart attack or severe injuries from an automobile or other accident.

- G. The maximum number of Sick Leave Bank days which may be granted in a single school year to an Employee is sixty (60).
- H. The maximum number of Sick Leave Bank days which an Employee may use during his/her employment with the District is one hundred twenty (120) days.
- I. Sick Leave Bank days may only be used during the Employee's regular work year for personal illness or injury of the Employee.
- J. Committee decisions may be appealed to the Superintendent.

All dispositions shall be issued in writing. A copy of the disposition shall be given to the Association President.

8.12 Catastrophic Event

In the case of a catastrophic event in the life of an employee that causes the employee to be absent from work and does not otherwise qualify the employee for any sort of paid leave, the employee can seek to convert available sick leave days to personal leave days. The purpose of converting the days is to allow the employee to be paid while off work attending to other matters directly related to the catastrophic event.

Step 1: An employee who experiences a catastrophic event and who wishes to convert sick leave days to personal leave days to tend to matters directly related to the event, should make a formal request to the Association President.

Step 2: Upon request from an employee, a committee consisting of two (2) designees from the Board of Education, and two (2) representatives from the Association will be convened to determine if the request will be granted. The representatives from the Association shall be appointed by the Association President.

Step 3: Unanimous approval will be required by the committee to allow the conversion of sick leave days to personal leave days. Each request will be reviewed on a case by case basis and a decision of the committee on one request will not be precedential to the committee's assessment of any other request. The committee's decision shall not be subject to the grievance procedure.

8.13 Exhaustion of Sick/Personal/Vacation Time

When an employee has exhausted all available time off in any given fiscal year prior to the end of the year, and a day in excess of the allotted leave is taken, and it is part of a FMLA leave or an absence that otherwise would qualify for FMLA, the employee will be docked pay for the absence.

When an Employee has exhausted all available time off in any given fiscal year prior to the end of the year, and a day in excess of the allotted leave is taken, and it is not part of a FMLA leave or absence that otherwise would qualify for FMLA, the Employee will be docked pay for the

absence. In addition, this will result in the start of the progressive discipline as outlined in Article XIII of this CBA.

8.14 Time Used to Extend Vacation and Holiday periods, or create a Vacation

Any employee seeking to extend a vacation or holiday period, or create a vacation, through the use of personal leave or unpaid days must get prior approval from their assigned building Administrator and the Director of Human Resources. Such requests may be granted with or without pay. Employees taking these days after a denial will be subject to docked days and progressive discipline as outlined in Article XIII of this CBA. Any absence requested may be granted or denied by the Board designee and the granting or denial of each request shall not be precedential.

8.15 Unpaid Leave-Insurance Coverage

During any unpaid leave, other than leaves protected under FMLA, the employee will be responsible for 100% of the premiums for medical, dental, vision, and life insurance. The employee shall make timely payments to the Board's business office to maintain such coverage.

ARTICLE IX – VACATIONS

9.1 Vacation Leave

This article shall apply only to Employees who work on a full-time basis, fifty-two (52) weeks per year. (See Appendix B).

Vacation days are those days that the Employee uses for vacation while receiving his/her regular daily pay.

If a holiday falls within the selected or assigned vacation period, it shall not be charged as a vacation day(s).

Vacation times selected must have final approval of the building principal or designee (for school personnel) or the Director of Human Resources (for central office personnel).

Vacation days shall be charged in quarter-day units.

Vacation days do count towards accumulating 40 hours in a work week.

Ten (10) vacation days may be held over from one (1) school year to the next, but the accumulated vacation balance can never exceed ten (10) days more than the amount of vacation that will be earned in that year.

9.2 Vacation Accrual

Beginning on the first day of the calendar month following the Employees actual starting date with District 99, or the assumption of a fifty-two week position, the Employee will earn vacation days based on the vacation accrual schedule below. Such days will be available for use as soon as they have been accrued. Employees moving into a fifty-two week position will be given seniority credit from the date of hire with District 99 for the purpose of determining vacation time.

Effective after the completion of five (5) full years and beginning with the Employee's sixth (6) year of employment, i.e., years of employment commencing July 1 and ending June 30, each eligible full-time, fifty-two (52) week Employee shall accrue one additional day of vacation per year to a maximum of twenty (20) vacation days which shall accrue after fifteen (15) full years of employment.

VACATION ACCRUAL SCHEDULE

Years of Service	Amount Accrued Semi-Monthly	Annual Allocation
1-5	.417 per pay period	10 days
6	.458 per pay period	11 days
7	.500 per pay period	12 days
8	.542 per pay period	13 days
9	.583 per pay period	14 days
10	.625 per pay period	15 days
11	.667 per pay period	16 days
12	.708 per pay period	17 days
13	.750 per pay period	18 days
14	.792 per pay period	19 days
15	.833 per pay period	20 days

ARTICLE X – EMPLOYEE EVALUATION

10.1 Purpose of Evaluation

The purpose of Employee evaluation shall be to offer an opportunity for the Employee's direct supervisor to provide feedback on both the strengths and areas of improvement. No new concerns or issues should be introduced through this evaluation.

10.2 Notification of Evaluation Process

A new Employee shall be apprised of evaluation procedures within forty-five (45) days following initial employment.

10.3 Post Evaluation Conference and Procedures

All evaluations shall be reduced to writing and a copy given to the Employee within ten (10) days of the evaluation. Following the post-formal evaluation conference, the Employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the Employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, but only that they have been discussed. If a supervisor believes the Employee is doing unacceptable work, the reasons(s) therefore shall be set forth, together with any suggestions a supervisor may have for improvement or remediation.

10.4 Employee's Right to Respond

An Employee may submit additional comments to the written evaluation if he/she so desires, as well as, if the employee disagrees with the evaluation. All written evaluations and the Employee's comments shall be placed in the Employee's personnel file, provided such response is submitted within fifteen (15) working days of receipt of evaluation. The immediate supervisor will sign the response acknowledging that the Employee has read the material if submitted timely as provided in the preceding sentence.

ARTICLE XI – PERSONNEL FILE

11.1 Conditions and Procedures for Placement of Materials in File

Only one (1) official file shall be maintained. No evaluative materials shall be permanently placed in the file unless the Employee has had an opportunity to read such material. The Employee shall acknowledge that the Employee has read any materials evaluative in nature by affixing their signature on the copy to be filed. Any materials not revealed and a copy given to the Employee may not be used to evaluate or discipline the Employee in any manner.

11.2 Right to Respond to Materials in File

Within thirty (30) days following the date any material is entered into the Employee's personnel file, the Employee shall have the right to respond, and his/her response shall be attached to the file. The immediate supervisor will sign the response acknowledging the Employee has read the material. A copy of the response will be provided to the immediate supervisor.

11.3 Right to Examine File

An Employee shall have the right to examine his/her personnel file (with the exception of confidential data from other employers) and to have a representative of the Association accompany him/her in such review. Personnel files will be stored on the District server. All files will be password protected and only accessible to Human Resources' personnel, the Superintendent or designee, and other personnel as required by law. Such review shall be during normal business and shall be preceded by reasonable notice of intent to review. The form to request a personnel record review is available on the district website. A representative of the Board may be present during such review. Nothing shall be permanently removed from the official personnel file except by consent of the Board and the Employee.

ARTICLE XII – EMPLOYEE PROTECTION

12.1 Assault on an Employee – Procedures

Any case of assault upon an Employee reasonably related to the staff member's employment in the district shall be promptly reported to the Board of Education or its designee. The Board shall provide assistance, including the advice of legal counsel if necessary, to inform the Employee generally of their rights and obligations with respect to such assault and shall render reasonable assistance to the Employee in handling the incident by law enforcement authorities, provided the Employee shall have acted within the scope of their employment and pursuant to Board policy or administrative procedures or directions. (If the Employee is adhering to administrative direction, this paragraph shall apply notwithstanding conflicting Board Policy.)

In accordance with applicable provisions of The School Code, the Board shall provide indemnification and protection for claims and suits against the Employee. The Board may, at its discretion, provide legal assistance to an Employee who is formally charged with criminal assault and/or battery.

12.2 Salary Deduction

An Employee who is the victim of a school related assault shall suffer no loss of salary or accumulated sick leave provided such assault was in no respect provoked or caused by the Employee, and the Employee is acting pursuant to Board policy and administrative direction. This section shall be effective for ninety (90) calendar days following any such assault or until the Employee shall qualify for disability income from any source.

ARTICLE XIII – DISCIPLINE OR DISMISSAL

13.1 Just Cause Discipline

No Employee shall be suspended without pay, held on step or denied a salary increase without just cause. At the time such action is taken, a written notice of the specific grounds forming the basis for disciplinary action shall be delivered to the Employee and to the Association. No persons will be arbitrarily or capriciously terminated.

13.2 Progressive Discipline Guidelines

Professional and ethical behavior is expected of all District staff members. The standards listed in Administrative Regulation 5.120 AR2 serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action, up to and including dismissal. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed.

Department Chairs or Direct Supervisors shall intervene informally with any support staff situation, other than situations involving serious misconduct, including but not limited to, being at work under the influence, theft, inappropriate relationship with students, inappropriate physical contact with students or other staff members or in situations where the health and safety of students and staff are at risk, prior to the start of the Progressive Discipline process outlined below. Communications between the Department Chair and/or Direct Supervisor shall not be considered leveled discipline.

If informal remediation has not corrected the issue of concern, the Department Chair or Direct Supervisor will provide the building Administrator with all the communications regarding the concern. The Administrator then shall determine whether or not to begin the formal process below.

Step 1 : Fact-Finding

In the event an administrator requires an Employee to attend a meeting to discuss any matter that might lead to discipline or possible disciplinary action against the employee, the employee shall be entitled to have an Association representative of his or her choice present. The employee shall be informed in advance and in writing as to the purpose of the conference, except in circumstances warranting immediate action in which the health or safety of any student or school employee is at risk. Only the employee, the Association representative and Administrators shall be present at

the fact-finding conference. The conference will afford the employee an opportunity to respond to the allegations made against him/her. After the Fact-Finding meeting, should the Administrator require further information from additional staff members to make a determination, an Investigation Report shall be filled out and the employee notified of the investigation. Upon the conclusion of the investigation a copy of the findings shall be provided to the employee. If warranted, the Administrator shall continue with Step 2: Formal Discipline Conference.

Step 2 : Formal Discipline Conference

If, after Step 1: Fact Finding, disciplinary action against the employee is taken, an additional conference will be scheduled. At the conference, the employee shall be entitled to have an Association representative of his or her choice present. The Administrator may also ask the employee's Direct Supervisor to attend so all parties are present to hear and understand the actions taken by administration. The Administrator will provide the employee with a written notice of specific grounds forming the basis of the disciplinary action. Disciplinary action will be based on Progressive Discipline Guidelines. If requested, a copy of the written notice will be provided to the Association Designee.

Other than situations involving serious misconduct, including but not limited to, being at work under the influence, theft, inappropriate relationship with students, inappropriate physical contact with students or other staff members, the employer will follow the progressive discipline levels outlined below.

Level 1 – A Notice of Professional Expectations (NOPE.)

A Notice of Professional Expectations (NOPE.) shall be provided using the approved District Form. This form is to summarize a conversation where the administrator reviewed expectations and provided guidance as to how the staff member can improve their performance.

Level 2 – Letter of Reprimand

Using the approved District Disciplinary Form, The Administrator will summarize a conversation where specific direction was given to the employee. On the Disciplinary Form, the employee can expect to see specific steps that must be taken, and/or specific expectations for how to approach some aspect of the job

moving forward. A recommendation for further disciplinary action may be included on this Form.

Level 3 – Suspension

Suspension with or without pay up to 10 days, held on step or denied a salary increase.

Level 4 – Termination

13.3 Evidence Restrictions

Evidence not previously recorded in the Employee's personnel file prior to the notification of such disciplinary action and other action described in Section 13.1 shall not be used by the Board as a basis for its action.

If an Employee is suspended without pay and it is thereafter determined such suspension was without just cause, he/she shall be reimbursed all pay, fringe benefits and other benefits provided by the contract.

ARTICLE XIV – JOB DESCRIPTION

14.1 Job Description

Copies of job descriptions will be made available to all employees electronically. Whenever changes in a job description are needed the Administration will provide such changes to the Association President, or designee, and the affected employee (s) for review prior to finalization and implementation by the Administration.

14.2 Job Reclassification

Classification Review Committee

The purpose of the Classification Review Committee is to consider requests from Administration and the Support Staff Association for the review of a support staff position for possible change in classification. Individual employees can submit a request for classification review in any one year of this agreement. An employee will be limited to one classification review request during the duration of the agreement. The committee will use a consensus model to determine the need for a position reclassification. In the event the committee cannot arrive at a decision using consensus, the final decision regarding classification will be made by the Director of Human Resources.

Classification Review Committee Membership

Director of Human Resources (1)
Support Staff President or designee (1)
Associate Principal from each high school (2)
Three support staff members selected by the Association (3)
One administrator at large (1)

ARTICLE XV - SENIORITY

15.1 Definition of Seniority

Seniority shall be defined as the length of the service within the District. Accumulation of seniority shall begin from the Employee's first working day. Seniority shall not be interrupted by a leave of absence, but an unpaid leave of absence of ninety (90) consecutive calendar days or more shall not be counted in computing seniority. All seniority shall be extinguished upon cessation of employment for whatsoever reason and shall not re-arise if re-employment shall occur except if recalled as per 15.4, 15.5 and 16.1. In the event that more than one Employee has the same hire date, position on the seniority list shall be determined by drawing lots.

15.2 Part-Time Employees and Seniority

Part-time Employees shall accrue seniority on their hire date.

15.3 Maintaining and Posting of Seniority List

A. The Employer shall prepare and post a seniority list annually, and a copy shall be sent by February 1st to the Association President or designee. Any revisions to such seniority list shall likewise be posted and distributed. The accuracy of the seniority list shall be subject to the provisions of Article III of the Agreement.

B. The seniority list shall contain the following categories:

- Executive Administrative Assistant
- Administrative Assistant
- Occupational Therapist/Physical Therapist
- Paraprofessional
- Instructional Aide /Job Coach
- Student Supervisor
- Campus Security
- Nurse
- Technical Support I
- Technical Support II
- Technical Support III

15.4 Procedures for Lay-off

All Employees shall be laid off only pursuant to reduction in force procedures as prescribed by The School Code.

For all remaining job categories described in 15.3B, employees in a RIF situation will be reduced based on the District seniority list.

Employees who are laid-off shall retain recall rights for a position for which they are fully qualified for a period of twenty-four (24) calendar months from the date of the end of the fiscal year in which the lay-off occurs. Refusal of any position tendered during the recall period shall

terminate any further recall rights by such Employee, provided such Employee shall have at least fifteen (15) calendar days in which to report for duty from date of notification of recall.

No new or present Employee shall be hired in a job category where there are qualified/ or reassigned Employees who have been either laid-off or reassigned within the preceding 24 months.

15.5 Laid Off Employee/ Substitution

A. Fringe Benefits/Laid Off Employees

Laid off Employees may continue their insurance benefits as provided by law.

B. Recall Rights and Procedures

Employees with recall rights pursuant to Section 15.4 of this Agreement shall be called in order of seniority, with the most senior being called first, to any position to which they are qualified within their job category. Notice of recall shall be personally delivered or sent by certified mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the Employee is to report back to work.

C. Employee's Obligation to Respond to Recall

It shall be the Employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled Employee shall be given seven (7) calendar days from mailing of notice, excluding Saturday, Sunday and holidays, to report to work. The Employer may fill the position on a temporary basis until the recalled Employee can report for work providing the Employee reports within the fifteen (15) day period. An Employee who declines recall to full-time work for which they are qualified shall forfeit their recall rights. Employees on layoff shall accrue seniority during the period of such layoff.

ARTICLE XVI – VACANCIES, TRANSFERS AND PROMOTIONS

16.1 Definition of Vacancies

A vacancy shall be defined as a newly created position or a present position that has been vacated and needs to be filled. A position filled by a recalled Employee is not a vacancy.

16.2 Posting of Vacancies

All vacancies shall be posted electronically for (5) consecutive working days, and a weekly email will be sent to all staff with current openings on a weekly basis. Said posting shall contain the following information:

- A.** Type of work
- B.** Location of work
- C.** Starting date
- D.** Range of Compensation, which should reflect steps 1-3 of the negotiated pay schedule.
- E.** Normal hours to be worked
- F.** Classification
- G.** Minimum requirements

16.3 Application

Interested Employees will apply online to the Superintendent or their designee within the five (5) day posting period. The Board shall notify Employees of vacancies occurring during the summer months (June, July and August) via electronic postings and weekly email.

16.4 New Hires

- A.** The District shall provide newly trained employees adequate and appropriate training(s) that are pertinent to the position in which the Employee is hired.
 - a.** A joint committee to study and provide direction will be established and will consist of two (2) Association representatives appointed by the Association President and one (1) Building level Administrator and one (1) Human Resources Administrator.

The above committee shall convene once per contract to establish, modify, or delete any current training(s) and shall meet as many times as the committee deems appropriate to ensure all new employees feel adequately prepared for their responsibilities.

- B.** A newly hired employee to the District may be hired up to Step 5 on the negotiated salary schedule. This determination is at the discretion of the Board of Education or designees. The decision to hire an Employee at steps 1-5 is in no way precedential. The Board of Education or designees may hire up to step 3 at their own discretion. New Employees to the District can be offered steps 4 or 5, if they have 4 or more years of experience in a similar role to the role they are being offered.

16.5 Compensation/Temporary Duties Assumed

Any Employee who temporarily assumes the duties of another Employee, at the discretion of administration, for more than five (5) consecutive working days within any single fiscal year will be paid at their step but in the classification in which they are working retroactive to day 1 (one) of the temporary assignment. An Employee's pay rate shall not be reduced as a result of any temporary change of duties. After an Employee has been assigned to temporary duties for five (5) consecutive working days, written notice of such assignment shall be given to the Association, provided this shall not apply when such assignment is to fill in for another Employee on vacation.

ARTICLE XVII – COMPENSATION

17.1 Salary Schedule [MOA](#)

The salary schedule shall be as set forth in Appendix A, which is attached to and incorporated into this Agreement. Employees must be employed at least six (6) months to be eligible for a step increase, however, Employees will receive a percentage increase.

Any increase in pay shall be granted to eligible Employees on July 1 of each subsequent school year.

An Employee who is involuntarily transferred to a lower job category shall suffer no loss of pay thereby, except as provided in Section 15.4.

No OSE employee will earn less than the last step on the negotiated step schedule. Any employee who falls behind the step schedule will be increased to the last step on the schedule.

17.2 Workers' Compensation

The Board shall carry Workers' Compensation coverage as provided by law, provided by question with respect to eligibility for such compensation shall be resolved solely through the procedures established by the Illinois Industrial Commission and/ or by applicable statutes.

17.3 Insurance

A. Cafeteria Plan/Flexible Benefits

The cost of the premiums for all insurance other than Workers' Compensation coverage shall be borne by the Employee except as referenced in subsection C of this section provided that if at any time the Board's insurance carrier(s) shall determine that the minimum number of persons have not selected health/dental insurance, such shall become mandatory based upon the inverse seniority of Employees.

1. The Board shall maintain a "cafeteria plan" which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or its underlying regulations shall be amended, the parties shall promptly meet to agree upon an amendment of such plan.
2. An Employee may annually contribute any amount to the plan not to exceed the maximum amount allowed by law per twelve-month period, such contributions to be deducted from compensation. For purposes of this section, the twelve-month period shall commence September 1. Prior to such date, Employees shall allocate the amounts they desire to be deducted from their compensation among the following benefits.
 - (a) Premiums for health, dental, life, vision and/or disability insurance whether such is provided on a group basis by the Board or otherwise.

- (b) Premiums for Board paid life insurance up to \$40,000 group term life.
 - (c) Reimbursement for qualified dependent care assistance as defined in Section 129 (e) (1) of the Internal Revenue Code, up to the maximum amount allowed by law; and
 - (d) Reimbursement for the cost of medical care, as defined in Section 213 (d) of the Internal Revenue Code, to the extent not covered by insurance, and incurred by the Employee and the Employee's spouse and/ or the Employee's dependents. Effective the 2018 plan year, you will be able to "roll over" up to \$500 of your health care FSA election to the following year. Please note that dependent care FSA accounts are not eligible for the roll-over. Any future changes to this dollar amount by the government will automatically occur to the plan.
 - (e) Reimbursement for the cost of qualified insurance premiums as defined in Section 125 of the Internal Revenue Code and Revenue Ruling 61-146, up to the maximum amount allowed by law.
3. The amounts so allocated shall accrue during the twelve-month period and be payable prorated upon the submission by the Employee of receipts demonstrating the payments of such amounts. Any amounts so allocated for which reimbursement cannot be demonstrated on a timely basis will be forfeited and not otherwise paid to the Employee or carried over to the following year.
 4. The Board shall provide timely accounting to the Employees in relation to the flexible benefit plan.

B. Health Coverage Summary Booklet

Each covered Employee shall be issued an individual booklet summarizing the provisions of the Health/Dental/Eye Care plans. This booklet shall be issued to each Employee no later than ninety (90) days after contract ratification. The booklet shall describe the benefits available to which covered persons are entitled and to whom such benefits are payable. Newly hired Employees will receive the current Employee Health Benefit plan booklet upon the date of employment.

C. Board Contribution to Medical Insurance Coverage

For the life of this contract, the board shall allocate to each Employee that elects individual coverage in a District 99 group medical insurance plan, an amount based on a fixed percent of the individual premium as follows:

**Individual Premium Allocation
July 1, 2022 - June 30th, 2026**

Insurance Plan	Board Allocation
----------------	------------------

PPO A	40%
PPO B	65%
CDHP	95%
HMO C	55%
HMO D	85%
BRONZE	60%

For the life of this contract, the Board shall allocate to each Employee that elects dependent (family or employee plus one) coverage in a District 99 group medical insurance plan, an amount equal to a fixed percent of the portion of the premium for such coverage that is in excess of the individual premium portion as follows:

**Family or Employee +1 Premium Allocation
July 1, 2022 - June 30th, 2026**

Insurance Plan	Board Allocation
PPO A	40%
PPO B	50%
CDHP	60%
HMO C	50%
HMO D	60%
BRONZE	50%

The Board's dependent (family or employee plus one) coverage allocation for each school year shall be provided in addition to the individual coverage allocation amounts reflected in the first paragraph of this subsection.

For those Employees who elect to not take the district insurance, the District will pay a stipend in two semi annual payments. Total stipend is as follows:

Year 1 of this agreement (2022-2023) - \$500

All subsequent years of this agreement - \$600

D. Collective Bargaining Agreement Expiration Clause

By the first date of open enrollment in 2024, if any of the current insurance plans offered by the District have a total increase greater than 12% for the 2025 calendar year, the

entire Collective Bargaining Agreement will expire effective July 1, 2025. Such occurrence shall require the Association and Administration to begin bargaining, immediately.

17.4 Twelve Month Coverage

The Board provided insurance shall be for twelve (12) months or until the Employee's services have been terminated for whatsoever reason.

During any unpaid leave, other than leaves protected under FMLA, the employee will be responsible for 100% of the premium. The employee shall make timely payments to the Board's business office to maintain such coverage.

17.5 Mileage

Employees shall be paid in an amount per mile as allowed by the Internal Revenue Service with detailed explanations of expenditures for all approved mileage to perform their assigned duties for the District.

17.6 Professional Development Opportunities

The District will assist Employees with professional growth, beyond certification required for employment, in the following areas and with the following guidelines.

A. Financial Reimbursement

- a. An annual pool of a minimum of \$5000.00 will be provided for financial reimbursement.
- b. For financial reimbursement, coursework must be part of a post-secondary program or that leads to a certification, qualification or endorsement in an area of high need as identified by the District. Areas of high need are determined by the superintendent or designee.
- c. Employees who request financial reimbursement must submit their request for pre-approval prior to starting the coursework or program.
- d. The District will reimburse up to 80% per course and/or certification exam(s) after the employee provides a transcript with evidence of at least a "B" or equivalent earned in the course, or evidence of successfully passing an associated certification exam.
- e. Staff who receive financial reimbursement for a certification, qualification or endorsement in an area of high need as identified by the District will continue to receive assistance to complete that program as long as they maintain at least a B or equivalent in the ongoing coursework and continually make progress towards the certification, qualification or endorsement as defined by the timelines set forth

in their pre-approval for the certification, qualification or endorsement program. Staff who will not meet their timelines or need to pause their timelines should contact HR to request a timeline modification. Decisions on modifications are at Administration's discretion.

- f. A staff member that participates in the financial reimbursement program agrees to work for two (2) school years beyond the completion of a reimbursed course. If a staff member voluntarily leaves the District before two (2) school years, they will reimburse the District 100% of the reimbursement amount received in the prior two (2) years before their resignation. A resignation in lieu of nonrenewal or termination is not considered voluntary.

B. On-the-job student teaching

Occasionally, a paraprofessional who is pursuing a teaching license may need to gain student teaching experience as a part of their university requirements. The District will attempt to provide the member the ability to perform student teaching requirements while continuing employment under the following conditions.

- A. The arrangement does not negatively impact students and their learning, and provides the same level of services to students.
- B. The paraprofessional remains with the same classes and teacher as their normal assignment for that year. Paraprofessionals who will need to do student teaching should work with their building administration during the prior school year to plan for work placement and attempt to find a cooperative teacher for the following school year.
- C. The cooperating teacher, and their respective Association, are agreeable to the proposed arrangement.
- D. The member will remain a member of the Support Staff Association and receive the same compensation and benefits as outlined in this CBA, and will return to their normal role upon completion of the student teaching requirement.
- E. It is the responsibility of the member to confirm that nothing in the student teaching arrangement is in violation of the program provisions of the college or university through which the student teaching is being completed.
- F. If an agreeable arrangement is made, for the duration of the student teaching period, the classroom teacher - in addition to serving as a cooperating teacher to the student teacher - shall, during times in which the student teacher is functioning as the primary classroom teacher, fulfill

the classroom duties formerly conducted by the paraprofessional prior to them assuming the role of student teacher.

Student teaching in the District should not be interpreted as a commitment to hire the member in a future teaching role.

Employees required or offered professional growth opportunities and or programs outside their normal work day/ work year shall be compensated in the form of appropriate additional salary.

Employees may participate in district in-services or workshops if space is available. Participation is optional and without compensation.

17.7 Personal Care Stipend

Paraprofessional, Occupational Therapist, Physical Therapist, and Nurses Employees working with students who have personal care needs on a regular daily basis outlined below shall earn a \$400 stipend per semester. Personal care duties may include: the lifting and cleaning of a student associated with bathroom use, changing soiled diapers, cleaning students and changing their clothes as a result of poor bowel/urinary control, and other duties which involve daily contact/cleaning of bodily waste. Eligibility for the stipend will be determined by the Assistant Superintendent for Student Services and the Director of Human Resources and is not subject to the grievance process. The Special Services Department Chair will provide Human Resources and the Association with a list of staff members who are receiving the stipend within the first two weeks of student attendance each semester.

ARTICLE XVIII – EFFECT OF AGREEMENT

18.1 Contractual Amendments

This Agreement may be altered, changed, added to, deleted from, or modified only by the voluntary and mutual consent of each of the parties in a written and signed amendment to this Agreement.

18.2 Individual Contracts

Any individual contracts between the Employer and an individual Employee as heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.

18.3 Contract vs. Board Policy

This Agreement shall supersede and have precedence over any rules, regulations, or practices of the Employer, which shall be contrary to or inconsistent with its terms.

18.4 Savings Clause

If any provision of this Agreement or any application of this Agreement to any Employee or group of Employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

18.5 Waiver of Additional Bargaining

The parties acknowledge that during the negotiations that resulted in this Agreement, each had the right to make proposals with respect to any matter not removed by law or by specific agreement of the parties in the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement. The parties, therefore, for the life of this Agreement, voluntarily and unqualifiedly waive any rights, which might otherwise exist under law, to negotiate over any matter during the term of this Agreement, except as otherwise specifically provided herein. The parties each further agree that they shall not be obligated to bargain collectively during the term of this agreement with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject matter may not have been within the knowledge of either or both parties at the time they negotiated and signed this Agreement.

ARTICLE XIX – NO STRIKE

19.1 No Strike

The Association shall not engage in nor encourage the participation by any bargaining unit member in any illegal strike against the School District during the term of this Agreement.

ARTICLE XX – RETIREMENT

20.1 Retirement

A. Standard Retirement Benefit

Five hour or more employees who retire from the District at a minimum age of 55 with a minimum of five years of IMRF creditable service with the District will be granted the following:

An Employee can elect to donate the remaining sick days to the Association's sick bank, provided that the balance of the sick bank does not exceed 500 days.

Donation of any unused sick days must be made by writing to the Director of Human Resources notifying the District of their intent to donate days by their last working day. The Administration will alert the Association when a request has been made.

The Support Staff employee will receive (a) \$30 dollars per day, up to a maximum of 240 days, for each unused sick leave day not reported to IMRF and not donated to the Sick Bank. The amount due for each day of unused sick leave will be paid to the employee on the first payroll date in the second month following retirement.

The eligible employee must file an irrevocable letter with the Human Resources office, resigning and retiring at least one (1) month prior to their last scheduled work day for the current school year (based on published support staff calendars). An employee who experiences extraordinary personal circumstances may request the benefit defined in 20.1 with less than one month notice. District denial of the request is not subject to a grievance.

B. Post Retirement Longevity Stipend

Support Staff employees will receive a one-time post retirement stipend if they file an irrevocable letter with the Human Resources office, resigning and retiring at least three (3) months prior to their last scheduled work day for the current school year (based on published support staff calendars). This stipend will be based on a flat rate of \$300 multiplied by the number of consecutive full years of service in District 99 at the time of retirement (there is no cap on the amount). The post retirement stipend will be paid to the employee on the first payroll date in the second month following retirement.

20.2 Earliest Retirement Incentive Program

A. Eligibility

1. The District 99 Early Retirement Incentive will be available to SSA Employees who are at least 55 years old and have ten (10) years of creditable IMRF service in District 99 at the time of retirement.

2. The eligible employee must file an irrevocable letter notifying the District of their date of retirement with the Human Resources office by February 1 in the year they are retiring, or the year prior.
3. Acceptance of the resignation and retirement and approval of wage increases, increased longevity stipend, and authorization for any sick leave payout shall occur upon the Board's approval of the irrevocable letter of intent to retire.
4. Employees qualifying for the Earliest Retirement Incentive, who retire in the school year in which they reach social security age or earlier, will be exempt from raises determined by the CBA for up to two years. Instead they will receive an increase of 6% beyond the prior year's wages (excluding overtime) for up to each year of the two years in the notice period.
5. The total compensation paid to a retiring IMRF Support Staff Association employee will not exceed the limits defined by IMRF that would trigger an accelerated payment by the District.
6. Employees qualifying for the earliest retirement incentive will receive a one time payout equal to \$500 multiplied by consecutive years of service in District 99 (increased longevity payment replacing the \$300 base payment amount in 20.1B). Once this stipend is paid, post retirement obligations from the District end.

An employee may rescind their letter of intent to retire, provided written notice be given to the Director of Human Resources and the Association President at least 30 days prior to the employees last day of work. If the expected open position has already been filled with a new hire, the employee is not able to rescind their letter of intent to retire. In situations of extreme life altering events, the employee can request a retraction at any time prior to the last day of work. The BOE holds the right to refuse the retraction. Once approved by the BOE, the employee shall continue their employment in their current position without loss of seniority, step or benefits. If the request is approved by the Board, all benefits received by the employee under this section shall be repaid within thirty (30) calendar days of the Board's approval or upon such other schedule as the Board and the employee agree.

ARTICLE XXI –TERMS OF AGREEMENT

This agreement shall be effective July 1, 2022 - June 30, 2026 per the terms of this agreement inclusive of Section 17.3.

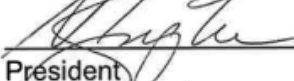
In witness thereof:

For the Association:


President

4-18-2022
Date

For the Board of Education:


President

4/18/22
Date

Attest:


Representative of the Association

4.18.2022
Date

Attest:


Board Secretary

4-18/2022
Date

APPENDIX A: SALARY SCHEDULES

SUPPORT STAFF SALARY SCHEDULE 2022-23										
STEP	Administrative Assistant	Executive Administrative Assistant	Para-professional	Instructional Aide/Job Coach	Student Supervisor	Campus Security	Technical Support I	Technical Support II	Technical Support III	Nurse
Step	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
A	16.09	18.23	17.22	18.12	14.48	23.21	17.59	24.37	28.08	31.57
B	16.39	18.58	17.55	18.46	14.75	23.55	17.93	24.84	28.61	32.07
C	16.71	18.93	17.87	18.81	15.04	23.91	18.27	25.31	29.16	32.59
D	17.02	19.29	18.22	19.17	15.32	24.27	18.62	25.78	29.71	33.12
E	17.35	19.66	18.57	19.54	15.61	24.63	18.97	26.28	30.28	33.65
F	17.67	20.03	18.92	19.90	15.91	25.01	19.34	26.77	30.85	34.19
G	18.01	20.41	19.27	20.28	16.21	25.38	19.70	27.28	31.44	34.74
H	18.36	20.80	19.64	20.67				27.80	32.04	35.31
I	18.71	21.20	20.02	21.06				28.33	32.65	35.89
J	19.06	21.60	20.40	21.46				28.86	33.27	36.47
K	19.42	22.01	20.79	21.87				29.42	33.90	37.07
L	19.79	22.43	21.18	22.28				29.98	34.54	37.69
M	20.17	22.85	21.59	22.70				30.54	35.19	38.30
N	20.55	23.29	22.00	23.14				31.12	35.86	38.94
O		23.73							36.55	39.58
P		24.18							37.24	40.23
Q		24.64							37.95	40.91
R		25.11							38.67	41.59

SUPPORT STAFF SALARY SCHEDULE 2023-24

STEP	Administrative Assistant	Executive Administrative Assistant	Para-professional	Instructional Aide/Job Coach	Student Supervisor	Campus Security	Technical Support I	Technical Support II	Technical Support III	Nurse
Step	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
A	16.73	18.96	17.91	18.84	15.06	24.14	18.29	25.35	29.21	32.83
B	17.05	19.32	18.25	19.20	15.34	24.49	18.64	25.83	29.75	33.36
C	17.38	19.68	18.59	19.56	15.64	24.86	19.00	26.32	30.32	33.89
D	17.70	20.07	18.95	19.93	15.93	25.24	19.37	26.81	30.90	34.44
E	18.04	20.45	19.31	20.32	16.24	25.62	19.73	27.33	31.49	35.00
F	18.38	20.83	19.67	20.70	16.54	26.01	20.11	27.84	32.08	35.56
G	18.73	21.22	20.04	21.09	16.86	26.40	20.49	28.38	32.70	36.13
H	19.09	21.63	20.43	21.50				28.91	33.32	36.72
I	19.45	22.04	20.82	21.90				29.46	33.95	37.32
J	19.83	22.46	21.21	22.32				30.02	34.60	37.93
K	20.20	22.89	21.62	22.74				30.60	35.25	38.55
L	20.58	23.32	22.02	23.17				31.18	35.92	39.19
M	20.97	23.76	22.45	23.61				31.77	36.60	39.83
N	21.37	24.22	22.88	24.07				32.37	37.30	40.50
O		24.68							38.01	41.16
P		25.15							38.73	41.84
Q		25.62							39.46	42.55
R		26.11							40.22	43.25

SSA OT/PT First Year Salary Structure

2022-2023	2023-2024	2024-2025	2025-2026
\$60,000.00			
\$61,140.00	\$61,140.00		
\$62,301.66	\$62,301.66	\$62,301.66	
\$63,485.39	\$63,485.39	\$63,485.39	\$63,485.39
\$64,691.61	\$64,691.61	\$64,691.61	\$64,691.61
	\$65,920.75	\$65,920.75	\$65,920.75
		\$67,173.25	\$67,173.25
			\$68,449.54

APPENDIX B: BENEFITS TABLE
JULY 1, 2022 – JUNE 30, 2026

EMPLOYEE		FULL TIME		FULL TIME (42 WEEKS)		SCHOOL TERM FULL TIME		SCHOOL TERM PART TIME		PART TIME
		(52 WEEKS)		Employee regularly works 35+ hrs per week		Employee regularly works 35+ hrs per week		Employee regularly works at least 5 hrs per day		Employee regularly works less than 5 hrs per day
PAYROLL OPTIONS		26 Pays, 24 Deductions Union Dues – 20 Deductions		26 Pays, 24 Deductions Union Dues – 20 Deductions		22 Pays, 20 Deductions 26 Pays, 20 Deductions Union Dues- 20 Deductions		22 Pays, 20 Deductions 26 Pays, 20 Deductions Union Dues – 20 Deductions		22 Pays, 20 Deductions OR 26 Pays, 20 Deductions (incl Union Dues)
BENEFIT		Upon Employment	Accum To	Upon Employment	Accum To	Upon Employment	Accum To	Upon Employment	Accum To	
SICK DAYS		18	258	16	256	12	252	12	252	NA
PERSONAL LEAVE DAYS	Year 1-9	2	3	2	3	2	3	2	3	NA
	Year 10+	2	5	2	5	2	5	2	5	
VACATION DAYS	Year 1-5	10		NA		NA		NA		NA
	Year 6-15	+1 addl day each year Max 20								
BEREAVEMENT DAYS		4		4		4 7hrs/day;week only		NA		NA
HOLIDAYS		14 plus 5 supt. holidays		14 plus 3 supt. holidays		9 plus 2 supt. holidays		9 plus 2 supt. holidays		NA
LEAVES		Available per contract		Available per contract		Available per contract		NA		NA

APPENDIX C: GRIEVANCE FORM
(See Next Page)

COMMUNITY HIGH SCHOOL DISTRICT #99

GRIEVANCE FORM

Grievance # _____ Date _____

(Grievant) (Building)

Date event occurred or date aware if event _____

NATURE OF GRIEVANCE:

ARTICLE(S) OF THE AGREEMENT VIOLATED, MISINTERPRETED, OR MISAPPLIED:

RELIEF SOUGHT:

(Signature)

(Date)

DISTRIBUTION OF FORM:

1. *Superintendent*
2. *Principal/Immediate Supervisor*
3. *Association Representative*