

Contract Between

**The Board of Education
Community Unit School
District #196**

and

**The Dupo Federation of
Teachers and Paraprofessionals**

2019-2022

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PREAMBLE

This Agreement is made and entered into at Dupo, Illinois, between the Board of Education, Community Unit School District #196, Dupo, Illinois, hereafter referred to as the "Board" and the Dupo Federation of Teachers, AFL-CIO, a professional organization, hereafter referred to as the "Union."

PART I – GENERAL WORDING

ARTICLE I - INTENT AND PURPOSE

It is the intent and purpose of the parties hereto, by entering into this Agreement, to promote and improve the relations between the Board and the School District employees and expedite and facilitate the attaining of the worthy objectives of the school district. Nothing in this Agreement shall be in conflict with the School Code and other laws of the State of Illinois and any provisions found by a competent court of law to be contrary to the laws of the state shall be considered null and void, but all other provisions shall remain in full force and effect.

ARTICLE II - BARGAINING AGENT

Section 1

The Board and Union agree that the Union is the sole and exclusive bargaining agent for the teachers, librarians, counselors, nurse, and all regular employees except the superintendent's secretary/clerk, district bookkeeper, supervisor, principals, and directors of Unit District 196 in regard to the basic rate of pay, total hours of employment per day, continuity of daily work schedule, and other conditions of employment.

Section 2

An agenda will be sent electronically via email to the Union President before the Board meeting. All financial reports will be delivered via Boardbook each month at the meeting.

ARTICLE III - NEGOTIATIONS PROCEDURES

Section 1 - Teams Make Up

During negotiations the Board and the Union shall each be represented by a team of no more than seven (7) representatives.

Section 2

The first meeting between the Board and Union to initiate negotiations on a new contract shall be held on or before May 1. At that time the Board and the Union shall establish a date to exchange initial proposals and establish dates to meet.

ARTICLE IV - UNION DUES CHECK OFF SYSTEM

Section 1

Upon obtaining the written approval of the individual union members the Board shall check off and collect from said Union members all dues of Union and pay the same to the Union. The Union shall furnish a statement of the amount to be so deducted on a monthly pay basis September through May.

Section 2 - Payroll Deductions

The employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window. The union shall indemnify and hold harmless the board, its members, officers, agents, and employees, in both their individual and official capacities, from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Board for the purposes of complying with the above payroll deduction provisions or in reliance on any list, notice, certifications of deductions, or revocations.

Section 3 - Freedom of Information Act Requests (FOIA)

The Union shall be notified within five (5) business days of the employer's receipt of a Freedom of Information Act (FOIA) request that asks for information regarding any bargaining unit member, including, but not limited to, names, email addresses, any part of the home address, or list of members of the union, dues payers, or non-members, as it relates to fair share and the Janus labor union case.

ARTICLE V - UNION RIGHTS

Section 1

The Union agrees to represent equally without prejudice all members of the bargaining unit for the purpose of negotiations with the Board concerning wages, hours, fringe benefits, terms and conditions of employment, and settlement of grievances.

Section 2

Employees shall be free to join or refrain from joining the Union without interference or penalty. They shall not be encouraged to join nor discouraged from joining the Union by Supervisors, Administrators, or any Representative of the Board.

Section 3

The Board agrees to provide the Union President or his/her designee with all the documents and information in accordance with the statutes including information relating to collective bargaining process.

ARTICLE VI - NO STRIKE OR LOCKOUT

It is expressly agreed that employees shall not strike or otherwise engage in conduct deleterious to the efficient operation of the schools. The Board expressly agrees that it will not engage in a lock out during the term of this Agreement.

ARTICLE VII - COURT ATTENDANCE

Any employee attending court on behalf of the school district shall be allowed the same compensation they would have earned had they remained on their regular job assignment.

ARTICLE VIII - PERSONNEL FILE

Section 1

All matters involving personal character, which are to become a part of the employee's records shall be discussed in person with the employee and before a written record is prepared. The matter shall be discussed with the Superintendent of Schools in a conference involving both parties if such a conference is requested by either party.

Section 2

All matters involving quality or fitness, which are to become a matter of record shall be discussed with the employee involved by the person making the record. If a conference with the Superintendent of Schools is desired, it may be requested within 15 days from the date of such discussion by either party and such request shall be granted.

Section 3

In both Section 1 and 2 above, if a written record is made it shall be in narrative form and the employee, superintendent of schools and the person making the report shall be given a copy

of the report that has been signed by the party making the report and acknowledged in writing by the teacher. The report shall be on a form similar to that indicated at the end of this article.

Section 4

In both Section 1 and 2 above, the employee has the privilege of making a companion report within 15 days following receipt of the original report but prior to any conference with the Superintendent; and this companion report shall be made a part of the original report.

Section 5 - Form of conference report

Date of Conference: _____

Conference with: _____

Narrative Report: _____

Reporter: _____

Signature

Date: _____

I acknowledge that the above conference was held on the date indicated, but the signing of this report does not constitute agreement.

Employee: _____

Date: _____

ARTICLE IX - GRIEVANCE PROCEDURE

Section 1

Definition: A Grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or that one or more bargaining unit member(s) has been treated unfairly or inequitably according to established written policy.

Section 2 - General Provisions

- a. No employee at any stage of the Grievance procedure will be required to meet with any administrator or supervisor without a Union representative if he/she chooses.
- b. In all steps of the Grievance procedure when it becomes necessary for individuals to be involved during working hours, they shall be excused with pay for that purpose. When possible, an off-duty Union representative will be utilized.

- c. If a grievance arises from the action of an authority higher than the principal or supervisor of the school, the Union may present such a grievance at the appropriate steps of the grievance procedure.
- d. Immediate Action - A possible grievance resulting from an emergency shall be initiated at the point of origin with an informal conference. If the matter is not satisfactorily resolved at this point it shall revert to the normal grievance procedure.
- e. An employee who participates in the grievance procedure shall not be subject to disciplinary action or reprisal because of such participation.
- f. The employee and his/her Union representative have the right to be present at all hearings and meetings concerning his/her grievance.
- g. The employee and his/her Union representative shall have copies of all documents and findings and all material submitted by other parties concerned in the grievance.
- h. Failure at any step of this procedure to communicate in writing the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step on this procedure within the time allotted had the decision been given.

If the Union or grievant fails to observe the specified time limits, it shall result in dropping the grievance.

- i. In any instance where the Union is not representing the grievant, the administrator or supervisor receiving the grievance or making the decision shall notify the Union in writing of all meetings, hearings, and resolutions at any level. The Union may appeal any decision which would seem to violate any terms of the Agreement.
- j. A grievance may be initiated and/or conducted by:
 - 1) An employee in his/her own behalf;
 - 2) An employee accompanied by a Union Representative;
 - 3) A Union Representative at the employee's request.
- k. Conferences held under this procedure shall be conducted at a time and a place which will afford a fair and reasonable opportunity for persons entitled to be present to attend.
- l. All reference to days shall mean normal business days (Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m.), except that between the end of school year in June and the beginning of the next school year, days shall mean days when the District's business offices are open.

- m. All time limits may be extended by mutual agreement between the parties and put in writing.
- n. No materials relevant to grievance shall be inserted in the employee's official personnel file.
- o. The Union or the employee shall present any grievance within one hundred twenty (120) calendar days of the date the Union and/or employee knew or should have known that the alleged violation occurred. Failure to present a grievance within the specified time period shall bar any further appeal of the grievance.

Section 3 - Procedure for Adjustment of Grievances

Informal Conference

A complaint shall first be discussed with the object of resolving the matter informally. In the event the matter is resolved informally and a Union representative was not present at the adjustment of the complaint, the principal or supervisor shall inform the Union President of the adjustment.

Step One

In the event the matter is not resolved informally, the grievant or the Union shall present a written statement on an official grievance form of the alleged violation to the principal or other appropriate supervisor. The principal shall, within five (5) school days of the receipt of the grievance, confer with the grievant and/or his/her Union Representative to try to resolve the grievance. Within five (5) business days after the completion of the conference, the principal shall give his/her written decision. A copy of the decision shall be given to the Union.

Step Two

In the event the grievance has not been resolved in the first step, the Union or the grievant may file an appeal to the Superintendent or designee. The appeal shall be made within five (5) school days after the receipt of the principal's decision. Within five (5) school days of the receipt of the appeal, the Superintendent or designee shall confer with the Union and the grievant in an effort to resolve the grievance. The Superintendent, within five (5) school days following the conference, shall file a written decision with the grievant and the Union.

Step Three

In the event the grievance has not been resolved in the second step, the Union or grievant may submit a written appeal to the Board of Education. Such appeal shall be made within thirty (30) school days after receipt of the Superintendent's decision. No later than fifteen (15) school days after receiving the appeal, the Board shall hold a hearing on the grievance.

Within fifteen (15) school days after the hearing, the Board shall communicate its decision in writing and state their reasons, if requested, to the Union and the grievant.

Step Four

Within thirty (30) school days after receiving the decision of the Board, the Union may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA). The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties. Expense for the arbitration services shall be born equally by the Board and the Union.

Section 4 - Form for Grievance(s)

School: _____

Date of Occurrence: _____

Requested by: _____

Nature of Grievance: _____

Please state article and section being grieved: _____

Suggested time for conference: _____

Copy to: Grievant

Union Grievance Chairperson

Union President

Signature of Person filing Grievance: _____

Signature of Union Grievance Chairperson: _____

Copy of all written dispositions of this grievance must be attached.

ARTICLE X – SCHOOL SPONSORED AND EXTRACURRICULAR EVENTS

Section 1-Passes

Employee passes to school sponsored events. Identification cards which shall serve as passes to all school sponsored events shall be issued to all personnel in the district. These passes shall be valid for employees, spouses and dependent children, and retirees.

Section 2-Events Workers and Compensation

The District will notify all bargaining unit employees of available dates to work at school sponsored events/functions. The bargaining unit employees will have 5 work days to volunteer and sign up to work the school sponsored events/functions. Bargaining unit employees that work the school sponsored event/function will be compensated \$30 per event/function. ESP employees are limited to working school events/functions on an occasional and sporadic basis. The District may limit an employee's work at school sponsored events if overtime pay is required because of that extra work. The Board may employ non-bargaining unit employees or use uncompensated volunteers to work at school

sponsored events if no employee volunteers for that work within the five work day sign up period or the district is required to limit an ESP employees' work to eliminate overtime costs.

ARTICLE XI- LOUNGES

Each school building shall be provided with a clean, attractive, and comfortable employee lounge.

ARTICLE XII - LEAVES

Section 1- Funeral Leave

All employees shall be granted up to three (3) days of paid leave for the death of a 1st or 2nd degree relative. Any additional days of funeral leave for these listed relatives shall be taken from any accumulated sick, personal, or vacation leave. All employees shall be granted days off for the death of a 3rd degree relative by using a combination of sick, personal, or vacation days. The Superintendent may, in his/her discretion, approve an employee's request to use sick, personal, or vacation leave to attend the funeral of a relative not listed herein.

1 st Degree Relative (up to 3 paid funeral)	2 nd Degree Relative (up to 3 paid funeral)	3 rd Degree Relative (from sick, personal, vacation)
Parent	Step Parent	Great Grandparent
Grandparent	Parent in law	Aunt or Uncle in law
Grandchild(ren)	Sister or Brother in law	Grandparent in law
Sister or Brother	Son or Daughter in law	Niece or Nephew in law
Domestic Partner	Step Sister or Brother	Great Grandchild(ren)
Child(ren)	Niece or Nephew	Grand Niece or Nephew
Spouse	Half Sister or Brother	Great Aunt or Uncle
Stepchild(ren)	Aunt or Uncle	First Cousin
Employer		
Foster Parent		

Section 2 – Paternity/Maternity/Adoption Leave

An employee may use 30 days of paid sick leave, if available, for the purpose of adopting a child with the submission of the request for this leave. The employee shall provide a statement of verification from an official adoption agency giving approximate date of start and completion of leave. If an employee does not have 30 days of paid sick leave to cover all or part of the leave period, the employee may request an unpaid leave for that part of the 30 day leave period that is not covered by paid sick leave. The employee may also be entitled to use FMLA leave which runs concurrently with paid/unpaid leave.

Section 3 - Leave Without Pay

Leave without pay may be granted an employee upon written request. A request for such leave shall indicate the starting and ending dates and shall not be taken for personal gain.

Any employee granted a non-paid leave must work one-half of the designated days per year in order to retain their vacation benefits if applicable.

Section 4 – Leave to Participate in Union Negotiations

ESP Staff: The Union shall identify one ESP bargaining unit member to receive a maximum of 2 days of paid leave to attend union meetings during the employee's scheduled work hours to prepare for negotiations for a successor contract. The Union will pay the cost of substitutes, if necessary. The Union President will notify the Superintendent at least 48 hours in advance of the name of the employee and the date(s) of the requested leave.

Certified Staff: The Union President and the Union First Vice President shall receive a maximum of three (3) days of paid release time for matters related to Union business. The Union will pay the cost of substitutes, if necessary. The request for union leave shall be submitted to the Superintendent at least 48 hours prior to the date of the leave.

ARTICLE XIII – INSURANCE

For each full-time certified employee and each full-time ESP employee who desires to participate, the Board shall contribute a maximum amount each month toward a group health plan for single coverage in the amount up to the maximum amount limit listed below in each contract year. For insurance purposes, a full-time ESP employee shall be defined as a regularly employed employee who is scheduled to work at least 1056 hours or more per year.

Bargaining unit members that received Board paid insurance toward their monthly contribution for family, employee/spouse and employee/child in 2011-2012, plus on a one time basis two additional employees that were employed prior to July 1, 2004 and had single coverage during the 2011-2012 school year, shall be the only bargaining unit employees eligible for Board paid coverage for family, employee/spouse and employee/child in 2012-2013 and subsequent contract years. The two additional employees eligible for family coverage under this provision may elect such family coverage during the term of this agreement, at any level of family coverage, subject to the insurance policy provisions concerning changes in coverage. Once the employees make their election for family coverage, the employee may not later elect a higher cost family coverage plan, but may only change to a lower cost plan. If more than two employees apply for these two additional slots, the two employees with the most continuous district service shall be granted the coverage.

The Board's maximum monthly contribution for bargaining unit employees eligible for Board paid insurance for single, family, employee/spouse, and employee/child coverage shall not exceed the following amounts for the duration of this Agreement:

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Single:	\$ 538.70 per mo	\$ 563.70 per mo	\$ 588.70 per mo
Family:	\$1,098.83 per mo	\$1,123.83 per mo	\$1,148.83 per mo
Employee/Spouse:	\$ 772.83 per mo	\$ 797.83 per mo	\$ 822.83 per mo
Employee/Child:	\$ 737.33 per mo	\$ 762.33 per mo	\$ 787.33 per mo

Employees eligible for Board paid insurance for family, employee/spouse and employee/child coverage shall have the right to change coverage to a lower cost plan, but shall not have the right to change insurance plans that would increase the Board's monthly contribution. For example, an employee receiving Board paid insurance for Employee/Spouse (\$772.83 per month) shall not have the right to elect Board paid family coverage (\$1,098.83 per month), but would have the right to elect Employee/Child (\$737.33 per month) or Single Coverage (\$538.70 per month). Once an employee elects coverage under a lower cost plan, the employee shall not be eligible at any time to elect a higher cost plan. For example, an employee receiving Board paid insurance for Employee/Spouse (\$772.83 per month) who elects to change to Employee/Child (\$737.33 per month), shall not be eligible in the future to elect any plan that would increase the Board's contribution above \$737.33 per month.

Participating employees will pay any premiums in excess of the Board's maximum monthly contribution. All employees are subject to eligibility requirements. The Board agrees to offer a 125 Cafeteria Plan which allows each employee the option of sheltering his/her share of the District's group health insurance premiums for individual and/or family coverage.

Employees that forego all District paid individual and family health insurance benefits under this Article shall have the option of receiving a cash payment in lieu of said health insurance benefits in the amount of \$175.00 per month for the duration of this Agreement. The cash option provided hereunder shall be subject to federal, state, and/or local income tax withholdings.

Employees shall be entitled to elect either health insurance coverage or a cash option between August 1 and September 30 each calendar year. An employee's election is final and may not be changed except during the specified "opt out" period of August 1 through September 30 in each contract year or at such other time as the health plan permits such changes. However, the District, in its sole discretion, except in the case of a qualifying event as defined in the appropriate federal statute, may allow an employee to change his/her election at any time during the calendar year and the District's decision shall be final and not subject to the grievance and arbitration provisions of the parties' contract.

The parties further agree that in the event the District's health insurance provider notifies the District that the District is subject to a penalty due to an excessive number of employees who waive their insurance coverage with the provider, the District shall have the right to reduce the number of employee's waiving insurance coverage under this provision. Employees, in reverse order of seniority, shall be notified that they may no longer waive coverage and shall no longer receive the cash payment, as applicable.

Board contribution to insurance cost shall be September through August.

The Board's insurance policy shall be effective September 1 each contract year. A joint committee that includes Board appointed representatives and Union appointed representatives will review and consider either parties proposed changes to the current health insurance carrier. During the 2019-2020 school term, the Union may prepare and solicit proposals from other insurance firms to evaluate cost v. current carrier. The committee will submit a written report to the Board of Education. The Board of Education will consider the committee's report and will make the final decision concerning any change to the insurance carrier.

ARTICLE XIV - MANAGEMENT RIGHTS

The Board will retain its rights in accordance with applicable laws, regulations, policies and provision of this Agreement.

- a. To direct employees of the board.
- b. To hire, promote, transfer, assign and retain employees in positions within the school district and to suspend, demote, discharge or take other disciplinary action against employees.
- c. To relieve employees from duties because of lack of work or for other legitimate reasons.
- d. To maintain the efficiency of the school district operation entrusted to them.
- e. To determine methods, means and personnel by which such operations are to be conducted.
- f. To take whatever actions may be necessary to carry out the responsibilities of the Board in situations of emergency.
- g. Nothing contained herein shall be construed to deny any rights the Board may have as duly elected public representatives, to take such action as it finds necessary to preserve the paramount public interest in the education of the children of the community.

PART II – WORDING FOR THE CERTIFIED

ARTICLE I - WORK SCHEDULE

Section 1

No teacher shall have a work day of longer than 7 hours including a duty free lunch period, but excluding an arrival and departure time of 30 minutes in total. Distribution of said 30 minutes is to be administered by the Building Principal and duties assigned on a rotating basis.

Section 2

Teachers regularly assigned to teach an extra instructional period shall be compensated an additional 14.29% of their basic salary.

At the junior high school and senior high school level, the daily teaching assignment shall be six instructional periods, a duty free lunch period, and one planning period equal in length to a typical instructional period. Guidance counselors, nurses and librarians shall not be scheduled a conference and planning period.

Section 3 - Substitution

Substitutes will be provided for regular classroom teachers. Substitutes for guidance counselors and librarians will only be provided when an absence is to exceed six weeks.

The rate of pay for all full or part time employees substituting for an absent teacher/during the regular school day shall be forty dollars (\$40.00) per hour. Times of less than one period shall be combined to form period equivalents. Salary earned as substitutes under this section will be paid bi-annually, in December and June, with the regular monthly salary.

Section 4 - Class Size

As of the twentieth day of school, kindergarten and primary level classes shall not exceed an enrollment of 30 pupils and enrollment shall not exceed 34 pupils in grades 4 through 6. Enrollment in other classes except physical education, music and study hall shall not exceed an enrollment of 34 pupils. Elementary L.D. (Resource Room) pupils mainstreamed into regular classes shall attend classes at their regular attendance center in the locale in which they live unless placing the student in a regular classroom causes the class size to exceed the maximum.

The Administration shall, whenever possible, maintain the class size maximum provision by shifting students within a building at any time after the twentieth day of school. In the event shifting is not possible, the teacher of a class which exceeds the maximum number of students shall receive a teacher's aide per day of said excess. The teacher's aide shall be terminated immediately whenever class size drops below the maximum.

Section 5 - Conference and Planning Time

a. High School

All high school teachers shall be granted conference and planning time during the regular school working day in accordance with the provision of the guidelines set forth by the North Central Accrediting Association, except guidance counselors, nurses and librarian shall not be scheduled a conference and planning period.

b. Junior High School

All full time junior high teachers shall be given (5) periods of conference and planning time per week. A period shall not be less than 45 minutes. Guidance counselors, nurses and librarians shall not be scheduled a conference and planning period.

c. Elementary School

Elementary teachers shall be granted five (5) hours of conference and planning time per week. Recess time, times when the teacher's entire class is taken over for instruction by another teacher (such as music, P.E., or library) and other times during the working day that the teacher is not required to supervise his/her class may be counted as conference and planning time. Remedial teachers and/or resource room teachers may be granted a waiver of all or part of the thirty (30) minute arrival or departure time, if necessary, in order to meet the time requirement of this section. Guidance Counselors, nurses, Literacy Assistants, and librarians shall not be scheduled a conference and planning period.

d. No teacher in this school district shall be required to supervise students in any way during their conference and planning period except on a necessary basis.

Employees who are required to supervise during conference and planning periods shall be paid at the specified rate for periods of thirty (30) minutes or more.

e. Emergency Substitutes

Librarians, counselors, nurses, and remedial teachers may be used as substitutes only in emergencies.

ARTICLE II - SENIORITY/LAYOFF

Section 1

Should the Board of Education determine that it is necessary to decrease the teaching staff, teachers shall be honorably dismissed and shall have recall rights consistent with the Illinois School Code, Section 24-12(b).

Section 2

For informational purposes only, the Superintendent shall prepare a single seniority list annually and supply said list to the Union President within thirty (30) days of the beginning of each school year.

Section 3

District seniority shall be based upon time in District #196 starting with the date of employment by the Board. For each year (more than one semester shall be regarded as a year) a teacher is on leave of absence, one year will be subtracted from his/her date of employment.

ARTICLE III - MEETINGS FOR TEACHERS

Section 1 - Attendance at Meetings

Attendance at meetings, conferences, in-service training programs, teacher meetings and Institutes can be declared mandatory if they take place during regular paid working hours.

The Board will pay mileage, meal allowance, and registration fees to approved conferences (teacher workshops).

There will be early dismissal the first Monday each month to hold teachers meetings. Such meetings shall end not later than the regularly scheduled teacher departure time for that building.

In addition, principals may call a teacher's meeting once each month with 2 days advance notice. Such meeting may last, if necessary, up to 30 minutes past the regularly scheduled teacher departure time.

Section 2 - Open House

Open house shall be scheduled by the Administration to fall on the first day of the school year which is a Teacher Institute Day. Open house is a professional responsibility of all certified staff and they shall make every effort to attend and take part unless excused in advance by their building principal. Traveling teachers will be assigned to one (1) open house annually by the administration.

Section 3 - Discipline Meetings

- a. A member shall have the right to request the presence of a union representative at any meeting that could reasonably result in discipline. This provision shall not apply to meetings that are evaluative in nature or related to the performance evaluation process.
- b. Prior to any member being placed on administrative leave with pay and benefits, the Superintendent shall meet with the member and union representative to notify the person of the reason(s) for being placed on said leave. Placing a member on paid administrative leave shall not be deemed an adverse employment action.
- c. Video/audio recordings of any type shall not be used during any informal or formal observation. However, if a teacher is disciplined, including any discipline imposed based on video/audio recordings, the discipline may be considered in determining the teacher's summative evaluation rating.
- d. As part of the District's investigation, the member will be provided an opportunity to respond to the allegations that he/she engaged in misconduct. The member will be notified in writing of the general nature of the misconduct allegations, the date, time and location of the investigatory meeting, and the right to have a union representative present at the member's investigatory meeting.
- e. Video/audio recordings of any type shall be considered when determining whether or not an employee engaged in misconduct or violated any work rule, provided the employee is given an opportunity to review the video and/or listen to the recording during the employee's investigatory meeting, at which time the employee will have an opportunity to provide a statement/response to the evidence.

ARTICLE IV - NON TEACHING DUTIES

Section 1 - Collections

No teacher shall make collections of any type of money nor keep records of any such collections except as follows:

- a. The opening and closing day of school
- b. The collection of milk money from pre-school and kindergarten
- c. Other occasions of an emergency nature determined by the building principal

An effort will be made to minimize these collections by teachers.

Section 2 - No Solicitation

No solicitation by any organization shall be permitted in the schools.

Section 3 – Supplies and Equipment Excluding Capital Expenditures

Purchasing of supplies and equipment shall be scheduled in such a manner that supplies and materials are available at the beginning of the school year unless it is beyond the District's control. Teachers shall be notified by May 1 of each school year of supplies and equipment that have been ordered provided that all requisitions are in by April 1.

Section 4 - Audio visual aids and other shared materials and equipment

Audio visual aids and other teaching materials and equipment to be shared by teachers shall be maintained in a central location in each school. The librarian of each school shall provide a list and/or a card file of these materials for the teachers and establish a standard procedure, approved by the principal, that will fairly and equitably make the materials and equipment available for use by each teacher.

ARTICLE V - LEAVES

Section 1 - Sick Leave (and Sick Leave Bank)

- A. At the beginning of each school year, each full-time regularly employed certificated employee will be granted the following sick leave days provided the employee meets both the accumulated number of years of TRS service credit and the number of accumulated and unused sick leave at the beginning of each school year. In the event the employee meets the minimum years of service but does not meet the minimum threshold of accumulated sick leave days, the employee will be eligible for sick leave days based on the employee's number of accumulated sick leave days. For example, an employee with 25-29 years of TRS service and 125 days of accumulated sick leave days at the end of the 2006-2007 school year will be eligible for a normal annual allotment of 12 sick leave days at the beginning of the 2007-2008 school year.

<u>Years of Service</u>	<u>Normal Annual Allotment</u>	<u>Min. Threshold Eligibility</u>
0-14 years	10 days	
15-19 years	12 days	100 days
20-24 years	15 days	150 days
25-29 years	18 days	190 days
30+ years	20 days	230 days

Effective at the start of the 2012-2013 school year, the following schedule shall apply:

<u>Years of Service</u>	<u>Normal Annual Allotment</u>	<u>Min. Threshold Eligibility</u>
0-14 years	10 days	
15-19 years	12 days	90 days
20-24 years	15 days	140 days
25-29 years	18 days	180 days
30+ years	20 days	220 days

The District shall grant 12 month certified employees a minimum of 20 sick leave days per year or the number of sick leave days granted under the above Years of Service formula, whichever is greater.

The unused portion shall accumulate from year to year in accordance with Illinois School Code. Current maximum days to be accumulated is 340 days. Administration will provide email notification if a change to the allowable number of days occurs. The sick leave days may be used by a bargaining unit member in accordance with The Illinois School Code, 105 ILCS 5/24-6.

- B. A sick leave bank shall be established for the use of certified and ESP employees choosing to participate in the pool. The sick leave bank shall be created and continued by voluntary action by both certified and ESP personnel who choose to participate by donating one sick leave day per year to the bank. The number of days shall accumulate from year to year, but may not exceed 250 except under the following exceptions: (1) employees first joining the sick leave bank will make their required contribution to the bank and the 250 days can be exceeded by the number of those donations; and/or (2) in years when the total is less than 250, and as a result of donations from those eligible to donate causes the number to exceed 250, the maximum number accumulated shall exceed 250 by the number resulting from the said donation. In years when the number of accumulated days is 250 or more at the beginning of the school year, annual donations shall be suspended until the number of accumulated days is less than 250 at the start of the school year.
1. A committee consisting of one administrator, one certified employee, and one ESP employee shall have the responsibility of reviewing, as often as is needed, requests for withdrawals from the bank, verifying validity of requests, recommending approval or denial of the requests as being or not being in compliance with the sick leave bank policies of the school district, and communicating its recommendation to the individual teacher and the central office. Each committee member shall have an alternate. The President of the Union shall provide the Superintendent with the names of employee representatives and alternatives.
 2. Provisions for employee participation:
 - a. All eligible employees must notify the central office of their intent to participate by filling in the proper form as provided by the central office. A copy of the completed form shall be given to the President of the Union within five (5) days. This must be done before September 10th of each school year.
 - b. In order to be eligible to use days from the sick leave bank, an employee must be a participant in the bank having donated the required number of days to the pool.
 - c. An employee may use days from the pool only after having used all of his/her accumulated sick leave, vacation days, and personal leave days, and only after having missed three (3) consecutive school days

for which he/she has been docked. At that time, an employee is eligible for up to one half the number of days in the bank or a total not to exceed 125 days.

- d. No member may use days from the bank while claiming disability insurance through TRS or IMRF.
- e. Verification from a physician prior to using days from the sick leave bank may be required.
- f. All grants from the sick leave bank terminate either on the employee leaving the district or the last day of the school year in which leave has been granted, whichever comes first. Should an employee request to extend the leave into the next school year, a new request must be submitted, approved, and any available days be used before the sick leave bank draw begins. Docked days will be considered to be fulfilled by the initial days in the prior school year.
- g. Should the days in the bank become exhausted during the year, all sick leave available through the sick leave bank terminates. Neither the district nor the certified and ESP staff shall contribute more days until the next school year.
- h. Commencing from the first day of an employee's draw from the sick leave bank, no employee may draw more than 125 days over a 5-year period.
- i. Once becoming eligible, employees electing not to join the bank until a future date shall have a two-year waiting period before submitting a request to withdraw from the bank.

Section 2 - Personal Leave

Three (3) days of personal leave shall be granted each year for personal business that cannot be transacted at any other time except during the time school is in session. Personal leave will not be counted against accumulated sick days.

Personal leave day requests made before or following a holiday, during semester exams, the first or last five (5) days of the school year or with less than 24 hours notice must be an emergency. Reason for requesting emergency personal leave must be provided and is subject to administration approval.

Personal leave is limited to a maximum per day of:

Bluffview – Four (4)

Junior Senior High - Four (4)

The Superintendent shall approve personal leave requests in the order the requests are received, but the Superintendent shall have the right to deny personal leave requests if substitutes are not available. If substitutes are not available, personal leave requests will be denied in reverse order of receipt. Request beyond will be regarded as emergency request.

For each semester in which a member of bargaining unit uses no sick leave one (1) additional personal day will be granted. Unused personal leave days at the close of school year will be added to accumulated sick leave.

In the event that a member of bargaining unit is granted a leave and has used no sick leave days the prior semester, he/she may elect to have the added personal day added to accumulated sick leave or held as a personal day to be used the semester following the leave.

ARTICLE VI – VACANCIES

- A. When a vacancy in the teaching staff occurs the administration must post the vacancy in each of the teachers' lounges at all buildings and may publicly post the vacancy announcement, unless the vacancy is filled by a teacher with recall rights. The vacancy will be posted for a minimum of five (5) work days. When school is not in session, the vacancy will be publicly advertised with a copy of the vacancy notice e-mailed to the Union President and other certified staff will be notified by School Reach. Certified staff are responsible for ensuring that the District has his/her current phone number. Teachers who are presently certified and legally qualified for the vacancy can apply for the position. The Board of Education will fill the vacancy in accordance with the Illinois School Code, 105 ILCS 5/24-1.5.
- B. A vacancy shall occur on the happening of any of the following events provided the Board decides to fill such vacancy: 1) upon the resignation of a member of the bargaining unit; 2) upon the dismissal/nonrenewal of a member of the bargaining unit; 3) upon the retirement of a member of the bargaining unit; 4) upon the death of a member of the bargaining unit; and 5) upon the creation of a new bargaining unit position by the Board. Vacancy shall not include voluntary or involuntary transfers.
- C. Nothing herein shall limit the authority of the Board to involuntarily transfer.

ARTICLE VII - EARLY DISMISSAL

Section 1 - Heat

The Junior/Senior High School will be dismissed one hour early if the heat index as stated by the National Weather Service in St. Louis at 11 a.m. exceeds 90 degrees. In the event that the air conditioner in buildings so equipped fails to operate, this provision will also apply.

Section 2 - Pre-Holiday

The Board of Education agrees to one (1) hour early dismissal on the last day of school before the start of the Thanksgiving and Christmas break.

Section 3 - Early Dismissal for Grade Reporting

School will be dismissed one (1) hour early for the purpose of grade reporting on the following schedule:

End of Second Nine Weeks - one (1) hour on the day before the early dismissal day granted in Section 2 – Pre-Holiday.

End of Fourth Nine Weeks - two (2) days, one (1) hour each

Section 4 - Institute Days

During the first district-led institute day of each semester, if an institute day is offered, certified staff shall have at least two (2) hours of the day dedicated to time in their individual classrooms. The purpose of the section is to provide non-supervisory or non-meeting time for the staff member to work in their room on items they deem important.

ARTICLE VIII - NOTIFICATION OF JOB ROTATION

The Board of Education agrees to notify any employee affected of his/her job rotation by building administration and by mail postmarked by June 30 of each year.

ARTICLE IX - EXTRA CURRICULAR ACTIVITIES

Section 1 - Extra Curricular Duties and Stipends

Stipend is a percentage of salary schedule, B-I position starting, of the current salary schedule.

- a. Class Sponsors: Class Sponsor Stipends shall be as follows. If a class has more than one sponsor, the stipend shall be split equally.

1.	Freshman Class	2.0%
2.	Sophomore Class	2.0%
3.	Junior Class	6.0%
4.	Senior Class	2.0%

- b. Music Director

Elementary Music Director - 2.0%

Duties: Two concerts (one each semester) and 6th grade graduation

Jr/Sr High Chorus Director - 2.0%

Duties: Minimum of one concert and HS graduation

c. Clubs

- 1) Annual (Yearbook) Sponsor - 6.2%
- 2) Drama Club Sponsor - 5.2%
- 3) Assistant Drama Club Sponsor - 3.5%
- 4) Student Council High School Sponsor - 6.5%
- 5) Student Council Bluffview Sponsor - 3.0%
- 6) Student Council Jr High Sponsor - 3.0%
- 7) Scholar Bowl Sponsor - 2.7%
- 8) WYSE Competition Sponsor - 0.5%
- 9) Science Olympiad Junior/Senior High Sponsor - 4.0%
- 10) Assistant Science Olympiad Junior/Senior High Sponsor - 2.0%
- 11) National Honor Society Sponsor - 0.5%
- 12) Robotics Sponsor - 3.0%
- 13) Assistant Robotics Sponsor - 1.5%

Section 2 - Driver Education Non-School day hourly rate

The hourly rate for the Driver Education teacher other than regular school hours shall be \$25.00 per hour pay.

Section 3

Pre-School screening and testing if done in non-school hours \$5.00 per hour per participant.

Section 4 - Method of Payment

By September 1 of each school year each sponsor or coach shall notify the Superintendent's Office in writing to pro-rate extra duty salary over a twelve (12) month period. Otherwise payment of full amount will be made at the end of the school year for sponsors or completion of the season for coaches.

ARTICLE X - ATHLETICS AND RELATED POSITIONS

Section 1 - Positions and Salaries

- a. High School
- Head Football - 14.1%
 - Asst. Football - 9.4%
 - Weightlifting - 4.0%
 - Golf - 2.5%
 - Head Boys Basketball - 12.6%
 - Asst. Boys Basketball - 8.4%
 - Head Baseball - 9.6%
 - Asst. Baseball - 6.4%
 - Head Boys/Girls Jr and Sr High Track - 9.6%

Asst. Boys/Girls Jr and Sr High Track - 6.4%
Head Girls Basketball - 12.6%
Asst. Girls Basketball - 8.4%
Head Girls Volleyball - 9.6%
Asst. Girls Volleyball - 6.4%
Head Girls Softball - 9.6%
Asst. Girls Softball - 6.4%
Cheerleader Sponsor - 8.0%
Poms/Dance Sponsor - 8.0%
Head Bowling - 6.0%
Assistant Bowling - 4.0%
Head Cross Country Track - 7.3%
Assistant Cross Country Track - 4.0%
Bass Fishing - 0.5%

- b. Junior High
 - Head Boys Basketball - 7.6%
 - Asst. Boys Basketball - 4.9%
 - Head Girls Basketball - 7.6%
 - Asst. Girls Basketball - 4.9%
 - Head Baseball - 3.6%
 - Asst. Baseball - 2.0%
 - Head Softball - 3.6%
 - Asst. Softball - 2.0%
 - Head Volleyball Coach - 3.6%
 - Asst. Volleyball Coach - 2.0%
 - Cheerleading Sponsor - 2.0%
- c. Elementary
 - Boys Basketball - 1.1%
 - Girls Basketball - 1.1%

Section 2

The above extra-curricular athletics and related positions and the number of assistants in any activity shall be at the discretion of the Administration and it shall not be necessary to fill all positions. The Board will continue its practice of considering internal and external candidates for extracurricular coaching positions, with the Board making the final hiring decision.

ARTICLE XI – EDUCATIONAL REQUIREMENTS/TEACHING

Section 1

All credit recognized for salary advancement prior to the ratification of this agreement shall continue to be counted for salary placement. Credits earned to eliminate deficiencies shall

not be eligible for reimbursement nor for advancement on the salary schedule. After August 30, 1994, all credit for salary schedule placement beyond the Master's degree column must be for college credit courses. Only those enrolled in a Master's program as of July 1, 1992, will be eligible to count in-service course work toward salary placement if the Master's degree is completed as of August 30, 1994.

Section 2

Employees hired on and after July 1, 2001, advancement on the Master's Salary Scale shall be only for postgraduate courses that were "enrolled in and completed" after the Masters Degree has been obtained. Employees hired before July 1, 2001 who are currently in a Master's program, or employees who begin a Master's program on or before September 1, 2002 shall have until August 31, 2005 to complete said Master's program in order to be governed by the same conditions as employees in prior years. Beginning September 1, 2005, all bargaining unit members shall be governed by the conditions as employees hired on and after July 1, 2001.

ARTICLE XII - SALARY

Section 1 - Method of Payment

Regular teaching salary shall be paid on the 20th of the month. Should the 20th fall on a Saturday, Sunday, or legal holiday, payment will be made on the last preceding working day at the rate of one twelfth of the total annual salary per month, except that pension payments will be withheld from first nine months.

The only exception that will be made to this part of the Agreement is that any teacher whose employment with the district has been terminated by action of the Board of Education shall be paid in full any remaining salary due within three (3) business days after effective date of termination.

Section 2

If at any time, any teacher employed solely by Unit District 196 is paid above the salary schedule which is in effect at the time of such employment, the employee's placement on the salary schedule shall be frozen until such time as the employee is at the appropriate step. The foregoing statement shall not apply if the Union has agreed prior to the effective date of the contract tendered said teacher to allow payment above the salary schedule. If at any time, any teacher employed solely by Unit District 196 is paid below the salary schedule which is in effect at the time of such employment, the employee will be moved to the correct placement on the salary schedule.

Teachers new to or rehired by the District after the date the Board and Union ratify the 2016-2019 contract shall be given credit for up to a maximum of seven (7) years of previous full-time teaching experience in a public school to determine placement on the teacher's salary schedule. In order to fill vacancies in specified teacher shortage areas,

as determined by the Board of Education, the Board may recognize up to five (5) years of additional full-time public teaching experience. Teachers employed prior to March 19, 2019, shall be grandfathered and receive salary schedule placement for both public and private teaching experience, subject to the seven (7) and five (5) year limits referenced in this provision.

Section 3

Salary schedule set forth for certified personnel in Appendix. The Board shall pay the TRS amount (9%) on the insurance cash option and longevity payment.

Section 4

Negotiated salary includes the following:

2019-2020: One step movement if eligible, full education lane movement if eligible, 1.5% increase on schedule. In addition, certified staff hired before June 2010 will receive one additional step. The Union understands and agrees that this additional step will be a final resolution to all employees that feel they are not placed correctly on the salary schedule due to past contracts and no future claims or demands will arise in this regard.

2020-2021: One step movement if eligible, education lane movement if eligible, 1.75% increase on schedule.

2021-2022: One step movement if eligible, education lane movement if eligible, 1.75% increase on schedule.

Section 5 - Salary Deduction

Salary for any docked days shall be at 1/180th of the teacher's annual salary for each day.

Section 6

Persons who begin employment during the school year or who terminate their employment during the school year shall be compensated at the rate of 1/180th of their salary for each teaching or institute day during the term of employment.

Section 7 - Extended Year Contract Salary Rate

Members of the bargaining unit employed on an extended year contract shall receive new salary rate for all work performed after July 1.

Section 8

The teacher work year shall not exceed 180 days or the minimum established by law (whichever is greatest). Daily salary adjustments shall be based upon 1/180 per day.

Section 9

Mileage allowance for use of personal vehicles on school business shall be paid at the rate approved by the Internal Revenue Service for reimbursement for business purposes.

2019-2020 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	37,271	38,388	39,508	40,653	41,743	42,861	44,069	45,099	46,216
2	37,830	38,964	40,101	41,234	42,369	43,504	44,730	45,775	46,909
3	38,397	39,548	40,703	41,853	43,005	44,157	45,401	46,462	47,613
4	38,973	40,141	41,314	42,481	43,650	44,819	46,082	47,159	48,327
5	39,752	40,944	42,140	43,330	44,523	45,716	47,004	48,102	49,293
6	40,348	41,558	42,772	43,980	45,191	46,402	47,709	48,824	50,032
7	40,953	42,181	43,414	44,640	45,869	47,098	48,425	49,556	50,782
8	41,567	42,814	44,065	45,310	46,557	47,804	49,151	50,299	51,544
9	42,191	43,456	44,726	45,990	47,255	48,521	49,888	51,053	52,317
10	43,034	44,325	45,620	46,909	48,200	49,491	50,886	52,075	53,364
11	43,680	44,990	46,304	47,613	48,923	50,233	51,649	52,856	54,164
12	44,335	45,665	46,999	48,327	49,657	50,986	52,424	53,649	54,976
13	45,000	46,350	47,704	49,052	50,402	51,751	53,210	54,454	55,801
14	45,675	47,045	48,420	49,788	51,158	52,527	54,008	55,271	56,638
15	46,589	47,986	49,388	50,783	52,181	53,578	55,088	56,376	57,771
16	47,288	48,706	50,129	51,545	52,964	54,382	55,914	57,222	58,638
17	47,997	49,437	50,881	52,318	53,758	55,198	56,753	58,080	59,518
18	48,717	50,179	51,644	53,103	54,564	56,026	57,604	58,951	60,411
19	49,448	50,932	52,419	53,900	55,382	56,866	58,468	59,835	61,317
20	50,436	51,951	53,467	54,977	56,490	58,004	59,637	61,032	62,543
21	51,193	52,730	54,269	55,802	57,337	58,874	60,532	61,947	63,481
22	51,961	53,521	55,083	56,639	58,197	59,757	61,440	62,876	64,433
23	52,740	54,324	55,909	57,489	59,070	60,653	62,362	63,819	65,399
24	53,531	55,139	56,748	58,351	59,956	61,563	63,297	64,776	66,380
25	54,602	56,241	57,882	59,519	61,155	62,794	64,563	66,071	67,708
26	55,694	57,366	59,041	60,709	62,378	64,050	65,854	67,393	69,062
27	56,808	58,513	60,221	61,923	63,625	65,330	67,172	68,741	70,443
28	57,943	59,683	61,426	63,161	64,898	66,637	68,516	70,116	71,852
29	59,102	60,877	62,654	64,425	66,196	67,969	69,886	71,519	73,289
30	60,285	62,095	63,907	65,713	67,520	69,329	71,283	72,949	74,755
31	61,765	63,337	65,185	67,028	68,870	70,715	72,710	74,408	76,250
32	62,721	64,604	66,489	68,368	70,247	72,129	74,164	75,896	77,774
33	63,975	65,896	67,818	69,736	71,652	73,571	75,647	77,413	79,330
34	65,255	67,213	69,174	71,130	73,085	75,043	77,160	78,961	80,917
35	66,561	68,557	70,558	72,553	74,547	76,544	78,703	80,540	82,535

2020-2021 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	37,923	39,060	40,199	41,364	42,473	43,611	44,840	45,889	47,025
2	38,492	39,646	40,802	41,956	43,111	44,265	45,513	46,577	47,730
3	39,069	40,241	41,415	42,585	43,757	44,929	46,195	47,275	48,446
4	39,655	40,844	42,037	43,224	44,414	45,604	46,888	47,984	49,173
5	40,448	41,661	42,877	44,089	45,302	46,516	47,826	48,944	50,156
6	41,054	42,285	43,521	44,750	45,982	47,214	48,544	49,678	50,908
7	41,670	42,920	44,173	45,421	46,672	47,922	49,272	50,424	51,671
8	42,295	43,563	44,836	46,103	47,372	48,641	50,012	51,180	52,446
9	42,929	44,217	45,509	46,794	48,082	49,370	50,761	51,947	53,233
10	43,787	45,101	46,419	47,730	49,044	50,357	51,777	52,986	54,297
11	44,444	45,777	47,115	48,446	49,779	51,112	52,553	53,781	55,112
12	45,111	46,464	47,821	49,173	50,526	51,879	53,341	54,588	55,939
13	45,788	47,161	48,539	49,910	51,284	52,656	54,142	55,407	56,777
14	46,474	47,869	49,267	50,659	52,053	53,446	54,953	56,238	57,629
15	47,404	48,826	50,252	51,672	53,094	54,515	56,052	57,363	58,782
16	48,115	49,558	51,006	52,447	53,891	55,333	56,893	58,223	59,664
17	48,837	50,302	51,771	53,234	54,699	56,164	57,746	59,097	60,559
18	49,570	51,057	52,548	54,032	55,519	57,006	58,612	59,983	61,468
19	50,313	51,823	53,336	54,843	56,352	57,862	59,491	60,882	62,390
20	51,319	52,860	54,403	55,940	57,478	59,019	60,681	62,100	63,638
21	52,088	53,653	55,219	56,778	58,341	59,904	61,591	63,032	64,592
22	52,870	54,458	56,047	57,630	59,216	60,803	62,515	63,977	65,561
23	53,663	55,274	56,888	58,495	60,104	61,715	63,453	64,936	66,544
24	54,468	56,104	57,741	59,372	61,005	62,640	64,405	65,910	67,542
25	55,557	57,225	58,895	60,560	62,225	63,893	65,693	67,228	68,892
26	56,669	58,370	60,074	61,772	63,469	65,170	67,007	68,572	70,270
27	57,802	59,537	61,275	63,007	64,739	66,474	68,347	69,944	71,676
28	58,957	60,727	62,501	64,267	66,034	67,803	69,715	71,343	73,109
29	60,137	61,942	63,750	65,553	67,355	69,159	71,109	72,771	74,572
30	61,340	63,181	65,026	66,863	68,701	70,542	72,531	74,226	76,063
31	62,846	64,445	66,326	68,201	70,075	71,953	73,982	75,710	77,584
32	63,819	65,734	67,652	69,565	71,476	73,391	75,462	77,224	79,135
33	65,095	67,049	69,005	70,956	72,906	74,859	76,971	78,768	80,719
34	66,397	68,390	70,385	72,375	74,364	76,356	78,511	80,343	82,333
35	67,725	69,757	71,792	73,823	75,851	77,884	80,080	81,950	83,979

2021-2022 Certified Salary Schedule (35 Step)

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
1	38,587	39,744	40,903	42,088	43,217	44,375	45,625	46,692	47,848
2	39,166	40,339	41,516	42,690	43,865	45,040	46,309	47,392	48,565
3	39,753	40,945	42,140	43,330	44,523	45,716	47,004	48,102	49,294
4	40,349	41,558	42,772	43,981	45,191	46,402	47,709	48,824	50,033
5	41,156	42,390	43,628	44,860	46,095	47,330	48,663	49,800	51,034
6	41,773	43,025	44,282	45,533	46,786	48,040	49,393	50,547	51,799
7	42,399	43,671	44,946	46,216	47,488	48,761	50,134	51,306	52,575
8	43,035	44,325	45,621	46,909	48,201	49,492	50,887	52,075	53,364
9	43,680	44,990	46,305	47,613	48,924	50,234	51,650	52,856	54,164
10	44,553	45,890	47,231	48,565	49,902	51,239	52,683	53,913	55,248
11	45,222	46,578	47,939	49,294	50,650	52,007	53,473	54,722	56,077
12	45,901	47,277	48,658	50,033	51,410	52,787	54,275	55,543	56,917
13	46,589	47,986	49,388	50,784	52,181	53,578	55,089	56,376	57,771
14	47,288	48,706	50,129	51,546	52,964	54,382	55,915	57,222	58,638
15	48,233	49,680	51,132	52,576	54,023	55,469	57,033	58,367	59,810
16	48,957	50,425	51,899	53,365	54,834	56,302	57,888	59,242	60,708
17	49,692	51,182	52,677	54,165	55,656	57,147	58,756	60,131	61,619
18	50,437	51,950	53,468	54,978	56,491	58,004	59,638	61,033	62,544
19	51,194	52,730	54,269	55,803	57,338	58,874	60,532	61,948	63,482
20	52,217	53,785	55,355	56,919	58,484	60,052	61,743	63,187	64,751
21	53,000	54,592	56,185	57,772	59,362	60,953	62,669	64,135	65,722
22	53,795	55,411	57,028	58,639	60,252	61,867	63,609	65,096	66,708
23	54,602	56,242	57,883	59,518	61,155	62,795	64,563	66,072	67,709
24	55,421	57,086	58,751	60,412	62,073	63,736	65,532	67,063	68,724
25	56,530	58,227	59,926	61,620	63,314	65,011	66,843	68,404	70,098
26	57,660	59,391	61,125	62,853	64,580	66,311	68,179	69,772	71,500
27	58,813	60,579	62,347	64,109	65,872	67,637	69,543	71,168	72,930
28	59,989	61,790	63,594	65,391	67,189	68,989	70,935	72,592	74,389
29	61,189	63,026	64,866	66,700	68,533	70,369	72,353	74,044	75,877
30	62,413	64,287	66,164	68,033	69,904	71,776	73,800	75,525	77,394
31	63,945	65,573	67,487	69,394	71,301	73,212	75,277	77,035	78,942
32	64,935	66,885	68,836	70,782	72,727	74,676	76,782	78,575	80,520
33	66,234	68,222	70,213	72,198	74,182	76,169	78,318	80,146	82,131
34	67,559	69,586	71,617	73,642	75,665	77,692	79,885	81,749	83,774
35	68,911	70,978	73,049	75,115	77,179	79,247	81,482	83,384	85,449

PART III – WORDING FOR ESP

ARTICLE I - WORK SCHEDULE

Section 1 - Hours of Work

The number of hours for each bargaining unit member shall be determined by the employee's job classification and so stated in the employee's job description.

Section 2 - Bargaining Unit Positions

All positions or jobs covered by this Agreement shall have a specific number of days of work and work hours. Any added positions or jobs created during the term of this Agreement shall be made after consultation, where practical, with the Union and the Board or its agent.

Category	Description	Schedule
Bus Aides		working days as defined by IEPS of students being bused
Cafeteria		176 working days which are 174 student attendance days and two cleaning days at the start of school
Clerical Aides		174 working days which are student attendance days
Custodians		12 month
Grounds		12 month
Library Aides		175 working days which are 174 student attendance days and one Institute Day
Maintenance		12 month
Nurse/EMTP		178 working days which are 174 student attendance days and institute days on the first day and the last day of school and 2 registration days
Play ground/Guard		174 working days which are student attendance days
Secretary	HS	12 month
	JH hired after 7/1/04	200 working days (excluding holidays) which is 180 school calendar days and 20 days (two weeks before and two weeks after the school year)
	Elementary hired before 7/1/04	205 working days (excluding holidays) which is 180 school calendar days and 25 days (two weeks before and three weeks after the school year)
	Elementary hired after 7/1/04	200 working days (excluding holidays) which is 180 school calendar days and 20 days (two weeks before and two weeks after the school year)
	Sp Ed	220 working days (excluding holidays) which is 180 school calendar days and 40 days (two weeks before and two weeks after the school year and four weeks as needed in summer
Teacher Aides		176 work days which are 174 student attendance days and institute days on the first day and last day of school

Section 3 - Work Schedule

The normal work day for an employee shall be Monday through Friday unless specified otherwise by the employee's job description. In all cases the employee shall be scheduled to work five consecutive days with two consecutive days off.

Section 4 - Work Year

An employee work year shall be determined by the designed number of days assigned to his/her position at the beginning of the school year.

Section 5 - Work Hours

- a. A maximum of forty (40) hours per week exclusive of overtime shall constitute a work week. For overtime calculation purposes, a work week period runs Monday-Sunday. Overtime or extra/temporary duties shall be determined by category and building and shall be distributed on a rotational basis based on seniority. If an employee refuses an opportunity to work overtime, they will be placed at the bottom of the overtime list and the next most senior employee will be asked to work. This process shall be used until the overtime or extra/temporary duty request has been filled. If no employee accepts the overtime or extra/temporary duty, management shall have the right to assign the overtime or extra/temporary duty work to the least senior employee (category/building). Examples of extra/temporary assignments include, but are not limited to, bus assignments, after school math classes, or open house assignments. However, the District shall not be required to use seniority when assigning extra/temporary work to perform services to a student with an IEP/504 when the District determines, in its sole discretion, that the assignment of a specific employee to assist the student is in the student's best interest.
- b. All employees who work more than four (4) hours per day will be entitled to a non-paid duty-free lunch period not to exceed thirty (30) minutes.
- c. All employees who work more than four (4) hours per day shall have a ten (10) minute paid break.
- d. Any employee who works six (6) hours or more per day shall have a ten (10) minute paid break within the first three hours of work and a second ten (10) minute paid break within the last three hours of work.
- e. Break times will be set by the employee's immediate supervisor. Break time will be posted on the Employees' Bulletin Board.
- f. In accordance with the Illinois Educational Labor Relations Act, the Board will have complete control in setting the work hours, wage rate,

and terms and conditions of employment for the ESP substitutes. The administration and Board will have complete control in screening and forming the substitute list.

Section 6 - Job Description

Each employee shall be given a job description for his/her assigned position that shall specify the duties and tasks of the job and identify the immediate supervisor.

Section 7 - Skills Development

- a. If a position requires a new skill or technological knowledge that the incumbent lacks due to Board implemented innovation, he/she shall be offered the opportunity to acquire the necessary training/certification/skill at full Board expense for said training/certification/skill.
- b. Employees requested by the District to attend workshops or training programs shall be paid for mileage, tuition and books by the District. There shall be no loss of pay for attending workshops or training programs. Prior approval for workshops or training programs for which paid tuition is sought is necessary.

Section 8 - Assignment Changes

Employees shall be notified of any permanent change in assignment or work schedules at least fifteen (15) working days prior to the effective date of the change, except in an emergency.

Section 9 - Work Load

Questions regarding an employee's assignment or related problems may be discussed with the employee's immediate supervisor. An employee may have a Union representative present at these discussions. Requests for an assignment review may be filed up to twice per year.

ARTICLE II - SENIORITY/LAYOFF

Section 1 - Probationary Period

Before acquiring seniority, each employee is required to serve a probationary period of forty-five (45) working days.

Commencing with the 2012-2013 contract year and each year thereafter, all new employees will start at the beginning step of the hourly rate of pay for their category set forth in the parties' collective bargaining agreement. Probationary employees shall be

eligible to use sick and personal leave consistent with the terms set forth in the collective bargaining agreement.

Section 2 - Seniority

Seniority shall be defined as the length of continuous service in the category of position in which the employee occupies, with reduction in force and recall rights to that category position per the Illinois School Code.

Employees that occupied a permanent position in one other category of position, will next have layoff and recall rights to that category of position provided the District and/or employee can document the previous seniority in that permanent position on or before January 1, 2008. An employee's right to bump into their previously held category shall only apply if the employee could not bump into a position in the category from which he/she was laid off.

The categories of position include the following:

1. Grounds
2. Custodians
3. Teacher Aides
4. Cafeteria Workers
5. Clerical Aides
6. Bus Aides
7. Maintenance
8. Playground Supervisors/Crossing Guards
9. Secretaries
10. Library Aides
11. Nurse / EMT(P)

Section 3 - Definition

Upon employment, each employee shall receive a seniority date which shall be the first day of actual work. If two or more employees have the same seniority date, the employer or administration shall conduct a drawing of lots witnessed by the affected employees and an authorized union representative.

Section 4 - Continuous Service

Continuous service is maintained except for the following:

- a. Resignation or voluntary quitting;
- b. Discharge for proper cause;

- c. Failure to return to work at the expiration of a Board granted leave. A certified mail notice will be sent by the Board to the last address on file;
- d. Failure to return to work within thirty (30) calendar days after final payment of compensable disability unless certified unable by a physician or a Board appointed and paid physician when there is some doubt about certification.

Section 5

Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence or disability. Not to exceed one (1) year.

Section 6 - Seniority List

An annual seniority list shall be prepared by the Superintendent of Schools and delivered to the President of the Union on or before October 1, each year, showing employment date and seniority number. Employees have ten (10) working days to file any corrections otherwise the list stands for the year.

Section 7 - Layoff/Reduction in Force

Layoffs or reduction in the number of employees shall be in reverse order of seniority in the category of position in which the layoff occurs. The bumping process when used shall determine the employee to be laid off within that category of position.

Section 8

If a position or job is abolished or reduced by two or more hours in a particular category, an employee in that category may exercise their right to bump into another position in that category, i.e. eight (8) hour custodial position abolished, the employee in that 8 hour position can bump into a custodial position based on categorical seniority.

Section 9

Any individual who is laid off because of reduction in force shall maintain their seniority for two (2) years. Seniority shall not accrue during the lay off period.

ARTICLE III - ADMINISTRATIVE CONFERENCE

Section 1 - Disciplinary Conference

Any ESP employee is entitled to have a Union Representative present upon request by the employee whenever there is a disciplinary conference between the employee and an Administrator, Supervisor or other Board employee or their representative.

Section 2 - Disciplinary Procedure

Employees that violate a work rule(s) and/or fail to perform duties at a satisfactory level will be subject to the following:

- | | | |
|-------|-----------------|-------------------------------------|
| i. | First Offense: | Oral Admonishment (documented) |
| ii. | Second Offense: | Written reprimand |
| iii. | Third Offense: | Three(3) day suspension without pay |
| iiii. | Fourth Offense: | Dismissal |

First offense disciplinary actions resulting from dishonesty, immoral, or unsafe conduct shall subject the employee to dismissal.

Prior to dismissing a permanent employee (non-probationary), the Board or its designee shall conduct a pre-termination hearing. At the hearing the employee shall be given an opportunity to respond to the dismissal charges. The employee will be notified of his/her right to have a Union representative present at the hearing. Only the Board may discharge an employee.

- a. A member shall have the right to request the presence of a union representative at any meeting that could reasonably result in discipline. This provision shall not apply to meetings that are evaluative in nature or related to the performance evaluation process.
- b. Prior to any member being placed on administrative leave with pay and benefits, the Superintendent shall meet with the member and union representative to notify the person of the reason(s) for being placed on said leave. Placing a member on paid administrative leave shall not be deemed an adverse employment action.
- c. Video/audio recordings of any type shall not be used during any informal or formal observation. However, if an ESP is disciplined, including any discipline imposed based on video/audio recordings, the discipline may be considered in determining the member's evaluation rating.
- d. As part of the District's investigation, the member will be provided an opportunity to respond to the allegations that he/she engaged in misconduct. The member will be notified in writing of the general nature of the misconduct allegations, the date, time and location of the investigatory meeting, and the right to have a union representative present at the member's investigatory meeting.
- e. Video/audio recordings of any type shall be considered when determining whether or not an employee engaged in misconduct or violated any work rule, provided the employee is given an opportunity to review the video and/or listen to the recording during the employee's investigatory meeting, at which time the

employee will have an opportunity to provide a statement/response to the evidence.

ARTICLE IV - LEAVES

Section 1 - Sick Leave and Sick Leave Bank

The normal annual allotment for ESPs shall be as follows:

- a. Less than twelve (12) month employees that use 3 or less sick leave days in the previous fiscal year shall receive 12 sick leave days in the next fiscal year.

Twelve month employees that use 3 or less sick leave days in the previous fiscal year shall receive 13 sick leave days in the next fiscal year.

- b. Less than twelve (12) month employees that use 3.5 or more sick leave days in the previous fiscal year shall receive 10 sick leave days in the next fiscal year.

Twelve month employees that use 3.5 or more sick leave days in the previous fiscal year shall receive 11 sick leave days in the next fiscal year.

If any employee does not use the full amount of annual leave thus allowed, the unused amount shall accumulate in accordance with the Illinois School Code. Employees shall be entitled to use sick leave pursuant to the Illinois School Code, 105 ILCS 5/24-6.

- B. Employees shall be entitled to participate in the Sick Leave Bank established in and in accordance with the term and conditions outlined in Part II, Article V, Section 1B of this Agreement.

Section 2 - Personal Leave

Three (3) days of personal leave shall be granted each year for personal business that cannot be transacted at any other time except during the working hours of the non-teaching personnel. Personal leave will not be used for monetary gain. Personal leave will not be counted against accumulated sick days.

Personal leave day requests made immediately before or following a holiday with less than 24 hours notice must be an emergency. Reason for requesting emergency (personal leave) must be provided and is subject to supervisory approval.

For each semester where a non-teaching employee uses no sick leave, one (1) additional personal leave day will be granted. Unused personal leave days will be added to accumulated sick leave at the close of the school year.

Section 3 - Vacation/Legal Holidays/Board Granted Holidays

1. Vacation

- a. Vacation Schedule for full time 12 month employees working five hours or more per day in the employment of the District as of August 31, 2001:

- (1) 1 year - 1 week (at regular salary)
- (2) 2 years-9 years - 2 weeks (at regular salary)
- (3) 10 years-19 years - 3 weeks
- (4) 20 years or more - 4 weeks

Employees hired prior to August 31, 2001 and who are scheduled to work for less than a full 12 months and who received paid vacation during the 2006-2007 school year shall continue to receive paid vacation up to a maximum of two (2) weeks per year.

All full-time ESP employees employed on and after September 1, 2001 who are not scheduled to work for a full 12 months would not receive a vacation benefit or vacation pay.

A year shall be determined from the date of employment in a job category with vacation benefits. After the first calendar year an employee must work at least half of his/her designated days per year in order to receive the vacation benefit.

- b. Employees must use the vacation earned prior to the end of the current calendar year.
- c. Vacation requests will be granted based on seniority.
- d. During the same time period, vacations may be limited to not more than one per category.
- e. Twelve (12) month employees may take no more than one-half (1/2) of their vacation allocation during the period when school is in session. Less than twelve (12) month employees may take up to one-half (1/2) of their vacation allocation during the period when school is in session with the approval of the Superintendent. Approval shall be granted on a fair and equitable basis.

2. Paid Holidays

- a. **12 Month Employees:** The following are paid holidays for all full time 12 month ESP employees when the District's observance of the holiday falls on the employee's regularly scheduled work day. Listed holidays that fall on a weekend are not paid holidays.

Martin Luther King, Jr. Birthday (third Monday in January)
President Lincoln's Birthday (February 12) or Presidents Day
Casmir Pulaski Birthday (first Monday in March)
Good Friday
Memorial Day (the date designated by federal law)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veteran's Day (November 11)
Thanksgiving Day
The Day After Thanksgiving
Christmas Day
January 1, New Year's Day

- b. **Less Than 12 Month Employees:** The following are paid holidays for any ESP employee employed less than 12 months when the District's observance of the holiday falls on a weekday and during the employee's work year. Listed holidays that fall on a weekend are not paid holidays.

Martin Luther King, Jr. Birthday (third Monday in January)
President Lincoln's Birthday (February 12) or Presidents Day
Casmir Pulaski Birthday (first Monday in March)
Good Friday
Memorial Day (the date designated by federal law)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veteran's Day (November 11)
Thanksgiving Day
The Day After Thanksgiving
Christmas Day
January 1, New Year's Day

- c. If school is in session on any of the above listed holidays due to a waiver, the following procedures will apply:
1. The District will designate an alternate day off due to the waiver, but the alternate day off must be on a day that extends the employee's weekend.

OR

2. The employee shall be paid double time for working the holiday due to the waiver.
 - d. To be eligible to be paid for a holiday an employee must work the last scheduled working day before the holiday and first scheduled working day following the holiday. Exceptions to working the day before and the first day following will be made on an emergency basis by requesting a Personal Leave day with an excuse provided. All requests are subject to approval by Superintendent or designee and are limited to four employees district wide. Exceptions will be made for employees who fail to meet the above requirement due to extended illness (seven calendar days or more) or due to a death in his/her immediate family or due to inclement weather modifying the current working schedule.
3. Board Granted Holidays
- Any day granted by the Board of Education to non-teaching bargaining unit members.

ARTICLE V - VACANCIES

Section 1

The Superintendent or his/her designee may, in his/her sole discretion, permanently reassign an employee to a different bargaining unit position or building, provided the transfer is within the employee's current category of position. The employee will be given written notification within five (5) working days prior to the date the transfer is to become effective.

Section 2

A vacancy shall be defined as any opening in a newly created position or any opening in a bargaining unit position which occurs as a result of the employee's resignation, retirement, reassignment, transfer or termination which the Board decides to fill and is not filled by the reassignment of current bargaining unit personnel. Such application for a vacancy shall be in writing and submitted to the Superintendent or his/her designee within the five (5) work day posting period. It is agreed that a "vacancy" shall not include positions filled by reassignment of current personnel and positions that the Board decides it will not fill.

Section 3

All vacancies or positions within the bargaining unit covered by this Agreement shall be posted for five (5) work days in workers' lounges and principals' offices. An email with the vacancy notice shall be sent to the Union President. If no person within that category bids on a vacancy, the job will be published outside the District. This public posting may occur simultaneously with the in-house posting with the agreement of the Union President.

Section 4

Any employee may bid on any vacancy during the posting period. The categorical employee who has the most seniority within the category, and who meets the criteria in Article 5, Section 5 if this is a tested position, and who bids on the job within the 5 day posting period shall be awarded the position. Categorical employees do not have rights to the job after the posting period expires. If no categorical employee is awarded the job, the vacancy will be filled by Board decision from non-categorical employees who have bid on the position or with a new hire into the District.

Section 5

Method of Filling a Vacancy

- a. Filling of vacancies covered by the Bargaining Unit shall be governed by the following factors:
 1. Ability to perform the work
 2. Where applicable, test scores
 3. Seniority if the employee is applying for a position within his/her current category but seniority will not apply if the employee is applying for a position outside his/her current category.
 4. If no employee within a category of position for which a vacancy is posted applies for that vacancy, other employees in the District may apply for the vacancy along with outside applicants. No preference shall be shown to non-categorical employees.
- b. If the administration deems an employee unable to perform the work required for the vacant position, the employee may request a written statement from the Superintendent (or designee) stating the specific reasons used to determine that the employee is unable to perform the work.
- c. Where test scores are one factor to be used in determining the successful applicant for transfer to a vacant position within the category of position in which the employee currently occupies, scores shall be expressed as a percentage. If the scores of the top applicants are within 5 percentage points, the results shall be deemed equal and the position shall be awarded based on seniority; otherwise, the employee with the highest score shall be granted the transfer to the vacant position.

This provision shall not apply to employees applying for a transfer/vacancy to a category of position that the employee does not currently occupy.

- d. A transfer to a different position within a category shall be based on the factors identified in Article V except that the Superintendent may in his/her sole discretion refuse to consider an employee's request for a transfer if that employee received any disciplinary action under Article III, Section 2, during the twelve (12) month period prior to the date the vacancy was posted.
- e. As used in this Article, the term *category* shall be defined to mean each position listed on the non-certificated salary schedule.

Section 6

Employees voluntarily transferring to another position shall be granted a trial period of at least ten (10) working days. Upon request he/she will be returned, immediately thereafter, to his/her former position if such request is submitted to the Superintendent within the ten (10) working day trial period. This provision shall not apply to involuntary transfers.

Section 7

All Teacher Aides must be Highly Qualified and hold a teacher's aide certificate issued by the Regional Office of Education.

ARTICLE VI – SALARY

Section 1.a - Wage Schedule

2019-2020: One step for employees eligible for step. 2.5% increase in hourly rates.
2020-2021: One step for employees eligible for step. 2.75% increase in hourly rates.
2021-2022: One step for employees eligible for step. 3.0% increase in hourly rates.

Section 1.b - Longevity Bonus

Commencing on July 1, 2019, ESPs shall be entitled to the following longevity bonus, which is a one-time non-recurring and non-compounding salary bonus payment.

- a. The bonus payment shall not be retroactive.
- b. An employee eligible to receive the one-time bonus payment will receive the payment in June.
- c. To be eligible to receive the one-time bonus payment, the employee must have reached the Years of Service threshold in the District on or before May 30 in the year the bonus is paid. For example, on August 15, 2019, an employee completes

his/her 20th year of service in the District; the employee receives the bonus payment in the last pay period in June 2020. An employee completes his/her 20th year of service on June 25, 2020; the employee receives the bonus payment in the last pay period in June, 2021.

- d. The longevity bonus will be calculated as follows:

<u>Continuous / Uninterrupted Years of Service</u>	<u>One Time Bonus Amount</u>
10	\$250.00
15	\$500.00
20	\$750.00
25	\$1,000.00
30	\$1,250.00

- e. In the event the employee is eligible for a one-time bonus in the last year of employment prior to retirement, the bonus payment shall be reduced in an amount to ensure the employee's IMRF creditable earnings does not exceed 6% over his/her previous year's IMRF creditable earnings. Any bonus payment that cannot be paid as IMRF creditable earnings due to the 6% limit shall be paid to the employee post retirement no earlier than 65 days after the employees last day of work and shall not be reported as IMRF creditable earnings.

Section 2 - Miscellaneous Expenditures

- a. All current non-teaching personnel required by the State Board of Education to have a physical exam and/or tests shall have the cost of said exams paid for, up to the amount of twenty dollars (\$20.00), by the Board of Education.
- b. Mileage allowance for use of personal vehicles on school business shall be paid at the rate approved by the Internal Revenue Service for reimbursement for business purposes.
- c. Maintenance Tool Allowance - Full time maintenance employees will be paid a tool allotment of thirty (\$30.00) per month. Receipts showing purchase of tools must be presented when claiming allowance.
- d. All cafeteria employees and nurses will be provided with eighty (\$80.00) per year to offset the costs of uniforms with reimbursement paid to the employee after submission of receipt(s).

Section 3 - Overtime Pay

- a. Overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's base pay when an employee works more than forty (40) hours in

one (1) week (Monday-Sunday). The District will provide two-week advance notice to employees that are scheduled to work in excess of their regularly scheduled work day. However, this advance notice is not required if the District requires an employee to work beyond their regularly scheduled work day due to unanticipated or unforeseen operational requirements.

- b. District shall pay two hours at the regular wage rate as call out pay should an employee be asked to perform work during other than normally scheduled working hours.

Section 4 - Method of Payment

Regular non-teaching employees' salaries shall be paid on the 20th of each month. Should the 20th fall on a weekend or holiday, payment will be made on the last preceding work day.

Section 5

If a non-teaching employee is paid more than the contract wage scale, the district will immediately upon being made aware of this error correct the payment at the next pay period.

ARTICLE VII - BARGAINING UNIT WORK/NON-TEACHING

Section 1

Supervisors will not perform bargaining unit work on a regular basis which would result in reduction of bargaining unit positions.

Section 2

The Board agrees not to contract out any work normally done by bargaining unit members without prior negotiating with the Union during the life of this contract.

- a. Nothing in this section shall prohibit the Board of Education from utilizing participants in a government-sponsored work program.
- b. The Board of Education may, from time to time, utilize volunteers from parent or community groups for special projects, provided that all of the following apply:
 - 1. None of the volunteers who participate in the special project are compensated for their work by the Board of Education.

2. No bargaining unit member suffers a loss of scheduled hours of work because of the tasks performed by the volunteers.
 3. The Union is given not less than five business days advanced notice of the project and any relevant details, except in case of emergency where notification will be made as soon as practical.
- c. Nothing in this section shall prohibit the Board of Education from utilizing temporary district student workers.

Section 3

During the term of this Agreement, the Board agrees not to modify, change, or eliminate any policies affecting or impacting the employees covered by this Agreement without prior consent of the Union.

ARTICLE VIII - EMPLOYEE CLASSIFICATION/NON-TEACHING

Section 1 - Full Time/Part Time

- a. Full Time Employee
An employee who works a minimum of six (6) hours per day for one hundred seventy-six (176) days or more shall be classified as a full time employee.
- b. Part Time Employee
An employee working less than six (6) hours during the days assigned as his work year shall be classified as a part time employee.
- c. Amended Calendar has no effect on definition of above status.

Section 2 - Job Classification

1. Grounds
2. Custodians
3. Teacher Aides
4. Cafeteria Workers
5. Clerical Aides
6. Bus Aides
7. Maintenance
8. Playground Supervisors/Crossing Guards
9. Secretaries
10. Library Aides
11. Nurse / EMT(P)

2019-2020 ESP Salary Schedule					
Position	Year 1	Year 2	Year 3	Year 4	Year 5
Secretary	15.81	16.84	17.53	18.58	19.97
Teacher Aide	15.91	16.97	17.70	18.74	20.14
Clerical Aide	15.60	16.63	17.31	18.35	19.71
Bus Aide	15.91	16.97	17.70	18.74	20.14
Custodian	16.42	17.53	18.22	19.34	20.79
Grounds	16.42	17.53	18.22	19.34	20.79
Cafeteria	14.39	15.30	15.95	16.88	18.13
Cafeteria Manager (Yearly Stipend)	888.42	933.08	984.39	1,036.03	1,089.42
Playground / Crossing Guard	14.15	15.04	15.67	16.57	17.77
Maintenance	17.53	18.72	19.50	20.66	22.24
Library Aide	15.60	16.63	17.31	18.35	19.71
Nurse / EMT (P)	21.62	22.04	22.92	23.84	24.77

2020-2021 ESP Salary Schedule					
Position	Year 1	Year 2	Year 3	Year 4	Year 5
Secretary	16.24	17.30	18.01	19.09	20.52
Teacher Aide	16.35	17.44	18.19	19.25	20.70
Clerical Aide	16.03	17.08	17.79	18.85	20.25
Bus Aide	16.35	17.44	18.19	19.25	20.70
Custodian	16.87	18.01	18.73	19.87	21.36
Grounds	16.87	18.01	18.73	19.87	21.36
Cafeteria	14.79	15.72	16.39	17.35	18.63
Cafeteria Manager (Yearly Stipend)	912.85	958.74	1,011.46	1,064.52	1,119.38
Playground / Crossing Guard	14.53	15.45	16.10	17.03	18.26
Maintenance	18.01	19.23	20.03	21.23	22.85
Library Aide	16.03	17.08	17.79	18.85	20.25
Nurse / EMT (P)	22.21	22.64	23.55	24.50	25.46

2021-2022 ESP Salary Schedule					
Position	Year 1	Year 2	Year 3	Year 4	Year 5
Secretary	16.73	17.82	18.55	19.67	21.13
Teacher Aide	16.84	17.96	18.73	19.83	21.32
Clerical Aide	16.51	17.60	18.32	19.42	20.86
Bus Aide	16.84	17.96	18.73	19.83	21.32
Custodian	17.38	18.55	19.29	20.47	22.00
Grounds	17.38	18.55	19.29	20.47	22.00
Cafeteria	15.23	16.20	16.88	17.87	19.19
Cafeteria Manager (Yearly Stipend)	940.24	987.50	1,041.80	1,096.46	1,152.96
Playground / Crossing Guard	14.97	15.91	16.59	17.54	18.81
Maintenance	18.55	19.81	20.63	21.87	23.54
Library Aide	16.51	17.60	18.32	19.42	20.86
Nurse / EMT (P)	22.88	23.32	24.26	25.23	26.22


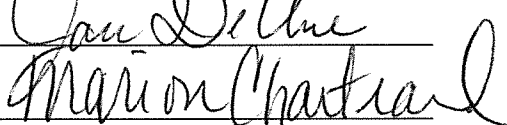
PART IV – AUTHORIZATION

ARTICLE I – DURATION OF CONTRACT


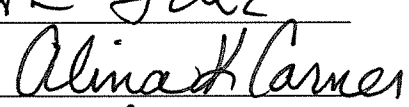
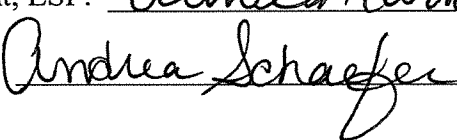
This Agreement shall be effective August 12, 2019, and shall remain in effect until one day prior to the start of the 2022-2023 school year.

Board of Education

Dupo Community Unit District 196

President:  Date: 6/25/19
Secretary:  Date: 6/25/19

Dupo Federation of Teachers Local 1732

President:  Date: 7/8/19
Vice President, ESP:  Date: 6/26/19
Secretary:  Date: 7/8/19