

**Collective Bargaining Agreement**

**Between**

**The Mt. Vernon Township High School  
District No. 201**

**And**

**The Mt. Vernon Township High School Clerical Aides  
MHCA IEA / NEA**

**For The School years of**

**2023 - 2026**

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## **Article I Recognition**

1.1 The Board of Education of Mt. Vernon Township High School District No. 201, Mt. Vernon, Jefferson County, Illinois, hereinafter referred to as the "Board" hereby recognizes Mt. Vernon Township High School Clerical/Aides, IEA/NEA, hereinafter referred to as the "Association", as the exclusive bargaining representative for all regularly employed full-time and part-time Aides, Assistants, Secretarial, Clerical, and Special Placement Driver employees of the District, with the exception of the Superintendent's Secretary, the Principal's Secretary, the Bursar, the Network Administrator, and all supervisory, managerial, confidential, short-term, and student employees as defined in the Illinois Educational Labor Relations Act.

1.2 During the life of this Agreement, the Board agrees not to negotiate, consult, or extend to any competing organization the rights, privileges, or benefits contained in this Agreement unless an intervening election during the term of this Agreement results in the certification of a new bargaining representative.

## **Article II Negotiations Procedure**

2.1 The Board agrees to participate in good faith negotiations regarding wages, hours of work, terms, and conditions of employment, grievance resolution procedures, and other items of mutual concern.

2.2 The parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations, and to reach tentative agreements to be presented to the Board and the Association for ratification.

2.3 Each party shall select its negotiating team.

2.4 If after a reasonable period of negotiations, the Board and the Association have reached an impasse, either party may request, in writing, the services of the Federal Mediation and Conciliation Service. The Board and the Association may choose to use other individuals or organizations for mediation of an impasse if the Federal Mediation and Conciliation Service is not available. Any cost incurred as a result of such mediation services shall be shared equally between the Board and the Association.

2.5 When the parties agree to negotiate during the working hours of a bargaining team member(s), the member(s) shall suffer no loss of pay or benefits for those hours.

- 2.6 Negotiations shall begin no later than May 1.
- 2.7 Negotiation sessions shall be closed meetings.
- 2.8 Any item tentatively agreed to will be initialed at the meeting in which the agreement is reached. Copies will be provided to both parties.

### **Article III Grievance Procedure**

- 3.1 **Definition.** A grievance is defined as a complaint by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.
- 3.2 **Time Limits.** All time limits shall consist of school days except when a grievance is submitted during the summer, the time limits shall consist of days when the District Office is open.
- 3.3 **Procedure.** The parties acknowledge that an employee and the employer may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

**Step 1:** The grievant shall present the grievance in writing within fifteen (15) days of the occurrence of the event giving rise to the grievance, specifying the article and clause alleged to have been violated and stating the remedy sought, to the immediately involved supervisor. The immediately involved supervisor will arrange for a meeting to take place within five (5) days after receipt of the grievance.

The grievant, the Association's representative, and the immediately involved supervisor shall be present for the meeting. The grievant and the supervisor may each have a representative present. Within five (5) days of the meeting, the Association shall be provided with the supervisor's written response, including the reasons for the decision.

**Step 2:** If the grievance is not resolved at Step 1, then the Association/Grievant may refer the grievance to the Superintendent within ten (10) days after receipt of the Step 1 answer. The Superintendent shall arrange with the Grievant for a meeting to take place within five (5) days of the Superintendent's receipt of the

appeal. Within five (5) days of the meeting, the Grievant and the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

**Step 3:** If the Association is not satisfied with the disposition of the grievance at Step 2; the Association may submit the grievance to binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the Step 2 answer, then the grievance shall be deemed withdrawn.

**3.4 Bypass.** By mutual agreement, any step of the grievance procedure may be bypassed.

**3.5 No Reprisals Clause.** No reprisal shall be taken by the employer or the association against any employee because of the employee's participation or refusal to participate in a grievance.

**3.6 Filing of Materials.** All records related to a grievance shall be filed separately from the personnel files of the employees.

**3.7 Grievance Withdrawal.** A grievance may be withdrawn at any level without establishing a precedent.

**3.8 No Written Response.** If no written decision has been rendered within the time limits indicated by a step, the grievance shall advance to the next step.

**3.9 Time Limits.** The timelines for responding may be extended by mutual agreement.

**3.10 Cost.** The parties shall share the fees and the expenses of the arbitrator equally.

**3.11 Settlement.** By mutual agreement of the Association and the employer, a grievance may be settled at any step with or without establishing prejudice or precedent.

**3.12 Court Reporter.** If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the other party wants a copy, the other party must share the cost.

**Article IV**  
**Work Day and Work Year & Categories of Position**

**4.1 Nine-Month Employees**

- A. **Workday.** The workday for the nine-month employee shall be six and three-quarters (6  $\frac{3}{4}$ ) hours.
- B. **Work week/year.** The work year for nine-month employees, including the Campus Supervisor, shall be 180 days. The work week for the Attendance Advocate shall be thirty-five (35) hours a week and have an additional one-half ( $\frac{1}{2}$ ) hour for lunch each day. The schedule shall be established by the needs of the position with administrative approval.
- C. **Schedule Break.** All nine-month employees shall be entitled to a duty-free lunch that is the equivalent to the regular school lunch. It is recognized that there may be circumstances in which the period of the duty-free lunch may be broken into two segments. In each instance, the stop and start times and the lunch hours shall be established by the Superintendent or their designee with input from the employee. In each category, the employee may be assigned to other duties within the bargaining unit on a temporary basis. In the event the period of reassignment shall exceed five consecutive workdays, there will be appropriate notice to the Association. These requirements are for full-time employees. Nothing shall preclude the Board from establishing part-time positions. The Board shall have the right to establish the start and stop time for each position and the lunch hours. In each instance, the duty-free lunch shall be in addition to the "hours worked".
- D. **Assignment.** The Superintendent or their designee will make a good faith effort to inform each employee of their assignment by August 1st. Should changes and adjustments, and/or transfers in assignment(s) be necessary after the initial notification date, the employee will be notified in writing as soon as possible.
- E. **Employees who must accompany their student(s) to meals will receive, if desired, a standard breakfast and/or lunch free of charge. Any a la carte items purchased beyond the "standard" meal are the responsibility of the employee and must be paid at the time of purchase.**

**4.2 Special Placement Driver**

- A. **Special Placement Driver work schedule will consist of in-session days of student(s) they will be transporting for out-of-district special education needs.**
- B. **Compensation per assignment will be mutually agreed upon by the administration and the Association.**



#### **4.3 Ten, Ten & One-Half, Eleven, and Twelve-Month Employees**

- A. The work year for ten (10) month employees shall commence ten (10) workdays before the start of the school calendar year and end ten (10) work days after the completion of the school calendar year. The work year for ten and one-half (10 ½) month employees shall commence ten (10) workdays before the start of the school calendar year and end twenty (20) work days after the completion of the school calendar year. Eleven (11) month employees will have the month of July off. The twelve (12) month employees shall work year-round.**
- B. The work day will be 7 hours per day.**
- C. Scheduled Breaks. All employees shall be entitled to a duty-free lunch that is one (1) hour in length. It is recognized that there may be circumstances in which the period of the duty-free lunch may be broken into two segments. In each instance, the Superintendent or their designee shall establish the stop and start times and the lunch hours with input from the employee. In each category, the employee may be assigned to other duties within the bargaining unit on a temporary basis. In the event the period of reassignment shall exceed five (5) consecutive workdays, there will be appropriate notice to the Association. These requirements are for full-time employees. Nothing shall preclude the Board from establishing part-time positions. The Board shall have the right to establish the start and stop time for each position and the lunch hours.**
- D. Summer Hours. Summer hours will be retained for current employees and subject to the following:
  - a. There will be no lunch or breaks.**
  - b. Summer hours shall commence the Monday after the completion of the school calendar year. Regular hours shall commence ten (10) workdays before the start of the school calendar year.**
  - c. The work must be completed on a timely basis. The Superintendent may require an employee or class of employees to work a regular workday without additional pay if they believe it to be necessary.****
- E. Student Workers. It is recognized that there may be a need for additional help by requesting the services of student workers. Student workers will be requested on an as-needed basis with the Superintendent's approval.**

#### **4.4 Categories of Positions. For the purpose of this Agreement, all bargaining unit members shall be placed in one of the following classifications based on their current assignment:**

- A. Nine (9) Month Positions
  - a. Health Service Aide**
  - b. Supervisor Aide
    - i. Campus Supervisor**
    - ii. In School Suspension******

- iii. Study Hall Supervisor
  - c. Classroom/Instructional Aides
    - i. Special Education
    - ii. Library Aide
    - iii. Child Care
    - iv. Title I Tutor
  - d. Attendance Advocate
  - e. Special Placement
- B. Ten (10) Month Position
  - a. Clerk Typist
- C. Ten and One-Half (10 ½) Month Positions
  - a. Clerk Typist
  - b. Administrative Secretary
  - c. School Nurse Assistant
  - d. Printing Services
- D. Eleven (11) Month Position
  - a. Administrative Secretary
- E. Twelve (12) Month Positions
  - a. Clerk Typist
  - b. Network Administrator Assistant
  - c. Fiscal Services
  - d. Administrative Secretary
  - e. Computer Network Technician
- F. Grandfathered Positions. The following positions will remain as twelve (12) month positions or as thirty-five (35) hours per week as long as the current employee remains in that position. When the current employee retires or leaves the position, the position will become as follows:  
 School Nurse Assistant - ten and one-half (10 ½) month position.
- G. Overtime. Employees will be compensated for all hours worked in a week including overtime. For employees, overtime is time worked in excess of contracted hours in a single week. Overtime shall be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay.  
 All overtime must have prior approval of the employee's direct supervisor, or in their absence, a member of the administrative team.

#### **4.5 Part-Time Employees**

- A. Part-time employees are employees who work less than the standard work day but shall be contracted for at least four (4) hours a week.
- B. Part-time bargaining unit members shall accrue seniority and other benefits with respect to wages, hours, and terms and conditions of employment on a prorated basis.

- C. Prorating shall be based on the standard workday of the category that the employee is employed in.
- D. A standard work day of six and three-quarter (6 ¾) hours will be prorated at one-sixth (1/6). A standard work day of seven (7) hours will be prorated at one-seventh (1/7).

**Article V  
Holidays and Vacation**

5.1 The following are recognized as legal holidays:

New Year's Eve Day	New Year's Day	Martin Luther King Day
Friday before Easter	Memorial Day	Juneteenth
Fourth of July	Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	Monday after Easter

President's Day or February 12 whichever day is stated on the school calendar.

5.2 All twelve (12) month employees shall receive all school vacation days and legal holidays.

5.3 The following vacation shall be granted to all twelve (12) month employees, regardless of classification, who have completed the years indicated below:

1 year..... 5 days	7-13 years..... 15 days
2-6 years..... 10 days	14 and more years..... 20 days

- A. Vacation time earned during the employee's final year shall be prorated for time worked and time earned during the employee's final year. For purposes of this section only, retirees can be compensated for their prorated vacation days.

5.4 Requests for vacation must be submitted for approval to the immediate supervisor at the earliest possible date. The use of vacation is subject to approval by the Superintendent. Acquired vacation not used may be carried over to the following year.

5.5 Vacation may be used in one-half (½) day increments.

## **Article VI Association Rights**

**6.1 Board Meetings.** The President of the Association or the President's designee shall be given written notice of all regular meetings together with a copy of the agenda via email at least twenty-four (24) hours prior to the scheduled time of such meeting.

**6.2 Board Minutes.** Following approval by the Board of Education, one (1) copy of all official open Board minutes shall be sent to the President of the Association via email.

**6.3 Right to Communication with Members.** The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards designated by the Superintendent. The Association may use the district mailboxes for communication to bargaining unit members. Placement of the materials in the mailboxes may only be done before or after working hours.

**6.4 Personnel File -** Each employee shall have the right to review the legally disclosable content of said employee's personnel file in accordance with the Personnel Record Review Act as long as it does not disrupt the district's operations. If the employee disagrees with the information contained, it may be removed upon a mutual agreement between the Board and the employee.

**6.5 Right to Use of Equipment.** The Association shall have the right to use in building telephones, typewriters, duplicating machines, computers, internet, facsimiles, and any other electronic equipment normally available. The Association shall reimburse the District for the cost of all consumable supplies and the prevailing rate to use its photocopy machine. The use must be outside of work hours, and must not interfere with school operations.

**6.6 Dues Deduction.** The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. Upon receipt of any revocation, the Board shall be remitted to the Association's designee no later than thirty (30) days after such deductions are made.

**6.7 Printing of Contracts, Costs, and Distribution.** Within thirty (30) days after both parties sign the Agreement, copies of the Agreement shall be printed at the joint expense of the employer and Association and presented to the Association for distribution to each bargaining unit member by the employee.

**6.8 Association Leave.** In the event the Association desires to send representatives to local, state, national conferences, or to release the Association President of their

designee for local business, these representatives may be excused without loss of salary provided the Association reimburses the District on the basis of the daily substitute rate for each day used and written permission for such leave has been approved by the Superintendent or their designee. As a guideline, all written requests must be submitted at least ten (10) school days prior to the date(s) indicated in the leave request. The maximum number of days for the Association that may be approved each school year shall be five (5) days.

## **Article VII Management Rights**

7.1 The Board retains and reserves the ultimate responsibility for proper management of the School District upon and vested in it by the statutes and Constitution of the State of Illinois and the United States, including but not limited to, the responsibility and the right:

- A. To maintain executive management and administrative control of the School District and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, and to promote and transfer all such employees.
- C. To delegate authority through recognized administrative channels for the development and organization of the means and methods of governance of the District according to current written Board policy or as the same may from time to time be amended.
- D. To determine work schedules, the hours of work, including the requirement of overtime assignments, and the duties, responsibilities, and assignments of employees with respect thereof.
- E. To establish the initial pay rate of each employee. Factors that will be considered shall include, but are not limited to, experience, training, and specialized knowledge.

## **Article VIII Working Conditions**

8.1 **New Employee Orientation.** All new employees may be required to attend a new employee orientation session not to exceed six (6) hours. In the event the employee is required to attend such a session, the employee will be paid at their initial rate of pay.

**8.2 Attire.** The Board may require appropriate standards of dress and identification for employees. Appropriate dress is that which is professional, clean, and modest and does not detract from the educational process or work environment.

**8.3 Transfers, Promotions, and Assignments.** When the transfer is approved by the Board of Education, the employee will keep years of experience on the salary schedule when moving to the new position.

**8.4 Job Description.** Job descriptions providing minimum required skills and duties shall be developed by the District. Such descriptions shall be reviewed and updated when deemed necessary by the District. Such descriptions shall be made available to all employees.

**8.5 Probationary Period.** Any new employee shall be designated a “probationary” employee. The probationary period shall be four (4) consecutive months, including three (3) months with students in attendance except as otherwise provided herein. For purposes of computing the probationary period, the months of June, July, and August shall not be considered months with students in attendance.

**8.6 Absences of ten (10) or more consecutive workdays shall extend the probationary period by a like number of workdays. A probationary employee may be discharged without recourse at any time prior to the end of the probationary period.**

**8.7 If a new employee is hired late spring, the probationary period will be extended through the fall in order to meet the four (4) month probationary requirement with students. For the purpose of this section only, late spring is defined as the end of April through May, and fall is defined as August and September.**

## **Article IX Leaves**

**9.1 Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, mental health or behavioral health complications, birth, adoption, or for the placement of adoption. For purposes of this section, “immediate family” shall mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, domestic partner, stepchild, stepparent, and legal guardians and other family members as approved by the Superintendent or the Superintendent’s designee.**

**9.2 Sick and Personal Leave Days.** Employees are entitled to sick leave earned at the rate of fifteen (15) days per year to accumulate to two hundred-forty (240) days.

Employees with 0-15 years of employment with the district will be entitled to fifteen (15) sick leave days and three (3) personal leave days. Additionally, employees who have accumulated fifteen (15) consecutive years of employment with the district shall be allotted sixteen (16) sick leave days and four (4) personal leave days (at the end of their 15th year with the district) and those employees who have accumulated twenty (20) consecutive years of employment with the district shall be allotted seventeen (17) sick leave days and five (5) personal leave days (at the end of their 20th year with the district).

**9.3 Sick leave shall be reported and charged on a 15-minute calculation.**

**9.4 Personal leave.** The Board shall grant personal leave as specified in 9.2 to each full-time employee. At least two (2) days' notice requesting leave must be given to the Superintendent or their designee. Personal leave shall not be used immediately before or after a school holiday without special approval of the Superintendent or designee. Exceptions may be made on an emergency basis and upon approval. Unused personal leave shall be converted to accumulated sick leave.

**9.5 Personal leave shall be reported and changed on a 15-minute calculation.**

**9.6 Early Release.** When teachers are allowed to leave early, all employees covered by this Association will be afforded the same privilege if approved by the Superintendent or their designee.

**9.7 Jury Duty.** Any employee called for jury duty shall be paid their full compensation for such time, with the daily compensation check for serving on jury duty, excluding mileage/meal reimbursement, being endorsed over to the District.

**9.8 Catastrophic Illness and/or Injury.** A catastrophic illness and/or injury is an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability that results in the employee's inability to work.

- A. Examples of catastrophic illness or injury:**
  - a. Serious debilitating illness, impairment, or physical/mental condition that involves treatment.**
  - b. High intensity/frequency of treatment encounters are necessary for a chronic or long-term condition that is so serious that, if not treated, would likely result in an extended period of incapacity or death.**
- B. Exclusions**
  - a. Paid catastrophic leave is not applicable unless the employee has exhausted their annual sick leave.**
  - b. Elective surgery does not qualify as a catastrophic illness or injury.**

c. Most leaves associated with pregnancy are not covered by catastrophic leave. Complications arising from a serious health condition for the mother or child may be considered for eligibility.

C. This program does not cover time off due to job-incurred injury covered by worker's compensation.

D. In the event an employee suffers from a catastrophic illness or injury and has exhausted his/her accumulated sick leave, personal leave, and vacation days, each employee shall be allowed to contribute a maximum of two (2) sick days each semester to said employee. All employees will be given up to two opportunities to contribute days to said employee. In the event days contributed are unused, said days shall be placed in a sick leave bank. The sole purpose of the bank is to store unused days that were donated by employees for a catastrophic illness or injury.

E. Employees who retire with unused sick days that are not being used for retirement purposes may elect to contribute an approved amount up to five (5) days to the sick bank.

9.9 **Funeral Leave.** Employees covered by this Agreement shall be allowed up to three (3) days of funeral leave, with pay, per year for the death of an immediate family member. Immediate family, for the purpose of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, corresponding in-law relations, legal guardians, stepparents, stepchildren, stepbrothers, stepsisters, and domestic partners. Days will not roll over if not used. Funeral leave for anyone other than immediate family, as defined in this section, must be approved by the Superintendent of the school district. Use of funeral leave in and of itself shall not deprive employees of the benefits of 9.10 for perfect attendance.

9.10 **Perfect Attendance Bonus.** An employee will be awarded \$500 in the year following a year in which the employee did not use sick time. Donating days to another member's catastrophic leave shall not count against perfect attendance for this section. This will be presented by September of the following school year.

## **Article X Vacancies**

10.1 **Vacancies.** Vacancies occurring within the bargaining unit, including newly created positions, shall be posted and communicated to the Association membership via email. Such posting shall contain the following information:

- A. Type of work
- B. Location of work
- C. Starting date
- D. Relevant pay information



- E. Hours to be worked
- F. Job description
- G. Minimum requirements

10.2 Summer Notification. All vacancies shall be posted and communicated to the Association membership via email over the summer months.

## **Article XI Seniority**

11.1 Notice/Demand to Bargain. The Board shall notify, in writing, the Association when a reduction is to be made in the total number of positions in the bargaining unit as defined in Article 1.1

11.2 Ties in Seniority. In the event of a tie in seniority among two or more bargaining unit members, the order of board approval at the time of employment shall determine the order of lay-off.

## **Article XII Health Insurance**

12.1 Health Insurance. The Board shall pay the cost of each employee coverage to a limit of one thousand and fifty dollars (\$1,050.00) a month for the 2023-2024 school year. For school years 2024-2025 and 2025-2026, if there is an insurance allowance increase negotiated for other bargaining units, MHCA's amount will reflect increases given to other units.

12.2 Insurance Committee. An insurance committee consisting of two (2) administration/board personnel, two (2) ESP personnel, two (2) MHEA personnel, and two (2) MHCA personnel (appointed by the MHCA) shall at least annually review the present group policy as specified in the member handbook and, if necessary, seek new proposals. On evaluation of these proposals, the committee shall present and explain at least the top three plans to the administration, the non-certified, and certified personnel for a vote. The plan that receives the majority (51%) of the votes shall become the group insurance policy for Mt. Vernon Township High School.

12.3 Under the program, employees may elect to allocate dollars for dependent insurance which amount exceeds the Board contribution. These dollars shall be deducted before taxes are figured on income, thus making these additional elected amounts nontaxable. The Board, to the extent allowed by law, shall undertake the necessary action to qualify the deducted amounts as non-income.

12.4 The Board shall pay the cost of each bargaining unit member's coverage to a limit of \$2.42 per month for group life insurance. The group policy will define the benefit.

### **Article XIII Compensation, Pay Dates, and Related Provisions**

13.1 **Salary.** The salary shall be as set forth in the salary schedule, which is attached to and incorporated in this agreement.

13.2 **Career Pay.** Any employee who is employed full-time, who retires at age 55 or more, and/or qualifies for state retirement benefits (IMRF) from the Mt. Vernon Township High School, shall receive during the final years of employment:

- A. Regular salary plus six (6) percent Retirement Incentive Annually, for up to four years, qualifying after 15 years of service.
- B. Pay will be limited to no more than what is IMRF creditable for retirement purposes. No additional pay will be provided beyond the creditable limits.

13.3 **Procedures for Career Pay.**

- A. Any employee who qualifies for Career Pay as outlined in 13.2, must notify the Superintendent, in writing no later than August 31st of the first qualifying year.

Any employee who is planning to retire at the end of a given year must notify the Superintendent, in writing, no later than August 31st of that year. The balance of pay due, including the career pay, will be prorated each pay period from August through June. Failure to notify, in writing, by August 31st will forfeit the career pay.

- B. After 20 years or more of service at District 201, upon retirement, a \$1,500 bonus will be given as payable IMRF wages. As long as the employee has provided at least a 1-year notice of retirement.

13.4 **Pay Periods.** Each employee shall be paid on the tenth (10th) and the twenty-fifth (25th) of each month. Nine (9) month employees shall be given the option of receiving their check on a ten (10) or twelve (12) month basis.

13.5 **Pay Days - School Not in Session.** If a regular pay date falls on a day when the school is not open for business, then the employee shall receive pay on the last workday preceding the scheduled pay date.

13.6 **Payment to IMRF.** The Board shall pay the full employee contribution for each employee's state retirement benefits to be applied to the retirement account of such

employee. Such payments shall be based upon an employee's salary and extra duty schedule payments.

13.7 Experience Credit. Each employee hired shall be placed on the salary schedule that accurately represents their category of position. The following scale will be used for placement:

Experience	Step
0 Years	Step 1
1-3 Years	Step 2
4-6 Years	Step 5
7-9 Years	Step 8
10+ Years	Placement based on experience

13.8 Licensure Payment. Employees who are required to get a license for their position shall receive reimbursement for such license.

13.9 Tuition. Continuing education classes preapproved by the Superintendent will be reimbursed at a rate of 50% upon course completion and with a final grade of no less than a "B". The total annual reimbursement per employee shall not exceed seven hundred and fifty dollars (\$750.00).

- A. Employees who have approval by the Superintendent to pursue a Professional Educator's License (PEL), shall be reimbursed up to one-thousand and five hundred dollars (\$1,500.00) per semester with a final grade of no less than a "B". Employees must have been employed by District #201 for a minimum of three (3) years. Maximum annual reimbursement per employee shall not exceed three thousand dollars (\$3,000.00).
- B. The PEL shall be a high school level content area, grades 9-12. Employees would not be guaranteed a position upon completion, but will be considered for positions should they apply. The exception would be for Special Education, seeking an LBS1 license.

#### **Article XIV Labor Management Meetings**

14.1 Administration agrees to meet on an as-needed basis to discuss issues at a mutually agreed date and time. An agenda will be presented before the meeting for reference.

**Article XV**  
**Terms of Agreement**

**15.1 Effect of Agreement.** Upon approval by the Association and the Board, the effective date of this contract shall be the 1st day of July 2023 and shall continue until the 30th day of June 2026.

**15.2 Renegotiations.** No item agreed to shall be deemed capable of renegotiation to be effective during the terms of this Agreement unless mutually agreed to in writing by the parties.

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

**15.4 Severability.** If any provision of the Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional, illegal, void or otherwise unenforceable, all other provisions of this Agreement shall remain in full force for the duration of this Agreement.

**15.5 Complete Agreement.** The parties acknowledge that during the negotiations which resulted in this Agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals, with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement.

**15.6 No Strike Clause.** During the term of this agreement, the Association agrees not to strike, nor to engage in any concerted activity that would result in a withholding of services, slow down, or disruption of the Board.

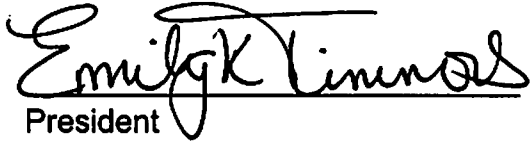
**Article XVI  
Acceptance of Agreement**

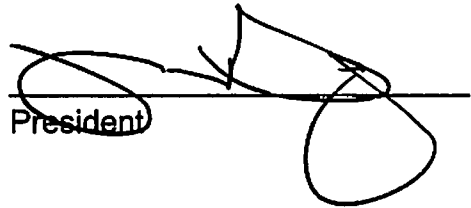
This agreement is signed this 5<sup>th</sup> day of September 2023.

**IN WITNESS WHEREOF:**

For the Mt. Vernon Township  
High School Clerical Aides  
Association, IEA/NEA

For the Board of Education  
Mt. Vernon Township High School  
District No. 201

  
President

  
President

  
Secretary

  
Secretary

<b>2023-2024</b>	<b>Hourly Rate</b>	<b>240 (1680 Hours)</b>	<b>220 (1540 Hours)</b>	<b>210 (1470 Hours)</b>	<b>180 (1215 Hours)</b>
Step 1	\$18.18	\$30,542	\$27,997	\$26,725	\$22,089
Step 2	\$18.50	\$31,080	\$28,490	\$27,195	\$22,478
Step 3	\$18.82	\$31,618	\$28,983	\$27,665	\$22,866
Step 4	\$19.14	\$32,155	\$29,476	\$28,136	\$23,255
Step 5	\$19.46	\$32,693	\$29,968	\$28,606	\$23,644
Step 6	\$19.78	\$33,230	\$30,461	\$29,077	\$24,033
Step 7	\$20.10	\$33,768	\$30,954	\$29,547	\$24,422
Step 8	\$20.42	\$34,306	\$31,447	\$30,017	\$24,810
Step 9	\$20.74	\$34,843	\$31,940	\$30,488	\$25,199
Step 10	\$21.06	\$35,381	\$32,432	\$30,958	\$25,588
Step 11	\$21.38	\$35,918	\$32,925	\$31,429	\$25,977
Step 12	\$21.70	\$36,456	\$33,418	\$31,899	\$26,366
Step 13	\$22.02	\$36,994	\$33,911	\$32,369	\$26,754
Step 14	\$22.34	\$37,531	\$34,404	\$32,840	\$27,143
Step 15	\$22.66	\$38,069	\$34,896	\$33,310	\$27,532
<b>2024-2025</b>	<b>Hourly Rate</b>	<b>240 (1680 Hours)</b>	<b>220 (1540 Hours)</b>	<b>210 (1470 Hours)</b>	<b>180 (1215 Hours)</b>
Step 1	\$18.68	\$31,382	\$28,767	\$27,460	\$22,696
Step 2	\$18.99	\$31,903	\$29,245	\$27,915	\$23,073
Step 3	\$19.30	\$32,424	\$29,722	\$28,371	\$23,450
Step 4	\$19.61	\$32,945	\$30,199	\$28,827	\$23,826
Step 5	\$19.92	\$33,466	\$30,677	\$29,282	\$24,203
Step 6	\$20.23	\$33,986	\$31,154	\$29,738	\$24,579
Step 7	\$20.54	\$34,507	\$31,632	\$30,194	\$24,956
Step 8	\$20.85	\$35,028	\$32,109	\$30,650	\$25,333
Step 9	\$21.16	\$35,549	\$32,586	\$31,105	\$25,709
Step 10	\$21.47	\$36,070	\$33,064	\$31,561	\$26,086
Step 11	\$21.78	\$36,590	\$33,541	\$32,017	\$26,463
Step 12	\$22.09	\$37,111	\$34,019	\$32,472	\$26,839
Step 13	\$22.40	\$37,632	\$34,496	\$32,928	\$27,216
Step 14	\$22.71	\$38,153	\$34,973	\$33,384	\$27,593
Step 15	\$23.02	\$38,674	\$35,451	\$33,839	\$27,969
<b>2025-2026</b>	<b>Hourly Rate</b>	<b>240 (1680 Hours)</b>	<b>220 (1540 Hours)</b>	<b>210 (1470 Hours)</b>	<b>180 (1215 Hours)</b>
Step 1	\$18.98	\$31,886	\$29,229	\$27,901	\$23,061
Step 2	\$19.40	\$32,592	\$29,876	\$28,518	\$23,571
Step 3	\$19.82	\$33,298	\$30,523	\$29,135	\$24,081
Step 4	\$20.24	\$34,003	\$31,170	\$29,753	\$24,592
Step 5	\$20.66	\$34,709	\$31,816	\$30,370	\$25,102
Step 6	\$21.08	\$35,414	\$32,463	\$30,988	\$25,612
Step 7	\$21.50	\$36,120	\$33,110	\$31,605	\$26,123
Step 8	\$21.92	\$36,826	\$33,757	\$32,222	\$26,633
Step 9	\$22.34	\$37,531	\$34,404	\$32,840	\$27,143
Step 10	\$22.76	\$38,237	\$35,050	\$33,457	\$27,653
Step 11	\$23.18	\$38,942	\$35,697	\$34,075	\$28,164
Step 12	\$23.60	\$39,648	\$36,344	\$34,692	\$28,674
Step 13	\$24.02	\$40,354	\$36,991	\$35,309	\$29,184
Step 14	\$24.44	\$41,059	\$37,638	\$35,927	\$29,695
Step 15	\$24.86	\$41,765	\$38,284	\$36,544	\$30,205
<b>Longevity (Years 2 &amp; 3)</b>					
	<b>240</b>	<b>220</b>	<b>210</b>	<b>180</b>	
Steps 16-25	\$1,850	\$1,706	\$1,598	\$1,400	
Steps 26 +	\$2,000	\$1,856	\$1,748	\$1,550	

## MEMORANDUM OF AGREEMENT

It is hereby agreed by and between the Board of Education of Mt. Vernon Township High School District No. 201 and the Mt. Vernon Township High School Clerical Aides, IEA NEA that the following provisions shall apply with respect to sick leave days accumulated beyond the maximum allowable days.

1. That Carolyn Burgin, Nancy Deaton, and Tami Lovin shall retain the sick leave days earned beyond the maximum allowable days for the 2002-2003 year.
2. That the days accumulated beyond the maximum allowable days shall only be used the year that the employee is retiring from the district and reported to IMRF for retirement purposes only.
3. That the days accumulated beyond the allowable maximum days cannot be used as sick leave days during the work year.
4. This agreement in no way prevents the above-mentioned employees from receiving their annual sick leave allotment if the maximum allowable days for said employees is less than two hundred forty (240) days per year.

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the Board


10/15/2012  
Date

10/15/2012  
Date

## MEMORANDUM OF AGREEMENT

The Association has three (3) members who, for whatever reason, are not in their proper step on the salary schedule. Following are the three (3) affected employees, their years of service to the district, their position on the salary schedule, and the Association's proposed placement on the salary schedule.

<u>Employee</u>	<u>Years of Service as of 7-1-17</u>	<u>Step Position</u>	<u>Proposed Step Position</u>
Employee A	16	10	Last Step on schedule
Employee B	12	10	13
Employee C	11	9	12

  
For the Association



Oct 25, 2017  
Date

October 26, 2017  
Date