

**2024-2027**

**AGREEMENT FOR NEGOTIATIONS**

**BETWEEN**

**THE BOARD OF EDUCATION**

**PLAINFIELD COMMUNITY CONSOLIDATED SCHOOLS**

**DISTRICT 202**

**WILL AND KENDALL COUNTIES**

**AND**

**THE PLAINFIELD ASSOCIATION OF SUPPORT STAFF**

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>ARTICLE I .....</b>	<b>1</b>
<b>AGREEMENT .....</b>	<b>1</b>
1.1 <b>AGREEMENT .....</b>	<b>1</b>
<b>ARTICLE II .....</b>	<b>1</b>
<b>RESERVED RIGHTS .....</b>	<b>1</b>
2.1 <b>BOARD RIGHTS .....</b>	<b>1</b>
2.2 <b>RIGHT TO JOIN PROFESSIONAL ASSOCIATION .....</b>	<b>1</b>
2.3 <b>ASSOCIATION RELEASE TIME .....</b>	<b>1</b>
2.4 <b>USE OF FACILITIES .....</b>	<b>2</b>
2.5 <b>REQUESTS FOR INFORMATION .....</b>	<b>2</b>
2.6 <b>RIGHT OF ACCESS .....</b>	<b>2</b>
2.7 <b>USE OF BULLETIN BOARDS .....</b>	<b>2</b>
2.8 <b>PERTINENT INFORMATION .....</b>	<b>2</b>
2.9 <b>EMPLOYEE ORIENTATION .....</b>	<b>3</b>
2.10 <b>LABOR RELATIONS COMMITTEE .....</b>	<b>3</b>
2.11 <b>INSURANCE COMMITTEE .....</b>	<b>3</b>
2.12 <b>PROFESSIONAL DEVELOPMENT AND MENTORING COMMITTEE .....</b>	<b>4</b>
2.13 <b>SAFETY COMMITTEE .....</b>	<b>4</b>
2.14 <b>NURSING COMMITTEE .....</b>	<b>4</b>
<b>ARTICLE III .....</b>	<b>5</b>
<b>DEFINITION OF FULL AND PART-TIME EMPLOYEES .....</b>	<b>5</b>
3.1 <b>FULL-TIME 12-MONTH EMPLOYEES .....</b>	<b>5</b>
3.2 <b>FULL-TIME NINE-MONTH, TEN-MONTH AND ELEVEN-MONTH EMPLOYEES .....</b>	<b>5</b>
3.3 <b>PART-TIME EMPLOYEES .....</b>	<b>5</b>
3.4 <b>REGULAR EMPLOYEES .....</b>	<b>6</b>
3.5 <b>TEMPORARY/EMERGENCY/SUBSTITUTE WORK .....</b>	<b>6</b>
3.5a <b>LANGUAGE TRANSLATION DUTIES .....</b>	<b>6</b>
3.6 <b>TEMPORARY EMPLOYEES .....</b>	<b>6</b>
3.6a <b>MONITORING HOURS OF TEMPORARY EMPLOYEES .....</b>	<b>6</b>
3.7 <b>JOB CATEGORIES TRANSFERS .....</b>	<b>6</b>
<b>ARTICLE IV .....</b>	<b>7</b>
<b>WORKING CONDITIONS .....</b>	<b>7</b>
4.1 <b>VACANCIES .....</b>	<b>7</b>
4.2 <b>JOB DESCRIPTIONS/JOB CATEGORIES .....</b>	<b>7</b>
4.3 <b>ASSOCIATION NOTIFICATION OF CHANGES IN ASSIGNMENT, LEAVE OF ABSENCE, RESIGNATIONS AND SEPARATIONS FROM EMPLOYMENT, AND NEW EMPLOYEES .....</b>	<b>7</b>
4.4 <b>NOTICE OF JOB PARAMETERS .....</b>	<b>8</b>
4.5 <b>NOTIFICATION OF ASSIGNMENTS .....</b>	<b>8</b>
4.6 <b>SEVERE AND INCLEMENT WEATHER .....</b>	<b>8</b>
4.7 <b>WORKDAY .....</b>	<b>9</b>
4.8 <b>BREAKS DURING THE WORKDAY .....</b>	<b>10</b>
4.9 <b>OVERTIME/ADDITIONAL TIME .....</b>	<b>10</b>
4.9a <b>ALARM/EMERGENCY CALL RESPONSE .....</b>	<b>11</b>

4.9b.	EXTRA DUTY PAY .....	11
4.9c.	NURSING ADDITIONAL TIME.....	12
4.10	UNSAFE AND HAZARDOUS CONDITIONS .....	12
4.10a.	BONDING .....	12
4.11	SUMMER PAY .....	12
4.12	DISPENSING OF MEDICATION TO STUDENTS .....	13
4.13	EMPLOYEE PROTECTION .....	13
4.14	RESTROOM, LOUNGES AND WORKROOM .....	14
4.14a.	MAILBOXES .....	14
4.15	EMPLOYER HEARINGS/EMPLOYEE RIGHTS.....	14
4.16	DRUG FREE SCHOOLS AND WORKPLACE.....	15
4.17	COMMUNICATION WITH EMPLOYEES.....	15
4.18	MULTI-JOB CATEGORIES .....	15
4.19	SUMMER WORK/SUMMER SCHOOL.....	15
4.20	CUSTODIAL JOB SECURITY.....	16
4.21	BUILDING/STAFF MEETINGS .....	16
<b>ARTICLE V .....</b>	<b>16</b>	
EMPLOYMENT PRACTICE .....	16	
5.1	PERFORMANCE EVALUATION AND SALARY ADVANCEMENT.....	16
5.2	REDUCTION IN FORCE .....	17
5.3	SENIORITY CALCULATION AND LIST.....	20
5.4	PERSONNEL FILES.....	20
5.5	PROBATION .....	20
5.6	EMPLOYEE DISMISSAL/SUSPENSION.....	21
5.7	RESIGNATION AND SEPARATION FROM EMPLOYMENT .....	21
5.8	ORGANIZATION DUES, PAYMENTS AND CONTRIBUTIONS .....	21
5.9	OPEN .....	22
5.10	EMPLOYEE RETIREMENT .....	22
<b>ARTICLE VI .....</b>	<b>23</b>	
SALARY AND RELATED PROVISIONS .....	23	
6.1	JOB CATEGORIES .....	23
6.2	SALARY .....	25
6.3	PRIOR WORK EXPERIENCE CREDIT .....	25
6.4	PAYROLL DISTRIBUTION .....	26
6.5	HEALTH, MAJOR MEDICAL, HOSPITALIZATION, and DENTAL INSURANCE COVERAGE .....	26
6.6	LIFE INSURANCE .....	28
6.7	TRAVEL ALLOWANCE .....	28
6.8	TUITION REIMBURSEMENT .....	28
<b>ARTICLE VII .....</b>	<b>30</b>	
LEAVES .....	30	
7.1	PART-TIME EMPLOYEE PAID LEAVE.....	30
7.2	SICK LEAVE.....	30
7.2a	BEREAVEMENT LEAVE .....	31
7.3	PERSONAL LEAVE/RELIGIOUS LEAVE/MILITARY LEAVE/DISASTER LEAVE .....	31
7.4	VACATION.....	32
7.5	HOLIDAYS .....	33

7.6	REQUESTS FOR NON-PAID LEAVE OF ABSENCE .....	34
7.7	WORKER'S COMPENSATION, DISABILITY PAYMENTS AND OTHER PAID LEAVES.....	35
7.8	FMLA .....	35
7.9	JURY DUTY.....	37
7.10	SICK LEAVE BANK.....	37
<b>ARTICLE VIII .....</b>		<b>38</b>
GRIEVANCE PROCEDURE .....		38
8.1	DEFINITION .....	38
8.2	STATEMENT OF BASIC PRINCIPLES .....	38
8.3	STEPS FOR GRIEVANCE PROCESSING .....	39
<b>ARTICLE IX .....</b>		<b>40</b>
PROHIBITED ACTIVITY.....		40
9.1	NONDISCRIMINATION .....	40
9.2	NO STRIKE .....	40
<b>ARTICLE X .....</b>		<b>41</b>
TECHNICAL CLAUSES.....		41
10.1	COMMENCEMENT/SCOPE OF NEGOTIATIONS .....	41
10.2	OPEN .....	42
10.3	NOTIFICATION, MEDIATION, IMPASSE.....	42
10.4	SAVINGS CLAUSE .....	42
10.5	OPEN .....	42
10.6	OPEN .....	42
10.7	ADDITIONAL BARGAINING .....	42
10.8	DURATION .....	43
<b>APPENDIX A .....</b>		<b>I</b>
<b>2024-2025 .....</b>		<b>I</b>
<b>APPENDIX A .....</b>		<b>III</b>
<b>2025-2027 .....</b>		<b>III</b>
<b>APPENDIX B.....</b>		<b>IV</b>
<b>CATEGORICAL WORK SUMMARY .....</b>		<b>IV</b>
<b>APPENDIX C.....</b>		<b>VIII</b>
<b>OVERVIEW OF HEALTH CARE BENEFITS.....</b>		<b>VIII</b>

## **ARTICLE I**

### **AGREEMENT**

#### **1.1 AGREEMENT**

This Agreement is between the Board of Education of Plainfield Community Consolidated Schools, District 202, Will and Kendall Counties, Illinois (the "Board") and the Plainfield Association of Support Staff - IEA-NEA (the "Association"), the exclusive and sole negotiations agent for all full and part-time Support Personnel regularly employed by the Board but excluding all managerial, supervisory and confidential employees, as defined in the Illinois Education Labor Relations Act (IELRA) including Coordinator and Administrative positions and employees in technical support services.

## **ARTICLE II**

### **RESERVED RIGHTS**

#### **2.1 BOARD RIGHTS**

All management rights and functions, except those which are elsewhere abridged by this Agreement, shall remain vested exclusively in the Board. It is recognized that such rights and functions include, but are not limited to:

- a. The control of property and the composition, assignment, direction, and determination of the size and type of the Support Staff;
- b. The right to determine the work to be done and the standards to be met by employees covered by this Agreement;
- c. The right to change or introduce new programs and courses of instruction, methods, processes, means and facilities;
- d. The right to hire, establish work schedules, determine hours of employment, assign, transfer, or release (R.I.F.) District employees;
- e. The right to contract out for any work, goods or services; however, the Association has the right to impact bargain such subcontracting; and
- f. The right to determine the qualifications of employees and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective, and efficient operation; no such management rights and functions shall be in violation of state or federal law.

#### **2.2 RIGHT TO JOIN PROFESSIONAL ASSOCIATION**

Support Staff shall have the right to form, join or assist professional organizations for the purpose of negotiating with the Board through representatives of their own choosing according to the terms of this Agreement.

#### **2.3 ASSOCIATION RELEASE TIME**

The Association President shall be released from not less than fifty percent (50%) of his/her job duties for the purpose of performing his/her duties as Association President. He/she shall be paid and receive all benefits

of any full-time employee that is analogous to their current work assignment. He/she shall be a considered full-time employee of the district with respect to the Illinois Municipal Retirement System, all fringe benefits, status and seniority.

The Association shall receive release time each year for elected delegates to attend state and national representative assemblies which cannot be handled on non-working times. Request for such leave must be submitted to the Superintendent ten (10) days in advance of the absence. If a substitute is provided, the Association will pay the salary of the substitute for up to half of the release days used to attend Association related meetings, conferences or convention; the amount not to exceed the daily rate of the absent employee. Released time may not be taken in less than one-half (½) day units. Use of release time will not result in any loss of pay or benefits for those using such time.

Additionally, the President may designate one or more officers to conduct union business for the purpose of attending Labor-Management, Insurance Committee meetings, Safety Committee meetings or other meetings which cannot be handled on non-working time within or out of the District. In the event additional time is needed, the Association and the Superintendent or designee can mutually agree to additional days and the Association will pay the cost of a substitute.

## **2.4 USE OF FACILITIES**

The Association shall be permitted to use facilities of the District for activities related to its operation and conduct of its business. Use of the facilities shall be with the prior consent of the Superintendent in accord with existing building and Board policy and contingent upon the freedom from conflict with regularly or previously scheduled building or District activities and from the District's required use of said facilities resulting from an emergency.

## **2.5 REQUESTS FOR INFORMATION**

The Association may request information necessary to administer this Agreement in writing and shall receive such information within ten (10) workdays after the receipt of the written request.

## **2.6 RIGHT OF ACCESS**

Representatives of the Association shall be permitted to transact Association business with members of the Association in the school buildings or on school grounds only during breaks and noon hours or after the end of the employee's regular workday. The representatives must make their presence on the premises or in the building known to the building principal.

## **2.7 USE OF BULLETIN BOARDS**

The Association may use available bulletin board space in employee lounges or other areas not regularly frequented by students or members of the public for purposes of posting notices and other materials related to Association activities. Posted material shall not have a partisan political orientation or be defamatory or personal in nature and shall be signed by an Association officer and dated prior to posting.

## **2.8 PERTINENT INFORMATION**

The Board will supply upon written request a list of the times, dates and locations of meetings of the Board. The Board will also provide the Association with a copy of the agenda for each meeting; however, failure to do so is not subject to Article VIII, as long as such exemption is not negated by the Illinois Educational Labor Relations Board (IELRB).

## **2.9 EMPLOYEE ORIENTATION**

The Association President shall prepare a correspondence to be included with materials provided to new employees, including the Association's Memberships Enrollment Form. This correspondence will include a phone number which new employees may call to get answers to questions regarding Association membership.

## **2.10 LABOR RELATIONS COMMITTEE**

For purposes of maintaining communications and allowing for discussions of issues of mutual concern, the parties shall formally establish and maintain a Labor Relations Committee, which shall meet on a bi-monthly basis or more often if either party deems necessary. The Committee shall be comprised of the members of the PASS Executive Board, and other PASS members may be selected by the President as deemed necessary. The Assistant Superintendent for Administration and Personnel may involve other District employees as deemed necessary. The meeting agenda will be prepared by the President and shared with the Assistant Superintendent 48 hours prior to the meeting. The Assistant Superintendent may modify the agenda with additional topics.

### **Staffing Issues**

Among the issues to be addressed by the Labor Relations Committee shall be those noted below:

- a. Reviewing requests regarding changes in working conditions. Any such requests shall be brought to the Committee for review by any member(s) of the Committee.
- b. Considering the impact of decisions to create new positions and to negotiate terms and conditions of employment of such new positions.
- c. Review the status of existing vacancies.
- d. Misc. issues of concern.

## **2.11 INSURANCE COMMITTEE**

The Association ("PASS") and the Board of Education (the "Board") agree that a District Insurance Committee (the "Committee") shall be formed by October 1 of each school year.

The Committee's primary goal is to review and provide feedback that supports the best interests of the employees and the district regarding the district's health insurance plan. The primary areas for review are the health insurance plan design changes, which include Employee Assistance Plan and Life Insurance, Medical Carriers, the Brokers, Employee Education and Wellness.

The Committee consists of the following members: Seven (7) members of APT-including the APT president; four (4) members of PASS-including the PASS president; two (2) non-union support staff; and two (2) building administrators. Other members are advisory and will support the committee as needed, which could include IEA representatives; attorneys and/or Board representatives. A quorum of seven (7) committee members must be present in order to make final decisions regarding committee members. Final recommendations will be made by consensus.

The Committee shall make recommendations to the Board no later than February 1 each year. The Committee shall have the authority to review all District financial and personnel records that pertain to the District's Insurance Program.

If the Board fails to adopt any of the Committee's recommendations, it shall inform the Committee in writing of their decision and the reasons, therefore, within thirty (30) days of their decision. There must be an acknowledgement that changes in the level and nature of benefits are working conditions and subject to bargaining.

## **2.12 PROFESSIONAL DEVELOPMENT AND MENTORING COMMITTEE**

The Board and P.A.S.S. recognize the importance of developing an effective Professional Development Program in order to foster effective and efficient operations and a supportive professional work environment. To that end, PASS will create a Professional Development Committee to develop recommendations to the Superintendent, or his/her designee, for a comprehensive program of professional growth for members of the bargaining unit and mentoring of new employees. Any Committee recommendations shall be provided no later than January 1st. Any such recommendations shall be implemented upon the approval of the Superintendent or designee's approval. If recommendation is denied a rationale shall be provided.

In performing its work, the Committee will be guided by the following principles:

1. The Committee will survey members of the bargaining unit regarding perceived areas of training needs and interests.
2. The recommended program should take into account both mandatory and voluntary training participation.
3. The recommended program should include both compensated and uncompensated training sessions.
4. The recommended program should provide for an annual assessment of the professional development program, including employee input.
5. The recommended program should include a collaborative process for monitoring, evaluating, expanding, and deleting the program offerings.
6. The trainings may provide "take away" reference resources for employee use.

## **2.13 SAFETY COMMITTEE**

The District will cooperate with PASS in creating and jointly operating a Safety Committee to meet concerning health safety conditions and recommend methods for eliminating any unsafe conditions and recommend programs to promote health and safety education. The Safety Committee shall consist of the PASS President and another PASS member and the Assistant Superintendent of Business and Operations and another District administrator. Other PASS members or District administrators may be permitted to attend meetings as necessary. PASS members should report any concerns related to health and safety to a member of the Safety Committee. The Safety Committee shall meet on a quarterly basis. Members of the Safety Committee will be granted paid time off from their regular work while attending Safety Committee meetings or performing approved Safety Committee duties including training related to health and safety.

## **2.14 NURSING COMMITTEE**

The Association ("PASS") and the Board of Education (the "Board") agree that a District Health Services Committee (the "Committee") shall be formed by September 15th of each school year. The Committee's primary goal is to review and provide feedback that supports the best interests of students, the employees and the District regarding the District's health services.

The Committee shall be composed of members of PASS, APT, and the District Administration. The PASS president may select four PASS members for the committee that will fit within the committee parameters. The PASS President, Lead Nurse, and Health Service Administration shall meet prior to September 15th to discuss the PASS selected members and mutually agree upon PASS members for the committee. The



Committee shall meet on a bi-monthly basis or more often as deemed necessary by PASS, APT, or District Administration. The Committee shall be comprised of building nurses at every level, CSNs, Lead Nurse, and District Administration. Other PASS members are advisory and will be permitted to support the Committee as needed. To be considered for the Health Services Committee, PASS Committee members should have two (2) years of prior RN experience with at least one (1) year of RN experience in PSD202. Committee members may rotate on a two-year basis.

The agenda will be prepared by Administration and will be shared with Committee members 48 hours in advance. Final recommendations will be made by consensus. If Committee work extends beyond contractual work hours, PASS Committee members will be compensated at their regular hourly rate of pay. Advisory members to the Committee may be paid for participation as determined by District Administration.

Among the issues to be discussed, explored and addressed include but are not limited to are:

1. New Rules and Regulations from the State
2. First Day Exclusions
3. Ongoing Record Keeping
4. Input concerning substitutes
5. Procedure changes
6. New Employee Orientation/Trainings
7. Professional Development

### **ARTICLE III**

#### **DEFINITION OF FULL AND PART-TIME EMPLOYEES**

##### **3.1 FULL-TIME 12-MONTH EMPLOYEES**

Full-time twelve-month employees are those Support Staff members who have a regular job assignment providing the following hours per week for a 12-month period in the school year, July 1 to June 30. The hours of all employees shall be tracked through the District's time keeping system.

a. Secretaries	35 or more Hours	(237 days & holidays)
b. Bookkeeper II	35 or more Hours	(237 days & holidays)
c. Maintenance	40 Hours	(247 days & holidays)
d. Custodian	40 Hours	(247 days & holidays)
e. Groundskeeper Specialist	40 Hours	(247 days & holidays)
f. Grounds and Building	40 Hours	(247 days & holidays)

##### **3.2 FULL-TIME NINE-MONTH, TEN-MONTH AND ELEVEN-MONTH EMPLOYEES**

Full-time nine-month, ten-month and eleven-month employees are those Support Staff members who have a regular job assignment providing 35 or more hours per week for a 9-month, 10-month, or 11-month period, respectively, in the school year, July 1 to June 30. Nine-month employees are those employees who work at least 165 days and not more than 199 days plus holidays; ten-month employees are those employees who work 200 days plus holidays, and eleven-month employees are those employees who work 220 days plus holidays.

##### **3.3 PART-TIME EMPLOYEES**

Part-time employees are those employees who work in a job assignment less than thirty-five (35) hours per week.

### **3.4 REGULAR EMPLOYEES**

An individual filling a bargaining unit position will be a bargaining unit member upon the first day of employment.

### **3.5 TEMPORARY/EMERGENCY/SUBSTITUTE WORK**

When temporary, emergency, or substitute building bargaining unit work exists, the District will first seek those part-time or full-time employees within the building. If there are no qualified or available building employees, the District may use qualified part-time or full-time District employees. In the event there are no qualified or available district employees, the District may use non-District employees.

#### **3.5a LANGUAGE TRANSLATION DUTIES**

Occasionally the District may require employee assistance in providing language translation in dealing with students, parents, and/or the general community. Employees who are pre-qualified by the District Administration to perform such duties outside of their regular duties will be paid to perform these duties. Details are available through the ELL Department.

Both P.A.S.S. and the Board acknowledge that for many employees assisting with situations which require incidental language translation is part of regular duties and not subject to additional compensation beyond the regular rate of pay.

### **3.6 TEMPORARY EMPLOYEES**

Any employee who is employed on a basis other than a day-to-day basis and works more than 800 hours per year and who has declined a permanent posted position may be afforded the opportunity to continue employment for the remainder of the fiscal year through June 30th. Administration will notify the PASS president and present a rationale for the continuation. If the Association agrees to the rationale, the continuation may be allowed on a case by case, non-precedent setting basis. The temporary employee may be offered an opportunity of a regular posted bargaining unit position with the District at the beginning of the next fiscal year.

Those temporary employees in Categories G, H and I who reach 100 days of employment and who have declined a permanent posted position may be afforded the opportunity to continue employment for the remainder of the academic year. Administration will notify the PASS president and present a rationale for the continuation. If the Association agrees with the rationale, the continuation may be allowed on a case by case, non-precedent setting basis. The temporary employee may be offered an opportunity of a regular posted bargaining unit position with the District at the beginning of the next academic year.

#### **3.6a MONITORING HOURS OF TEMPORARY EMPLOYEES**

If the President of PASS requests access to the hourly records, such access will be provided once each quarter.

### **3.7 JOB CATEGORIES TRANSFERS**

Bargaining Unit employees working in a higher job category for a period of five (5) consecutive workdays or more shall be compensated at the higher rate of pay retroactive to day one of the higher job category.

## **ARTICLE IV**

### **WORKING CONDITIONS**

#### **4.1 VACANCIES**

A vacancy exists when the number of employment positions within a job category exceeds the number of employees available to fill the positions. Whenever a vacancy occurs in a bargaining unit position, a vacancy notice shall be posted on the District website for no less than five (5) workdays. After August 1st, annually, vacancies will be posted for three (3) calendar days before being permanently filled. Such notice shall include a summary description of the position, location of the work, hours, minimum compensation, position available date, and any minimum requirements. This provision does not preclude the District from hiring a qualified applicant during the posting period.

When a bargaining unit vacancy occurs, internal applications will be accepted and reviewed. Qualifications, including characteristics such as work skills, related experience, seniority, attitude, and initiative as noted on the employee evaluation instrument, shall be the major considerations in determining whether or not an interested internal candidate receives an interview. However, the District retains the right to hire the most qualified applicant for a bargaining unit vacancy.

#### **4.2 JOB DESCRIPTIONS/JOB CATEGORIES**

The employer shall maintain job descriptions for all Bargaining Unit positions. Each Bargaining Unit member shall be provided with a copy of the appropriate job description for the position(s) held. All new employees shall receive a copy of the current, appropriate job description as part of the District employment orientation process. When a job description is revised, a meeting will commence between the association and administration to review current and new job descriptions. A copy shall also be forwarded to the appropriate administrator/supervisor, and the employee holding the position.

The job description shall form the primary basis for performance evaluation.

The Association and the Assistant Superintendent for Administration and Personnel agree to annually discuss at a meeting of the Labor Relations Committee, concerns regarding job descriptions and job categories. Such meeting shall be scheduled by mutual agreement of the parties.

#### **4.3 ASSOCIATION NOTIFICATION OF CHANGES IN ASSIGNMENT, LEAVE OF ABSENCE, RESIGNATIONS AND SEPARATIONS FROM EMPLOYMENT, AND NEW EMPLOYEES**

The District will provide the Association electronically with the full name, home address, work category (as outlined in Article 6.1 of the Negotiated Agreement), location of work assignment, effective date of employment action, and number of daily work hours of new employees and those bargaining unit members experiencing a resignation/separation of employment, change of assignment and/or hired to additional positions within the District, within 10 days after Board action is taken. Such notification will be made to the Association President or designee in writing.

In addition, the District shall electronically provide to the Association President or designee, in a timely fashion, the effective start and end date of those employees on leaves of absence from employment.

All newly hired employees, covered by this Agreement, shall be given a letter stating where the Agreement is located on the District website, and a copy of the Association's enrollment form.

#### **4.4 NOTICE OF JOB PARAMETERS**

Before August 1 of each year, the Superintendent, or his/her designee, shall provide each employee their work schedule, accessed through the employee portal, to the following data:

- a. Beginning date of employment year and tentative end of employment calendar year,
- b. Payroll dates,
- c. Paid Holidays,
- d. Five (5) hour days/early release days/parent teacher conferences/institute days/school improvement days,
- e. Daily hours of work,
- f. Number of Vacation days, if applicable,
- g. Number of Personal days,
- h. Number of Sick days,
- i. Number of Bereavement days,
- j. Employee Insurance Contribution, per pay period (if applicable),
- k. Last day of school before winter break and tentative last day of school.

Member should also refer to Appendix B, the Categorical Work Calendar.

#### **4.5 NOTIFICATION OF ASSIGNMENTS**

Notification of changes in assignments, for the forthcoming year, shall be provided as follows:

July 1	Eleven-month (11) and twelve-month (12) employees
July 15	Ten-month (10) employees
August 1	Nine-month (9) employees, except for paraprofessionals

Paraprofessional assignments shall be determined by the Board of Education.

In the event changes of a permanent or indefinite nature are made in the assignments after the last day of the employee's regular work year, the employee affected shall be notified in writing. The employee shall be granted a conference with the Superintendent, or his/her designee, to discuss the change if the affected employee requests this conference within five (5) workdays of the notification of change.

#### **4.6 SEVERE AND INCLEMENT WEATHER**

When school buildings are closed for students' attendance because of inclement weather and the district utilizes e-learning for one or more workdays, the following expectations shall prevail for employees covered by this Agreement:

- a. Category A Principal Secretary, Athletic Secretary  
Category B AP Secretary (MS), Associate Principal Secretary, Registrar  
Category C Special Education Secretary – HS & PA  
Category D Bookkeeper  
Category M/N Maintenance  
Category O/P/T Custodian  
Category Q/R/V Grounds  
Category S Mail Courier

Twelve (12) month full-time and part-time employees shall be expected to report to work. However, if weather conditions make travel impossible or unusually hazardous, they may use a day of accumulated personal business leave, vacation leave or earned comp time. In lieu of using

such accumulated, available personal, vacation leave, or earned comp time an employee may, with the approval of the immediate supervisor, makeup time lost due to impossible or unusually hazardous travel conditions. Any such makeup work shall be scheduled by the immediate supervisor, in consultation with the employee. Similarly, no leave days previously arranged by an employee will be deducted for emergency day. If an employee fails to report to work when required and does not use a day of accumulated personal business leave, vacation leave, earned comp time or make-up time, the employee will not be paid for the time not worked. Time will be calculated based on the increments in the District's payroll system.

- b. Category B AP Secretary (HS/Elem)  
Category C Attendance Secretary, Building Secretary, General Office Secretary, Special Ed Secretary  
Category G Regular Ed Paraprofessional (ASDA, Media Center)  
Category J Lunchroom Supervisor  
Category K Clerk (Media Center, Office, Copier Services)  
Category L Campus Monitor, Campus Monitor Re-Focus

Nine (9) month, ten (10) month and eleven (11) month full-time employees shall not be expected to work. They may use a personal day of accumulated personal business leave or must make up lost time. Similarly, no leave days previously arranged by an employee will be deducted for emergency days. If an employee fails to use accumulated personal business leave or make up the time, the employee will not be paid for the time not worked. Time will be calculated based on the increments in the District's payroll system.

- c. Category E RN, RN w/BSN, Permanent Sub RN  
Category F BSN RN for Medical Review  
Category G Regular Ed Paraprofessional (Advantage/ELL)  
Category H Regular Ed Paraprofessional  
Category I Special Education Paraprofessional (Levels I, II & III)  
Category U Health Clerk

Nine (9) month full-time employees shall be expected to report to work remotely for e-learning as scheduled by the district.

- d. No employee required to report to work during a school closing shall lose pay or benefits as a result of reporting to work but being unable to perform duties through no fault of the employee (i.e., parking lot is inaccessible, the employee's supervisor was unable to report to work thus leaving the employee without building access, etc.). This provision shall only apply to school closing under this Section.
- e. In the event an individual building is officially closed by the Superintendent or his/her designee this will result in no loss of pay or benefits to the affected employees as long as the time is made up, unless the district decides to pay all those affected by the closure. Any such makeup work shall be scheduled by the immediate supervisor, in consultation with the employee.

#### **4.7 WORKDAY**

The workday for full-time employees shall be seven (7), seven and one-half, (7-1/2), or eight (8) hours per day depending on the category or assignment. Part-time employees shall be any employee less than seven (7) hours. The unpaid lunch period shall be thirty (30) minutes. Workday hours, number of calendar days worked is reflected in Appendix B-Categorical Work Summary.

## 4.8 BREAKS DURING THE WORKDAY

Each employee working seven (7) hours or more a day will be allowed an unpaid lunch period and two (2) breaks of fifteen (15) minutes duration per day, one in the morning and one in the afternoon. Each employee working less than seven (7) hours per day will be allowed one break of fifteen (15) minutes per three- and one-half-hour work sequence. The Administration shall monitor employee work schedule to assure that breaks and lunch times are available. No combination of breaks and/or lunch may be used to allow an employee to leave work earlier than the scheduled time on a regular basis. Any periodic schedule changes must have advance Administration (or designee) approval.

## 4.9 OVERTIME/ADDITIONAL TIME

Overtime/additional time may be required of all employees during their regular work calendar. Any assigned, approved hours worked in excess of 40 hours per week shall be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay or compensatory time. For purposes of calculating the forty (40) hours required before an employee is eligible for overtime/additional time, paid leave time, excluding sick leave, shall be included. Only increments of a minimum of fifteen (15) minutes will be compensated. Overtime/additional time assignments will be rotated among those employees eligible and qualified to perform the required work.

Building Overtime/Additional Time List: Overtime/additional time assignments in each building will be rotated among the building's employees whose names appear on the Building Overtime/Additional Time List.

### A. District Overtime/Additional Time: Requirements/Procedures

All full-time and part-time employees in each building will be provided an opportunity, annually in June or at the time of new hire, to express an interest in working additional time during the next twelve (12) calendar months for any district facility.

Overtime/additional time assignments will be governed by the following requirements:

1. In order to be eligible for overtime/additional time pay, the hours worked must be required and approved in advance by the Superintendent or designee.
2. The employee is required to submit a written record of the work performed and secure the written signature of the Superintendent or designee on this record.
3. The Superintendent or designee, on or before July 15, shall compile a list of candidates who are willing to work additional time. Those individuals will be notified first of any overtime and/or district additional time. Overtime/additional time will be rotated among those individuals who appear on the list. If an employee refuses to work overtime or additional time, s/he will be placed at the bottom of the list. As pertains to Categories M and N, if there are no qualified or available District employees, the District may use non-District employees. On or before August 1st, the district will provide the Association President or his/her designee, a copy of the District Overtime/Additional Time List.
4. Custodian PASS Member Overtime - First priority for custodial overtime opportunities will first be afforded to custodial staff. Should the need for custodial coverage occur in any building, any PASS members may sign up for hours available. All PASS members will receive their regular rate of hourly pay for any amount of hours worked up to 40 hours with no limitation of hours of overtime.
5. When a BSN-RN for Medical Review agrees to overtime, work beyond their contractual hours, to substitute for an RN/building nurse, they will be compensated at their hourly per diem rate.

### B. Compensatory Time Requirements/Procedures

Employees working assigned, approved overtime/additional time may elect compensatory time in lieu of overtime/additional time pay. However, overtime/additional time generated due to activities due to an

outside entity will only be paid overtime and not compensatory time. The election to accrue compensatory time in lieu of overtime/additional time pay shall be made annually by each eligible employee provided that exceptions may be made to this annual election with the approval of the person designated to approve the assignment. Compensatory time shall be accrued at the rate of one and one-half (1.5) hour for each overtime/additional time hour worked and shall be accrued in increments of no less than one-half hour and can be used in increments of one hour, with the approval of the employee's building principal or administrator.

Accrual of compensatory time shall be limited to no more than 40 hours per employee per six-month work period (July 1 to December 31 and January 1 to June 30). Once an employee attains the forty (40) hour maximum during the six-month work period, any overtime/additional time worked thereafter shall be compensated at one and one-half (1.5) times the employee's regular rate of pay. The scheduling of the use of compensatory time will require the approval of the Superintendent or designee. Compensatory time may not be used to extend an employee's vacation. In the event an employee is unable to use all or part of the accrued compensatory time prior to the end of the relevant six-month work period, the employee will be compensated for such unused time at the employee's regular rate of pay. As an example, an employee who works four (4) hours of overtime/additional time is entitled to six (6) hours of compensatory time. In the event the compensatory time cannot be scheduled, the employee shall be paid for six (6) hours at the employee's regular rate of pay.

For those full-time employees whose assigned work week is less than 40 hours, additional hours worked beyond the employee's assigned work week will be given as compensation time (hour for hour) to be taken during the six-month work period in which it was earned or paid at the employee's regular hourly rate.

#### **4.9a. ALARM/EMERGENCY CALL RESPONSE**

Qualified trained employees who volunteer to respond to alarms and emergency calls shall remain on the emergency call list for a semester. Cellphones shall be provided to designated employees for the purpose of responding to alarms and emergency calls. All category employees interested in being placed on the emergency call list shall contact the OMT designee. The cell phone shall be rotated among volunteers that are willing to be on call. The alarm call response shall be the responsibility of the primary carrier of the emergency phone. Should the alarm/emergency call responder deem the situation an emergency, a call shall be placed to the Department Director or designee. Employees assuming responsibility for being on call, shall be paid \$300 for each week the responsibilities are assumed. Additionally, the employee that is on call shall be allowed to drive an assigned District vehicle home to be used for emergency responses, provided such use is approved by the Superintendent or designee, and a vehicle is available. Employees will be paid for a minimum of two (2) hours for responding to alarm and emergency calls starting from the time they receive the notification, in addition to any overtime to which the employee may otherwise be entitled. Employees responsible for responding to alarm and emergency calls are expected to respond within one (1) hour of receiving such call.

#### **4.9b. EXTRA DUTY PAY**

If the event work covered by the APT contract is not filled by APT members, PASS employees will be able to volunteer for the event work so long as the additional work will not result in overtime, i.e., a PASS employee working over 40 hours in a workweek. If the event work will result in overtime, the district will offer the work to non-bargaining unit member before assigning it to PASS employees resulting in overtime. If the District cannot find non-bargaining unit members to volunteer to perform the event work, the District will allow the PASS employees to volunteer and compensate them for the overtime incurred. All PASS employees volunteering for event work will be paid at a rate of sixteen dollars \$16.00 an hour up to 40 hours in a work week. The overtime compensation will be based on one and a half times this hourly rate (\$16.00).

#### **4.9c. NURSING ADDITIONAL TIME**

Category E, Registered Nurses - Building nurses will have the option to utilize Flex Hours based on the chart below for the building that they are currently assigned.

<b>Building Level</b>	<b>Annual number of hours per RN</b>
Elementary	22 hours
Middle School	25 hours
High School	50 hours
Permanent sub hours	Based upon assignment
Category F, BSN-RN for Medical Review	50 hours

Flex hours may be used prior to the first day of school, on non-workdays, and before or after the contractual day throughout the school year. Additional hours may not be used on a day that a staff member utilizes a sick or personal day. Flex hours should be used for the following purposes:

- Preparing for first-day exclusion by entering physicals and immunizations into e-school
- Obtaining medications and medication orders
- Creating and distributing health care plans and emergency care plans and bus plans
- Contacting parents regarding student health concerns and obtaining health records
- State report management
- Medicaid billing
- Preparing the nursing office (health supplies, not decorations)

Staff are not required to use all of the additional hours but are required to have the tasks listed above completed prior to the first day of school and summer school.

Staff are required to complete timecards and submit within a week of when the hours are completed. Staff will be paid their regular hourly rate for all flex hours worked. Staff are not required to use all flex hours allotted each year.

Nurses will need to contact the health services administrator prior to completing any hours beyond the allotted flex time hours.

#### **4.10 UNSAFE AND HAZARDOUS CONDITIONS**

Employees who encounter conditions which are likely to endanger their health or safety shall promptly report the condition to their supervisor. Their immediate supervisor shall promptly investigate the complaint and if the immediate supervisor finds the conditions to be, in fact, unsafe or hazardous, attempt to promptly remedy the condition and/or remove the employee from the unsafe or hazardous condition. If said employee, after concentrated efforts cannot resolve problem with supervisor, he then may proceed to next level of management. The employee shall have the right to file a written complaint with the School Board.

#### **4.10a. BONDING**

The Board shall bond employees required to perform financial transactions as part of their required job duties.

#### **4.11 SUMMER PAY**

If full-time 9-month, 10-month or 11-month employees are requested to work additional days during the summer, in their respective categories, beyond their stipulated work year, they shall be compensated at the same rate as during the school year.



#### **4.12 DISPENSING OF MEDICATION TO STUDENTS**

- a. No bargaining unit member, other than the Registered Nurse or Certified School Nurse, will be required to administer medication as part of their job duties.
- b. Any bargaining unit member choosing to voluntarily dispense medication to a student(s) in an emergency, shall be fully indemnified by the Board in the event of a resulting legal action.
- c. No employee will be required to perform student related services without prior training and authorization by the student's parent/guardian or physician. Included in the definition of "related services" is assisted feeding (such as tube-feeding), diapering, or other services required by the student's individualized educational plan. Employees required to perform such related services shall be fully indemnified by the Board when acting within the scope of their employment.

#### **4.13 EMPLOYEE PROTECTION**

a. Student Discipline Definition

Student discipline, as used herein, shall mean the expectation and enforcement of a reasonable standard of orderly student behavior to permit effectuation of the educational program.

- b. The safety of support staff shall continue to be regarded by district authorities as matters of significant concern.

c. Threat Assessment

The District will continue to work in cooperation with the Association, to maintain its effective Threat Response Plan. This Plan will address when students or parents threaten support staff. This Plan is available on the District Intranet. This Plan will be shared with all staff by building administration. The Plan will be reviewed yearly at Labor Relations and be modified or revised periodically.

d. Assault

Assault is a statement or action which carries with it a threat of imminent physical harm to the employee and a reasonable belief by the individual employee that there is the threat of physical harm. The employee has the right to file a police report if he/she believes that an assault has occurred. In any case when an assault occurs during the assaulted support staff's performance of his/her duties, such assault shall be reported to the immediate supervisor and the immediate supervisor shall immediately report to other school authorities.

e. Battery

Battery is a physical attack upon an employee. Upon written employee request, the District shall contact law enforcement authorities.

In any case when an assault or battery occurs during the assaulted support staff's performance of his/her duties, such assault and battery shall be reported to the immediate supervisor and the immediate supervisor shall immediately report the assault and battery to other school authorities. The building administration must complete a thorough investigation and take appropriate actions which could include immediate classroom based/workplace interventions, gathering information, reviewing consequence options, referring student(s) to appropriate

support services, documenting all interventions and measures, and then imposing exclusionary discipline in accordance with law and policy, only as a last resort.

f. Work Time Lost

If, with a physician's verification, the employee is unable to work, up to three (3) days, as a result of a building-level documented physical injury from a student, it shall result in no loss of wages to the employee for those days and shall not be charged to the employee's sick leave or personal leave account.

If a support staff employee misses more than three (3) days of work time as a result of a physical injury from battery or assault by a student in the workplace, the employee may apply for worker's compensation benefits as outlined in section 7.7. The employee may also utilize sick time in conjunction with his/her receipt of worker's compensation benefits to the extent allowed under the law and the worker's compensation benefits policy. Should an employee exhaust all accumulated sick leave benefits, the Board will consider additional leave on a case-by-case basis.

Work time lost to the support staff employee because of a subpoena to appear as a witness in connection with an assault or battery from a student, shall result in no loss of wages to the support staff employee and shall not be charged to the support staff employee's sick leave or personal leave account.

#### **4.14 RESTROOM, LOUNGES AND WORKROOM**

The District shall make available in each District building, to which employees are regularly assigned, adequate lunchroom and lavatory facilities for employees' use, and at least one room, appropriately furnished, which shall be reserved for use as an employee's workroom. Employees shall be provided a secure area to store their personal belongings or have a personal locker provided if available.

##### **4.14a. MAILBOXES**

Employees will be provided with an individual mailbox in the building(s) to which they are assigned to work. Groundskeepers and Maintenance personnel shall be provided with individual mailboxes in a single District location.

#### **4.15 EMPLOYER HEARINGS/EMPLOYEE RIGHTS**

When an employee is required to appear before an administrator or supervisor, an employer committee, or the Board concerning any matter which is disciplinary in nature, or which could adversely affect the continuation of that employee in his or her position of employment, his or her working conditions or shift assignment, or his or her salary or any salary pertaining thereto, the employee shall be entitled to have a representative of the Association present to advise him or her and represent him or her during such meeting or interview.

The Board believes in the tenets of progressive discipline, including verbal reprimands, written reprimands, suspension without pay and dismissal and therefore will not discipline or discharge an employee without just cause and will use a progressive discipline procedure. This will not prevent the Board from taking immediate action for unusual or severe circumstances.

#### **4.16 DRUG FREE SCHOOLS AND WORKPLACE**

The District shall comply with the Federal Drug Free Schools and Communities Act and the Federal and State Drug Free Workplace Act.

#### **4.17 COMMUNICATION WITH EMPLOYEES**

The District will make available a cell phone for the shift supervisor or designee, head custodian or designee, or other employees designated by the Administration. The employee shall keep the phone on and accessible at all times. Phone calls from the Administration shall be returned in a timely manner. Phones shall not be used for personal business.

Communications to the Board shall be made to the Board through the Superintendent. Communications to the Association shall be made through the President. All of these communications shall be in writing.

The District will give access to all employees the use of district owned computers for the purpose of completing GCN tutorials, job categorical trainings to be completed during work hours, and job-related email. Each district employee will be assigned a district email address. All email access and usage shall follow the procedures outlined in the district's Access to District Computer Network, Electronic E-Mail, and the Internet Policy.

#### **4.18 MULTI-JOB CATEGORIES**

- a. An employee may work in more than one (1) job category provided the employee has requested the assignment and has received the prior written approval of the Superintendent or designee. Employees with assignments will receive insurance, holidays, paid leave based upon the employees' total time worked as a District employee. Likewise, entitlement to overtime pay for such employees will be governed by total hours worked weekly and the requirements of Section 4.9 of this Agreement.
- b. No employee may be assigned to a permanent position in a second job category if a part-time employee is willing to accept such assignment and the dual assignment will not exceed forty (40) hours per week. For purposes of this Section, the term "permanent position" means a position expected to last at least one hundred (100) workdays. In the event no part-time employee is available to fill the permanent position, the assignment will be offered to employees in the job category in order of seniority. No employee shall be assigned the permanent position without the prior written approval of the Superintendent or his designee.

#### **4.19 SUMMER WORK/SUMMER SCHOOL**

Current District employees may apply for summer school. If the job falls under a category different than their regular district job, it will pay at the same hourly rate as a beginning employee for the job category. If the employee is working under the same category as their regular district job, they will be compensated at their current hourly rate of pay. Employees that perform work or provide support services for the Summer School ESY Program will be compensated for an increased hourly amount of \$1.00. This hourly increase is for duties performed during the ESY Summer School Program. Except the District may employ high school graduates and District employees as temporary summer help at a rate determined by the Board to perform necessary jobs during the summer. Summer work/summer school will be posted in the same manner as any other job opening.

#### **4.20 CUSTODIAL JOB SECURITY**

At a minimum, the District agrees to maintain one (1) full-time head custodian from Categories O or T at each District-owned school attendance center throughout the life of the contract.

#### **4.21 BUILDING/STAFF MEETINGS**

All Paraprofessionals and Registered Nurses assigned to BMLC will be expected to attend and participate in the BMLC Meet and Greet. The remainder of the day shall be spent in preparation for the beginning of instruction. This day will be reflected in the employee's work calendar. All Special Education and Regular Education Paraprofessionals shall work the day before the first day of student attendance to plan and prepare for the new school term. These beginning of the school year dates will be reflected in the employee's work calendar.

Any meetings or trainings that are mandatory outside of regular working hours will be blue carded.

In the event BMLC Transportation Committee is convened to monitor drop off and pick up procedures, PASS shall have (2) two representatives; (1) one appointed by Administration and (1) one appointed by BMLC support staff.

### **ARTICLE V**

#### **EMPLOYMENT PRACTICE**

#### **5.1 PERFORMANCE EVALUATION AND SALARY ADVANCEMENT**

**A. Purpose:**

The Board and Association agree that the purpose of employee evaluation is to:

Assure basic competencies,  
Promote employee professional growth and development,  
Provide support and assistance,  
Recognize job excellence, and  
Assist the Board in decisions relevant to personnel matters.

The summative evaluation is to be completed and presented to the employee only by Administration. The Administration may seek input from others, the Evaluator should have knowledge of the employees' job performance. Employees may access the evaluation plan and instruments via the District intranet system.

**B. Performance Evaluation:**

The Board and the Association shall from time to time convene a committee to develop a comprehensive performance plan. The committee shall be composed of an equal number of employees appointed by the PASS President and Administrators appointed by the Assistant Superintendent for Administration and Personnel. This committee shall be responsible for developing:

1. An evaluation instrument containing procedures, standards of performance and the dates relevant to completing employee evaluation.
2. An evaluation remediation process, goal setting process, and differentiated evaluation based on job classifications. The plan will also explain the consequence for an employee's failure to successfully complete remediation.

A remediation plan that is developed for employees that are deemed unsatisfactory, will be drafted by building administration and a Director from Administration and Personnel. The Administration shall seek input from the employee to be remediated. Administration will share the timeline and the plan with the employee and PASS President. Additionally, the PASS President will be notified of the identity of employees who are the subject of remediation.

**C. Committee Recommendations:**

Changes of the evaluation instrument must be made to the Superintendent or designee and PASS President no later than April 1st, prior to the year of implementation.

**D. Salary Advancement:**

Salary advancement shall occur annually on July 1 and shall be conditioned upon successful performance on the employee's most recent performance evaluation. An employee who fails to attain such an overall rating shall be placed on a forty-five (45) workday remediation period to correct noted performance problems. During such remediation period, administration will meet with the employee every fifteen (15) workdays to review performance. During such remediation period, the employee's salary shall be frozen at the rate/level in effect at the time of the employee's evaluation. Upon successful completion of the remediation period, the employee's pay shall be advanced to the then appropriate rate/level without retroactive pay.

If an employee repeats a pattern of deficient performance within a two-year period after successful completion of remediation, the employee may be terminated. If, however, the administration finds that an employee's poor performance is sufficiently serious in nature, the employee may be terminated under the tenets of progressive discipline.

## **5.2 REDUCTION IN FORCE**

The following procedures shall be used with regard to reductions in the Support Staff work force:

- a. From time to time the Board may determine it is in the best interest of the District to reduce the number of employees or to discontinue a particular ESP service. If the employee(s) is/are removed or dismissed as a result of a decision by the Board to decrease the number of employees or to discontinue a particular type of service, written notice shall be given to the employee(s) by either certified mail, return receipt requested, and personal delivery at least thirty (30) days before the effective date of the discharge, together with a statement of honorable dismissal and reasons therefore, as required by 105 ILCS 5/10-23.5(b).

The employee(s) with the shorter length of seniority within his/her respective category (as calculated in Section 5.3 of the RIF seniority list) shall be dismissed first provided, the more senior employee is qualified, as defined by the job description, to assume the position vacated by the less senior employee. For purposes of implementing this provision an employee's seniority rights shall be those earned in the category of position held at the time the reduction-in-force occurs. Ties in seniority shall be broken by lot.

- b. **Recall Procedures**

If the Board has any vacancies in the category of the employee affected by a reduction in force for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within their category shall be offered to the

employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions. Recall will be based on seniority in the District (i.e., length of continuous employment in the District) and calculated as set forth in Section 5.3 of the RIF seniority list.

In the event a vacancy is posted outside of the employee's category and the employee has not been offered a position, if the employee believes s/he is qualified, the employee should apply for the position and inform the Assistant Superintendent of Administration and Personnel or his/her designee. The District will review the employee's credentials for the position of interest, and if the Administration believes the employee is qualified, shall grant the employee an interview. If offered the position, the employee shall inform the Department of Administration and Personnel so that their name can be removed from the recall list.

Employees placed on the recall list may express their preference as to the organizational level (i.e. elementary, middle, or high school) to which they prefer to be recalled and shall provide any other information establishing qualifications for position(s).

- c. Employees are responsible for giving the Department of Administration and Personnel summer contact/alternative contact information. If an employee who fails to accept an offer of recall within five (5) calendar days of such offer shall be deemed to have waived all further recall rights.

The District Office will make contact with the RIF'd employee through email and via one phone call.

- d. The following categories shall be used to implement the reduction in force outlined in Section 5.2:

**SECRETARY: Category A**

Secretary to the Principal  
Secretary for the Athletic Office – High School

**SECRETARY: Category B**

Secretary to the Assistant Principal  
Registrar

**SECRETARY: Category C**

Secretary for the General Office - High School  
Secretary for the Attendance Office - High School  
Secretary for Student Services - High School  
Secretary for Special Education  
Building Secretary

**BOOKKEEPER: Category D**

Bookkeeper II

**REGISTERED NURSE: Category E**

Registered Nurse  
Registered Nurse with BSN Degree  
Permanent Substitute Registered Nurse that is expected to work over 800 hours in a school year

**BSN-RN for Medical Review: Category F**

Bachelor of Science in Nursing (certification for medical reviews)

**PARAPROFESSIONAL: CATEGORY G**

Paraprofessional assigned to ASDA (Alternative School Day Assignment)  
Paraprofessional assigned to Media Center  
Paraprofessional assigned to Advantage  
Paraprofessional assigned to ELL

**PARAPROFESSIONAL: Category H**

Paraprofessional  
Instructional Technology Assistant

**SPECIAL EDUCATION PARAPROFESSIONAL: Category I**

Special Education Paraprofessional Level I  
Special Education Paraprofessional Specialized Program Level II  
Early Childhood, Project Class, FBI, SCORE, RISE, PA, TAP, PSTEP  
Special Education Paraprofessional Specialized Program Level III  
BASES, SELECT, Star Plus

**LUNCHROOM SUPERVISOR: Category J**

Lunchroom Supervisor

**CLERK: Category K**

Copier Services Clerk  
Instructional Clerk  
Media Clerk  
Office Clerk

**MONITOR/STUDENT SUPERVISOR: Category L**

Campus Monitor  
Campus Monitor assigned to Re-Focus Room

**MAINTENANCE: Category M**

Maintenance Specialist  
District Vehicle/Equipment Maintenance Specialist

**MAINTENANCE: Category N**

Maintenance Technician

**CUSTODIAN: Category O**

Head Custodian (Elementary and Middle School)  
Night Shift Supervisor

**CUSTODIAN: Category P**

Custodian  
Permanent Substitute Custodian

**GROUNDKEEPER: Category Q**

Groundskeeper Specialist

**GROUNDS/BUILDING: Category R**

Groundskeeper  
Groundskeeper/Painter

**MAIL COURIER: Category S**

Mail Courier

**HIGH SCHOOL HEAD CUSTODIAN: Category T**

High School Head Custodian

**HEALTH CLERK: Category U**

Health Clerk

**GROUNDSKEEPER TECHNICIAN: Category V**

Groundskeeper Technician

- e. In instances where reductions are being made, the Superintendent shall advise the Association of the Board's intent thirty (30) calendar days prior to the effective date of the reductions.
- f. In the event a 10-month position is eliminated in order to create 11-month position in its place, the employee holding the eliminated 10-month position shall be offered the resulting 11-month position.

**5.3 SENIORITY CALCULATION AND LIST**

The District shall provide the Association with a current, updated list of the employees in the bargaining unit in the District annually by December 1st. This list shall include the employee's name, date of hire, and the number of years of seniority. Effective July 1, 2019, all full-time employees will earn one year of District service credit for each full contract year worked. Employees working less than full-time or less than a full contract year will have pro-rated seniority for District service credit. District service credit applies to the calculation for retirement and longevity benefits. The District will retain a separate pro-rated seniority list for the purpose of reduction in force. Leaves of absence shall not be computed in determining seniority but shall not be considered a break in continuous service of any employee.

**5.4 PERSONNEL FILES**

The District shall maintain an official personnel file for each employee at the District Office. Employees shall have the right to have access to all information contained in the official personnel file and may obtain a copy of all information. Similarly, when employees wish to examine their personnel files, employees may be accompanied by an Association representative and will be accompanied by a District administrator or his or her designee. The time of such review shall be mutually agreed to by the employee and the District.

No material critical of the performance of the employee may be placed in the file without giving a copy to the employee. The employee shall initial the file copy to verify his or her review. The employee shall have the right to respond and his or her response shall be attached to the file copy. A copy of the response will be provided to the immediate supervisor. The immediate supervisor will sign the response acknowledging that he or she read the response.

Neither an employee's personnel file nor any of its contents will be made known to anyone without the employee's written permission. However, the file will be available to the Board, the Superintendent or his designee, or as may be required under federal or state law, or by any court or any agency having proper jurisdiction, or by subpoena.

**5.5 PROBATION**

The first one hundred twenty (120) calendar days of employment will be a probationary period during which the Board or its designee may terminate employment by giving written notice. All employees who experience a change in job category shall be placed on probationary status for the first sixty (60) calendar days. If the employee's work is unsatisfactory during this sixty (60) day probationary period, the employee will be



returned to the category held before reassignment, transfer or promotion. Each probationary employee will receive written notice specifying the dates of the probationary period. The length of an employee's probationary period may be extended "day for day" due to approved absences.

## **5.6 EMPLOYEE DISMISSAL/SUSPENSION**

After the probationary period an employee may be suspended without pay for up to fifteen (15) working days or dismissed upon written notice by the Board or its designee. Any employee required to attend a conference called for the purpose of suspension or dismissal is entitled to be accompanied by an Association representative. Non-probationary employees will be given the reasons for the action. Non-probationary employees shall be permitted to have his or her dismissal or suspension reviewed by the Board with representation by the Association upon submission of a written request to the Board for a review within five (5) workdays of the date of the notice of dismissal or suspension.

## **5.7 RESIGNATION AND SEPARATION FROM EMPLOYMENT**

When an employee leaves District employment, the following procedures shall be required of the employee:

- a. Notify the immediate supervisor in writing at least two (2) weeks in advance of the effective date of the resignation.
- b. Complete necessary forms for the Business Office.
- c. An employee shall return all District property in his/her possession prior to receipt of the final paycheck. Nothing in this section shall prevent an employee from filing a complaint with the appropriate administrative authority concerning any dispute over compensation due at the time of separation or resignation.

## **5.8 ORGANIZATION DUES, PAYMENTS AND CONTRIBUTIONS**

Each new employee will be given the opportunity to join the Association by paying local, state and national dues through payroll deduction, as certified by the Association to the Board, and consistent with the uniform schedule of fees established by the IEA/NEA.

The Board shall make such deductions as authorized by any bargaining unit member who works more than ten (10) hours per week in accord with Section 24 21.1 of the Illinois School Code which is as follows: Organization dues, payment and contributions - The Board shall, upon the written request of an employee, withhold from the compensation of that employee any dues, payments or contributions payable by such employee to any employee labor organization as defined in the Illinois Educational Labor Relations Act. Under such arrangement, an amount shall be withheld from each regular payroll period which is equal to the pro-rata share of the annual dues plus any payments or contributions and the Board shall transmit such withholdings to the specified labor organization within ten (10) working days from the time of the withholding.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability including liability for reasonable attorneys' fees, and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with the section. The Board will cooperate whenever possible with the Association in making available relevant information.

## 5.9 OPEN

### 5.10 EMPLOYEE RETIREMENT

For the duration of this Agreement, the Board will offer a retirement program to employees who meet the following eligibility requirements:

#### Option 1:

1. Employees, upon the effective date of retirement, have years of service equal to or greater than 10, based on the District Service Credit seniority calculation in Section 5.3; and
2. Have attained age 55 or older on the effective date of retirement; and
3. Are eligible for and approved for retirement in the retirement program of the Illinois Municipal Retirement Fund.

Eligible employees shall receive retirement benefits as noted below added to their salary.

Benefits will be paid within 30 days of last day of employment:

Years of District Service Credit at Retirement Date	Pay for Each Unused Sick Day Not Reported to IMRF at Retirement Date With A Cap of 60 Days	One-Time Service Stipend
10	\$80	\$1,500
20	\$85	\$2,500
25+	\$90	\$3,000

Eligible retirees may elect to continue, at their own expense, to participate in the District health insurance plan according to the requirements of the Illinois Insurance Code and the Illinois Municipal Retirement Fund.

#### Option 2:

1. Employees, upon the effective date of retirement, have years of service equal to or greater than 20, based on District Service Credit seniority calculation in Section 5.3; and
2. Have attained age 60 or older on the effective date of retirement; and
3. Are eligible for and approved for retirement in the retirement program of the Illinois Municipal Retirement Fund.
4. For each year of the contract, an employee must notify the Department of Administration and Personnel of their intent to retire by submitting an irrevocable letter by February 1 of the year of their retirement.
5. Will receive \$35 per unused sick day not reported to IMRF, with a cap of 60 days.
6. Eligible retirees will receive a yearly payment of \$3,500 for up to four years or Medicare eligible.

#### Option 3:

1. Complete at least 25 years full time employment (or the equivalent thereof) in the district.
2. In order to be eligible to participate in this option, an employee must submit an irrevocable letter of intent to retire to the Superintendent or designee, setting forth a retirement date of no later than the end of the Agreement. Such a letter must be submitted to the Superintendent or designee by February 1st of the school year preceding the school year in which the employee is first eligible to receive benefits in this option.
3. Employees are eligible and approved for retirement in IMRF.
4. Upon retirement employees will be offered the District HMO single plan (District contribution not to exceed \$500 a month) for no more than 3 years or until such time as the employee is Medicare

eligible, whichever is first. If there is no payment over 30 days, the District has a right to cancel coverage for the retiree for non-payment.

Retired employees of the District who are qualified, if they desire, shall be given preference as per diem substitute employees and paid at the substitute rate.

Annually, the Board may offer an additional alternative retirement option depending on the financial circumstances of the District. The Board agrees to inform and bargain with the Union.

Individual members who have unused sick leave not submitted to IMRF may donate up to 40 days to the Sick Bank at the time of retirement.

## **ARTICLE VI**

### **SALARY AND RELATED PROVISIONS**

#### **6.1 JOB CATEGORIES**

The following job categories and positions are contained in the bargaining unit:

**SECRETARY: Category A**

Secretary to the Principal  
Secretary for the Athletic Office – High School

**SECRETARY: Category B**

Secretary to the Assistant Principal  
Registrar

**SECRETARY: Category C**

Secretary for the General Office - High School  
Secretary for the Attendance Office - High School  
Secretary for Student Services - High School  
Secretary for Special Education  
Building Secretary

**BOOKKEEPER: Category D**

Bookkeeper II

**REGISTERED NURSE: Category E**

Registered Nurse  
Registered Nurse with BSN Degree  
Permanent Substitute Registered Nurse that is expected to work over 800 hours in a school year

**BSN-RN for Medical Review: Category F**

Bachelor of Science in Nursing (certification for medical reviews)

**PARAPROFESSIONAL: Category G**

Paraprofessional assigned to ASDA (Alternative School Day Assignment)  
Paraprofessional assigned to Media Center  
Paraprofessional assigned to Advantage  
Paraprofessional assigned to ELL

**PARAPROFESSIONAL: Category H**

Paraprofessional  
Instructional Technology Assistant

**SPECIAL EDUCATION PARAPROFESSIONAL: Category I**

Special Education Paraprofessional Level I

Special Education Paraprofessional Specialized Program Level II

Early Childhood, Project Class, FBI, SCORE, RISE, PA, TAP, PSTEP

Special Education Paraprofessional Specialized Program Level III

BASES, SELECT, Star Plus

**LUNCHROOM SUPERVISOR: Category J**

Lunchroom Supervisor

**CLERK: Category K**

Copier Services Clerk

Instructional Clerk

Media Clerk

Office Clerk

**MONITOR/STUDENT SUPERVISOR: Category L**

Campus Monitor

Campus Monitor assigned to Re-Focus Room

**MAINTENANCE: Category M**

Maintenance Specialist

District Vehicle/Equipment Maintenance Specialist

**MAINTENANCE: Category N**

Maintenance Technician

**CUSTODIAN: Category O**

Head Custodian (Elementary and Middle School)

Night Shift Supervisor

**CUSTODIAN: Category P**

Custodian

Permanent Substitute Custodian

**GROUNDSKEEPER: Category Q**

Groundskeeper Specialist

**GROUNDS/BUILDING: Category R**

Groundskeeper

Groundskeeper/Painter

**MAIL COURIER: Category S**

Mail Courier

**HIGH SCHOOL HEAD CUSTODIAN: Category T**

High School Head Custodian

**HEALTH CLERK: Category U**

Health Clerk

**GROUNDSKEEPER TECHNICIAN: Category V**

Groundskeeper Technician

## **6.2 SALARY**

### 2024-2025 School Year

Each member of the bargaining unit will receive a rate increase as referenced in Appendix A.

### 2025-2026 School Year

Each member of the bargaining unit will receive an hourly rate increase equal to the CPI for all Urban Consumers as defined by the Illinois Property Extension Limitation Law with a ceiling of 5.0% and floor of 2.0%. The CPI factor to be applied for the 2025-2026 school year will be the CPI percentage increase published January of 2025 for the previous 12 months.

### 2026-2027 School Year

Each member of the bargaining unit will receive an hourly rate increase equal to the CPI for all Urban Consumers as defined by the Illinois Property Extension Limitation Law with a ceiling of 5.0% and floor of 2.0%. The CPI factor to be applied for the 2026-2027 school year will be the CPI percentage increase published January of 2026 for the previous 12 months.

If the District's total receipt of revenue from the state sources based on the number in the annual financial report as filed with ISBE decreases in FY26 compared to FY25, the Board of Education can reopen this section of the Contract effective June 30, 2026 by notifying PASS no later than November 1, 2025.

### Stipends:

The occurrence of a catastrophic event the union and administration will enter into bargaining for the purpose of providing financial remittance to those employees that have a significant workload increase.

Longevity Stipend for all full-time employees in the PASS Categories will receive the following annually:

- 8 years to 15 years - \$200 annually
- 16 years+ - \$300 annually

Longevity stipend will be remitted to employees at the first October payroll for the previous years' service.

The District will continue to provide employees from Custodian Categories O, P & T, Maintenance Categories M&N, and Grounds Categories Q, R & V with proper district uniform apparel annually. In addition to uniforms, Grounds Categories Q, R & V, and Maintenance Categories M&N will be provided with required safety footwear at least on an annual basis. The employee shall be required to wear the district provided uniform or district school spirit wear.

Subject to operational priority, Registered Nurses interested in pursuing certification for vision and hearing will be given first consideration for training from Illinois Department of Public Health (IDPH). The stipend for performing duties of vision and hearing will be \$500 per school year.

## **6.3 PRIOR WORK EXPERIENCE CREDIT**

Experience credit for work experience prior to initial employment shall be awarded if such work experience is relevant (as related to position duties and responsibilities noted in the relevant job description) and verifiable. Any such work experience must have been within the ten (10) year period immediately prior to initial employment in the District. Any such credit awarded shall be limited to one (1) year of credit for each year of eligible work experience, up to a maximum of ten (10) years of eligible prior work experience. In order to receive such prior experience credit, the employee must verify the credit within 60 calendar days of initial employment. The failure to provide such verification will result in the loss of such experience credit.

\*Formula for creditable years – 1.75% per year up to ten (10) years.

At the sole discretion of the Board, when a new employee is hired, experience in personally owned or family-owned businesses may be creditable.

No new hire shall be placed at a higher salary than a current employee with the same experience and training.

Prior part-time employment outside the District is subject to the same eligibility standards and restrictions noted above, provided, however, that to be granted District credit for prior part-time work experience such work experience must have been at least 20 hours per week.

For new hires, the Board will have sole discretion in granting partial credit for lunchroom supervisors and regular classroom aides who have fewer than 20 hours a week in prior experience.

#### Current District Employees

Employees with eligible work experience outside the District of 20 or more hours per week shall be awarded one (1) year of credit for each year of eligible outside work experience, up to a maximum of ten (10) years of eligible prior work experience. Employment in a prior position requiring less than 20 hours per week, or less than one-year duration shall not be eligible for District credit.

Bargaining unit members approved to transfer to a new job category will receive up to the equivalent of 10 years of credit for prior bargaining unit experience in the Plainfield School District. Any current employee moving to a higher paying category will not be paid less than their current rate of pay. Such experience will be determined by reference to the District Service Credit List.

Effective July 1, 2017, bargaining unit members approved to transfer to a higher paid job category will receive District experience credit and any applicable hourly pay increase.

## **6.4 PAYROLL DISTRIBUTION**

The salaries of all employees shall be distributed over twenty-six (26) pay periods.

## **6.5 HEALTH, MAJOR MEDICAL, HOSPITALIZATION, and DENTAL INSURANCE COVERAGE**

- a. Each PASS full-time (35 hours or more) and all 12-month employees, regularly employed non-certified shall pay the relevant percentage/or monthly cap of the total premium for the health insurance plan chosen as set forth below:

1. **HMO Plan**

HMO	Employee	District
Single-HMO	2024-2027 10%	2024-2027 90%
Employee + 1-HMO	2024-2027 15%	2024-2027 85%
Family-HMO	2024-2027 15%	2024-2027 85%

2. **PPO Plan**

PPO	Employee	District
Single-PPO	2024-2027 12%	2024-2027 88%
Employee + 1-PPO	2024-2027 16%	2024-2027 84%
Family-PPO	2024-2027 16%	2024-2027 84%

### 3. HDHP PPO Plan

HDHP PPO	Employee	District
Single- HDHP PPO	2024-2027 12%	2024-2027 88% + \$1,000.00/yr
Employee + 1-HDHP PPO	2024-2027 16%	2024-2027 84% +\$2,000.00/yr
Family-HDHP PPO	2024-2027 16%	2024-2027 84% +\$2,000.00/yr

Complete open enrollment, which includes new hire benefit enrollment, during the district established timeline.

District funded contribution of \$1,000 single; \$2,000 employee plus one; \$2,000 family-conditional on participation in biometric screening or verification of same from personal doctor. \* (\*this screening/verification should be completed between July 1st and December 1st each year).

Employees employed by the District prior to January 1, 2017 and who elect HDHP/PPO coverage after January 1, 2018 during the annual open enrollment, will receive his/her first annual contribution on the first payroll in January.

Employees employed by the District prior to January 1, 2017, who have not elected District insurance coverage by January 1, 2018, will be able to elect the HDHP/PPO or HMO coverage.

Employees employed by the District prior to January 1, 2017 and who elect HDHP/PPO coverage due to a qualifying event after January 1, 2017 will receive his/her fully funded pro-rated contribution in the first quarter following the qualifying event.

Employees hired after January 1, 2017, will only be eligible to elect the HDHP/PPO or HMO plans. Such new employees must be employed 45 days before they are eligible for the HSA contribution. The first fully funded pro-rated HSA contribution will be made in the quarter following an employee becoming eligible.

- b. Beginning with each school year, PASS employees' insurance contributions will be deducted equally over 24 pay periods.
- c. Changes in employee insurance contributions for premium increases or decreases will take effect annually on January 1 of each year.
- d. Insurance coverage of a PASS employee, whose employment is terminated by the Board or resigns effective during the school year which is accepted and approved by the Board shall remain in effect for thirty (30) calendar days following the effective date of the termination. The insurance coverage of a nine (9) month PASS employee who submits a resignation effective at the end of the school year, which is accepted and approved by the Board shall end on the last day prior to the start of the school year following the effective date of resignation.

Insurance coverage of a PASS employee that retires, shall end 30 calendar days from date of retirement.

#### Benefits

- e. In the event changes are made to the insurance offerings/plan design, the effect of such changes is subject to being re-opened and bargained.
- f. In the event of the death of an employee, the spouse/dependents will be offered the opportunity to apply for COBRA under State and Federal Law.  
Health insurance coverage (excluding life insurance) will be provided by the Board to the family members for a period of ninety (90) calendar days following the death of an employee while in active service to the School District.

- g. Two PASS employees married to each other or in a legally recognized civil union may choose between two (2) individual health insurance plans, single plus employee or one family health insurance plan.

**Enrollment**

- h. An annual enrollment period for selecting insurance coverage will be established. Once enrolled, PASS employees may not change insurance options until the next enrollment period unless an employee has a “qualifying event”.
- i. If enrolling in an HMO option, PASS members may switch primary care physicians during the year but may not switch to the PPO plan until the next enrollment period.
- j. The Board shall make available dental insurance coverage, both individual and family coverage. The cost of the individual dental insurance premium shall be shared equally, (i.e. 50-50) by the Board and the PASS employee electing such coverage. The cost of family coverage shall be the responsibility of the employee electing such coverage, less the Board contribution for single coverage.
- k. PASS employees wishing to drop insurance coverage may do so at any time by providing written notice to the Benefit Coordinator. If an employee elects to participate in the district insurance plan, after electing to drop coverage, the opportunity to re-enroll can only be done during the annual enrollment period, unless the employee can provide documentation that a qualified life changing event has occurred.

## **6.6 LIFE INSURANCE**

**a. Coverage**

For full-time employees, the Board shall pay the entire premium cost of term insurance with a value of \$50,000.

**b. Coverage for Part-time Employees**

If permitted by the District’s insurance carrier, part-time employees may acquire the same coverage available to full-time employees by paying to the District, on a monthly basis, the premium for the life insurance.

## **6.7 TRAVEL ALLOWANCE**

Any use of an employee’s personal vehicle for District business must be approved in advance by the employee’s immediate supervisor and shall be reimbursed in accordance with the IRS allowable rate.

## **6.8 TUITION REIMBURSEMENT**

The Board may consider costs related to registrations and fees for seminars, workshops, conferences and courses that are pre-approved by the relevant program or building administrator for all categories. There shall be no loss of pay or benefits due to attendance at said seminars, workshops, conferences or courses that are pre-approved by the Board.

Each year, up to four (4) Registered Nurses will be provided the opportunity to attend the “School Health Days Conference,” at the Districts expense. If, however, any substitute position fails to fill, the District may reduce the number of attendees to three (3) Registered Nurses by RIF seniority order. Nurses eligible to attend will be by those interested and then rotated by seniority. Additionally, a list of workshops and courses that will qualify toward the required 20 hours per licensure period (every two years) will be maintained by the Nursing Supervisor and placed on the shared drive for all nurses to access. The list will include options for free courses.



Reimbursement of other licensure, certifications, registrations and renewals of each listed by the following:

- Vision and Hearing certifications
- Initial licensing for current employees moving to the Paraprofessional category after successful completion of the probationary period
- Initial hire of a new employee who obtained their paraprofessional license just prior to gaining employment with PSD202 and after successful completion of the probationary period
- Certifications for Groundskeeper Specialists (herbicide, fertilizer, pesticide application)
- CDL Licensure for Maintenance and Grounds

To be reimbursed within the 30 days of submission of documentation of receipts or after successful completion of the probationary period.

#### **Tuition Reimbursement**

- a. The Board and/or its designee will contribute towards the tuition cost of employees for pre-approved undergraduate/graduate level courses. During the term of this agreement, \$25,000.00 will be allocated annually for the use of tuition reimbursement. There shall be one tuition reimbursement pay period by June 30. When the requests exceed the budget allocation, the per credit reimbursement shall be adjusted pro-rata, and documentation to that effect shall be provided to the Union Leadership. Any full-time employee who has completed two (2) years of satisfactory service and who has been notified of re-employment for the succeeding year may apply for reimbursement of tuition cost incurred in a study of credit at an accredited college/university. Such reimbursement will be granted for a maximum of nine (9) semester hours (or equivalent) per year.
- b. All courses must be pre-approved for reimbursement by the Superintendent or his/her designee using the following guidelines:
  1. Reimbursement will be provided for approved programs that, in the opinion of the Superintendent or designee, lead to the enhancement of and/or improvement in the abilities of the employee within the realm of employment or lead to an instructional position or licensure in an education related field.
  2. Reimbursement will be provided to the employees who have paid a tuition fee at their own expense. No reimbursement shall be given for a course taken with the use of a tuition waiver.
  3. Tuition will be reimbursed after official transcripts and receipt showing proof of payment have been submitted to the Human Resources Administrator. A grade of "B" or better or a "PASS", if a pass/fail course is offered, must be earned to qualify for tuition reimbursement.
  4. Employees will receive tuition reimbursement of one hundred twenty-five dollars (\$125) per credit hour to a maximum of nine (9) semester hours per year. Payment shall not exceed the actual cost per credit. In the event the total approved requests exceed the dollar limitation allocated, payments will be prorated on a per credit basis. The reimbursement rate is based upon the rate in effect at the time of pre-approval.
  5. Employees on leave will not be eligible for tuition reimbursement. In addition, employees who submit an irrevocable notice of retirement to the District will not be eligible for tuition reimbursement.
  6. Video courses, online courses, travel courses and correspondence courses would be eligible for tuition reimbursement if taken from an accredited college/university, and if preapproved by the Superintendent or his/her Designee.

- c. An employee who applies for tuition reimbursement must agree (in writing) to remain employed in the District for a minimum of two (2) complete school years after payment of such reimbursement. If through their choice, employment is terminated before completing two (2) full school years of service after each such reimbursement, they will repay the District for such professional reimbursement.
- d. Reimbursement shall be calculated from each July 1 through the following June 30. There shall be one tuition reimbursement pay period. The pay period shall be not later than the week of the first school board meeting in June with the deadline for submitting official transcripts and receipts to the Assistant Superintendent of Administration and Personnel or designee by the preceding April 15.
- e. The request for pre-approval of coursework form shall be completed and submitted to the Assistant Superintendent of Administration and Personnel or designee prior to the start of the course. A separate pre-approval of coursework form must be completed for each course submitted for approval. Initializing pre-approval of coursework form submitted after the start of course will be denied. A copy will be returned to the employee, and the original will be kept on file. When the course is completed, the employee shall submit the official transcript and the college/university receipt for payment of tuition to the Assistant Superintendent of Administration and Personnel or designee. Canceled checks or money order receipts will not be sufficient.

## **ARTICLE VII**

### **LEAVES**

#### **7.1 PART-TIME EMPLOYEE PAID LEAVE**

In order to be eligible for paid sick leave an employee must work two and a half (2.5) or more hours per day. In order to be eligible for other forms of paid leave (i.e. personal, bereavement, holidays or vacation) an employee must work three (3) or more hours per day.

#### **7.2 SICK LEAVE**

Definition: Sick leave is an absence due to personal illness, disability, quarantine at home or serious illness or death in the immediate family or household or for birth, adoption, or placement for adoption which prevents an employee from performing professional duties. Immediate family shall include parents, spouse, brothers, sisters, children, son-in-law, daughter-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and partners in a legally recognized civil union.

Sick leave for birth is limited to 60 days, unless otherwise certified by a physician. The 60 days for birth must be used on consecutive workdays contiguous to the birth. Sick leave for adoption or placement for adoption is limited to 60 days. Paid sick leave for birth or adoption is only when the employee has available paid sick leave.

The Superintendent or designee may require a physician's certificate should the absence exceed ten (10) days in a year or when all accumulated sick days have been exhausted. A physician's certificate may also be requested at the employee's expense, for absences of more than three consecutive days. If the School Board does require a certificate of less than three (3) days, the School Board shall pay from school funds the expenses incurred by the employee in obtaining the certificate. Appropriate notes may be ascertained from the following: a licensed physician, surgeon, chiropractor, advanced practice nurse or, if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the employee's faith.

Employees working more than 600 hours per year shall earn sick leave at the rate of one (1) day per month or proration thereof up to the annual maximums as follows. Full-time 11- and 12-month employees will be granted a maximum of sixteen (16) days annually for absences classified as sick leave. Full-time 10-month employees will be granted a maximum of twelve (12) days annually for absences classified as sick leave. Full-time 9-month employees will be granted a maximum of eleven (11) days annually for absences classified as sick leave.

Beginning with the 2025-2026 school year and continuing thereafter, any employee who completed 600 hours the prior school year and utilized two (2) or less days, will receive three (3) additional days at the start of the school year. Any employee who completed 600 hours the prior school year and utilized three (3) or less sick days, will receive (2) additional days at the start of the school year. The additional days only apply to the yearly allotment of days.

Paraprofessionals working 2.5 hours per day and Lunch Supervisors working three (3) hours or less will receive six (6) sick days per work year.

Absences in excess of permitted sick leave may be subject to disciplinary action in accord with Section 7.6.

## 7.2a BEREAVEMENT LEAVE

Each employee shall be entitled to use three (3) paid bereavement days per school year for death in the immediate family or household as defined as: parents, spouse, partners in a legally recognized civil union, brothers, sisters, children, grandparents, grandchildren, daughters- and sons-in-law, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. In addition, aunts, uncles, nieces, nephews, cousins. Additionally, these employees may access unused, accumulated, available sick or personal leave for additional time needed to attend to death in the immediate family or household.

## 7.3 PERSONAL LEAVE/RELIGIOUS LEAVE/MILITARY LEAVE/DISASTER LEAVE

All 12-month, 11-month, 10-month and 9-month employees working three (3) hours or more per day will receive the following allocations of personal business leave to conduct urgent and compelling business which cannot be conducted during non-working time. Such days may be used in increments of no less than one half day.

	9-Month <u>Employees</u>	10-Month <u>Employees</u>	11 & 12-Month <u>Employees</u>
First Ninety (90) Workdays	None	None	None
Remainder of First Year	1 day	1 day	1 day
Second Year & Thereafter	3 days	3 days	3 days

Part-time employees working four (4) hours a day or less must use personal business leave in no less than full day (defined as the employee's regular workday) increments. Employees may accumulate up to four days of unused personal business leave. When at the end of the school year the number of unused days will not permit the addition of the following year's allowance, the excess shall be transferred to the employee's accumulated unused sick leave.

- a. Personal business days may be approved by the immediate supervisor if requested via district approved electronic methods, or in written format until electronic method is available, at least seventy-two (72) (unless otherwise approved by the immediate supervisor) hours in advance of the anticipated absence. Members shall not be required to provide a reason for their request.

- b. Personal business days attached to a holiday or recess period (recess period is defined as one day prior to and one day after a holiday period or extended break period) must be approved by the Superintendent or designee and will require documentation. Extended Break is defined as:
- Parent Teacher Conferences
  - Winter Break
  - Spring Break
  - Thanksgiving Break
  - Institute Days
- c. Personal business days of (3) or more consecutive days must be approved by the Superintendent or designee and will require documentation.

**RELIGIOUS LEAVE:** An employee may request compensatory work hours instead of using personal days to offset the time out of district for recognized religious observances as found in the 1964 Civil Rights Act of Title VII. The compensatory work must be consistent with the needs of the district. The nature of the compensatory work and the decision whether to grant it shall be at the sole discretion of the Superintendent or designee.

**MILITARY LEAVE:** The Administration and PASS recognize the unique rights afforded military personnel who are called to active duty while an employee of the district. PASS and the Administration agree to work together to ensure the right afforded to those employees is pursuant to state and federal law.

**DISASTER LEAVE:** The Superintendent or designee may grant an employee up to five (5) disaster days with pay for catastrophic events which result in the employee's absence. Each instance will be dealt with on a case-by-case basis and the decision to grant such days rest solely with the administration.

## 7.4 VACATION

Vacation days, those days when an employee may be away from work while receiving his or her regular daily pay, will be granted to all 12-month employees working six (6) or more hours per day on July 1 according to the following formula:

7, 7.5 and 8 Hour 12-Month Employees		6 Hour 12-Month Employees	
Less than one (1) year	None	Less than one (1) year	None
Upon the completion of one (1) year	5 working days	Upon the completion of one (1) year	5 working days
Upon the completion of two (2) years	10 working days	Upon the completion of two (2) years	5 working days
Upon the completion of five (5) years	15 working days	Upon the completion of five (5) years	10 working days
Upon the completion of ten (10) years	17 working days	Upon the completion of ten (10) years	15 working days
Upon the completion of fifteen (15) years	20 working days	Upon the completion of fifteen (15) years	15 working days
Less than one (1) year	None	Less than one (1) year	None

Any full-time employee, who changes from a 9, 10, or 11-month position to a 12-month position, shall have vacation time determined on a pro-rata basis as follows:

- a. A full-time 9-month employee shall receive 75% of the 12-month vacation days formula, as printed above.

- b. A full-time 10-month employee shall receive 85% of the 12-month vacation days formula, as printed above.
- c. A full-time 11-month employee shall receive 95% of the 12-month vacation days formula, as printed above.

Full-time 6-hour 12-month employees that move into a full-time 8-hour position, will receive 85% of the pro-rated vacation days as printed above for those 6-hour employees that move into these new positions effective July 1, 2019.

General procedures relative to the use of vacation benefits are:

- d. Employees cannot use any vacation allowance until they have completed one year of service in the District. Vacations can only be used after the year it is earned based on July 1 of each year.
- e. All requests for vacation must be submitted to their supervisor a minimum of fourteen (14) calendar days in advance of the date requested. All requests for vacation between June 1 to September 1 must be submitted to their supervisor by April 1. All requests for vacation between December 15 and January 15 must be submitted to their supervisor by October 1. Requests for vacation days may be submitted to the supervisor as early as January 1 for the following fiscal year. If two (2) days or less are to be requested notice shall be at least 48 hours assuming a substitute can be obtained.
- f. Vacation time cannot be accumulated and must be taken as time away from the job. Vacation time is lost as vacation time if not taken within the calendar year following the year in which it was earned. On June 30, employees will be permitted to transfer up to five (5) unused vacation days to sick leave. Any unused vacation days over five (5) days shall be lost.
- g. The necessity of maintaining an effective work force necessarily limits the period of time during which vacations may be granted and/or the number of employees who simultaneously may be granted vacation leave to be away from work. No vacation may be taken during the five days before the end of the school year, the five days after the close of the school year, the five days before the beginning of the school year, and the five days after the school term begins.
- h. A day of vacation will not be charged if a paid holiday occurs during the vacation.
- i. If an employee has accumulated vacation at the time of separation from the District, the employee shall receive the accumulated vacation days in salary at the employee's regular salary rate based on a pro-rated annual vacation allowance earned by the number of days worked in a year.
- j. Accumulated vacation time shall be paid to an employee leaving the District provided said employee fulfills the requirements of Section 5.8.

## 7.5 HOLIDAYS

All full-time 9-month, 10-month, 11-month and 12-month employees shall be granted a day off with pay on each of the following holidays:

Labor Day	Columbus Day/Indigenous People's Day	Presidential General Election
Thanksgiving Day	Friday after Thanksgiving	Christmas
New Year's Day	Martin Luther King Day	*Friday Before Easter
Memorial Day		

\*(Friday before Easter is a Board of Education authorized holiday)

In addition, 12-month secretaries receive Independence Day and Juneteenth off with pay. Eleven (11) month secretaries whose regular work year includes Independence Day and Juneteenth shall have these days off with pay. Custodians, maintenance, groundskeepers, and grounds/buildings staff also receive Juneteenth, Independence Day, Christmas Eve and President's Day off with pay.

Eleven-month employees shall receive the same paid holidays as 12-month employees, so long as such holidays are celebrated during the employee's regular work year.

An employee must work the scheduled workday before and after the holiday except when the holiday occurs during time that the employee is on approved vacation or other authorized absences. When sick leave is used, the employee must present medical certification of the need to be absent. An employee desiring to use personal leave in conjunction with a holiday must give 72 hours' notice to the Superintendent or his designee or otherwise secure the approval of the Superintendent or his designee.

Part-time employees shall have holiday pay pro-rated based on their portion of full-time employment.

In the event the Board secures a waiver of one of the above holidays, eligible employees shall be entitled to a replacement, floating holiday, to be scheduled with the approval of the immediate supervisor.

## **7.6 REQUESTS FOR NON-PAID LEAVE OF ABSENCE**

Eligible employees may request unpaid leave of absence as follows:

After one (1) year of employment with the District, employees can request up to five days of unpaid leave.

After three (3) years of employment with the District, employees can also request up to one year of unpaid leave for the reasons noted below:

Eligible employees may only request a leave in excess of five (5) days for the following reasons:

- a. Education of the employee
- b. A health condition of the employee or immediate family as defined under 7.2
- c. A family emergency
- d. Other reasons as approved by the Board, provided the Board action is non-precedential and non-grievable with respect to other leave requests. Requests for unpaid leave for vacation time will only be granted in exceptional circumstances.

Requests for leaves must be submitted in writing to the Superintendent or designee at least 30 workdays before the start of the leave, if possible. In submitting a leave request, the employee must include a specific reason for the leave. If approved, the employee is required to return to District employment at the end of the leave. Failure to return will be construed as the employee's resignation from the District.

An employee approved for a leave may continue insurance coverage during the term of the leave at the expense of the employee and if approved by the District insurance carrier.

Employees not otherwise eligible for leaves noted above, may request approval for an unpaid leave from the Board. The Board's action on such request is non-precedential and non-grievable with respect to other leave requests.

Employees will be subject to disciplinary action, up to and including termination, for more than three (3) absences within a contract year, that are non-FMLA related or beyond available sick leave and approved unpaid leave.

## **7.7 WORKER'S COMPENSATION, DISABILITY PAYMENTS AND OTHER PAID LEAVES**

### **Work-Related Accident or Injury Leave**

1. Absence due to any injury for which the employee is entitled to compensation under the Worker's Compensation laws shall be handled as noted below.

For work-related absences employees eligible for the worker's compensation pay as a result of a job-related injury may exercise one (1) of the following compensation options:

- a. Tender to the District the worker's compensation check from the District insurance carrier. The District will then continue to pay the employee his/her full salary while deducting sick leave in one-third (1/3) increments from the employee's accumulated sick leave. Such full-time salary payment will continue so long as the employee has sick leave available and will be subject to applicable deductions;

OR

- b. Retain the worker's compensation check from the District's insurance carrier without any further compensation from the District or deduction from accumulated sick leave. Employees choosing this option will be responsible for the normal deductions made from regular payroll (i.e. insurance premium, union dues, etc.).

## **7.8 FMLA**

### **Leaves of Absence**

#### **A. Family and Medical Leave**

The Board and the Association agree to comply with the provisions of the Federal Family and Medical Leave Act (FMLA), as amended from time to time, subject to the requirements of Board Policy 5:185 and to the following requirements:

##### **1. Eligibility**

- a. "Eligible employee" means an employee who has been employed in a full-time capacity with the Board for at least one year and has at least 1,000 hours of service with the Board during the year preceding the leave. Determine hours of service for eligibility purposes. If two eligible employees are spouses employed by the Board, they shall be limited to a combined total of 60 working days of leave during any twelve-month period if the leave is taken:

- (1) For birth of the eligible employee's son or daughter or to care for the child after birth;

- (2) For placement of a son or daughter with the eligible employee for adoption or foster care, or to care for the child after placement; or

- (3) To care for the eligible employee's parent with a serious health condition.

However, if the leave is for the birth or adoption of a child with a serious health condition, both parents may each take 60 working days of leave.

- b. Other terms shall be defined in the Family and Medical Leave Act (29 U.S.C. 260, et seq.) and rules and regulations as promulgated by the United States Department of Labor.

## 2. Availability

- a. Family and Medical Leave shall be limited to a total of 60 working days per 12-month period, which shall be defined as a 12-month period rolling forward from the date an employee uses any FMLA leave, and shall be available to an employee for the following purposes:
  - (1) for the birth of a child and to care for the newborn child;
  - (2) for the placement of a child for adoption or foster care and to care for the newly placed child;
  - (3) to care for an eligible employee's spouse, child, or parent with a serious health condition;
  - (4) because of a serious health condition that makes an eligible employee unable to perform his or her job functions; and
  - (5) for certain qualifying exigencies, as defined by FMLA, arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.
- b. Family and Medical Leave shall be extended for up to twenty-six (26) weeks per 12-month period to care for a spouse, son, daughter, parent or next of kin who is a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty.

## 3. Usage

At the election of either the Board or eligible employees, eligible employees requesting Family and Medical Leave may use any available, accrued paid personal days as part of 60 working days. At the election of either the Board or eligible employees, eligible employees requesting leave for family medical or personal medical leave may also use accrued paid sick leave. If such election is made by the board or the eligible employee, and after all available accrued paid personal or sick day leave has been expended, the remaining Family and Medical Leave will be unpaid.

## 4. Benefits During Leave

- a. The Board shall maintain health care coverage at Board expense for the duration of the 60 working days of the Family and Medical Leave period at the same level and under the same conditions that existed at the time of the commencement of this leave. Thereafter, with the approval of the insurance carrier, health care coverage may be continued at the expense of the eligible employee.
- b. Other benefits (e.g., sick leave, personal leave, vacation leave) will not continue to accrue during Family and Medical Leave. Benefits accrued before the date the leave began will remain intact.

## 5. Application Procedures

- a. In a known circumstance, application should be submitted to the Superintendent, or his or her designee, for the Board's approval at least 30 calendar days prior to the first day of the leave.
- b. In unforeseen situations, employees should provide as much notice to the Superintendent as possible, generally on the day the need for Family and Medical Leave becomes known or the next business day. Additionally, the employee must disclose why advanced notice was not possible.



- c. Additional notice of the employee's intention to return to work shall be provided to the Superintendent, or his or her designee, at least 30 calendar days before the date the leave is to terminate.
6. Return to Active Employment Status

At the end of a Family and Medical Leave, an employee will be reinstated to his or her previous position if it is available. If the employee's previous position is not available, the employee will be reinstated to an equivalent position with equivalent pay, benefits and other terms and conditions.

## **7.9 JURY DUTY**

Any employee called for jury duty shall be paid his/her full compensation for such time with no loss of any leave, seniority, or loss of any other benefits; however, the remuneration received through the court system shall be forwarded to the Board or its designee, less cost for parking and mileage.

## **7.10 SICK LEAVE BANK**

Beginning with 2024-2025 school term, all non-certified employees in the bargaining unit will contribute one (1) sick day into the sick bank, and therefore will contribute annually to the sick bank. New employees hired July 1st or later will not contribute a day to the sick bank until the beginning of the following school year.

### **a. Qualifying Definition**

1. The bank is only accessible for a major personal illness/injury of the employee, which may be life-threatening or catastrophic in nature and may result in hospitalization, requiring continuous and prolonged absence from work.
2. The term "day" in this section refers to the employee's actual workday. For full-time employees the day is a full workday. For part-time employees the day is the length of their workday.

### **b. Accumulation**

1. After the 2024-2025 school year, each full-time employee shall donate one (1) day of sick leave at the beginning of each school term. Each part-time employee shall donate half (.5) a day of sick leave at the beginning of each school term. Such donation of days shall be waived in any year in which there is a balance of seven hundred fifty (750) or more days.

### **c. The following conditions shall control the operation of the sick leave bank and the right of employees to utilize the bank:**

1. The employee is responsible for applying to use sick leave bank days by contacting the designated officer. The employee must submit medical certification of the need for the sick leave bank days and his/her medical treatment plan with his/her application certifying that the personal injury/illness is life threatening or catastrophic and requires continuous and prolonged absence from work. Sick leave bank days are only available prospectively.
2. Prior to accessing the bank, the employee must contact IMRF to determine whether he/she qualifies for disability coverage.
3. An employee must have exhausted all individual accumulated sick days, personal days, and vacation days and been absent from employment without pay for at least seven (7) workdays as a consequence of the illness.
4. The bank shall not be applicable for elective surgery which may be safely deferred until a vacation or recess period.

5. An employee cannot use sick leave bank days intermittently.
6. An employee cannot use sick leave bank days in two (2) consecutive school years.
7. Employees must complete one year of service in order to access the sick bank.
8. Employees receiving workers compensation or IMRF disability benefits are not eligible to access the sick leave bank.
9. An employee who qualifies may draw from the bank in accordance with the chart below:

Years of District Service Based on Date of Hire	Available Sick Bank Days During Those Years of Service
1-5	30
6-10	60
11+	120

10. The employee shall not have to pay back in any manner the number of days borrowed from the bank.
11. If the bank is deficient, the Board shall advance the requisite number of days to permit all employees who qualify to draw from the bank during such term, but in no event shall the Board be required to advance more than one hundred (100) days in a given year. Such days shall be repaid to the Board when the bank is replenished at the start of the next school year.
12. Two (2) Association representatives will administer the sick leave bank.
13. The President of the Association shall be notified by the committee when sick leave bank days are granted to an employee. The Board and the Association acknowledge that the utilization of days from the sick leave bank results in the expenditure of funds that would not otherwise be required.
14. The sick leave bank shall not be subject to the grievance procedure contained in this agreement.
15. A member who is receiving benefits from the bank may not work secondary employment.

## **ARTICLE VIII**

### **GRIEVANCE PROCEDURE**

#### **8.1 DEFINITION**

A grievance is defined as a written claim by the Association, an employee, or a group of employees that there has been a violation, misinterpretation, or a misapplication of a specific provision of the Agreement.

#### **8.2 STATEMENT OF BASIC PRINCIPLES**

- a. The written claim of a grievance shall state the specific facts giving rise to grievance, identify the specific clause or clauses of the Agreement which are alleged to have been violated and the remedy requested.
- b. An employee who participates in these grievance procedures shall not be subject to discipline or reprisal because of such participation.
- c. The time limits and procedures specified for the filing and processing of a grievance must be followed. Unless otherwise specifically stated, all days referred to in the grievance procedure are workdays. Failure of the grievant or Association to meet any time limit shall bar further processing of the grievance. Failure of the Board or the administration to act in a

timely manner shall permit the grievant or the Association to proceed to the next step. The time limits, however, may be extended by mutual agreement.

- d. No grievance shall be processed or entertained unless it is filed within fourteen (14) days of the initial event giving rise to the grievance.
- e. Any employee has a right to be represented in the grievance procedure. The employee shall be present at any grievance discussion when the administration and/or Association deem it necessary. When the presence of an employee at a grievance hearing is requested by either party, illness or other incapacity of the employee shall be grounds for any necessary extension of the grievance procedure time limits.
- f. Any grievance not appealed after denial by the Board or the administration shall bar later filing of the same or substantially same grievance by the same grievant.
- g. Grievances may not be modified after submission at Step 1 of Section 8.3 without mutual agreement of the parties.
- h. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held insofar as possible after regular work hours. When such hearings and conferences are held, at the option of the administration during work hours, all employees whose presence is required shall be excused with pay for that purpose.
- i. Any investigation or other handling or processing of a grievance by the grievant or the Association representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the staff.
- j. All documents, communications and records dealing with the processing of a grievance shall be filed only in files designated for that purpose.

### **8.3 STEPS FOR GRIEVANCE PROCESSING**

The following are the steps for the processing of a grievance:

#### **Step 1**

The employee shall file his or her grievance in writing with the employee's immediate supervisor or designee within fourteen (14) days of the initial event giving rise to the grievance. The employee's immediate supervisor or designee shall confer with the employee, and a representative of the Association should the employee so wish, in an attempt to resolve the grievance within seven (7) days of the receipt of the grievance. A decision in writing, including the rationale for same, shall be rendered to the employee and the Association President within seven (7) days of the conference.

#### **Step 2**

If a satisfactory disposition of the grievance is not reached at Step 1, the Association may appeal to the Superintendent or designee in writing within seven (7) days after receipt of the decision of the immediate supervisor or designee. The Superintendent or designee shall hold a conference within seven (7) days after the receipt of the appeal and a written decision, including the rationale for same, shall be provided to the Association by the Superintendent or designee within seven (7) days after the conference.

#### **Step 3**

If a satisfactory disposition of the grievance is not reached at Step 2, the Association may appeal to the Board of Education by filing a written appeal with the Superintendent within seven (7) days after receipt of the

Superintendent's decision. The Board of Education shall consider the grievance in as timely a fashion as the schedule of Board meetings and the agenda therefore permit but within thirty (30) days after the Superintendent's receipt of the appeal. The employee and/or the Association may present a written statement of the grievance to the Board or may request an oral hearing. The hearing will be conducted by the full Board or, at the discretion of the Board, by a subcommittee of the Board at a time convenient to both the Board and the employee. The Board shall render its decision in writing, including the rationale for same, with a copy to the Association, within seven (7) days after the meeting at which the grievance is considered.

#### **Step 4**

In the event the employee is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted by the Association to binding arbitration within twenty-one (21) days after receipt of the Board's answer at Step 3. If a demand for arbitration is not filed with the Board within twenty-one (21) days of the receipt of the Board's answer at Step 3, then the grievance shall be deemed withdrawn. The party seeking arbitration shall request an arbitrator from the American Arbitration Association. The selection of the arbitrator shall follow the voluntary labor arbitrator selection procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues raised in the written grievance and the replies thereto and shall have no authority to make any decisions or recommendation on any other issues not so raised. The arbitrator's decision shall be based solely upon the meaning or application of the specific terms of this Agreement in light of the facts presented. The fees of the arbitrator and the cost of attendance of a court reporter shall be equally divided between the parties. All other costs shall be borne by the party incurring the cost unless otherwise mutually agreed.

## **ARTICLE IX**

### **PROHIBITED ACTIVITY**

#### **9.1 NONDISCRIMINATION**

The Board shall not impose reprisals on employees by reason of their exercise of the legal rights provided by this Agreement.

#### **9.2 NO STRIKE**

During the term of this Agreement, neither the Association nor its agents nor any employee for any reason will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Board. Furthermore, the Association or any of its members shall not attempt to affect a settlement of any disagreement with the Board by engaging in any strike or by withholding service in any manner which would tend to disrupt the operation of any public school. Finally, the Association agrees to notify all local officers and representatives of their obligation and responsibility for maintaining compliance with this Section including their responsibility to remain at work during any interruption which may be caused or initiated by others.

**ARTICLE X**  
**TECHNICAL CLAUSES**

**10.1 COMMENCEMENT/SCOPE OF NEGOTIATIONS**

Meetings between the negotiations committees/teams to discuss provisions of this Agreement may be called upon the written request of either the President of the Association or the Superintendent or his/her Designee. Requests for meetings/bargaining shall be within thirty (30) calendar days of said request. Negotiations for a new agreement shall begin no later than March 30 of the year the agreement expires unless both parties agree to an alternate date. Subsequent meetings shall be held as necessary at times and places agreed to by both parties.

- a. The Board and the Association shall have the right to designate its negotiations committee/team from its members. Each team/committee shall be identified at the first negotiation session.
- b. The Board and the Association agree that negotiations will include wages, hours, terms, and conditions of employment as well as the impact thereon and procedures for the resolution of grievances.
- c. The Association and the Board further agree that the scope of negotiations for any one year shall be determined at the first meeting of the negotiation cycle. At that time, an agenda or list of bargaining topics, may include a broad overview of each topic. This will not limit conversations at the bargaining table. This list will be exchanged and shall be adopted and shall remain in effect until negotiations are concluded.
- d. The Board and Association agree to exchange facts, opinions, and written proposals during the meetings in order to reach agreement on matters being negotiated.
- e. Items agreed upon by the Negotiations Committees/Teams shall be recorded in writing by designated members from the committees and signed by a designated respective team member indicating tentative agreement.
- f. Nothing shall require the Board of Education or Association to provide information that is not readily available. It is understood that there may be instances that require a joint effort to assemble information.
- g. Either team may call upon competent professional or lay representatives to consider the matter under discussion and to make suggestions. Each participating team may utilize the service of consultants during the deliberations. The costs and fees for consultants shall be assumed by the organization utilizing them.
- h. Bargaining Release Time - The Superintendent or his/her designee may authorize release time for the Association Bargaining Team when it is determined by the Board that a negotiations session should be held during the regular work hours of the Association's Bargaining Team. If team members work a shift other than the hours of bargaining, the team member will be released from his/her duties the same day of bargaining. Should a substitute be required, PASS agrees to pay one half (50%) of the cost of the substitute. The Association shall identify the members of its bargaining team and release those names to the Board at the onset of negotiations.
- i. When the Negotiations/Team committees reach an overall tentative agreement on all items on the agenda for negotiations, the Articles agreed upon shall be incorporated into a tentative agreement contract that includes all language from the former contract with strikeouts of voided language and underlined of new language. The Board will be financially responsible for the copying of the tentative

agreement and the Association will be financially responsible for the final ratified copy of the contract.

## **10.2 OPEN**

## **10.3 NOTIFICATION, MEDIATION, IMPASSE**

- a. When mediation is either mutually requested by both parties or by the Board or Union, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff.
- b. In the event that the Federal Mediation and Conciliation Service charges for its services for mediation or in the event that the Board and Union jointly select a mediation service which charges for such services, the cost of mediation shall be shared equally by the Board and the Union.
- c. If both parties have engaged in mediation and have been unable to reach agreement with the assistance of a federal mediator, then negotiations will proceed under the procedures set forth by requirements of the law.

## **10.4 SAVINGS CLAUSE**

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

## **10.5 OPEN**

## **10.6 OPEN**

## **10.7 ADDITIONAL BARGAINING**

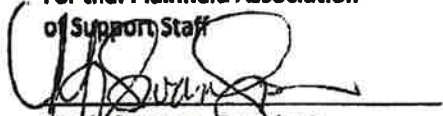
The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any matter (except as otherwise specifically provided herein) though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed the Agreement.

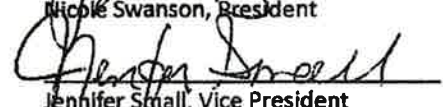
## 10.8 DURATION

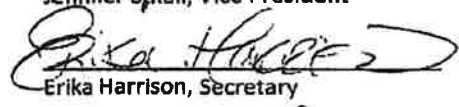
This Agreement will be effective as of July 1, 2024 and continue in effect through June 30, 2027.

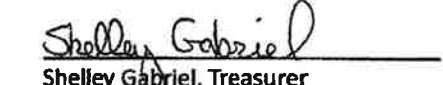
This document is signed by the duly authorized representatives of the parties on.

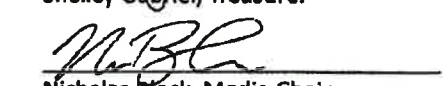
**For the: Plainfield Association  
of Support Staff**

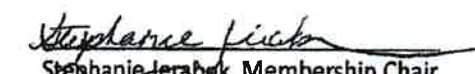
  
Nicole Swanson, President

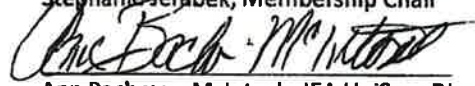
  
Jennifer Small, Vice President

  
Erika Harrison, Secretary

  
Shelley Gabriel, Treasurer


  
Nicholas Block, Media Chair

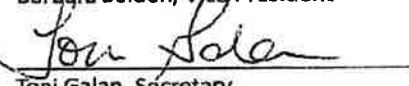
  
Stephanie Jerabek, Membership Chair

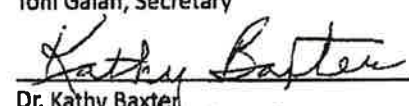
  
Ann Bachman-McIntosh, IEA UniServ Director


**For the: Board**

  
Rod Westfall, President

  
Barbara Seiden, Vice President

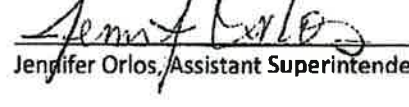
  
Toni Galan, Secretary

  
Dr. Kathy Baxter

  
Dr. Joshua Roland

  
Margaret Morelos

  
Elias Kalantzis

  
Jennifer Orlos, Assistant Superintendent

Approved at the regular meeting of the Board of Education of the Plainfield Community Consolidated School

District #202, held on May 29, 2024.

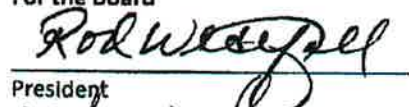
ATTESTED TO:

**For the Plainfield Association  
of Support Staff/IEA**

  
President

  
Secretary

**For the Board**

  
President

  
Secretary

**Appendix A  
2024-2025**

<b>SECRETARY: Category A</b>		<b>Starting Rate \$19.96</b>	
		<i>Raise for current employees: \$2.81</i>	
Secretary to the Principal		Secretary for the Athletic Office-High School	
<b>SECRETARY: Category B</b>		<b>Starting Rate: \$18.69</b>	
		<i>Raise for current employees: \$2.79</i>	
Secretary to the Assistant Principal		Registrar	
<b>SECRETARY: Category C</b>		<b>Starting Rate: \$17.15</b>	
		<i>Raise for current employees: \$2.00</i>	
Secretary for the General Office-High School		Secretary for the Attendance Office-High School	
Secretary for Student Services-High School		Secretary for Special Education	
Building Secretary			
<b>BOOKKEEPER: Category D</b>		<b>Starting Rate: \$18.88</b>	
		<i>Raise for current employees: \$1.73</i>	
Bookkeeper II			
<b>REGISTERED NURSE: Category E</b>		<b>Starting Rate:</b>	
Registered Nurse	<b>\$28.65</b>	Registered Nurse with BSN Degree	<b>\$30.03</b>
	<i>Raise for current employees: \$4.25</i>		<i>Raise for current employees: \$3.63</i>
Permanent Substitute Registered Nurse	<b>\$28.65</b>		
	<i>Raise for current employees: \$4.25</i>		
<b>BSN-RN FOR MEDICAL REVIEW: Category F</b>		<b>Starting Rate: \$37.10</b>	
		<i>Raise for current employees: \$1.00</i>	
BSN-with certification for medical review			
<b>PARAPROFESSIONAL: Category G</b>		<b>Starting Rate: \$17.15</b>	
		<i>Raise for current employees: \$1.50</i>	
Paraprofessional assigned to ASDA		Paraprofessional assigned to Media Center	
Paraprofessional assigned to Advantage		Paraprofessional assigned to ELL	
<b>PARAPROFESSIONAL: Category H</b>		<b>Starting Rate: \$17.15</b>	
		<i>Raise for current employees: \$1.50</i>	
Regular Education Paraprofessional		Instructional Technology Paraprofessional	
<b>PARAPROFESSIONAL: Category I</b>			
Special Education Paraprofessional – <u>Level I</u>		<b>Starting rate: \$19.70</b>	
		<i>Raise for current employees: \$4.05</i>	
Special Education Paraprofessional – <u>Level II</u> (Early Childhood, Project Class, FBI, SCORE, RISE, PA, TAP, PSTEP)	<b>Starting Rate: \$20.15</b>	Special Education Paraprofessional – <u>Level III</u> (BASES, SELECT, Star Plus)	<b>Starting Rate: \$20.70</b>
	<i>Raise for current employees: \$4.50</i>		<i>Raise for current employees: \$5.05</i>
<b>LUNCHROOM SUPERVISOR: Category J</b>		<b>Starting Rate: \$15.27</b>	
		<i>Raise for current employees: \$1.12</i>	
Lunchroom Supervisor			
<b>CLERK: Category K</b>		<b>Starting Rate: \$16.44</b>	
		<i>Raise for current employees: \$2.29</i>	
Copy Services Clerk		Instructional Clerk	
Media Clerk		Office Clerk	
<b>MONITOR/STUDENT SUPERVISOR: Category L</b>		<b>Starting Rate: \$16.21</b>	
		<i>Raise for current employees: \$1.81</i>	
Campus Monitor		Campus Monitor assigned to Re-Focus Room	
<b>MAINTENANCE: Category M</b>		<b>Starting Rate: \$32.21</b>	
		<i>Raise for current employees: \$3.71</i>	
Maintenance Specialist		District Vehicle/Equipment Maintenance Specialist	
<b>MAINTENANCE: Category N</b>		<b>Starting Rate: \$26.59</b>	
		<i>Raise for current employees: \$1.19</i>	
Maintenance Technician			



<b>CUSTODIAN: Category O</b>		<b>Starting Rate: \$22.00</b>
		<i>Raise for current employees: \$3.60</i>
Head Custodian (Elementary and Middle School)	Night Shift Supervisor	
<b>CUSTODIAN: Category P</b>		<b>Starting Rate: \$18.60</b>
		<i>Raise for current employees: \$3.70</i>
Custodian	Permanent Substitute Custodian	
<b>GROUNDKEEPER: Category Q</b>		<b>Starting Rate: \$22.40</b>
		<i>Raise for current employees: \$4.00</i>
Groundskeeper Specialist		
<b>GROUNDS/BUILDING: Category R</b>		<b>Starting Rate: \$20.25</b>
		<i>Raise for current employees: \$5.35</i>
Groundskeeper	Groundskeeper/Painter	
<b>MAIL COURIER: Category S</b>		<b>Starting Rate: \$20.11</b>
		<i>Raise for current employees: \$5.11</i>
Mail Courier		
<b>HIGH SCHOOL HEAD CUSTODIAN: Category T</b>		<b>Starting Rate: \$24.40</b>
		<i>Raise for current employees: \$6.00</i>
Head Custodian		
<b>HEALTH CLERK: Category U</b>		<b>Starting Rate: \$16.87</b>
		<i>Raise for current employees: \$1.00</i>
Health Clerk (Districtwide)		
<b>GROUNDS TECHNICIAN: Category V</b>		<b>Starting Rate: \$21.00</b>
		<i>Raise for current employees: \$5.25</i>
Grounds Technician		
<b>Note: Starting rates are subject to Article 6.3</b>		

**Appendix A**  
**2025-2027**

<b>SECRETARY: Category A</b>		<b>Starting Rate \$19.96</b>	
Secretary to the Principal		Secretary for the Athletic Office-High School	
<b>SECRETARY: Category B</b>		<b>Starting Rate: \$18.69</b>	
Secretary to the Assistant Principal		Registrar	
<b>SECRETARY: Category C</b>		<b>Starting Rate: \$17.15</b>	
Secretary for the General Office-High School		Secretary for the Attendance Office-High School	
Secretary for Student Services-High School		Secretary for Special Education	
Building Secretary			
<b>BOOKKEEPER: Category D</b>		<b>Starting Rate: \$18.88</b>	
Bookkeeper II			
<b>REGISTERED NURSE: Category E</b>		<b>Starting Rate:</b>	
Registered Nurse	<b>\$28.65</b>	Registered Nurse with BSN Degree	<b>\$30.03</b>
Permanent Substitute Registered Nurse	<b>\$28.65</b>		
<b>BSN-RN FOR MEDICAL REVIEW: Category F</b>		<b>Starting Rate: \$37.10</b>	
BSN-with certification for medical review			
<b>PARAPROFESSIONAL: Category G</b>		<b>Starting Rate: \$17.15</b>	
Paraprofessional assigned to ASDA		Paraprofessional assigned to Media Center	
Paraprofessional assigned to Advantage		Paraprofessional assigned to ELL	
<b>PARAPROFESSIONAL: Category H</b>		<b>Starting Rate: \$17.15</b>	
Regular Education Paraprofessional		Instructional Technology Paraprofessional	
<b>PARAPROFESSIONAL: Category I</b>			
Special Education Paraprofessional – Level I		<b>Starting rate: \$19.70</b>	
Special Education Paraprofessional – Level II (Early Childhood, Project Class, FBI, SCORE, RISE, PA, TAP, PSTEP)	<b>Starting Rate: \$20.15</b>	Special Education Paraprofessional – Level III (BASES, SELECT, Star Plus)	<b>Starting Rate: \$20.70</b>
<b>LUNCHROOM SUPERVISOR: Category J</b>		<b>Starting Rate: \$15.27</b>	
Lunchroom Supervisor			
<b>CLERK: Category K</b>		<b>Starting Rate: \$16.44</b>	
Copy Services Clerk		Instructional Clerk	
Media Clerk		Office Clerk	
<b>MONITOR/STUDENT SUPERVISOR: Category L</b>		<b>Starting Rate: \$16.21</b>	
Campus Monitor		Campus Monitor assigned to Re-Focus Room	
<b>MAINTENANCE: Category M</b>		<b>Starting Rate: \$32.21</b>	
Maintenance Specialist		District Vehicle/Equipment Maintenance Specialist	
<b>MAINTENANCE: Category N</b>		<b>Starting Rate: \$26.59</b>	
Maintenance Technician			
<b>CUSTODIAN: Category O</b>		<b>Starting Rate: \$22.00</b>	
Head Custodian (Elementary and Middle School)		Night Shift Supervisor	
<b>CUSTODIAN: Category P</b>		<b>Starting Rate: \$18.60</b>	
Custodian		Permanent Substitute Custodian	
<b>GROUNDSKEEPER: Category Q</b>		<b>Starting Rate: \$22.40</b>	
Groundskeeper Specialist			
<b>GROUNDS/BUILDING: Category R</b>		<b>Starting Rate: \$20.25</b>	
Groundskeeper		Groundskeeper/Painter	
<b>MAIL COURIER: Category S</b>		<b>Starting Rate: \$20.11</b>	
Mail Courier			
<b>HIGH SCHOOL HEAD CUSTODIAN: Category T</b>		<b>Starting Rate: \$24.40</b>	
Head Custodian			
<b>HEALTH CLERK: Category U</b>		<b>Starting Rate: \$16.87</b>	
Health Clerk (Districtwide)			
<b>GROUNDS TECHNICIAN: Category V</b>		<b>Starting Rate: \$21.00</b>	
Grounds Technician			

**Appendix B**  
**Categorical Work Summary**

Category	Days	Hours	Months	Holidays *	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>A</b>									
<b>Principal Secretary</b>									
High School & Middle School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Elementary	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Athletic	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>B</b>									
<b>Secretaries</b>									
Assoc Prin Sec - High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
AP Sec - High School	219	7.5	11	10	3	Yr 1 = 1 Yr 2+ = 3	16	No	Yes
AP Sec - Middle School	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
AP Sec - Elementary	219	7	11	10	3	Yr 1 = 1 Yr 2+ = 3	16	No	Yes
Registrar	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>C</b>									
<b>Secretaries</b>									
Attendance	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
Attendance	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Building	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
General Office	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
Special Ed	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
**Special Ed – High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes**	Yes
**Special Ed – Plainfield Academy	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes**	Yes
<b>D</b>									
<b>Bookkeeper</b>									
High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>E</b>									
Registered Nurse	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Registered Nurse w/BSN Degree	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Permanent Substitute Registered Nurse	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes

Category	Days	Hours	Months	Holidays *	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>F</b>									
BSN-RN for Medical Review	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
<b>G</b>									
<b>Regular Ed Paraprofessional</b>									
ASDA	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Media Center – HS	177	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Advantage	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
ELL	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
<b>H</b>									
<b>Regular Ed Paraprofessional</b>									
Paraprofessional (am only)	177	2.5	9	No	No	No	6	No	No
Paraprofessional (am)	177	over 2.5	9	8	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Paraprofessional (pm only)	170	2.5	9	No	No	No	6	No	No
Paraprofessional (pm)	170	over 2.5	9	8	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
<b>I</b>									
<b>Special Ed Paraprofessional</b>									
Special Ed Paraprofessional	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Special Ed Paraprofessional for Student Support Srvcs	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Special Ed Paraprofessional	177	3.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
<b>J</b>									
<b>Supervision</b>									
Lunch Supervisor - ELEM	176	over 2.75	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Lunch Supervisor – ELEM	176	2.75 or less	9	No	No	No	6	No	No
Lunch Supervisor – MS/HS	169	over 2.75	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Lunch Supervisor – MS/HS	169	2.75 or less	9	No	No	No	6	No	No

Category	Days	Hours	Months	Holidays *	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>K</b>									
<b>Clerk</b>									
Media Center – EL	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Media Center – MS	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Media Center – HS	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Office – EL	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Office – MS	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
High School	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Copy Services	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
<b>L</b>									
<b>Monitor</b>									
Campus Monitor	176	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Campus Monitor assigned to Re-Focus Room	176	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
<b>M</b>									
<b>Maintenance</b>									
Specialist	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Vehicle Maintenance	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>N</b>									
<b>Maintenance</b>									
Technician	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>O</b>									
<b>Custodian</b>									
Head (Elem & MS)	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Night Supervisor	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>P</b>									
<b>Custodian</b>									
Custodian	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
General Custodian	247	6.5	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Custodian	247	6	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Permanent Substitute Custodian	247	6	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes

Category	Days	Hours	Months	Holidays *	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>Q</b>									
<b>Groundskeeper</b>									
Specialist	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>R</b>									
<b>Grounds/Building</b>									
Groundskeeper	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Groundskeeper/Painter	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>S</b>									
<b>Mail Courier</b>									
Mail Courier	237	8	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>T</b>									
<b>Custodian</b>									
Head Custodian (HS)	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
<b>U</b>									
<b>Health Clerk</b>									
Health Clerk (Districtwide)	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
<b>V</b>									
<b>Grounds Technician</b>									
Grounds Technician	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes

**\*Holiday Note – When there is a general presidential election, an additional paid holiday will be added**

**\*\* Special Education secretaries will be limited to two (2) vacation days during ESY.**

**REVISED 7/1/2024**

**The Overview of Health Care Benefits  
is located on the Employee Access Portal in the Annual  
Benefits Guide**