

Agreement

Between the

Board of Education

of

Wood-River - Hartford School District #15
Madison County, Illinois

and the

Wood River Education Association

an affiliate of the

Illinois Education Association - NEA

and the

National Education Association

2021-2022
2022-2023
2023-2024
2024-2025

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WOOD RIVER-HARTFORD DISTRICT #15

ARTICLE I RECOGNITION

1.1 Recognition

The Board of Education of School District #15, Madison County, Wood River, Illinois, the employer, hereinafter referred to as the "Board," recognizes the Wood River Education Association affiliate of the IEA-NEA, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all full-time and regularly employed part-time certificated and Educational Service Personnel. Those excluded shall be the Superintendent, Principals, Curriculum Coordinator, Cafeteria Manager, Maintenance Supervisor, Superintendent's Secretary, Accountant/Bookkeeper, Technology Coordinator, and any other employees whose positions are supervisory, managerial, confidential, as defined in Section 2 of IELRB, or short-term as defined in Article I, Section 1.2 of this Agreement.

1.2 Definitions

A. Employee

The term "employee" when used hereinafter in this Agreement shall refer to all certificated personnel and all Educational Service Personnel represented by the Association as determined in Article I, Section 1.1 and shall specifically exclude short-term employees.

B. Teacher or Certificated Employee

The term "teacher" or "certificated employee" when used hereinafter shall refer to all certificated employees represented by the Association as determined in Article I, Section 1.1, but shall specifically exclude certificated teacher assistants and those individuals with a teacher assistant letter of approval.

C. Educational Service Employee

The term "educational service employee" when used hereinafter in this Agreement shall refer to all Educational Service Personnel including those specifically excluded in B above.

D. Short-term Employee

The term "short-term employee" when used hereinafter shall refer to an individual who is employed by the District on a day-to-day basis, or who is employed by the District for a period of less than two (2) consecutive calendar quarters and who does not have a reasonable expectation of being rehired by the District for the same position beyond that period of time. A short-term employee shall not be deemed a member of the bargaining unit during the period that s/he is employed as a short-term employee.

E. Full-time Employee (Certified)

The term "full-time employee (certified)" when used hereinafter shall refer to an employee that normally works a 37 hour and 15 minutes work week as provided in Article VII, Section 7.1 of this Agreement.

F. Full-time Employee (Educational Service Personnel)

The term "full-time employee (Educational Service Personnel)" when used hereinafter shall refer to an employee that normally works a five (5) consecutive day work week consisting of at least seven (7) work hours per day and at least thirty-five (35) work hours per week for the school year or calendar year exclusive of overtime, substitute time, or temporary assignment time. This is not to be construed as work on any specific shift.

G. Regular Employee

Regular employees are those employed on contract for a period of time exceeding two consecutive calendar quarters and who have a reasonable expectation of being rehired for the same or comparable position beyond that period of time. Employees hired conditionally to provide specific services or functions that may be terminated if the need for such services or functions ceases to exist will be considered as regular employees if their conditional contract begins prior to November 1 of the school year and is expected to continue for at least two consecutive quarters.

1.3 Recognition Limitations

The Board agrees not to negotiate with individual employees, groups of employees, or any other organization purporting to represent employees defined in Article I, Section 1.1 above. It is understood that the Board and the administration retain their right to discuss with individual employees in the District matters relating to educational programs, policies, procedures, or processes which are beyond the scope of wages, hours, and terms and conditions of employment.

ARTICLE II NEGOTIATION PROCEDURES

2.1 Scope

The Board and the Association agree to negotiate in good faith with respect to wages, hours, and terms and conditions of employment, provided that nothing contained herein shall require the Board to bargain over matters of inherent managerial policy, including (but not limited to) such areas of discretionary policy as the functions of the employer, standards of service, the overall budget, the organizational structure and selection of new employees, and direction of employees. "Good faith" is defined as the mutual responsibility of the Board and the Association to deal with each other openly, honestly, and fairly and to sincerely endeavor to reach agreement on items being negotiated.

2.2 Authority to Negotiate

It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association, respectively, for ratification.

2.3 Selection of Representatives

Each party in any negotiations shall select its negotiation representatives. An exchange of each team's members will be made at the first negotiation meeting. During the negotiating period, these members and only these members shall negotiate.

2.4 Communications

Requests or communications to the Superintendent shall be made to the Superintendent or to his/her designated representative; requests or communications to the Board shall be made to the Board President and the Superintendent; and requests or communications to the Association shall be made to the President(s) or to their designated representative.

2.5 Beginning Negotiations

A date to begin negotiations shall be established no later than April 30. Meetings will be held as necessary at times and places agreed to by both parties

2.6 Tentative Agreements

During negotiations, once items have been tentatively agreed to, they shall be initialed by both teams' spokespersons at the meeting during which the tentative agreement is reached, and a copy of the initialed tentative agreement shall be provided to each team. Once initialed by the spokespersons, these items are no longer subject to negotiations unless mutually agreed upon.

2.7 Mediation

If mediation is required, the Federal Mediation and Conciliation Service shall be utilized.

2.8 Agreement and Appendices

When the Association and Board reach tentative agreement on all matters being negotiated, those matters will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for approval.

2.9 Preparation and Distribution of Agreement

Within thirty (30) days after the Agreement is ratified and signed by both parties, copies of this Agreement shall be prepared and printed at the expense of the Association. The Association will provide each of its members with a copy of the final Agreement. A copy of the final agreement will be given to the President of the Board.

ARTICLE III

EMPLOYEE AND ASSOCIATION RIGHTS

3.1 Right to Organize

Employees shall have the right to form, join, or assist employees' organizations, and to participate in negotiations with the Board through representatives of the Association. The Board agrees that it will not discriminate against any employee with respect to hours, wages, terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association, collective negotiations with the Board, or institution of any grievance, complaint, or proceeding under this Agreement.

3.2 Use of Management Rights

Management rights shall not be used for the purpose of discrimination against any employee because of Association activity or for the purpose of evading any of the provisions of this Agreement.

3.3 Non-Discrimination

The board agrees that it shall not discriminate against any employee on the basis of protected status identified in its Policy 5:20, as may be amended from time to time, including but not limited to race, creed, color, marital status, sex, age, national origin, ancestry, disability or sexual orientation.

3.4 Rights of Representation

When an employee is required to appear before the Administration or the Board for discipline, the employee shall be advised of the intent of the meeting and shall be entitled to have a representative of the Association present.

If at any meeting between an employee and administrator the employee believes that the meeting and/or issues are disciplinary, then the employee shall request a representative and the meeting will be postponed until a representative is present. Evaluation conferences are not considered disciplinary.

3.5 Transaction of Association Business on School Property

Duly authorized representatives of the Association and their respective affiliates may transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations. Views and opinions on matters relating to Supervisor-employee or Board-employee relationships will not be discussed in the presence of students or parents. And further provided that no Educational Service Personnel employees shall use their scheduled duty hours, except break periods and lunch periods, and no certified employees shall use their scheduled duty hours, except lunch periods, preparation periods, and times when students are not present in the classroom for work required in the administration of Association business.

3.6 Job Related Problems

Each employee shall discuss a non-grievable problem with the Principal of the building in which the problem exists or the Immediate Supervisor. If the job related problem concerns harassment or an on-going unresolved issue between the employee and the Principal/Supervisor, then the employee may go directly to the Superintendent.

3.7 Use of Bulletin Boards

The Association shall have the right to post official notices of its activities and matters of official Association business on designated bulletin boards, at least one of which shall be provided in each school building. The Association shall assume responsibility for identification and posting of the material. Material endorsing or opposing a candidate for political office shall not be posted.

3.8 Use of Mailboxes

The Association shall have the right to use the employee mailboxes and district email to distribute materials concerning its activities and matters of official Association business.

3.9 Use of Facilities

The Association may use available school space for meetings upon advance notification of Building Principals, and provided that when custodial service is required the Board may make a charge in accordance with existing policies regarding non-profit organizations. The

Association agrees not to use school space for profit-making activities to benefit the Association treasury.

3.10 Copies of Administrative Documents

The Board agrees to furnish to the Association all available information concerning the budget amendments to the budget, financial reports and audits, agendas and minutes of all Board meetings, treasurer's reports, and the names and addresses of all employees. Items excluded by the Freedom of Information Act will not be made available. Nothing herein shall require the administrative staff to extensively research or assemble information.

3.11 Association Leave

In the event that the Association desires to send representatives to local, state, or national conferences or meetings, these representatives shall be excused without loss of salary, sick, or personal business days providing the Association reimburses the District for the cost of the substitute(s). The number of Association Leave days will not exceed fifteen (15) each year for the duration of the contract. No association leave shall be assessed when meeting with the administration.

3.12 Personnel Files

Each employee shall have the right, upon request in writing to the Superintendent, to review the contents of the employee's personnel file. (See Board Policy 5.150). No material will be placed in the personnel file without a copy being provided to the employee.

3.13 Board Meetings

The Association shall have the right to address the Board at regular Board meetings during the time established on the agenda for Recognition of Guests and Visitors.

3.14 Board Policies

The Board agrees to provide the Association one (1) copy of the Board Policy Manual without charge to the Association, and further agrees to place a current and complete copy of the Manual in each employee lounge. New or revised policies which affect the employees' wages, hours or other terms and conditions of employment shall be subject to mandatory bargaining. The President(s) of the Association shall be notified by certified mail of such changes.

3.15 Dues Deduction

The Board shall withhold from the compensation of an employee dues payable to the Association subject to the following conditions and/or requirements:

- A. The Board shall make deductions from the regular paychecks of each employee who shall submit to the Superintendent's Office by the tenth of the month in which the deductions are to begin, a written authorization on a form specifying the dues and assessments regularly and uniformly required by the Association as a candidate for membership.
- B. Such authorization for deductions shall be effective the next payday following receipt of such by the Board. Payroll deduction of Association dues will be made in equal installments over all pay periods.
- C. Such authorization shall remain in effect according to its terms, provided such may be revoked by the employee by giving written notice to the Board and the Association on or before September 15.

- D. If an employee is terminated for any reason prior to the deduction of the amounts authorized herein, the unpaid portion of dues and IPACE and NEA-PAC contributions will be deducted from the employee's final check.
- E. Written notice of any change in the terms of such authorization shall be received by the Board no later than September 10.
- F. The Association, the Illinois Education Association, and the National Education Association shall indemnify and hold harmless the Board and its members, agents, and employees from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this Section. The Board agrees to promptly notify the Association in writing of any claim arising out of this Section.
- G. Dues collected through payroll deduction will be disbursed to the Association Treasurer five (5) calendar days after the monthly payroll.

ARTICLE IV

MANAGEMENT RIGHTS

4.1 Management Rights

Subject to the provisions of this Agreement, the Association recognizes that the management of the District and the direction of the working force is vested exclusively in the Board. This shall include (but not be limited to) the right to hire, suspend, discharge or otherwise discipline for sufficient cause, to release and lay off employees for lack of work, to assign work and to transfer employees from one position to another. Management has the sole responsibility for assigning work, determining size of the workforce for the District, maintaining discipline of employees, and otherwise directing and operating the District. The District retains and reserves unto itself, all powers, rights, authorities, duties, and responsibilities conferred upon and vested into it by statutes and the State and Federal Constitutions. The exercise of these powers, rights, authorities, duties, and responsibilities by the District, and adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement. The management rights covered by this Article are not subject to midterm bargaining and/or the grievance procedure unless otherwise provided for in this Agreement. Personnel employed by the Board for other than their regularly scheduled work duties (e.g., summer school, extracurricular) shall not have an automatic right to continuation in such positions, but shall be employed by the Board for such positions on a year to year basis. This includes all extra-curricular positions and short-term employees.

4.2 Copies of Association Documents

The Association will furnish copies of any pertinent information requested by the Superintendent or Board for the purpose of negotiation or implementing the contract. Nothing herein shall require the Association to extensively research or assemble information.

ARTICLE V

GRIEVANCE PROCEDURES

5.1 Grievance Defined

A grievance is any claim by the Association or any employee, or group of employees, that there has been a violation, misrepresentation or misapplication of the terms of this Agreement. The School Code, State Statutes, and Federal Statutes are not subject to the grievance procedure. Only those Board Policies which have been in the past or are in the future collectively bargained and agreed to be grievable are subject to the grievance procedures. The parties agree that those policies that have been or in the future will be collectively bargained and agreed to be grievable shall be listed in Appendix D of this Agreement. A grievance must be filed within twenty-five (25) working days of the alleged violation. A working day shall be defined as any day the Board/Superintendent's Office is open for business.

5.2 Procedures (Grievance)

Procedures

The Association has the right to be present during all steps of the grievance procedure. A grievance may be processed as follows:

Step I

Any employee having a grievance shall first discuss such grievance with the Supervisor responsible for the action or decision which led to the alleged violation. If the grievance affects more than one school, discussion shall be with the Superintendent. The employee must cite which part of the agreement has been violated including an explanation of how and/or why.

Step II

If the discussion does not resolve the grievance to the satisfaction of the Grievant, such Grievant shall have the right to lodge a written grievance with such Grievant's Building Principal. If such grievance is not lodged within twenty-five (25) working days of the alleged violation, it shall no longer exist. The written grievance shall be on a standard form supplied by the Board and shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the contract allegedly violated, misinterpreted or misapplied. A copy of such grievance shall be filed with the Superintendent. The Grievant shall have a right to request a hearing before the Building Principal. Such hearing shall be conducted within five (5) working days after the receipt of such request. The Grievant shall be advised in writing of the time and place. The Building Principal shall take action on the written grievance within five (5) working days after the receipt of said grievance, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and reasons for the action shall be reduced to writing and copies sent to the Grievant and the Superintendent.

Step III

If the action taken by the Building Principal does not resolve the grievance to the satisfaction of the Grievant, such Grievant may appeal in writing to the Superintendent. Failure to file such appeal within five (5) working days from receipt of the written

memorandum of the Principal's action on said grievance shall be deemed a waiver of the right to appeal. Upon request, a hearing shall be conducted by the Superintendent within five (5) working days after receipt of the request. The Superintendent shall take action of the appeal within five (5) working days after receipt of the appeal, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the Grievant and Building Principal.

Step IV

If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the Grievant, such Grievant may appeal in writing to the Board. The Notice of Appeal shall be sent to the Superintendent and a copy filed with the Secretary of the Board. Failure to file such appeal within five (5) working days from receipt of the written memorandum of the Superintendent's action on said grievance shall be deemed a waiver of the right of appeal. The Superintendent shall place the matter on the agenda for the next regular meeting of the Board. The Grievant shall have the right to be represented at such meeting by counsel. The action taken and the reasons for the action shall be reduced to writing and copies sent to the Grievant and the Association President within five (5) working days following the Board hearing.

Step V

If the action taken by the Board does not resolve the grievance to the satisfaction of the Association, the Association may, within twenty (20) working days, notify the Board that the Association is exercising the right to enter into binding arbitration with the Board, with the arbitrator chosen from a mutually agreed upon service. The arbitrator shall have no power to alter the terms of this Agreement.

5.3 Bypassing a Step

If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

5.4 Class Grievances

Any grievances involving an administrator above the building level may be initially filed by the Association at the next step.

5.5 Grievant Participation

The employee or employees filing the grievance shall be present at each step of the grievance procedure. If the employee is not able to be present due to an emergency, consideration shall be given to reschedule the appropriate step; if this is not possible, an appropriate representative designated by the Grievant shall be appointed.

5.6 Board-Administration Cooperation

The Board and the Administration shall cooperate with the Association in the investigation of any grievance.

5.7 No Reprisals Clause

No reprisals shall be taken by the Board or the Administration against any employee or the Association because of the employee's participation in a grievance.

5.8 Grievance Records

All records related to a grievance shall be filed in a separate grievance file.

5.9 Release Time

Should any Step I, Step II, Step III, or Step IV meeting or an arbitration hearing require an employee whose presence is pertinent to the determination of the grievance, or an Association representative be released from their regular assignment, the employee or Association representative shall be released without loss of pay or benefits.

5.10 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

5.11 Failure to Respond

The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an Administrator's failure to give a decision within the time limits shall permit the Grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

5.12 Arbitration Costs

The cost of such arbitration shall be borne equally by the Board and the Association as per Section 10c of the Illinois Education Labor Relations Act.

ARTICLE VI

CONDITIONS OF EMPLOYMENT (GENERAL)

The following general conditions of employment shall apply to all eligible employees in the bargaining unit, regardless of classification.

6.1 Subcontracting

The Board reserves the right to review and consider the subcontracting of services of any employee group. The Board shall provide to the Association, upon request, a copy of any materials or information relative to such review and consideration.

The Board agrees that it will not subcontract any services currently being provided by the bargaining unit for the duration of this Agreement, except when the District does not have the equipment necessary for the job, or employee(s) qualified to perform the service.

6.2 Unsafe and Hazardous Conditions

The Board shall strive to provide safe equipment and working conditions in accordance with local, state, and federal safety regulations. Employees shall promptly report instances of unsafe working conditions or equipment to their immediate supervisors. If the immediate supervisor fails to take prompt corrective action, then the employee(s) shall notify the Superintendent. Employees shall not perform work under unsafe or hazardous conditions. If such conditions are judged by the Superintendent or his/her designee to be unsafe or hazardous, the employee(s) shall be assigned to other work.

6.3 Employee Discipline

A. No non-probationary employees shall be disciplined except for "just cause".

- B. Discipline shall be progressive in nature, and in accordance with the following schedule. The sequence and necessity for the following steps will be determined by the Superintendent or his/her designee, depending on the severity of the alleged offense, but shall not be applied arbitrarily:
1. Written warning or reprimand (excluding all evaluations)
 2. Suspension with pay
 3. Suspension without pay
 4. Dismissal (The dismissal of a probationary employee or the dismissal of a tenured certified employee shall not be subject to the Grievance Procedure.)

6.4 Suspension With Pay

The Superintendent may determine that just cause exists to suspend an employee with pay for disciplinary reasons. Just cause shall be inherent in one of the following:

- Incompetence
- Cruelty
- Negligence
- Immorality
- Other just cause

The Superintendent shall meet with the employee to present the written reasons for the suspension. If the reasons involve allegations of deficient work performance or misconduct as listed above, the Superintendent shall identify the person(s) making the allegation and give the employee an opportunity to respond to the allegations. The employee shall have the right to representation at the meeting. The Superintendent shall give the employee written notification of this meeting and the reasons therefore, not less than three (3) work days prior to the meeting. The employee will be told the dates and times the suspension will begin and end. Such period shall not exceed three (3) workdays for each incident.

Prior to suspension, a written report stating the reasons for the suspension and the employee's right to a hearing before the Board shall be given to the employee. The employee must notify the President of the Board in writing within five (5) workdays following receipt of written notification of suspension for a request for a hearing. The Superintendent shall notify the Board President, as soon as possible, of the employee's suspension and if the employee has requested a hearing, the Superintendent and Board President shall determine the date, time, and location for the hearing. Upon request by the employee, the Board shall schedule such a hearing not sooner than five (5) work days from its receipt of the employee's request, but not later than twenty (20) work days of receipt of said request. Notification of the hearing shall be sent to the employee in writing and by certified mail no less than ten (10) workdays in advance of the hearing. At the suspension hearing the employee shall be entitled to representation of his/her choice and shall have the right to present such witnesses, testimony, and evidence, as s/he deems necessary. If the Board determines that the suspension of the employee is invalid, the employee shall return to his/her work assignment the next workday. All documentation of the employee's suspension shall be expunged from his/her personnel record.

In case of emergency, the Superintendent may suspend an employee pending Board review of the matter. Emergency suspension, however, cannot exceed three (3) work days, unless such endangers the physical safety of employees, students, or other persons at school or at school sponsored events, endangers school property, or interferes with the instructional process. The

total number of days an employee can be suspended, including emergency suspensions by the Superintendent, is three (3) workdays for each incident.

"Suspension" as used in this Section, means the act of temporarily removing an employee from his/her position in the District with pay. No suspension shall exceed three (3) workdays in length.

6.5 Suspension Without Pay

The Board may suspend without pay for one of the following causes:

- Incompetence
- Cruelty
- Negligence
- Immorality
- Other Just Cause

Before the Board reaches a decision on the suspension of the employee, the Board shall conduct a pre-suspension hearing to determine whether the facts as presented at the hearing warrant suspension without pay. The Board or its designee shall notify the employee in writing in not less than ten (10) work days prior to the pre-suspension hearing, stating the alleged charges and causes and indicating the date and time of the hearing. If the reasons involve allegations of deficient work performance or misconduct as listed above, the Board shall identify to the employee the person(s) making the allegations and give the employee the opportunity to respond to the allegations.

At the pre-suspension hearing, the employee shall be entitled to representation of his/her choice and shall have the right to present such witnesses, testimony, and evidence, as s/he deems necessary. If the Board determines that the suspension of the employee is invalid, the employee shall be made whole and shall be returned to his/her assignment the next workday. All documentation of the employee's suspension shall be expunged from his/her personnel record.

If the Board determines that the suspension of the employee is warranted, the Board may suspend the employee for a period not to exceed twenty (20) workdays or in the case of pending dismissal proceedings until a final determination on the dismissal is rendered. If the Board decides to suspend an employee without pay, written notice of such suspension, the reasons therefore, the beginning and ending dates thereof, and a bill of particulars shall be sent to the employee by certified mail not later than three (3) calendar days following the Board's decision to suspend. Nothing in the policy shall be interpreted to impair the Board's right to suspend an employee pending a hearing, to dismiss employees, or prevent the Board or the Superintendent from immediately suspending with pay an employee in accordance with Section 6.4 of this Agreement. No employee shall be suspended without pay except by a majority vote of the Board.

"Suspension," as used in this Section means the act of temporarily removing an employee from his or her position in the District without pay.

6.6 Conference and Visitations

If an employee is required in writing by the Superintendent to attend a convention, meeting, workshop, program or other activity outside of his/her normal work hours, the employee shall be compensated in accordance with the applicable provisions of this Agreement.

6.7 Dispensing of Medicine

Student medication shall be administered by the School Nurse, or by a designated administrator when the School Nurse is not available. The administration of medication to students during regular school hours and during school-related activities is discouraged unless absolutely necessary for the critical health and well being of the student. This Section shall not prohibit any school employee from providing emergency assistance to students.

6.8 Vacancies

A vacancy occurs whenever a position requiring a minimum of three (3) hours per day has been created by the Board or when a position which the Board wishes to continue, requiring a minimum of three hours per day is declared vacant by the Board due to a transfer, promotion, resignation, retirement, death or termination. Vacancy does not refer to any position temporarily vacated by an employee on leave. A copy of all vacancy notices shall be provided to the Association President(s).

Once the Board determines that a vacancy exists and elects to fill that vacant position, the Superintendent shall have posted in all school buildings a vacancy notice. All vacancies shall be posted at the Board's Administrative Office. Each individual vacancy notice shall be posted for a minimum of five (5) days and shall be emailed to all district employees. All vacancies, other than internal vacancies, shall be posted on the District's website. A copy of all vacancy notices shall be provided to the Association President(s).

When a vacancy occurs, the vacancy shall be posted. All internal applicants shall receive consideration.

The names of all staff will be provided to the Association within five (5) days of the Board's action on their employment, resignation, or termination.

6.9 Involuntary Transfer

An involuntary transfer occurs when a change in assignment is made without prior request by the employee.

A teacher who is to be involuntarily transferred shall be notified in writing of the transfer at least sixty (60) calendar days before the opening day of school except in emergencies or when extenuating circumstances exist. When the involuntary transfer changes grade level or if a junior high teacher is reassigned to a subject area in which s/he has never taught, the teacher will receive information regarding prescribed District purchase procedures.

An ESP employee who is to be involuntarily transferred shall be notified in writing of the transfer at least ten (10) working days prior to the date the transfer is to become effective except in emergencies or when extenuating circumstances exist.

The Administration shall meet with the employee and a representative of the Association to discuss the transfer prior to its implementation. Involuntary transfers shall not be done for punitive or discriminatory reasons.

If requested by the involuntarily transferred employee, the employee shall be released by the Board from contractual service.

6.10 Tentative Assignment

Teachers shall receive in their regular June paychecks, written notification of tentative position assignments. In cases of emergencies or when extenuating circumstances require a change, teachers will be notified promptly.

Educational Service Personnel will be notified only in the event of a change of assignment.

6.11 Reassignment

Vacancies shall be posted only after requests for internal transfers have been considered. Employees desiring a transfer in assignment shall put the request in writing to the district superintendent.

6.12 District Sponsored Events

No bargaining unit member shall be required to attend or participate in district sponsored events without the presence of an administrator for the duration of the activity, except in emergency circumstances.

ARTICLE VII

CONDITIONS OF EMPLOYMENT (CERTIFIED)

In addition to the general conditions of employment specified in Article VI, the following conditions shall apply to eligible certified employees.

7.1 Work Day

Teachers' normal workdays, Monday through Thursday, will be seven and one-half (7.5) hours with a forty (40) minute lunch. On Fridays and days before holidays, teachers will work seven and one-fourth (7.25) hours with a forty (40) minute lunch.

If the administration provides at least three (3) calendar days prior notice to the staff as to the date and purpose of the full faculty and/or staff meeting, teachers shall stay until 4:00 P.M. no more than twenty (20) days per year for meetings. Teachers shall be permitted to leave work after the dismissal of students for an early doctor or dentist appointment with the approval of their Building Principal.

7.2 Duty Free Lunch

No employee will be required to perform any duty during the employee's scheduled lunch period, which shall be determined by the building schedule established by the Principal. The duty free lunch period shall be equal to the regularly scheduled school lunch period, but not less than forty (40) minutes in each school day.

7.3 Student Intervention Meetings

Every effort should be made to provide teachers with at least three (3) days notice of student intervention meetings which require preparation of paperwork. Such meetings shall be conducted during the teacher's workday, unless circumstances require otherwise.

7.4 Reduction in Force (Certified Personnel)

A. Definition/Procedure

If any teacher, whether or not in contractual continued service, is removed or dismissed as a result of a decision of the Board to decrease the number of teachers employed by the Board, or a decision of the Board to discontinue some particular type of teaching service, then written notice must be mailed to the teacher and also given to the teacher either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term, together with a statement of honorable dismissal and the reason therefore, and in all such cases the sequence of dismissal shall occur by groupings in accordance with Section 24-12 of the Illinois School Code. Positions vacated by retirements, resignations, and other natural attrition will not be considered a reduction in force.

B. Recall

Teachers honorably dismissed by reduction in force shall be afforded recall rights in accordance with Section 24-12 of the Illinois School Code (105 ILCS 5/24-12), provided that the statutory recall right for Group 3 and 4 teachers shall be extended from one (1) year to two (2) years while the statutory recall right for Group 2 shall remain from the beginning of the following school term through February 1 of the following school term.

A teacher's failure to respond affirmatively to a recall notice within ten (10) work days (or 5 work days if within two weeks of the first day of school) after the mailing of the Board's letter which shall be sent by registered mail to the teacher's address on file shall result in termination of the teacher's right of recall hereunder.

C. Lists

The District shall, in consultation with the Association, each year establish a sequence of honorable dismissal list categorized by positions and the groupings defined in Section 24-12(b) of the Illinois School Code (105 ILCS 5/24-12(b)). Copies of the list showing each teacher by name and categorized by positions and the groupings defined in this 24-12(b) must be distributed to the Association at least 75 days before the end of the school term, provided that the district may, with notice to the Association, move teachers from one grouping into another grouping during the period of time from 75 days until 45 days before the end of the school term. Each year, the District shall also establish, in consultation with the Association, a list showing the length of continuing service of each teacher who is qualified to hold any such positions. Copies of the list must be distributed to the Association at least 75 days before the end of the school term. The Association shall have ten (10) calendar days from the date of distribution to the Association to review and submit written confirmation of the accuracy of the information contained on the sequence of honorable dismissal list or the seniority list.

D. Seniority/Years of Continuing Service

Years of continuing service within the District shall be interpreted as follows:

1. If a full-time position has been reduced to a part-time position by the District, a tenured teacher shall continue to have full seniority rights.
2. If teaching part-time is by choice, a tenured teacher shall accumulate seniority at the fractional part of the teaching day. This choice shall be documented with a letter from the teacher and placed on file in the Superintendent's office.

3. In the case of a teacher who resigns and then comes back, seniority will accumulate from the date of the latest employment once the teacher has acquired tenure.
4. Tenured teachers on sick leave or temporary disability with TRS, or those eligible for Worker's Compensation, shall receive seniority the same as if they were working.
5. Tenured teachers who have been released due to a reduction in force and later re-employed shall not accrue additional seniority nor receive vertical advancement on the salary schedule for the duration of their dismissal.
6. A tenured teacher granted a leave of absence shall not accrue additional seniority nor receive vertical advancement on the salary schedule for the duration of his/her leave.

E. Placement Upon Recall

At the time of recall, a teacher who was honorably dismissed due to a reduction in force will be placed on the seniority list in accordance with the total years of service in the District.

F. Seniority Accrual

Once tenure is attained, seniority shall accrue for all full-time continuous service to the District.

G. Superseder

If any contractual term of this Section 7.3 is in violation of the statutory provisions of Section 24-12 of the Illinois School Code (105 ILCS 5/24-12) as may be amended from time to time, Section 24-12 shall govern and control.

7.5 Earned Compensation upon Termination

Any teacher dismissed as the result of a reduction in force, or as the result of non-renewal, shall have the option to be paid all earned compensation on or before the third business day following the last day of pupil attendance in the regular school term or being paid their earned compensation over the summer (June, July and August) with the district continuing to pay health insurance benefits for that timeframe.

7.6 Principal Substitute

The Superintendent and the Board shall provide a substitute when a Building Principal is not available on call for any reason for one full day or more. In the case of a short term absence, five consecutive work days or less, the Principal Substitute may be appointed from teachers in the building by the Administration. The selected teacher shall have a minimum of five (5) years teaching experience in the district. The substitute will receive a stipend equal to the amount established for a substitute teacher's daily rate, including TRS, in addition to their regular salary. The cost of an external substitute will not exceed the cost of the internal substitute.

7.7 Summer Curriculum Work

Teachers participating in summer curriculum work and screening/testing for students aged PreK through grade 8 will be compensated at the rate of pay equivalent to that of a substitute teacher.

Pre-K summer screening will initially be offered to current Pre-K staff. If such staff declines to participate in the summer screening, other district employees shall be offered an opportunity to participate in the screenings and be compensated at the rate of a substitute teacher.

7.8 Packing/Moving Classrooms

Teachers who are required to pack classrooms for summer projects or relocation will be compensated at the rate of \$50 per move and will be notified of such move as soon as possible.

7.9 Certified Evaluation Instrument (PERA)

Separate document attached at the end of the contract. Retiring employees are not to be evaluated in the last 2 years prior to their retirement.

7.10 IEP Preparation

Each special education teacher will receive two (2) release days per year for IEP preparation.

ARTICLE VIII

CONDITIONS OF EMPLOYMENT (ESP)

In addition to the general conditions of employment specified in Article VI, the following conditions shall apply to eligible Educational Service Personnel.

8.1 Probationary Period

Upon the effective date of this Agreement, those employees who have been employed with the District for a period of 120 consecutive work days shall be deemed non-probationary employees.

Newly employed personnel shall serve a probationary period of 120 consecutive workdays. This probationary period may be extended by sixty (60) days. Probationary employees are "at will" employees and subject to discharge without further recourse. Once the employee has completed the probationary period, seniority will date from the first day the employee begins work.

8.2 Temporary Assignment

On occasion bargaining unit members are temporarily assigned to different job classifications during their regular working hours. When this occurs they will be compensated for those hours at their normal rate of pay or at the starting rate of the assigned classification, whichever is greater.

8.3 Breaks

Full-time custodians and cleaning staff shall be entitled to two (2) fifteen (15) minute breaks each day of shift. All other employees, except teacher assistants, who work more than four (4) hours per day shall be entitled to one (1) fifteen (15) minute break each day or shift. The break times shall be determined by the Immediate Supervisor.

8.4 Lunch

Full-time custodians, secretaries, and cleaning staff shall be entitled to a one (1) hour duty free lunch break. Full-time Teacher Assistants shall be entitled to a forty (40) minute duty free lunch. Full-time cafeteria workers shall be entitled to a thirty (30) minute duty-free lunch.

8.5 Work Year

The work year for employees shall be as follows:

Twelve-month employees:

The normal work year for twelve-month employees shall be to work daily, Monday through Friday, not including holidays and earned vacation.

Ten-month Employees:

The normal work year for ten-month employees shall consist of two hundred (200) workdays, not including holidays.

School Year Employees:

The normal work year for school year employees shall consist of one hundred eighty (180) work days (corresponding to the school calendar), not including holidays.

The Board may hire employees for less than a normal work year, provided that such hiring shall not be done to deny employees the rights and benefits under this Agreement.

8.6 Work Week

The normal workweek shall be five (5) days (Monday through Friday).

8.7 Work Day

The normal workday shall be as follows:

Full-time Cafeteria Employee	- 7 work hours
Full-time Cleaning Staff	- 8 work hours
Full-time Custodians	- 8 work hours
Full-time Teacher Assistants	- 7 work hours
Full-time Secretary	- 7 work hours

These employees will be dismissed 15 minutes early the workday immediately preceding a holiday.

8.8 Overtime/Compensatory Time

ESP employees who normally work an eight hour day will receive compensation for overtime at the rate of one and one-half (1.5) times their hourly rate for all approved hours worked over forty hours per week. All other ESPs who normally work less than eight hours daily will be compensated on the basis of their regular pay rate.

All ESP employees working overtime shall have the option of receiving pay or compensatory time not to accumulate to more than forty hours. Earned compensatory time may be taken by the employee at a time mutually agreed upon between the employee and immediate supervisor.

Callback time is work time not connected to a scheduled work shift. Custodians or Cleaning Staff overtime and callback work, if not job or building specific, shall be offered to employees based upon seniority, fair rotation, and appropriate job description for work assignment. When a callback is made, the employee will be paid for a minimum of one hour. When callback time extends beyond one hour, the employee will be paid for actual time spent.

Double time the hourly rate will be paid for all hours worked on holidays.

8.9 Bus Drivers (Extra Bus Runs/Meetings)

When extra bus trips are available they shall be offered to drivers on an equitable basis. Equitable shall mean an attempt will be made to divide the hours so as to offer the opportunity for each driver to work toward a 40-hour week before overtime is assigned to any other driver.

If all regularly employed drivers reject the extra bus trip, the immediate supervisor shall assign the trip to the driver or drivers with the least amount of seniority.

When bus drivers are required to report prior to or after their work day, the employees shall be paid for a minimum of one (1) hour. Should the meeting extend beyond one hour, the employee will be paid for actual time spent.

8.10 Reduction in Force (Educational Service Personnel)

A. Definition

For the purpose of this Section a reduction in force shall be defined as an action by the Board to reduce the number of non-probationary Educational Service Personnel as a result of a decision by the Board to decrease the number employed or to discontinue some particular type of educational support service. Those positions vacated by retirements, resignations, and other natural attrition will not be considered a reduction in force.

B. Seniority Definition

For the purpose of this Section seniority shall be defined as the period of continuing service with the District within a job category beginning with the first day the employee begins work. An employee who resigns and is subsequently re-employed shall be considered a new employee.

C. Seniority

For the purpose of determining the ranking of years of service with the District, the Board shall establish a seniority list for each job category. Years of service within the District shall be interpreted as follows:

1. If a full-time position has been reduced to a part-time position by the District, the non-probationary employee shall continue to have full seniority rights.
2. If part-time employment is by choice, a non-probationary employee shall accumulate seniority at the fractional part of the working day. This choice shall be documented with a letter from the employee and placed on file in the Superintendent's office.
3. In case of an employee who resigns and then comes back, seniority will accumulate from the date of the last employment once the employee has completed a new probationary period.
4. Non-probationary employees on sick leave or temporary disability with IMRF or those eligible for Worker's Compensation shall receive seniority the same as if they were working.
5. Non-probationary employees who have been dismissed due to a reduction in force and later re-employed shall not accrue additional seniority nor receive vertical advancement on the salary schedule for the duration of their dismissal.

6. A non-probationary employee granted a leave of absence shall not accrue additional seniority nor receive vertical advancement on the salary schedule for the duration of his/her leave.

D. Seniority Placement

At the time of re-employment, a non-probationary employee who has been released due to a reduction in force will be placed on the seniority list in accordance with the total years of service with the District in the job category.

E. Seniority List Update

The Board shall update the seniority lists on or before February 1 of each year. A copy of each seniority list and subsequent updated lists shall be given to the Association President(s). Any non-probationary employee who disagrees with his/her placement on the seniority lists shall have twenty (20) work days from the day the Association President(s) received the seniority list from the Superintendent to contact the Superintendent about such. Each non-probationary employee's name shall appear on every job category list for which the employee has District experience. Once non-probationary status is attained, seniority shall accrue from the first day of employment within a job category.

F. Job Categories

Job categories for the District shall include the following:

- Teacher Assistant
- Media Clerk
- Secretary
- Custodian
- Cleaning Staff
- Bus Driver
- District Head Cook
- Building Head Cook
- Cook's Helper
- Playground/Lunchroom Monitor
- Bus Aide/Monitor
- Parent Educator

G. Procedure

If the Board determines it is necessary to reduce the number of Educational Service Personnel within any job category, the termination shall occur in the following sequence:

1. Probationary personnel in the job category where the RIF is taking place will be terminated first.
2. Non-probationary personnel in the job category where the RIF is taking place and who are employed less than full-time will be terminated second.
3. Non-probationary personnel in the job category where the RIF is taking place and who are employed full-time will be terminated in ascending order with the individual employed last being terminated first.

4. If two or more individuals in a job category have an equal length of experience within the job category, the individual employed last according to the Board minutes shall be terminated first.
5. A non-probationary employee whose position has been eliminated due to a RIF in his/her current job category shall be entitled to replace an employee with less seniority in any other job category in which the displaced employee has had previous District experience.

H. Recall

The Board shall offer re-employment to Educational Service Personnel laid off in a job category in reverse order of the procedure specified above. This offer of re-employment shall be for any vacancy for the following school term or within one calendar year from the beginning of the following school term.

District experience is defined as having been permanently employed by the Board in the job category in the District for at least one (1) year and having received nothing less than a satisfactory evaluation.

I. Failure to Respond

An individual's failure to respond affirmatively to an offer of re-employment within ten (10) workdays (or 5 work days if within two weeks prior to the first day of school) after the mailing of the Board's letter sent by registered mail to the address on file shall result in termination of the individual's right to recall.

8.11 Earned Compensation Upon Termination

Any Educational Service Personnel dismissed as the result of a reduction in force, or as the result of non-renewal shall have the option to be paid all earned compensation on or before the third work day following the effective date of the dismissal or being paid their earned compensation over the summer (June, July and August) with the district continuing to pay health insurance benefits for that timeframe.

8.12 Vacations

Only those Educational Service Personnel who work full-time on a twelve-month basis will be eligible for paid vacation. Vacation days are based on a July 1 date. During an employee's first year of employment, the number of vacation days will be prorated for less than a full year worked (calculate from hire date to next July 1st). Days are earned as follows:

After one (1) year:	Five (5) days
After two (2) years:	Ten (10) days
After eight (8) years:	Fifteen (15) days
After fifteen (15) years:	Twenty (20) days

Vacation requests must be approved by the immediate Supervisor and the Superintendent through the use of the Request for Leave Form. No more than two (2) employees may schedule vacation during the same time period. Seniority will take precedence. Vacation days may not be carried over from one year to the next, unless otherwise approved by the Board.

Should death occur to an employee, the employee's beneficiary shall receive pay for unused vacation.

8.13 Holidays

The Board recognizes certain days during the year as holidays for Educational Service Personnel. The following days will be observed:

News Year's Day	Labor Day	Thanksgiving Day
Dr. Martin Luther King Jr.'s Birthday	Columbus Day	Friday after Thanksgiving
President's Day	Veterans Day	Christmas Eve Day
Memorial Day	Wednesday before Thanksgiving	Christmas Day
Independence Day		

If a holiday, except Veterans Day falls on a Saturday, it shall be observed on the preceding Friday, or, if on Sunday, it shall be observed on the following Monday.

If Christmas Eve falls on a Saturday preceded by a school work day it shall be observed on Monday and Christmas Day on Tuesday. If Christmas Day falls on Saturday it shall be observed on Monday.

Educational Service Personnel eligible for holidays will receive pay for their regular work hours at their straight time rate of pay.

In order to be eligible for holiday benefits, Educational Service Personnel shall meet the following requirements:

1. must be employed full-time.
2. must work within the payroll period during which the holiday occurs.
3. must have been employed by the Board for at least sixty (60) working days.
4. must work the last scheduled working day before the holiday and the first scheduled working day after the holiday. A full-time Educational Service Employee on paid sick leave or vacation the last scheduled working day before a holiday and/or the first scheduled working day after a holiday will be paid for the holiday if the requirements 2 and 3 above are met.
5. Only full-time, 12-month employees shall have two (2) Spring Break Days as a paid holiday.

In the case of an emergency or for the continued operation and maintenance of facilities or property, the District may require Educational Service Personnel employees to work on a legal school holiday. Such Educational Service Personnel employees shall receive from the Superintendent or his/her designee notice that their presence is required in the District on a legal school holiday. Such Educational Service Personnel employees shall be compensated at their regular rate of pay and pay for their holiday.

If a holiday ceases to be recognized by the State of Illinois it will automatically be removed from the District's calendar; or if a holiday is added by the State of Illinois it shall be added to the District's calendar.

If sick leave benefits have been exhausted and the individual is absent from work, holidays will not be paid.

8.14 Evaluation (Educational Service Personnel)

I. Purpose

The purpose of evaluation is to provide an employee with feedback relative to how s/he is performing. It is aimed at improvement or affirmation of quality work.

II. Overview of the Process

The nature of the feedback shall focus on improvement that most often includes positive encouragement, a fine-tuning of work skills, suggestions for changeable behaviors which reflect a need, or - in very rare instances - a recommendation for remediation. The feedback will be based on a set of standards observed over a prescribed time. A record of evaluator observations will be used to provide the feedback. These observations, as well as the standards to be observed shall - as often as possible - be mutually agreed upon between the evaluator and employee. The actual time of the formal evaluation procedure may vary, but usually will take approximately two (2) to three (3) weeks, from pre-observation conference to signing off on the final evaluation document.

The evaluation process should be formative, meaningful; and as often as possible, collaborative between the evaluator and employee so that there is more a sense of coaching rather than only judging. Immediate supervisors of Teacher Assistants, Media Clerk, Hartford Head Cook, and Hartford Cook's Helper will be consulted by the evaluator for input. Ratings shall be not be employed in favor of the narrative which will focus on improvement.

III. The Process

The process will begin with a **building meeting** in which the standards will be discussed and the process reviewed. This meeting shall take place annually and prior to the pre-observations conference conducted with the first employee to be evaluated. The evaluation cycle of those to be evaluated will be distributed at this meeting.

The individual process for evaluation will begin with a **pre-observations conference**. In this conference the employee and evaluator will work to mutually agree upon which standards will be the focus of the observations. They will also decide when the observations will occur. Should mutual agreement not be possible on what to observe and when, the evaluator will then make these decisions. The pre-observations conference should be viewed as a time to build relationships, rapport, and professionalism relative to quality work.

The purpose of **observation** is to record data that will provide the feedback in the evaluation. The observer is simply another set of eyes and ears, and may be able to see work standards in a different perspective than the employee. The observations will begin at the prescribed time following the pre-observations conference. Formal observations will be driven by what is decided in the pre-observations conference. Further, unless mutually agreed upon otherwise, only pen and paper may be used by the evaluator to record the observations.

Following the observations the evaluator will begin a process of **analysis** of what s/he saw and heard. During the process of analysis the evaluator may want to clarify particular points with the employee, reflect on previous knowledge and goals, and envision the future success of the specific employee. It is during this process that the evaluator has to analyze what s/he saw, what s/he thinks about the observations, and what s/he will recommend.

The evaluator will then write a **rough draft** of the evaluation report. The report shall be well constructed in narrative form that includes observation date, supportive data, and recommendations for maintenance and/or improvement of work.

The rough draft shall be presented to the employee in a brief **post-observations conference**. This contact will serve as an explanation of the evaluator's perceptions of what s/he saw, thinks, and recommends. To allow the employee an opportunity for analysis after the rough draft has

been presented, a second post-observations conference will be held within three (3) working days to finalize information and perspective. It is also a time for the employee to actively participate in what will be said in the final report by providing additional data, new information, and/or clarification. Again, due to the nature of formative evaluations, seldom should there be disagreement on what is said in the final report. However, as prescribed by law, the evaluator has authority for the final report.

The post-observations conference shall be followed-up with the **final written report** that should be reflective of a collaborative process focused on improvement. This report should be given to the employee in person at which time signatures and the date shall be affixed. The employee's signature does not necessarily reflect agreement with the report, but rather that the process has come to completion. The employee may write a statement of disagreement within ten (10) working days of the date on the final report. This statement will be affixed to the evaluation report.

Three copies of the employee's evaluation will be made; one for the employee, one for the evaluator, and one for the official personnel file at the District office. Except in the case of remediation the evaluation is confidential between the employee, evaluator, and Superintendent.

This entire process should take place every other year for non-probationary employees. It should be conducted once during the probationary period of employment, and again the next consecutive year before beginning the every other year cycle. The process shall not be employed during the summer or the first three weeks of school, or at any other unusual times (i.e. the day before a holiday, during a tragic occurrence, etc.) It shall be completed by March 31. Exceptions would only occur when the probationary period extends past March 31.

WOOD RIVER-HARTFORD SCHOOL DISTRICT #15
Educational Support Personnel Evaluation Form

Employee: _____ Job Title: _____

The employee is evaluated on each of the seven categories shown below. Each category is rated on a point basis from 1 to 5 with the higher point count indicating a higher level of performance. A maximum of 35 points is possible. 1-Unsatisfactory; 2-Below Average; 3-Average; 4-Above Average; 5-Excellent

- | | |
|---|--|
| A. Willingness to accept responsibility _____ | E. Self-Improvement & Initiative _____ |
| B. Performance _____ | F. Job Requirements _____ |
| C. Attitude _____ | G. Supportive of Educational _____ |
| D. Dependability _____ | Environment _____ |

EVALUATOR'S COMMENTS:

AREAS FOR IMPROVEMENT:

GOALS:

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

The signature of the employee indicates that the material has been read and discussed. It does not indicate agreement with the content. The employee has the right to attach his/her comments regarding this evaluation.

Criteria for Performance Levels:

- | | |
|--|---|
| 1.Unsatisfactory-Does not meet District expectations | 4.Above Average-Exceeds District expectations |
| 2.Below Average-Needs improvement | 5.Excellent-Outstanding performance |
| 3.Average-Meets District expectations | |

Categories:

- A. Willingness to accept responsibility. The employee, with a minimum of instruction, works independently to complete the desired task.
- B. Performance. The quality and quantity of the employee's efforts fulfill the job requirements within a reasonable period of time. The employee consistently honors District work rules.
- C. Attitude. The employee shows a positive interest in the District's welfare. The employee exhibits the ability to maintain a positive working relationship with all District 15 employees, students and community members.
- D. Dependability. The employee has regular attendance. The employee is prepared to work at starting time and is not absent without their supervisor's approval.
- E. Self-Improvement & Initiative. The employee attempts to improve his/her skills and uses initiative in solving work problems.
- F. Job Requirements. The employee understands his/her work assignment and possesses the skills/knowledge needed to fulfill the job requirements.
- G. Supportive of educational environment. The employee supports a collaborative environment within the classroom. The employee takes initiative with minimal direction.

Job Category Standards

Teacher Assistant

Job Description

The Teacher Assistant is responsible to the teacher who serves as his/her immediate Supervisor. Tasks may include monitoring and continuing instruction to individuals or small groups of students. In addition, the Teacher Assistant shall be assigned clerical duties that involve either classroom or building management. In the absence of the classroom teacher the certified Teacher Assistant will assume the teaching responsibilities when appropriate.

Qualifications

1. Teacher Assistants will be certificated teachers when possible.
2. Teacher Assistants will possess the ability to communicate and work cooperatively with Supervising teachers.
3. Teacher Assistants will display competence in writing and oral communication skills.

Performance Standards

1. Teacher Assistants will assist student(s) in tasks which are deemed appropriate to the program.
2. Teacher Assistants will work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Teacher Assistants will aid and support supervising teachers in devising strategies for addressing students' individual instructional needs.
4. Teacher Assistants will serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
5. Teacher Assistants will work collaboratively with the supervising teacher to alert him/her regarding any problem or special information about an individual student.
6. Teacher Assistants will maintain confidentiality regarding school matters.
7. Teacher Assistants will assist supervising teacher in lesson preparation as required by the program.
8. Teacher Assistants will perform clerical tasks such as grading papers, duplicating worksheets, etc. associated with classroom preparation.
9. Teacher Assistants will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. be dependable and prompt.
 - e. complete other job related tasks as assigned by Supervisor.

Media Clerk

Job Description

The Media Clerk is responsible for the daily operations of the Building Library/Media Centers and services.

Qualifications

1. The Media Clerk will possess an understanding of library practices and procedures.
2. The Media Clerk will be competent with District computer operations and applications.
3. The Media Clerk will demonstrate aptitude/competence for assigned responsibilities, such as:
 - a. oral communication.
 - b. typing, filing, and computer operation.

Performance Standards

1. The Media Clerk will maintain professional resources for teachers, informing them of new materials and involving them in purchasing decisions.
2. The Media Clerk will foster an atmosphere which encourages student and faculty library usage.
3. The Media Clerk will adopt an approved, comprehensive, and efficient system of cataloging and classifying all media items.
4. The Media Clerk will organize and maintain records of acquisitions, circulation, etc. for inventory and maintenance purposes.
5. The Media Clerk will be competent with computer applications.
6. The Media Clerk will organize the storage and handling of audio/visual materials for convenience, availability, and effective use.
7. The Media Clerk will maintain a collection of publisher and audio/visual vendor catalogs.
8. The Media Clerk will coordinate daily operations of Building Media Centers.
9. The Media Clerk will administer budgets, in collaboration with Administrators, according to the needs and objectives of the Library/Media Center within the confines of the District Budget allotment
10. The Media Clerk will participate in curriculum planning as requested.
11. The Media Clerk will provide instruction in the use of the Library/Media Center and its resources, including computers, to individuals, classes, and teachers.
12. The Media Clerk will convey enthusiasm for books and reading through specific activities and individual guidance promoting the development of an appreciation for reading.
13. The Media Clerk will maintain the book collection, a current inventory, and a record of collection development.
14. The Media Clerk will participate in professional growth activities that foster up-to-date technological practices and promote current literature.
15. The Media Clerk will maintain confidentiality regarding school matters.
16. The Media Clerk will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. be dependable and prompt.
 - e. complete other job related tasks as assigned by Supervisor.

Secretary

Job Description

The Building Secretary is assigned to facilitate school operations and in particular to manage the office. S/he is to serve as the building receptionist to visitors entering the school. The Building Secretary must be competent in managing and prioritizing typical office tasks and records in an efficient and confidential manner.

Qualifications

1. Newly hired secretaries will pass the District test for typing, proofreading, and grammar.
2. Secretaries will demonstrate aptitude/competence for assigned responsibilities such as:
 - a. oral communication by telephone and radio.
 - b. assisting students in emergency situations.
 - c. typing, filing, and computer operation.

Performance Standards

1. Secretaries will organize and maintain files and records (office and student).
2. Secretaries will have a clear understanding of the District procedures and available programs.
3. Secretaries will be competent with computer applications.
4. Secretaries will monitor office equipment and maintain supply inventory.
5. Secretaries will maintain fiscal responsibility as prescribed by Board policies.
6. Secretaries will maintain confidentiality regarding school matters.
7. Secretaries will maintain a current building calendar.
8. Secretaries will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. be dependable and prompt.
 - e. complete other job-related tasks as assigned by Supervisor.

Bus Driver

Job Description

Drivers will provide safe and efficient transportation to and from school, on field trips, and during extracurricular activities.

Qualifications

1. Drivers will meet all occupational qualifiers for bus drivers as set forth in the Illinois Revised Statutes, Chapter 95 1.2, paragraph 6-106.1.
2. Drivers will demonstrate aptitude/competence for assigned responsibilities, i.e.:
 - a. oral communication by telephone and radio
 - b. assisting students in emergency situations.
 - c. cleaning of assigned bus (sweeping, mopping).
 - d. operation of the exit door.
 - e. operation of all bus equipment.
3. Drivers will follow alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Standards

1. All Drivers will be properly licensed and certified.
2. The safety, health, and well-being of the child will always be foremost in the minds of those who have anything to do with the transportation of children.
3. Drivers will maintain good discipline on the bus at all times and properly report any misconduct.
4. Drivers will obey all applicable federal, state, and local traffic laws and Board policies.
5. Drivers will be courteous and tolerant toward other users of the highway.
6. Drivers will properly conduct a pre-trip inspection before each daily trip and report any operational or mechanical defects.
7. Drivers will exercise responsible leadership at all times (daily routes, field trips, etc.). In crisis situations the Drivers will respond in a reasonable and safe manner as outlined in the District Crisis Management Plan.
8. Drivers will notify the proper authority and complete all necessary reports in case of mechanical failure, lateness, or accident.
9. Drivers will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters.
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

Custodian

Job Description

Buildings and grounds will be maintained in a safe, sanitary, and attractive condition on a daily basis. Responsibilities include cleaning buildings, transferring supplies and equipment within the building, inspecting equipment for repair needs, and completing other tasks as assigned.

Qualifications

1. Custodians will have a knowledge of light cleaning techniques and light maintenance work.
2. Custodians will be able to lift heavy loads.
3. Custodians will be able to work at heights (on roof or stepladder).
4. Custodians will effectively communicate with others.

Performance Standards

1. Custodians will maintain buildings and grounds in safe, sanitary, and attractive conditions, specifically:

a. classrooms	f. water fountains
b. restrooms	g. cafeteria/kitchen
c. hallways	h. gymnasium/multipurpose room
d. office areas	i. stairways
e. grounds	j. locker rooms
2. Custodians will be responsible to see that boiler room is neat and orderly.
3. Custodians will inspect and report items in need of repair.
4. Custodians will perform light maintenance (i.e., light switches, ballast, light bulbs, minor plumbing).
5. Custodians will monitor paper/cleaning supplies and notify Maintenance Supervisor of shortages.
6. Custodians will be responsible for cleaning restrooms-floors, toilets, sinks, mirrors, trash, supplies.
7. Custodians will be responsible for cleaning water fountains.
8. Custodians will be responsible for cleaning the cafeteria and kitchen – floors, trash removal.
9. Custodians will be responsible for cleaning the multipurpose room floor.
10. Custodians will be responsible for gymnasium – floor and bleacher cleaning.
11. Custodians will be responsible for cleaning the hallways – floors, walls, dusting.
12. Custodians will be responsible for cleaning the hallways and stairways
13. Custodians will be responsible for cleaning the Boy's Locker Room – floor, trash removal, shower care.
14. Custodians will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters.
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

Cleaning Staff

Job Description

Buildings will be maintained in a safe, sanitary, and attractive condition on a daily basis. Responsibilities include cleaning buildings, transferring supplies and equipment within the building, inspecting equipment for repair needs, and completing other tasks as assigned.

Qualifications

1. Cleaning Staff will have a knowledge of light cleaning techniques.
2. Cleaning Staff will effectively communicate with others.

Performance Standards

1. Cleaning Staff will maintain buildings in safe, sanitary, and attractive conditions, specifically:
 - a. classrooms
 - b. restrooms
 - c. hallways
 - d. office areas
 - e. locker rooms
 - f. water fountains
2. Cleaning staff will be responsible for classroom cleaning – floors, chalkboards, dusting, trash removal, furniture, windows (summer only).
3. Cleaning staff will be responsible for the restrooms – floors, sinks, mirrors, toilets, walls, supplies, trash.
4. Cleaning staff will be responsible cleaning the hallways – floors, walls, dusting.
5. Cleaning staff will be responsible cleaning the offices – floors, trash removal dusting, windows (summer only)
6. Cleaning staff will be responsible for cleaning the water fountains.
7. Cleaning staff will be responsible for the Girl's locker room – floor, trash removal, shower care.
8. Cleaning staff will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

District Head Cook

Job Description

Food services will be operated under safe and sanitary conditions in order to provide nutritious and appetizing meals. S/he will substitute for the District Cafeteria Manager as needed.

Qualifications

1. The District Head Cook will meet all state sanitation requirements.
2. The District Head Cook will demonstrate competence in:
 - a. safety.
 - b. cooking skills
 - c. operation of appliances.
3. The District Head Cook will effectively communicate with students, staff, and colleagues.
4. The District Head Cook will monitor equipment conditions and report all items in need of repair.
5. The District Head Cook will manage the building cafeteria.
6. The District Head Cook will coordinate District food service operations and report directly to the District Cafeteria Manager. In the Manager's absence the District Head Cook will be available for consultation with the Hartford Head Cook, as needed.

Performance Standards

1. Sanitation
 - a. S/he will meet all state sanitation requirements.
 - b. S/he will keep equipment and dishes clean during preparation of meals and after breakfast and lunch.
 - c. S/he will have final responsibility for cleanliness of kitchen and equipment.
2. Management
 - a. Ordering:

S/he will prepare weekly orders for bread delivery.

S/he will prepare twice per week orders for milk delivery.

S/he will prepare weekly produce order.

S/he will prepare weekly orders for Hartford canned good delivery to Hartford, when needed.

S/he will prepare storeroom list for custodians.

S/he will date and price deliveries.
 - b. Food Service

S/he will get daily supply of food from freezer.

S/he will prepare, serve, and clean up after breakfast daily.

S/he will prepare, serve, and clean up after lunch daily.

S/he will prepare main courses for both schools when appropriate.

S/he will serve food of appropriate temperature.

S/he is always safety conscious.
 - c. Reporting

S/he will complete reports accurately and in a timely manner.

S/he will monitor condition of all equipment and report all items in need of repair.
3. Professionalism

The District Head Cook will:

 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters.
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

Hartford Head Cook

Job Description

Food services will be operated under safe and sanitary conditions in order to provide nutritious and appetizing meals.

Qualifications

1. The Head Cook will meet all state sanitation requirements.
2. The Head Cook will demonstrate competence in:
 - a. safety.
 - b. cooking skills.
 - c. operation of appliances.
3. The Head Cook will effectively communicate with students, staff, and colleagues
4. The Head Cook will monitor equipment conditions and report all items in need of repair.
5. The Head Cook will manage the building cafeteria and report directly to the District Cafeteria Manager. In the Manager's absence the Hartford Head Cook will consult with the District Head Cook as needed.

Performance Standards

1. Sanitation
 - a. S/he will meet all state sanitation requirements.
 - b. S/he will keep equipment and dishes clean during preparation of meals and after breakfast and lunch.
 - c. S/he will have final responsibility for cleanliness of kitchen and equipment.
2. Management
 - a. Ordering:
S/he will prepare weekly orders for bread delivery.
S/he will prepare orders twice per week for milk delivery.
S/he will prepare weekly orders for canned good delivery from LCJH.
 - b. Food Service
S/he will prepare, serve, and clean up after breakfast daily.
S/he will prepare, serve, and clean up after lunch daily.
S/he will prepare main courses when appropriate.
S/he will serve food of appropriate temperature.
S/he is always safety conscious.
 - c. Reporting
S/he will complete reports accurately and in a timely manner.
S/he will monitor condition of all equipment and report all items in need of repair.
3. Professionalism
The Hartford Head Cook will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters.
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

Cook's Helper

Job Description

Food services will be operated under safe and sanitary conditions in order to provide nutritious and appetizing meals.

Qualifications

1. The Cook's Helper will demonstrate competence in:
 - a. safety
 - b. cooking skills
 - c. operation of appliances
2. The Cook's Helper will effectively communicate with students, staff, and colleagues.

Performance Standards

1. Sanitation
 - a. S/he will clean kitchen as assigned.
 - b. S/he will clean cafeteria tables at the close of lunch period.
 - c. S/he will operate dishwasher as needed.
2. Food Service
 - a. S/he will set up cafeteria daily.
(silverware, napkins, straws, ice, commercially prepared desserts)
 - b. S/he will help with cooking.
 - c. S/he will serve and clean up after lunch daily.
 - d. S/he is always safety conscious.
 - e. S/he will be responsible for recording student meal transactions.
3. Professionalism
The Cook's Helper will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. maintain confidentiality regarding school matters.
 - e. be dependable and prompt.
 - f. complete other job related tasks as assigned by Supervisor.

Playground/Lunchroom Monitor

Job Description

Playground/Lunchroom Supervisors will monitor students' behavior, address student safety, assess injuries and take appropriate action, maintain orderly and clean environment, and exhibit professionalism.

Qualifications

1. Playground/Lunchroom Supervisors will possess the ability to communicate effectively with students and staff.
2. Playground/Lunchroom Supervisors will effectively possess an awareness of age appropriate behaviors.
3. Playground/Lunchroom Supervisors will have a basic knowledge of first aid procedures.

Performance Standards

1. Playground/Lunchroom Supervisors will demonstrate a knowledge and understanding of school rules and procedures.
2. Playground/Lunchroom Supervisors will effectively monitor student behavior and enforce school rules.
3. Playground/Lunchroom Supervisors will assess the situation if an injury occurs and take appropriate action.
4. Playground/Lunchroom Supervisors will complete appropriate District reports in a timely manner.
5. Playground/Lunchroom Supervisors will inspect playground daily for hazards and report such to Principal.
6. Playground/Lunchroom Supervisors will monitor area for unauthorized persons or stray animals and take appropriate action.
7. Playground/Lunchroom Supervisors will exercise responsible leadership at all times. In crisis situations the Playground/Lunchroom Supervisors will respond in a reasonable and safe manner as outlined in the District Crisis Management Plan.
8. Playground/Lunchroom Supervisors will maintain confidentiality regarding school matters.
9. Playground/Lunchroom Supervisors will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvements.
 - c. possess the ability to organize and prioritize assignments.
 - d. be dependable and prompt.
 - e. complete other job related tasks as assigned by Supervisor.

Bus Monitor/Aide

Job Description

Bus Monitors/Aides will exhibit professionalism; monitor assigned student(s)' behavior and/or address student safety; assist in providing safe transportation to and from school, on field trips, and during extracurricular activities. The Bus Monitor will report to the Director of Transportation.

Qualifications

1. Bus Monitor will possess the ability to communicate effectively with students and staff.
2. Bus Monitor will possess an awareness of age appropriate behaviors and an understanding for students with special needs.
3. Bus Monitor will have a basic knowledge of first aid procedures.
4. Bus Monitor will follow alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Standards

1. The safety, health, and well-being of the child will always be foremost in the minds of those who have anything to do with the transportation of children.
2. Bus Monitors will demonstrate a knowledge and understanding of bus rules and procedures.
3. Bus Monitors will effectively monitor student behavior and enforce school rules.
4. Bus Monitors will assess the situation if an injury occurs, and take appropriate action.
5. Bus Monitors will complete appropriate District reports in a timely manner.
6. Bus Monitors will assist the Bus Drivers in crisis situations while responding in a reasonable and safe manner as outlined in the District Crisis Management Plan.
7. Bus Monitors will maintain confidentiality regarding school matters.
8. Bus Monitors will:
 - a. be professional and cordial when dealing with students, staff, and others.
 - b. maintain open communication with Supervisors regarding problems and suggestions for improvement.
 - c. possess the ability to organize and prioritize assignments.
 - d. be dependable and prompt.
 - e. Complete other job related tasks as assigned by Supervisor

Parent Educator

Job Description

The Parent Educator will establish rapport with high need families with children aged prenatal to 3 years. The Parent Educator will engage families through home visits and group meetings; motivate adults to develop good parenting skills, positive attitudes, and knowledge about child development; will connect families with necessary community and educational resources; and will work collaboratively with families, schools and community resources to provide needed resources for children enrolled in the state funded Prevention Initiative Program.

Qualifications

1. Parent Educator will be organized, accountable, independent and self-motivated.
2. Parent Educator must be able to communicate (both verbally and in writing) with administration, staff and community professionals
3. Parent Educator must be able to incorporate the three roles of a parent educator: parenting skills, child development and community resources into daily practice with families
4. Parent Educator must have the ability to connect with families who struggle meeting their basic needs on a daily basis.

Performance Standards

1. Parent Educator will carry a caseload of 20 families with high needs and who are considered at risk.
2. Parent Educator will conduct bi-weekly home visits with families enrolled.
3. Parent Educator will provide services to families year round. The number of days to be worked during the summer vacation will be exchanged for the equal number of days off during the school year, totaling 180 days.
4. Parent Educator will maintain current and accurate documentation of home visits for end of the year reports and tracking.
5. Parent Educator will organize and conduct the program's Advisory Council.
6. Parent Educator will develop and distribute a monthly educational newsletter.
7. Parent Educator will assist in the transition process from Child & Family Connections to the school district.
8. Parent Educator will serve as a contact person for the district's at-risk preschool program.
9. Parent Educator will assist the preschool coordinator in the scheduling and organizing of screenings.
10. Parent Educator will conduct parent interviews during preschool screenings
11. Parent Educator will assist in providing family fun nights (birth to 5 years), parent workshops, end of the year carnival and other preschool and Prevention Initiative events that are necessary to meet state grant requirements.
12. Parent Educator will complete other job related tasks as assigned by Supervisor.

8.15 Summer Work Schedule

A flexible schedule for summer custodians and cleaning staff will be observed by job category.

ARTICLE IX

COMPENSATION AND BENEFITS (GENERAL)

The provisions of this Article shall apply to all eligible members of the bargaining unit, regardless of classification.

9.1 Salary Schedules

- A. Salary schedules for Certified employees shall be attached to this Agreement as Appendix A (1) for 2018-2019; Appendix A (2) for 2019-2020; and Appendix A (3) for 2020-2021.
- B. Salary schedules for Educational Service Personnel shall be attached to this Agreement as Appendix B (1) for 2018-2019; Appendix B (2) for 2019-2020; and Appendix B (3) for 2020-2021.
- C. Salary schedules for Extra-Curricular duties for 2018-2019; 2019-2020; and 2020-2021 shall be attached to this Agreement as Appendix C.
- D. Salary schedules shall be effective the first work day of the work year for each employee.
- E. Full-time Educational Service Employees will be paid on salary rather than hourly wages.

9.2 Sick Leave

For the first two (2) years of employment, ten (10) days of sick leave will be granted annually to each teacher and such other employees that are eligible to participate in the IMRF under the "600" Hour Standard." Beginning with the third (3rd) year of employment, fifteen (15) days of sick leave will be granted annually to each teacher and such other employees that are eligible to participate in the IMRF under the "600 Hour Standard." Sick leave shall accumulate from year-to-year without limitation. Part-time employees shall have their sick leave time reported in hours worked daily times the number of days granted each year. Any absence granted under sick leave may require a physician's certification upon return. The Board shall furnish each employee with a written statement each month, setting forth the total sick leave credit.

All employees working less than 600 regularly scheduled hours and employed after June 8, 1987, shall begin receiving and accumulating sick leave with the 1991-92 school year, at the rate of five (5) days per year.

Paid sick leave days may be used subject to the following conditions:

- A. Personal Illness or Disability – The employee may use all or any portion of the employee's accumulated sick leave to recover from the employee's own illness or disability.
- B. Medical or Nursing Care – The employee may use sick leave days to make arrangements for medical or nursing care for a member of the employee's immediate family or household. Immediate family shall be interpreted as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren, step-grandchildren, stepbrother, stepsister, and legal guardians.

- C. An employee shall be permitted to utilize sick leave days for any period of prenatal or postnatal pregnancy-related disability.

9.3 Extended Sick Leave

Extended sick leave is covered under the Federal Family Medical Leave Act negotiated previously. Refer to the Board Policy Manual.

9.4 Bereavement Leave

Each employee shall be granted funeral leave for each death in the immediate family or household. Any days to attend the funeral of an extended family member or friend shall require the approval of the Direct Supervisor. Bereavement leave will be taken from sick leave. On those occasions when advanced notification is not possible, employees shall notify the Direct Supervisor as soon as possible.

9.5 Duty-Connected Injury

Absence due to duty-connected injury or assault on an employee shall not be deducted from the employee's accumulated sick leave. Compensation for such injury shall be in accordance with the Illinois Workers Compensation Act. If the absence due to a workplace injury lasts for less than fourteen days, the District agrees to pay an employee's salary and benefits for the first three days of absence. All employee benefits are retained and continue to accrue during any absence due to a workplace injury.

9.6 Duty-Connected Illness

An employee absent from work because of a school related case of mumps, scarlet fever, measles, chicken pox, conjunctivitis, head lice, or other childhood contagious diseases shall suffer no diminution of compensation.

9.7 Personal Leave

A maximum of two (2) personal days in any one-year may be granted to any teacher and such other employees that are eligible to participate in the IMRF under the "600 Hour Standard" at full pay for any reason. If a person does not use their two personal days in any given year then one unused personal leave day may be rolled-over to the next year, with a maximum of three (3) days available in any given year. Employees are encouraged to use these days separately, not consecutively. Leave will not be granted prior to or following a holiday or vacation unless for reasons beyond the employee's control.

A Request for Personal Leave should be submitted to the Direct Supervisor. The request should be made at least one (1) week prior to the anticipated date, if at all possible and no later than 24 hours prior to the leave date unless an emergency situation should arise. The Direct Supervisor will consider the request and will apprise the individual making the request of his decision.

Personal Leave will be granted on the basis of substitute availability. When several employees ask for personal leave for the same day, requests will be approved in the order submitted.

Personal Leave days may be used as sick leave if the employee's accumulated sick leave has been exhausted. All personal time must be exhausted before requesting a day off without pay (DOCK day). **A maximum of two** unused personal leave shall be added to the employee's accumulated sick leave each year. Eligible part-time employees shall have their personal days pro-rated according to the length of their workday.

9.8 Jury Duty

Any employee called for jury duty during working hours shall be paid the employee's full salary for such time and suffers no loss of benefits or contractual advantage.

9.9 Court Appearance

Any employee subpoenaed to appear before a court or administrative agency on a job-related matter shall be paid the employee's full salary for such time and suffer no loss of benefits or contractual advantage.

9.10 Unpaid Leave of Absence

Upon request of an employee a leave of absence not to exceed one (1) year may be granted to an employee upon the completion of five (5) years of consecutive service, if an adequate replacement can be found, with the following stipulation:

- A. No more than two (2) employees may be granted a leave of absence at any one time.
- B. All leaves are to be for at least one semester.
- C. The employee will be permitted to return to the previous position or to a similar position, as determined by the Superintendent. The employee must be qualified for such position.
- D. The employee must contact the Superintendent in writing on or before March 1 of the year in which the leave takes place and indicate the employee's intention regarding employment for the coming year; written contact shall be made by December 1 for a leave where return is expected for the second semester.
- E. The leave year will not be counted as a year of experience on the salary schedule.
- F. The employee will receive no pay or benefits during the leave of absence.
- G. A certified tenured employee will continue on tenure and a non-probationary Educational Service Personnel employee will continue on non-probationary status during the period of leave as well as upon returning from the leave.
- H. The employee may elect to continue health insurance for the duration of the leave. The employee will pay for such insurance during any leave without pay.
- I. Granting of such leave is at the discretion of the Board and is non-precedential.

9.11 Unpaid Parental Leave

Covered under Federal Family Medical Leave Act.

9.12 Business Leave

An employee wishing to accompany his/her spouse to a business meeting or participate in extraordinary travel opportunities may do so with the following provisions:

- A. Approval must be granted by the Superintendent and notification given at least three (3) working days before leave is to begin.
- B. Leave should be limited to five (5) days unless extenuating circumstances exist.
- C. The employee's salary shall be reduced by the fractional part of the annual salary equivalent to a day's pay for each day of absence. (Example: Full-Time certificated employee – 1/180th)

- D. Days used for this purpose should not be used immediately before or after a school holiday or vacation, except upon approval of the Superintendent.

9.13 Temporary Disability

If an employee is on duty-connected temporary disability leave, and is eligible for Board paid health insurance, the Board will continue to pay the Board share during such duty-connected temporary disability leave, provided that such employee has at least three (3) years of service with the District and has at least thirty (30) days of unused accumulated sick leave at the start of the disability.

9.14 Travel Allowance

No employee will receive a travel allowance for any day that s/he is assigned to one building. All other travel required to take scheduled "itinerant" employees from one building to another will be paid at the same rate as that established by the Illinois State Board of Education as of September 1 of each year.

9.15 Section 125: Internal Revenue Code

Employees shall have the option of participation in a Section 125 tax sheltering program of the Internal Revenue Code for the purpose of sheltering premium contributions of the individual and family plan of the major medical/health insurance plan of the District.

According to the authority granted under Section 125 of the Internal Revenue Code, employees who elect to shelter premium contributions of the individual and the family plan of the major medical/health insurance plan of the District may do so by completing the appropriate election form provided by the District.

The employee agrees to follow all the rules and regulations of the Internal Revenue Code regarding the sheltering of such contributions.

The Wood River-Hartford School District shall not be responsible for the failure of the above plan to meet the writing, enforceability, etc. as determined by the Internal Revenue Code. Should any of the above be declared improper by an Internal Revenue ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent it violates the ruling or opinion. Any individual financial liability because of an adverse ruling by the Internal Revenue Service shall be borne by the individual employee.

9.16 Major Medical Insurance

According to the employee's choice of coverage, the Board shall pay 90% of the individual premium or 90% of the individual premium plus \$35.00 of the family premium toward the cost of the hospitalization and major medical insurance program.

To be eligible to participate in the hospitalization and major medical insurance program an employee must be scheduled to work more than six (6) hours per day every day of his/her work year, provided, however, that an employee participating in such program as of August 19, 2015 based upon a four (4) or more hour workday shall maintain such insurance coverage as long as that employee continues to work four (4) or more hours per day of his/her work year.

Any change of insurance carrier shall be subject to negotiations.

The Board shall provide for those electing not to take major medical insurance, a maximum of \$50,000 in term life insurance at a cost not to exceed \$30.00 per month per employee.

9.17 ACH Transfers

All salary payments shall be made through an electronic direct deposit program directly into the employee's designated checking or savings account of the financial institution of their choice.

Payroll ACH vouchers will no longer be printed on paper but will be available through accessing Skyward Employee Access.

9.18 Parent Educator Compensation

Future staffing of the position will be paid according to Appendix B (ESP) salary schedule in the Teacher Aide column. Nothing in the above is intended to restrict a Board decision with regard to section 8.10 Reduction in Force.

Due to the nature of the Parent Educator position and the frequency of evening meetings, The Parent Educator may flex the work schedule with the mutual agreement of the immediate supervisor.

9.19 Non-Certified School Nurse

The non-certified nurse is an IMRF position and will be compensated according to the certified teacher salary schedule BA column at 185 days at a calculated daily rate.

9.20 Presentation at Professional Conference on Behalf of the District

Any employee who is a presenter at a professional conference on behalf of the District shall be afforded release time from his/her regular duties without loss of accrued personal leave time.

ARTICLE X

COMPENSATION AND BENEFITS (CERTIFIED)

The provisions of this Article shall apply to eligible Certified Employees.

10.1 Educational Credits (Certified Personnel)

- A. Undergraduate credit earned after the Bachelor's Degree is conferred, but which is required for Illinois Certification as a teacher, shall not be applicable for salary credit.
- B. Graduate credit earned before the Master's Degree is obtained shall not apply to horizontal advancement on the salary schedule beyond the Masters.
- C. Graduate credit earned after the Master's Degree is conferred shall be approved if the graduate program or courses taken are related to the teaching field. Graduate courses must be approved in advance by the Superintendent or his/her designee to apply to horizontal advancement on the salary schedule. Failure to secure pre-approval of courses will result in the salary advancement being delayed for one semester.
- D. College credits for salary purposes must be earned at colleges approved for certification by the Illinois Certification Board.
- E. Those courses which support the qualification for an advanced degree program and which support efforts to qualify for a planned change of position within the District, shall be approved by the Superintendent for advancement on the salary schedule.
- F. Prorated schedule advancement will be implemented at the start of the semester following proof of completion of the course(s). Grade cards will be accepted as proper notification until transcripts are received by the Superintendent's office.

10.2 Credit for Experience

- A. If a certified employee begins working in the District on or after the first day of the second semester, credit shall not count on the schedule.
- B. Credit for teaching in private and parochial schools shall be granted at the discretion of the Board.
- C. Credit for out-of-state teaching shall be granted at the discretion of the Board.
- D. The maximum experience allowed for transfer to the salary schedule shall be determined by the Board.
- E. Part-time teachers shall be placed on the salary schedule and salaries pro-rated according to the fractional amount of time worked.
- F. Part-time experience outside the District shall not be recognized for salary purposes.

10.3 Sheltered TRS Contributions (Certified Employees)

The Board shall shelter the employee's contribution to the Illinois Teachers' Retirement System (TRS) a sum equal to 9% of the gross pay of each qualified certified employee as a part of the employee's contribution to the TRS. This shall not be deemed to be part of the certified employee's taxable wages under Section 414-(H) 2 of the Internal Revenue Code as amended. Gross pay is defined as the certified employee's taxable wages plus Illinois Teacher Retirement System (TRS) contribution and is the certified employee's total salary as projected by the salary schedule.

10.4 Early Retirement Incentive (Certified)

If the legislature offers new early retirement incentives, the Association reserves the right to reopen Section 10.4 of this contract.

If there are no modified ERO costs to the Board, then any certified employee planning retirement under the TRS and having at least fifteen (15) years of continuous service in Wood River-Hartford District 15, shall receive a 6% retirement incentive to the certificated employee's salary for each of the last one (1), two (2), or three (3) years of service (based on prior year's creditable earnings) provided said employee submits a letter of resignation by the fifth day of the school year, up to three (3) school years prior to the effective date of the retirement. The employee acknowledges the District's early retirement incentive payment is based on expressed reliance on the employee's declaration to retire. The employee acknowledges the retirement is final and irrevocable and cannot be withdrawn, delayed or otherwise modified.

In order to avoid paying TRS for the actuarial value of any salary increase over 6% for those nearing retirement, the Board may limit increases in creditable earnings to a maximum of 6% by restricting changes in creditable earnings.

A Board-approved leave of absence does not constitute a break in continuous service.

The number of certified employees who may retire under this Section in any year may be limited at the discretion of the Board to 30% of those eligible. The right to participate will be allocated among those applying on the basis of seniority in Wood River-Hartford District #15.

Any certificated employee exercising an option under this Section waives the right to receive any other Retirement Bonus and/or incentive, including but not limited to Section 10.5 of this Article.

10.5 Retirement Bonus (Certified)

Any certificated employee choosing not to exercise an Early Retirement Incentive option as provided for in Section 10.4 and not to request a Sick Leave Balloon as provided for in Section 10.6 of this Article shall receive pay based on unused sick leave in excess of 120 days at the rate of sixty dollars (\$60.00) per day. When such bonus is paid, 9% shall be deducted and paid to the Teachers' Retirement System. Any excess over 6% of the total creditable earnings shall be paid as a post retirement bonus.

10.6 Sick Leave Balloon

Any certificated employee planning retirement under the TRS, and having at least fifteen (15) years of continuous service in Wood River-Hartford District 15 as well as in excess of 140 days of accumulated sick leave, may also request, in writing, an additional retirement incentive in the form of a balloon grant of additional sick leave days provided that a certificated employee must submit his/her written request hereunder, along with an irrevocable letter of retirement, at least five (5) years in advance of the effective date of retirement.

The written request may be for a grant of additional sick days sufficient to increase the certificated employee's unused, accumulated sick leave to over 170 days (or in extraordinary cases, over 340 days) with the goal of providing additional service credit for retirement purposes. The Board will consider such requests on a case-by-case basis, and may grant or deny additional sick leave days in its discretion; but such decision shall not be arbitrary or capricious, and approval will not be unreasonably withheld. In case of denial, the Board will, upon request, present evidence in writing to the union president within 10 school days as to why it was not beneficial to the District. The union may appeal this decision to the Board by providing evidence of its own to demonstrate a substantial financial benefit of granting sick leave, and if the union can prove that the District would realize a substantial economic benefit from granting leave, it will be granted.

Any grant of additional sick leave days must be in accordance with applicable TRS rules, and the number of days granted may not exceed the following calculation: the number of work days remaining until the certificated employee's retirement date or three hundred forty (340) days, whichever is less, minus the total number of unused accumulated sick leave days the certificated employee has on record with the District and TRS at the date of the written request. The parties recognize that a primary intent of this provision is to encourage retirement at the certificated employee's earliest opportunity; accordingly, in most instances, a certificated employee must provide the District with a written irrevocable letter of retirement to be effective upon the conclusion of the school year in which he or she will first become eligible to retire without incurring a reduced pension or ERO costs, in order to be considered for this incentive. The employee acknowledges the District's grant of sick leave balloon hereunder is based on expressed reliance on the employee's declaration to retire. The employee acknowledges the retirement is final and irrevocable and cannot be withdrawn, delayed or otherwise modified.

Any certificated employee granted additional sick leave days under this Section waives the right to receive any other Retirement Bonus and/or incentive, including under Section 10.5 of this Article.

If the legislature and/or TRS amends or otherwise enacts law(s) and/or administrative regulations pertaining to the subject matter hereof, the District reserves the right to reopen Section 10.6 of this contract.

10.7 Internal Substitution

Junior High teachers who substitute in a class requiring him/her to forfeit his/her preparation period or any teacher who assumes responsibility for his/her class and another class during the same period or who are directed by their supervisor to assume responsibility for students during Boot Camp or PARCC testing, shall be compensated at the rate of \$25 per class taught, including TRS. Pay for Junior High teachers who substitute less than a full period will be pro-rated at one-half the full period rate.

Elementary teachers who miss a preparation period due to the absence of an art, music, or physical education specialist shall be compensated at the rate of \$25 per class, including TRS

Compensation for internal substitution shall be paid monthly.

10.8 Master Certification

Certified classroom teachers shall be paid a one-time stipend of \$2500 upon their achievement of certification from the National Board for Professional Teaching Standards (NBPTS) and Master Teacher Certification status awarded by the Illinois Teacher Certification Board.

10.9 Reimbursement for Professional Fees

The district shall reimburse the professional fees for employees required to hold/maintain such licensure for filing fee-for-service claims. If the license (certificate) that is required for filing fee-for-service is the same license that is required to hold a position in the district, then reimbursement does not apply.

ARTICLE XI

COMPENSATION AND BENEFITS (ESP)

The provisions of this Article shall apply to eligible Educational Service Personnel.

11.1 Sheltered IMRF Contribution – Educational Service Personnel

The Board shall shelter the employee's contributions to the Illinois Municipal Retirement Fund (IMRF) a sum equal to 4.5% of the gross pay of each qualified employee as a part of the employee's contribution to the IMRF. This shall not be deemed to be a part of the employee's taxable wages under Section 414-(H) 2 of the Internal Revenue Code as amended. Gross pay is defined as the employee's taxable wages plus Illinois Municipal Retirement Fund (IMRF) contribution and is the employee's total salary as projected by the salary schedule.

11.2 Reimbursable Meals (Bus Drivers)

Any time a bus driver takes a trip outside of his/her regular route, leaves the "Multi-District" area, and is on the trip for four (4) hours or more, s/he will receive a meal reimbursement of reasonable expense.

In order to receive reimburse, the driver must provide receipts for the expense.

11.3 Bus Driver's License

The Board will reimburse the full amount of the cost of the commercial driver's license and bus permit renewal.

11.4 Bus Driver Physical

The Board will reimburse bus drivers for the cost of one required physical per year. If the employee elects to have the physical from the physician or medical care facility selected by the District, the District shall pay the full cost of the physical as established by such physician or medical care facility. The physical includes the State mandated test for drugs. If the employee elects to have the physical from a physician or medical care facility other than that selected by the District, the District shall be responsible for paying only the amount equal to that established by its selected physician or medical care facility. The employee shall be responsible for paying the additional cost, if any.

11.5 Credit for Experience

- A. Salary placement in a new category will include credit for previous year's experience in the District only if in a like category. For purposes of salary placement, like categories are defined as follows:

Cook's Helpers, Cooks, Head Building Cook, Head District Cook

- B. An employee who transfers to a new category other than a like category as listed above shall be placed on the salary level of the new category, which insures the employee of an increase rather than a decrease in salary from the previous category. Part-time job categories will be pro-rated.
- C. If a twelve-month Educational Service employee begins working in the District on or after January 1, credit shall not count on the schedule. If a school year or ten-month Educational Service employee begins working in the District on or after the first day of the second semester, credit shall not count on the schedule.

11.6 Stipends

- A. The District Head Cook shall receive an additional \$.20 per hour.
- B. Sanitation Fees for state training shall be paid by the District for the District Head Cook, the Hartford Head Cook, and Cooks who serve as Head Cook substitutes.
- C. When a Cook substitutes for a Head Cook, she will receive an additional \$.10 per hour.
- D. When a bus driver trains a new driver for a CDL, he/she shall be paid a stipend of \$30.00 per trainee in addition to his/her hourly rate of pay for the number of hours required to obtain a CDL.

11.7 Internal Substitution by Teacher Assistants

Any teacher assistant who assumes sole responsibility for a class shall receive his/her regular rate of pay plus an additional \$40.00 for a full day worked. Pay for less than a full day of substitution will be pro-rated. Compensation for internal substitution shall be paid monthly.

11.8 Retirement Bonus (ESP)

At retirement, unused sick leave days that are not applied toward service credit with IMRF shall be purchased by the District at the rate of \$30.00 per day. IMRF deductions shall be made in accordance with section 11.1.

Any excess costs over 6% of the total creditable earnings shall be paid as a post retirement bonus.

ARTICLE XII

EFFECT OF AGREEMENT

12.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the Board and the Association in a written amendment executed according to the provisions of this Agreement.

All parties subject to the application of this Agreement have the responsibility of abiding by and adhering to the terms of the Agreement.

12.2 Individual Contracts

Individual contracts or employment agreements shall be consistent with the terms and conditions of this Agreement.

12.3 Savings Clause

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section or clause.

12.4 No Strike Provision

During the term of this Agreement, the Association agrees not to engage in any strike against the Board.

ARTICLE XIII

DURATION OF AGREEMENT

13.1 Duration

This Agreement shall be effective August 16, 2021, and shall continue in effect until August 16, 2025.

13.2 Signature Date

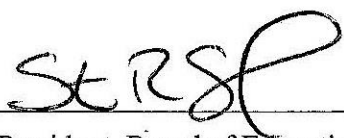
This Agreement is signed and adopted this 25th day of May, 2021

In witness thereof:

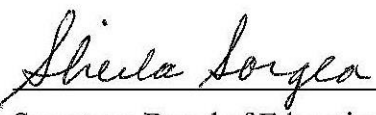
For the Wood River
Education Association

For the Board of Education
School District No. 15


WREA Co-President


President, Board of Education


WREA Co-President


Secretary, Board of Education

APPENDIX A (1) Certified Salary Scale 2021-2022

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+32
1	39,234	40,384	41,526	42,674	43,821	44,967	46,114
2	40,384	41,526	42,674	43,821	44,967	46,114	47,262
3	41,189	42,674	43,821	44,967	46,114	47,262	48,788
4	41,997	43,146	44,293	45,439	46,585	48,114	49,643
5	42,809	43,953	45,102	46,628	47,775	49,304	50,834
6	44,335	45,483	46,628	48,159	49,304	50,834	52,362
7	45,865	47,010	48,159	49,687	50,834	52,362	53,894
8	47,395	48,542	49,687	51,216	52,362	53,894	55,421
9	48,923	50,071	51,216	52,747	53,894	55,421	56,949
10	50,451	51,598	52,747	54,274	55,421	56,949	58,479
11	51,978	53,127	54,274	55,801	56,949	58,479	60,005
12	53,510	54,656	55,801	57,329	58,479	60,005	61,536
13	55,036	56,186	57,329	58,861	60,005	61,536	63,064
14	56,567	57,712	58,861	60,388	61,536	63,064	64,596
15	58,097	59,244	60,388	61,920	63,064	64,596	66,122
16	59,627	60,772	61,920	63,447	64,596	66,122	67,652
17	61,152	62,300	63,447	64,975	66,122	67,652	69,182
18	62,681	63,831	64,975	66,504	67,652	69,182	70,707
19	64,596	65,739	66,504	68,033	69,182	70,707	72,238
20	64,596	65,739	68,415	69,563	70,707	72,238	73,766
21	64,596	65,739	68,415	71,473	72,620	74,149	75,677
22	64,596	65,739	68,415	71,473	72,620	74,149	77,589
23	66,887	68,033	70,706	73,767	72,528	77,208	79,881
24	67,483	68,660	71,945	75,006	76,153	78,446	81,120
25	68,268	69,445	72,191	75,723	76,507	79,254	82,000
26	69,053	70,230	72,976	76,507	77,292	80,038	82,785
27	69,837	71,014	73,761	77,292	78,077	80,823	83,569
28 Yrs and above	70,622	71,799	74,545	78,077	78,861	81,608	84,354
Includes 9.0% Teacher Retirement							

APPENDIX A (2) Certified Salary Scale 2022-2023

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+32
1	39,627	40,788	41,941	43,101	44,259	45,416	46,575
2	40,788	41,941	43,101	44,259	45,416	46,575	47,734
3	41,601	43,101	44,259	45,416	46,575	47,734	49,276
4	42,417	43,578	44,736	45,894	47,051	48,596	50,140
5	43,237	44,393	45,553	47,094	48,253	49,797	51,342
6	44,778	45,938	47,094	48,640	49,797	51,342	52,885
7	46,324	47,480	48,640	50,183	51,342	52,885	54,433
8	47,869	49,028	50,183	51,728	52,885	54,433	55,975
9	49,412	50,572	51,728	53,274	54,433	55,975	57,518
10	50,955	52,114	53,274	54,817	55,975	57,518	59,064
11	52,498	53,659	54,817	56,359	57,518	59,064	60,605
12	54,045	55,203	56,359	57,903	59,064	60,605	62,151
13	55,587	56,748	57,903	59,450	60,605	62,151	63,695
14	57,133	58,289	59,450	60,992	62,151	63,695	65,242
15	58,678	59,837	60,992	62,539	63,695	65,242	66,783
16	60,223	61,380	62,539	64,082	65,242	66,783	68,328
17	61,764	62,923	64,082	65,625	66,783	68,328	69,874
18	63,308	64,469	65,625	67,169	68,328	69,874	71,414
19	65,242	66,396	67,169	68,713	69,874	71,414	72,961
20	65,242	66,396	69,100	70,258	71,414	72,961	74,504
21	65,242	66,396	69,100	72,188	73,346	74,891	76,434
22	65,242	66,396	69,100	72,188	73,346	74,891	78,365
23	67,556	68,713	71,413	74,505	75,663	77,980	80,680
24	68,158	69,347	72,664	75,756	76,915	79,231	81,932
25	68,951	70,139	72,913	76,480	77,272	80,046	82,820
26	69,743	70,932	73,706	77,272	78,065	80,839	83,613
27	70,536	71,725	74,498	78,065	78,857	81,631	84,405
28 Yrs and above	71,328	72,517	75,291	78,857	79,650	82,424	85,198
	Includes 9.0% Teacher Retirement						

APPENDIX A (3) Certified Salary Scale 2023-2024

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+32
1	40,023	41,196	42,360	43,532	44,702	45,870	47,041
2	41,196	42,360	43,532	44,702	45,870	47,041	48,212
3	42,017	43,532	44,702	45,870	47,041	48,212	49,769
4	42,841	44,013	45,184	46,353	47,522	49,081	50,641
5	43,670	44,837	46,009	47,565	48,735	50,295	51,856
6	45,226	46,397	47,565	49,127	50,295	51,856	53,414
7	46,787	47,955	49,127	50,685	51,856	53,414	54,977
8	48,348	49,518	50,685	52,245	53,414	54,977	56,535
9	49,906	51,077	52,245	53,807	54,977	56,535	58,093
10	51,465	52,635	53,807	55,365	56,535	58,093	59,654
11	53,023	54,195	55,365	56,922	58,093	59,654	61,211
12	54,585	55,755	56,922	58,482	59,654	61,211	62,773
13	56,142	57,315	58,482	60,044	61,211	62,773	64,332
14	57,704	58,872	60,044	61,602	62,773	64,332	65,894
15	59,265	60,435	61,602	63,164	64,332	65,894	67,451
16	60,825	61,993	63,164	64,723	65,894	67,451	69,012
17	62,381	63,552	64,723	66,281	67,451	69,012	70,573
18	63,941	65,114	66,281	67,841	69,012	70,573	72,128
19	65,894	67,060	67,841	69,400	70,573	72,128	73,690
20	65,894	67,060	69,791	70,961	72,128	73,690	75,249
21	65,894	67,060	69,791	72,910	74,080	75,640	77,199
22	65,894	67,060	69,791	72,910	74,080	75,640	79,148
23	68,231	69,400	72,128	75,250	76,420	78,759	81,487
24	68,840	70,040	73,391	76,513	77,684	80,023	82,751
25	69,640	70,841	73,642	77,245	78,045	80,847	83,648
26	70,441	71,641	74,443	78,045	78,845	81,647	84,449
27	71,241	72,442	75,243	78,845	79,646	82,448	85,249
28 Yrs and above	72,042	73,242	76,044	79,646	80,446	83,248	86,050
	Includes 9.0% Teacher Retirement						

APPENDIX A (4) Certified Salary Scale 2024-2025

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+32
1	40,423	41,608	42,784	43,967	45,149	46,329	47,512
2	41,608	42,784	43,967	45,149	46,329	47,512	48,694
3	42,437	43,967	45,149	46,329	47,512	48,694	50,266
4	43,269	44,454	45,635	46,816	47,997	49,572	51,148
5	44,106	45,285	46,469	48,041	49,223	50,798	52,374
6	45,678	46,861	48,041	49,618	50,798	52,374	53,948
7	47,255	48,435	49,618	51,192	52,374	53,948	55,527
8	48,831	50,013	51,192	52,768	53,948	55,527	57,100
9	50,405	51,588	52,768	54,345	55,527	57,100	58,674
10	51,980	53,161	54,345	55,919	57,100	58,674	60,251
11	53,553	54,737	55,919	57,492	58,674	60,251	61,823
12	55,131	56,312	57,492	59,067	60,251	61,823	63,401
13	56,704	57,888	59,067	60,645	61,823	63,401	64,975
14	58,281	59,461	60,645	62,218	63,401	64,975	66,553
15	59,858	61,040	62,218	63,796	64,975	66,553	68,125
16	61,433	62,613	63,796	65,370	66,553	68,125	69,702
17	63,005	64,187	65,370	66,944	68,125	69,702	71,278
18	64,580	65,765	66,944	68,520	69,702	71,278	72,850
19	66,553	67,730	68,520	70,094	71,278	72,850	74,427
20	66,553	67,730	70,489	71,671	72,850	74,427	76,001
21	66,553	67,730	70,489	73,639	74,820	76,396	77,970
22	66,553	67,730	70,489	73,639	74,820	76,396	79,940
23	68,914	70,094	72,849	76,002	77,184	79,547	82,302
24	69,528	70,741	74,125	77,278	78,461	80,823	83,578
25	70,337	71,549	74,379	78,017	78,825	81,655	84,485
26	71,145	72,358	75,187	78,825	79,634	82,464	85,293
27	71,953	73,166	75,996	79,634	80,442	83,272	86,102
28 Yrs and above	72,762	73,975	76,804	80,442	81,251	84,080	86,910
	Includes 9.0% Teacher Retirement						

APPENDIX B (1) ESP SALARY 2021-2022

Year	Teacher Aide	Secretary	Custodian	Cleaning Staff	Bus Driver	Head Cook	Cook	Cook Helper	Monitor
1	17.16	16.59	16.73	14.22	17.98	14.46	14.15	14.07	14.06
2	17.67	17.08	17.23	14.65	18.52	14.90	14.57	14.49	14.48
3	18.19	17.58	17.73	15.07	19.06	15.33	15.00	14.91	14.90
4	18.70	18.08	18.23	15.50	19.60	15.77	15.42	15.33	15.32
5	19.04	18.41	18.57	15.78	19.96	16.05	15.70	15.61	15.60
6	19.56	18.91	19.07	16.21	20.50	16.49	16.13	16.04	16.02
7	19.90	19.24	19.40	16.49	20.86	16.78	16.41	16.32	16.30
8	20.24	19.57	19.74	16.78	21.22	17.07	16.69	16.60	16.59
9	20.59	19.90	20.07	17.06	21.58	17.36	16.98	16.88	16.87
10	20.93	20.23	20.41	17.35	21.94	17.65	17.26	17.16	17.15
11	21.27	20.57	20.74	17.63	22.30	17.93	17.54	17.44	17.43
12	21.62	20.90	21.08	17.92	22.66	18.22	17.83	17.72	17.71
13	21.96	21.23	21.41	18.20	23.02	18.51	18.11	18.00	17.99
14	22.30	21.56	21.75	18.48	23.38	18.80	18.39	18.29	18.27
15	22.65	21.89	22.08	18.77	23.74	19.09	18.67	18.57	18.55
16	22.86	22.09	22.30	18.98	24.01	19.30	18.88	18.77	18.78
18 Yrs and Above	23.06	22.29	22.50	19.18	24.21	19.50	19.08	18.97	18.98
A longevity stipend of \$0.20 per hour will be added to the base rate for all support staff with 18 years or more of experience in their job category.									

APPENDIX B (2) ESP SALARY 2022-2023

Year	Teacher Aide	Secretary	Custodian	Cleaning Staff	Bus Driver	Head Cook	Cook	Cook Helper	Monitor
1	17.50	16.92	17.06	14.50	18.34	14.75	14.43	14.35	14.34
2	18.02	17.42	17.57	14.94	18.89	15.20	14.86	14.78	14.77
3	18.55	17.93	18.09	15.37	19.44	15.64	15.30	15.21	15.20
4	19.07	18.44	18.60	15.81	19.99	16.08	15.73	15.64	15.63
5	19.42	18.78	18.94	16.10	20.36	16.38	16.02	15.93	15.91
6	19.95	19.29	19.45	16.53	20.91	16.82	16.45	16.36	16.34
7	20.30	19.62	19.79	16.82	21.28	17.11	16.74	16.64	16.63
8	20.65	19.96	20.13	17.11	21.64	17.41	17.03	16.93	16.92
9	21.00	20.30	20.48	17.40	22.01	17.70	17.32	17.22	17.20
10	21.35	20.64	20.82	17.69	22.38	18.00	17.61	17.50	17.49
11	21.70	20.98	21.16	17.98	22.74	18.29	17.89	17.79	17.78
12	22.05	21.32	21.50	18.27	23.11	18.59	18.18	18.08	18.06
13	22.40	21.65	21.84	18.56	23.48	18.88	18.47	18.36	18.35
14	22.75	21.99	22.18	18.85	23.84	19.18	18.76	18.65	18.64
15	23.10	22.33	22.52	19.14	24.21	19.47	19.05	18.94	18.92
16	23.32	22.53	22.74	19.36	24.49	19.69	19.26	19.15	19.16
18 Yrs and Above	23.52	22.73	22.94	19.56	24.69	19.89	19.46	19.35	19.36

A longevity stipend of \$0.20 per hour will be added to the base rate for all support staff with 18 years or more of experience in their job category.

APPENDIX B (3) ESP SALARY 2023-2024

Year	Teacher Aide	Secretary	Custodian	Cleaning Staff	Bus Driver	Head Cook	Cook	Cook Helper	Monitor
1	17.94	17.34	17.49	14.87	18.80	15.12	14.79	14.71	14.70
2	18.48	17.86	18.01	15.31	19.36	15.58	15.23	15.15	15.14
3	19.01	18.38	18.54	15.76	19.93	16.03	15.68	15.59	15.58
4	19.55	18.90	19.06	16.20	20.49	16.48	16.12	16.03	16.02
5	19.91	19.25	19.41	16.50	20.87	16.79	16.42	16.32	16.31
6	20.45	19.77	19.94	16.95	21.43	17.24	16.86	16.76	16.75
7	20.81	20.11	20.29	17.24	21.81	17.54	17.16	17.06	17.05
8	21.17	20.46	20.64	17.54	22.18	17.84	17.45	17.35	17.34
9	21.52	20.81	20.99	17.84	22.56	18.15	17.75	17.65	17.63
10	21.88	21.15	21.34	18.14	22.94	18.45	18.05	17.94	17.93
11	22.24	21.50	21.69	18.43	23.31	18.75	18.34	18.24	18.22
12	22.60	21.85	22.04	18.73	23.69	19.05	18.64	18.53	18.52
13	22.96	22.19	22.39	19.03	24.07	19.36	18.93	18.82	18.81
14	23.32	22.54	22.74	19.33	24.44	19.66	19.23	19.12	19.10
15	23.68	22.89	23.09	19.62	24.82	19.96	19.52	19.41	19.40
16	23.90	23.10	23.31	19.84	25.10	20.18	19.74	19.63	19.64
18 Yrs and Above	24.10	23.30	23.51	20.04	25.30	20.38	19.94	19.83	19.84

A longevity stipend of \$0.20 per hour will be added to the base rate for all support staff with 18 years or more of experience in their job category.

APPENDIX B (4) ESP SALARY 2024-2025

Year	Teacher Aide	Secretary	Custodian	Cleaning Staff	Bus Driver	Head Cook	Cook	Cook Helper	Monitor
1	18.39	17.77	17.93	15.24	19.27	15.50	15.16	15.07	15.06
2	18.94	18.31	18.46	15.69	19.85	15.96	15.62	15.53	15.51
3	19.49	18.84	19.00	16.15	20.43	16.43	16.07	15.98	15.97
4	20.04	19.37	19.54	16.61	21.01	16.89	16.53	16.43	16.42
5	20.41	19.73	19.90	16.91	21.39	17.20	16.83	16.73	16.72
6	20.96	20.26	20.44	17.37	21.97	17.67	17.28	17.18	17.17
7	21.33	20.62	20.79	17.68	22.35	17.98	17.59	17.49	17.47
8	21.69	20.97	21.15	17.98	22.74	18.29	17.89	17.79	17.77
9	22.06	21.33	21.51	18.28	23.12	18.60	18.19	18.09	18.08
10	22.43	21.68	21.87	18.59	23.51	18.91	18.50	18.39	18.38
11	22.80	22.04	22.23	18.89	23.90	19.22	18.80	18.69	18.68
12	23.17	22.39	22.59	19.20	24.28	19.53	19.10	18.99	18.98
13	23.53	22.75	22.95	19.50	24.67	19.84	19.41	19.29	19.28
14	23.90	23.11	23.30	19.81	25.05	20.15	19.71	19.60	19.58
15	24.27	23.46	23.66	20.11	25.44	20.46	20.01	19.90	19.88
16	24.50	23.67	23.89	20.34	25.73	20.69	20.24	20.12	20.13
18 Yrs and Above	24.70	23.87	24.09	20.54	25.93	20.89	20.44	20.32	20.33

A longevity stipend of \$0.20 per hour will be added to the base rate for all support staff with 18 years or more of experience in their job category.

APPENDIX C Extra Curricular Salaries

Category	FY22	FY23	FY24	FY25
Athletic Director	2,718	2,745	2,772	2,800
Basketball, Boys' Head	3,328	3,361	3,395	3,429
Basketball, Boys' Asst	2,661	2,688	2,715	2,742
Basketball, Girls' Head	3,328	3,361	3,395	3,429
Basketball, Girls' Asst	2,661	2,688	2,715	2,742
Basketball, 6th Gr Boys	1,699	1,716	1,733	1,750
Basketball, 6th Gr Girls	1,699	1,716	1,733	1,750
Volleyball, Girls' Head	3,328	3,361	3,395	3,429
Volleyball, Girls' Asst	2,661	2,688	2,715	2,742
Volleyball 6th Gr.	1,699	1,716	1,733	1,750
Track Head	1,847	1,865	1,884	1,903
Track, Asst	1,442	1,456	1,471	1,486
Cross Country	1847	1865	1884	1903
Wrestling	1,665	1,682	1,699	1,716
Football, Intramural (Coach 1)	897	906	915	924
Football, Intramural (Coach 2)	897	906	915	924
Cheerleader	1,656	1,673	1,690	1,707
Choral Director	2,218	2,240	2,262	2,285
Band Director	2,218	2,240	2,262	2,285
Music Contest	91	92	93	94
Student Council	1,699	1,716	1,733	1,750
Concessions	434	438	442	446
Patrol Sponsor (LCE)	551	557	563	569
Patrol Sponsor (Hartford)	551	557	563	569
Young Authors	519	524	529	534
Jr Hi Newspaper	519	524	529	534
Jr Honor Society	519	524	529	534
Chess Club	434	438	442	446
Garden Club	434	438	442	446
Drama Club	434	438	442	446
Art Club	434	438	442	446
Photography Club	434	438	442	446
Yearbook (LCJH)	434	438	442	446
Yearbook (LCE)	434	438	442	446
Yearbook (Hartford)	434	438	442	446
B.U.G.	434	438	442	446
Poetry	434	438	442	446
Jr. Olympiad	434	438	442	446
Accelerated Reader-LCE	434	438	442	446
Accelerated Reader-HE	434	438	442	446

APPENDIX D COLLECTIVELY BARGAINED BOARD POLICIES

- 5:20 Sexual Harassment
- 5:60 Travel Compensation
- 5:120 Staff Ethics
- 5:150 Personnel Records
- 5:200 Employment Year and Day
- 5:210 Retirement System