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# COLLECTIVE BARGAINING AGREEMENT

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2020-2026

Between the

District 148 Support  
Association (DSA)

and

Board of Education  
School District No. 148



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## **ARTICLE I RECOGNITION**

The Board of Education of School District #148, Cook County, Illinois, hereinafter referred to as the "Board," hereby recognizes the Dolton Support Association, hereinafter referred to as "DSA," "Union" or the "Association" as the sole and exclusive negotiation agent for all full-time and regularly employed part-time educational support employees including secretarial, payroll/nutrition assistant(s), custodial, maintenance, classified nurses, healthcare staff, and paraprofessional employees, excluding all managerial (rights to evaluation), confidential (Board secretary), and short-term temporary employees (playground, lunchroom monitors, one-on-one aides, and class-size aides). Short-term employees are substitutes, employees hired on a temporary basis, or employees whose full-time employment occurs primarily during the Summer, Winter or Spring recess of school. The term "employee", when used in this Agreement, shall be defined as a member of the bargaining unit described above unless expressly stated otherwise.

## **ARTICLE II BOARD AND ASSOCIATION RELATIONS**

### **SECTION 2.1      CONTRACT TERMS**

Any individual employment contract between the Board and an employee shall conform to the terms of this Agreement.

### **SECTION 2.2      REQUESTS FOR INFORMATION**

The Board agrees to furnish the Association, upon written request of the Superintendent or designee, public information which shall be reasonably necessary to permit the Association to enter into negotiations with the Board or to process a grievance hereunder. Such requests shall include, but shall not necessarily be limited to, a copy of the current: 1) approved budget; 2) audit; and 3) adopted amendments to Board policies affecting employees.

### **SECTION 2.3      VOLUNTARY DUES CHECK-OFF**

The Board agrees to remit to the Association Treasurer all monies collected through payroll deductions of Association dues. Such remittance shall be made bi-monthly within five (5) days after the end of each pay period and shall include all dues collected since the last transmittal to a period of at least thirty (30) calendar days prior to such

transmittal. If it shall be the failure of the Business Office to make such a remittance, then 2.3 shall not be subject to a grievance. If the Board shall deduct and remit such dues as provided herein, the Association shall defend and hold harmless the Board, its members, agents and employees for making such deductions. The Board will not stop payroll deductions for Association fees of any member without written authorization of the President of the Association.

#### **SECTION 2.4 NO COERCION/DISCRIMINATION**

The parties agree that employees shall have the right without fear of reprisal, to join, or not to join, any organization, including the Association. The parties likewise agree that neither will discriminate against an employee by reason of their membership or absence of membership in the Association or any other employee organization, which shall operate in conformance with the law.

#### **SECTION 2.5 VOLUNTARY DUES**

Each bargaining unit member may either join the Association or in lieu thereof, shall pay a voluntary contribution to the Association equivalent to the amount uniformly required of members of the Association, including local, state, and national dues for the cost of negotiating, administering and maintaining the Agreement. The amount of said fee shall be determined by the Association and certified by the Board.

In the event of any legal action against the District brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The District gives timely written notice of such action to the Association, and permits the Association intervention as a party if it so desires, and;
2. The District gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available to both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the District from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of compliance by the District with this article.

#### **SECTION 2.6 USE OF SCHOOL PROPERTY FOR ASSOCIATION MEETINGS**

The Association shall have the right to use school buildings for official Association meetings, provided advance request for such use shall have been given to the Superintendent or designee, and that any expense incurred in connection with such use is reimbursed to the Board. This paragraph shall not be applicable to any meeting of

more than fifteen (15) persons where less than ninety percent (90%) of those in attendance are employees of the District or their spouses. Official Association announcements may be placed in employee mailboxes provided a copy thereof shall concurrently be given to the affected Building Principal and to the Superintendent.

## **SECTION 2.7 USE OF BOARD EQUIPMENT**

Association members may use Board equipment for Association-related activities, including but not limited to typewriter, computer, and duplicating equipment, provided the Association shall have prior approval and shall reimburse the District for the cost of any supplies and for any damage occasioned by such use.

## **SECTION 2.8 EMPLOYEE LISTS**

A. The District shall provide the names, job site(s), home addresses, salary and job titles of all bargaining unit employees to the Association President by November 1<sup>st</sup> of each school year. Such information pertaining to employees hired after September 15 shall be provided to the Association within seven (7) days of the date of hire of a new employee.

B. All new employees shall receive a copy of the current bargaining agreement within fifteen (15) days of the date of hire via electronic mail to the employee's district email.

## **SECTION 2.9 NEW HIRES WITHIN THE UNIT**

Names and addresses of new members hired after November 1 shall be provided to the Association within seven (7) days after Board approval. The DSA President shall receive the required information set forth in Section 2.8A of this Agreement within forty-eight (48) hours of the employee's hire date.

New employees shall receive a new employee orientation and meet with an Association Representative within seven (7) days of the board approval.

## **SECTION 2.10 PERSONNEL FILES**

A. There shall be only one (1) official personnel file for each employee. Prior to any material being placed in any employee's file, a copy of such material shall be provided to the employee. Each employee shall have the right, upon reasonable advance request, to review the contents of his or her file and to place therein written reactions to any of its contents or to obtain copies thereof.

At no time shall an employee or representative of an employee, permanently remove any item from the personnel files.



- B. An employee shall be entitled to submit supplemental qualification statements to record experience and/or training not listed on his or her initial employment application.

## **SECTION 2.11 BOARD MEETINGS**

The President of the Association or designee shall be furnished a log in and password for Board Docs to access a detailed electronic copy of the Board agenda and Board packet for any regular or special Board meeting, if there be such, not less than forty-eight (48) hours in advance of such meeting, or by such other procedure as shall be mutually agreeable. The President shall likewise be provided access to the approved minutes of Board meetings.

## **SECTION 2.12 STRIKES AND LOCKOUTS**

- A. **Strikes** - The Association agrees that it will not at any time engage in a strike during the period of this Agreement.
- B. **Lockouts** – The Board agrees that it will not lock out any employee during the term of this Agreement.
- C. **Non-Bargaining Unit Strikes** – If in the event any employee reports to any assigned work place where a non-bargaining unit member is engaged in a strike, the employee shall perform only those duties regularly assigned to bargaining unit members during said strike. Employees shall not be required to perform non-bargaining unit members’ activities.

## **SECTION 2.13 LABOR MANAGEMENT MEETINGS**

A Labor Management committee consisting of the DSA President, the Superintendent or Superintendent’s designee, and other chosen designees shall meet monthly at mutually agreed times as determined by the Association President and Superintendent.

The purpose of this meeting shall be to establish a means of communication between the administration and the Association other than the collective bargaining and grievance process.

## **ARTICLE III GRIEVANCE PROCEDURE**

### **SECTION 3.1        DEFINITION**

A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.

### **SECTION 3.2        DAYS DEFINED**

All time limits shall consist of employment days which shall mean Monday through Friday, exclusive of legal holidays.

### **SECTION 3.3        EMPLOYEE/ASSOCIATION RIGHTS**

Every employee covered by this Agreement shall have the right to present grievances in accordance with this procedure. The Association shall also have this right. The Association President shall be furnished a copy of said grievance before presentation.

### **SECTION 3.4        TIME OF THE ESSENCE**

Failure of any employee or the Association to submit or to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step unless actively engaged in a collaborated effort for solution mutually agreed upon and communicated in writing. The time limits, however, may be extended by mutual agreement.

### **SECTION 3.5        RIGHT TO REQUEST REPRESENTATION**

The Board acknowledges the right of the Association's grievance representative(s) to participate in the processing of a grievance at any formal level, and no employee shall be required to discuss any grievance if the Association's representative has not been offered the opportunity to be present. The grievant shall be present at all meetings unless, in unusual circumstances, he or she authorizes in writing, an IEA-NEA representative to represent him or her.

### **SECTION 3.6        EXPENSES OF GRIEVANCE**

The parties agree to cooperate with each other in the consideration of any grievance and share equally the standard and normal costs of processing said grievance. This is not intended to include attorney's fees or other expenses beyond the scope of a normal grievance procedure.

### **SECTION 3.7            PRE-GRIEVANCE CONSULTATION**

The parties hereto acknowledge that it is usually most desirable for any employee and the employee's immediately involved supervisor to resolve problems through free and informal communications.

### **SECTION 3.8            REPRESENTATION**

Association representative(s) may accompany the employee to assist in the informal resolution of the grievance.

### **SECTION 3.9            GRIEVANCE STEPS**

If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

**STEP 1**            Within five (5) working days of the occurrence of the grievance, the employee and the Association should meet with the involved supervisor in an effort to resolve the matter informally. If, however, the informal process fails to satisfy the employee or the Association, the employee or the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) working days after receipt of the grievance. Such written grievance shall be filed with such supervisor within ten (10) working days of the event giving rise to the grievance. The Association's representative(s), the grievant and the immediately involved supervisor may be present for the meeting. Within ten (10) working days of the meeting, the grievant and the Association will be provided with the supervisor's written response, including the reasons for the decision, as long as such reasons shall not be cause to file additional grievances.

**STEP 2**            If the grievance is not resolved at Step 1, then the grievant/Association may refer the grievance to the Superintendent or the Superintendent's official designee with ten (10) working days after receipt of the Step 1 answer or within ten (10) working days after the Step 1 meeting, whichever is the latter. The Superintendent shall arrange for a meeting to take place within ten (10) working days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) working days of the meeting, the Association and the grievant, if other than Association, shall be provided with the Superintendent's written response, including the reasons for the decision, as long as such reasons shall not be cause to file additional grievances.

**STEP 3**

If the Association is not satisfied with the disposition of the grievance or the time limits expire without the issuance of the Superintendent's Step 2 written reply, the Association may elect to submit the grievance to mediation by filing a request for mediation with the Federal Mediation and Conciliation Service (FMCS) within ten (10) working days of the Superintendent's written decision or expiration of the District's time to reply. The request for mediation shall also be served upon the Superintendent and Board President simultaneously. This step is not mandatory or a prerequisite to submittal of the grievance to arbitration. If the Association elects to submit the grievance to mediation, the Board shall submit its concurrence to FMCS. The parties will mutually work to schedule the mediation session in a timely manner.

The parties agree to solicit a strong recommendation from the mediator. Each party agrees to act in good faith when considering the recommendation. It is the intent of the parties that any recommendation be considered fairly and completely and not arbitrarily rejected.

If the grievance is submitted to mediation, but not successfully resolved, the Association may submit the grievance to arbitration in accordance with Step 4 below.

**STEP 4**

If the Association is not satisfied with the disposition of the grievance at Step 2 (or Step 3 if applicable), the Association may submit the grievance to final and binding arbitration. The Association may elect either the FMCS or the American Arbitration Association shall act as the administrator of the proceedings and shall send a list of proposed arbitrators to the parties. Each party shall have the right to reject one list in its entirety. The arbitrator shall be selected from a list of seven (7) not rejected in its entirety by the party by alternate strikes by the District and the Association. The party to strike the first name shall be determined by a coin toss. The person whose name remains on the list shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the District and the Association. The letter shall request the arbitrator to set a time and place for hearing the grievance, subject to availability on the part of the District and the Association. If a demand for arbitration is not filed within thirty (30) days of the receipt of the Step 2 answer and a request for mediation has not been submitted, then the grievance shall be deemed withdrawn. If a demand for arbitration is not filed within thirty (30) days of the conclusion of the Step 3 mediation, then the grievance shall be deemed withdrawn.

- a. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.

- b. The arbitrator shall have no power to alter the terms of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented by the Board and the Association, and the decision shall be based only upon interpretation of the meaning or application of the express relevant language of this Agreement.
- c. If the grievant shall file a complaint in any form other than under the grievance procedure of the Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.
- d. The fees and expenses of the arbitrator shall be shared equally by the parties. The parties shall each be responsible for the costs of their own representation. If only one (1) party requests a transcript, that party shall bear the cost of the transcript. If both parties request a copy of the transcript, the cost of the transcript shall be equally divided by the parties.

### **SECTION 3.10 BYPASS TO SUPERINTENDENT**

A grievance involving an administrator above the building level may be initially filed at Step 2 under Section 3.9.

### **SECTION 3.11 BYPASS TO ARBITRATION**

If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.

### **SECTION 3.12 NO REPRISALS CLAUSE**

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

### **SECTION 3.13 RELEASED TIME**

Should any grievance meeting require that an employee or any Association representative(s) be released from their regular assignment, the employee or Association representative(s) shall be released without loss of pay or benefits for the actual participation time and a reasonable amount of time to travel to and from the

meeting. Every effort will be made to prevent the release of employees during non-participatory times.

### **SECTION 3.14 ACCESS TO PUBLIC RECORDS**

Where the processing of a grievance requires the review of public records maintained by the Board, the appropriate employee or Association representative(s) shall be afforded a reasonable opportunity to peruse such records during normal business hours. Such time shall not interfere with break or duty-free lunch times.

### **SECTION 3.15 GRIEVANCE RECORDS**

All records related to a grievance shall be filed separately from the personnel file of the employee.

### **SECTION 3.16 GRIEVANCE WITHDRAWAL**

A grievance may be withdrawn at any level without establishing precedent, and if withdrawn, such grievance shall be treated as never having been filed.

## **ARTICLE IV WORKING CONDITIONS**

### **SECTION 4.1 WORKDAY/WORKWEEK**

#### **A. Maintenance /Full-Time Custodial Employees**

1. The standard workday for custodial/maintenance employees shall be eight (8) hours, exclusive of a mid-shift duty free lunch but inclusive of at least one (1) fifteen (15) minute break every four (4) hours.
2. Subject to the approval of the immediate supervisor, and the Director of Buildings and Grounds, each maintenance/custodial employee shall be entitled to a thirty (30) minute unpaid scheduled duty free lunch break daily and two (2) fifteen (15) minutes paid breaks. Should the need arise, the employee may combine breaks and lunch together with the approval of his/her Director of Buildings and Grounds or designee. Employees shall not be permitted to use their breaks or lunch periods at the end of the day in order to shorten their workday, unless otherwise authorized by the Director of Buildings and Grounds or designee.

3. The standard workweek for custodial/maintenance employees shall be forty (40) hours per week, for five (5) consecutive days.
4. Paid leaves, holidays and vacation days shall all count toward meeting the above workweek requirements.
5. The workday for employees shall be agreed upon between the administrator and the employee provided that the hours be consecutive and shall not begin prior to 5:30 a.m., but not later than 8:30 a.m. unless inclement weather requires an earlier start time. Because some or all of the District's buildings may be used as an election polling place for national, state, and local elections, the District reserves the right to require employees to report to work no earlier than 5:00 a.m. on Election Day. The workday for full-time night custodian employees shall be agreed upon between the Director of Buildings and Grounds or designee and the employee provided that the hours are consecutive and shall not begin prior to 2:30 p.m. with the exception of all non-student attendance days, but subject to the availability of the employee. In either case, if the parties are unable to reach agreement on the employee's schedule for work, the District retains the management right to schedule and assign work as needed.
6. In the event of an absence, a custodial/maintenance employee shall contact AESOP at least four (4) hours before the start of the shift. In the case of an emergency, custodial/maintenance employees that will be absent shall contact the Director of Building and Grounds and the immediate supervisor. The Director of Building and Grounds or designee shall fill the shift according to the following guidelines.
7. Employees will not be required to work a shift that is not their regular shift until the District has tried to fill the shift at issue by: (1) offering the shift to a floater or substitute custodian, (2) offering the shift to other qualified bargaining unit members in the order of descending seniority (most senior to least senior). If all qualified employees on the seniority list refuse the shift assignment, the District reserves the right to fill the shift with a qualified bargaining unit member by mandating that the least senior employee fill said shift. The affected employee shall submit a time sheet.
8. This provision shall apply in the event of a call-off (absence) of a custodian who is normally assigned to a school that has both an elementary and junior high site or where there are two sites within a school, and efforts made pursuant to Section 4.1(a)(7) to fill the shift with another custodian were unsuccessful. The custodian who is assigned to the affected building shall be provided a work assignment log for dual sites. The dual site log shall prioritize the daily tasks and/or amend the

typical daily duties to insure both sites receive proper attention. In the event of necessary deviations from the dual site log, i.e. an unforeseen event requiring the custodian's immediate attention, the administrator shall document such special assignment or circumstances in the log. It is the intention of the parties by this provision to balance the expectations of building administrators with the reasonable capabilities of the sole custodian and maintain a reasonable workload.

9. When an employee is called in, before or after their regular shift, the employee will be provided with a timesheet to record the hours worked.

#### **B. Part-Time 10 Month Custodial Employees**

1. The standard workday for part-time custodial employees shall be the actual number of hours worked which shall be five (5) hours per day or less, inclusive of one (1) fifteen (15) minute break mid-shift of work each day.
2. The standard workweek for part-time custodial employees shall be the number of hours worked per day multiplied by five (5) workdays per week.
3. Paid leaves shall count toward meeting the above workweek requirements.

#### **C. Administrative Support Employees – 12 month**

1. The standard workday for 12 month full-time administrative support employees when school is in session shall be seven (7) hours and forty-five (45) minutes exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday, Monday through Friday.
2. The standard workday for 12 month full-time administrative support employees when school is not in session shall be six (6) hours per day, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday. The summer four (4) day schedule begins one (1) week after the last student attendance day and ends the Friday before the first institute day. Summer hours will be seven and one-half (7½) hours per day for four (4) consecutive days, Monday through Thursday, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday. Employees shall not be permitted to use their breaks or lunch periods at the end of the day in order to shorten their workday, unless otherwise authorized by the Building Administrator or designee.
3. The standard workweek for 12 month full-time administrative support employees shall be thirty-eight and three quarters (38 ¾) hours/week,



Monday through Friday, when school is in session and thirty (30) hours per week when school is not in session.

4. Subject to the approval of the immediate supervisor, each administrative support employee shall have a thirty (30) minute scheduled unpaid duty-free lunch break daily. Should the need arise, the employee may combine breaks and lunch together with the approval of his/her immediate supervisor or designee.
5. Paid leaves, holidays and vacation days shall all count toward meeting the above workweek requirements.
6. The workday for administrative support employees shall be agreed upon between the administrator or District employee designee and the employee provided that the hours shall be consecutive and shall not begin prior to 7:30 a.m., but no later than 8:15 a.m.

**D. Administrative Support Employees – 11 month**

1. The standard workday for 11-month full-time administrative support employees when school is in session shall be eight (8) hours exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday.
2. The standard workday for 11-month full-time administrative support employees when school is not in session shall be six (6) hours per day, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday. The summer hour (4) day schedule begins one (1) week after the last student attendance day and ends the Friday before the first institute day. Summer hours will be seven and one-half (7 ½) hours per day for four (4) consecutive days, Monday through Thursday, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday.
3. The standard workweek for 11-month administrative support employees shall be forty (40) hours hours/week, Monday through Friday, when school is in session and thirty-two (32) hours per week when school is not in session.
4. Subject to the approval of the immediate supervisor, each administrative support employee shall have a thirty (30) minute scheduled unpaid, duty free lunch break daily. Should the need arise, the employee may combine breaks and lunch together with the approval of his/her immediate supervisor or designee. Employees shall not be permitted to use their

breaks or lunch periods at the end of the day in order to shorten their work day, unless otherwise authorized by his or her supervisor or designee.

5. Paid leaves and holidays shall count toward meeting the above workweek requirements.
6. The workday for administrative support employees shall be agreed upon between the administrator or District employee designee and the employee provided that the hours shall be consecutive and shall not begin prior to 7:30 a.m., but no later than 8:15 a.m.
7. All administrative support are expected to work the following building appropriate school events and will be compensated by compensatory time determined by mutual agreement between the DSA and the Administration: All Registration Days

#### **E. Office Assistant/Floater Office Assistant Employees**

1. The standard workday for office assistant employees shall be the actual number of hours worked which shall be five (5) hours per day, inclusive of one (1) fifteen (15) minute break mid-shift of each work day.
2. The standard workweek for office assistant employees shall be the number of hours worked per day multiplied by five (5) workdays per week. Employees' work days will begin at 8:30 a.m. and will end at 1:30 p.m.
3. Paid leaves shall count toward meeting the above mentioned workweek requirements.

#### **F. Paraprofessional Employees**

1. The standard workday for paraprofessionals shall be six (6) hours per day, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday.
2. Paraprofessional employees shall have a thirty (30) minute unpaid, duty-free lunch break daily.
3. The standard workweek for paraprofessionals shall be thirty (30) hours/week, Monday through Friday.

#### **G. Healthcare Staff Employees**

1. The standard workday for healthcare staff shall be six (6) hours per day, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday.

2. Each healthcare staff shall have a thirty (30) minute unpaid, duty-free lunch break daily. Employees shall not be permitted to use their breaks or lunch periods at the end of the day in order to shorten their work day, unless otherwise authorized by his or her supervisor or designee.
3. The standard workweek for healthcare staff shall be thirty (30) hours/week, Monday through Friday.
4. Healthcare staff may be allowed to leave prior to the end of the regular workday after students have been dismissed and dispersed from school grounds on Fridays and the workday before a holiday, provided that the employee will not be paid for any hours not worked.
5. The Board reserves the right to assign Healthcare staff to more than one hundred eighty (180) days per school year. If Healthcare Staff are assigned to more than one hundred eighty (180) days per school year, they shall be compensated on a per diem basis according to the current hourly rate. In no event shall the Board assign Healthcare Staff to more than ten (10) days in excess of one hundred eighty (180) days per school year.

#### **H. Payroll Assistant/Nutrition Assistant**

1. The standard workday for 12 month full-time Payroll Assistant/Nutrition Assistant when school is in session shall be seven and three-fourths (7  $\frac{3}{4}$ ) hours exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday. The standard workday for 12 month full-time Payroll Assistant/Nutrition Assistant when school is not in session shall be six (6) hours per day, exclusive of lunch but inclusive of at least two (2) fifteen (15) minute breaks each workday.
2. The standard workweek for 12 month full-time Payroll Assistant/Nutrition Assistant shall be thirty-eight and three-fourths (38  $\frac{3}{4}$ ) hours/week, Monday through Friday, when school is in session and thirty (30) hours per week when school is not in session.
3. Subject to the approval of the immediate supervisor, each Payroll Assistant/Nutrition Assistant shall have a thirty (30) minute scheduled unpaid, duty-free lunch break daily. Should the need arise, the employee may combine breaks and lunch together with the approval of his/her immediate supervisor or designee. Employees shall not be permitted to use their breaks or lunch periods at the end of the day in order to shorten their work day, unless otherwise authorized by his or her supervisor or designee.

4. Paid leaves, holidays and vacation days shall all count toward meeting the above workweek requirements.
5. The workday for Payroll Assistant/Nutrition Assistant shall be agreed upon between the administrator or District employee designee and the employee provided that the hours shall be consecutive and shall not begin prior to 7:30 a.m., but no later than 8:15 a.m.

## SECTION 4.2 WORK YEAR/HOURS/DAYS

The work year for all employees of the District, with the components thereof in terms of hours shall be as provided for in this Section.

JOB DESCRIPTION	HOURS	COMPONENTS
Skilled Maintenance/All District Maintenance/ Custodian Full-Time	2080 Hours	260 days x 8 hours = 2080 hours
Part-Time Custodian/ Part-Time Floater Custodian	540 Hours	180 days x 3 hours = 540 hours
	720 Hours	180 days x 4 hours = 720 hours
	900 Hours	180 days x 5 hours = 900 hours
Payroll Assistant/Nutrition Assistant/ 12 Month Secretarial	1802.5 Hours	180 days + 10 paid holidays @ 7.75 hours = 1472.50 hours 54 days + 1 paid holiday @ 6.00 hours = 330 hours 1472.50 hours + 330 hours = 1802.5 hours 190 days + 55 days = 245 days (perform no work in winter and spring breaks)
11 Month Secretarial	1640 Hours	180 days + 10 paid holidays @ 8 hours = 1520 hours 20 days @ 6 hours = 120 hours 1472.50 hours + 20 days = 205 days (perform no work in winter and spring breaks)
Office Assistant/Floater Office Assistant	900 Hours	180 days x 5 hours = 900 hours
Paraprofessional	1140 Hours	180 days + 10 paid holidays @ 6 hours = 1140 hours
Health Care Staff/Classified Nurse	1140 Hours	180 days + 10 paid holidays @ 6 hours = 1140 hours

If the Board is required to extend the school year, all employees in eleven (11) month categories who work the extended year shall receive per diem compensation based on their regular rate of compensation for such extension.

### **SECTION 4.3 OVERTIME**

- A. Regular Overtime – All work in excess of forty (40) hours per week shall be compensated at the rate of one and one half (1 ½) times the normal rate of pay.
- B. Holiday Overtime – All work on holidays will be compensated at two (2) times the employee's normal rate of pay.
  - 1. The assigning of overtime work for the Maintenance/Custodial employees shall follow the guidelines established by the DSA and Business Manager's office. Any deviation of the said guidelines by the Administration or its designee shall be at the approval of the DSA President in conjunction with the DSA Executive Committee.
  - 2. The assigning of overtime work for the Administrative support employees shall be at the discretion of the Building Administrator who shall be given an allotment of 20 hours per school year, per administrative support employee. Any increase of said allotment by the Building Administrator shall be at the approval of the DSA President in conjunction with the DSA Executive Committee.
  - 3. The assigning of overtime work for the paraprofessional employees shall be at the discretion of the Building Administrator with the approval of the DSA President in conjunction with the DSA Executive Committee.
- C. The 11-month employee shall have the right to be called to work outside the regular scheduled work year, providing that the Superintendent and the DSA President in conjunction with the DSA Executive Committee have rights to approval. The employee will be compensated at his/her regular hourly salary.
- D. Sunday overtime will be paid double time provided that the employee works at least 40 hours in a work week, where a work week is defined as Sunday through Saturday.

### **SECTION 4.4 EMERGENCY CALL IN**

If an employee is called in on an emergency basis said employee shall be paid for two (2) hours at his/her hourly rate or the actual number worked, whichever is greater. Any emergency basis calls received during said two (2) hour paid period shall be part of the original paid call in. The employee shall only be contacted if the Director of Building & Grounds, Business Manager and/or Night Supervisor is unavailable.

## **SECTION 4.5            NOTIFICATION**

Each employee shall be mailed, or hand delivered, at least two (2) weeks prior to the beginning of the start of the new school year, of each year, a statement indicating:

- A.     Name of school(s) to which employee is assigned.
- B.     Salary
- C.     The exact number of accumulated unused sick leave days and vacation leave days as applicable for the school year.
- D.     The Administration & DSA shall have the right to correct any discrepancies found within the current fiscal year.

## **SECTION 4.6            LUNCH SUPERVISION**

Except in emergencies, paraprofessional's participation in lunch supervision shall be determined by the building administrator and compensation of the extra duty will be paid for the time spent in the lunchroom by their hourly rate.

## **SECTION 4.7            UNIFORMS AND DRESS CODE**

- A.     Upon completion of the probationary period, the Board has the right at no cost to the employee, to furnish each custodial/maintenance employee (who is required to wear a uniform to work) up to five (5) complete sets of uniforms to be worn during the employee's standard workday when school is in session. If the District does not launder uniforms, the employee shall be responsible for the laundering and other maintenance of the uniforms.
- B.     If the District does not provide and launder uniforms, it will exchange up to two (2) uniforms or approved uniform supplement on an annual basis.
- C.     All uniform items shall be worn only while on duty and while going to and from work.
- D.     The uniforms shall remain the property of the Board and be returned upon termination of employment.
- E.     Unless otherwise stated, employees shall be neat, clean and covered. At the request of the employee or his/her representative, the Superintendent/Designee will make the determination of whether the employee's dress conforms to this provision. An employee who reports to work and is dressed inappropriately may

be sent home to change. Repeated violations of this provision may subject an employee to disciplinary action up to and including discharge.

#### **SECTION 4.8 RESIGNATIONS**

Unless waived by the Board, an employee who is resigning shall give two (2) weeks written notice (10 working days).

#### **SECTION 4.9 SPECIAL EDUCATION PARAPROFESSIONALS**

- A. In compliance with guidelines issued for Special Education classes, the DSA will recognize the need for Special Education class replacement paraprofessional.
- B. The district will make every effort to provide a substitute Special Education Paraprofessional after the District has been notified that an aide will be absent more than five (5) consecutive working days and /or a long-term absence.
- C. The substitute Special Education Paraprofessional will be paid at \$1.00 less than the beginning hourly rate for this position without benefits.

#### **SECTION 4.10 PROFESSIONAL DEVELOPMENT**

In collaboration with the Association, professional development shall be offered for each classification covered under the bargaining agreement. Each classification shall have a professional development plan that includes onboarding opportunities for new hires. Each plan must meet the approval of the Superintendent.

Professional development opportunities shall be provided a minimum of three (3) times per school year.

Upon request, equipment and training for routine tasks will be made available to the bargaining unit members upon approval of the Superintendent. These will also be provided when new procedures and/or equipment are being used.

### **ARTICLE V VACANCIES, TRANSFERS AND PROMOTIONS**

#### **SECTION 5.1 DEFINITION OF VACANCIES**

A vacancy shall be defined as any open or newly created position, due to termination, resignation, retirement or promotion, in the bargaining unit which the Board has determined to fill. The Board must make every attempt to fill the position within thirty (30) calendar days. All vacant positions must be discussed after forty-five (45) days.

## **SECTION 5.2 POSTING VACANCIES**

All vacancies within the bargaining unit shall first be posted internally to the District web site no later than five (5) working days after the person leaves their employment for a period of five (5) workdays. Following the five (5) day internal posting, the position shall also be posted externally. Current qualified employees who apply shall be given first consideration for the position. Said posting shall contain the following information.

- A. Job Category
- B. Location of work during the school year
- C. Starting Date
- D. Hours and days to be worked
- E. Minimum qualifications
- F. Hourly rates as per current Agreement

## **SECTION 5.3 INVOLUNTARY TRANSFER**

An involuntary transfer shall be defined as a change in assignment after receipt of original notification. No employee shall be involuntarily transferred to a different shift. The District shall first seek a volunteer for transfers. Volunteers shall be given first priority in all transfers unless there is a more qualified employee based upon a comprehensive assessment of the employee's qualifications, performance evaluations, seniority and district need.

If no volunteer can be found to fill a vacant position and the District does not identify a more qualified employee, the District shall select the employee on the same shift with the least amount of seniority to be involuntarily transferred when a transfer is necessary.

An involuntary transfer of any union employee shall be preceded by written notification to the employee and the Union President at least five (5) working days prior to such reassignment, except for cases in extreme and unusual circumstances.

## **SECTION 5.4 VOLUNTARY TRANSFER**

All employees will have the right to apply for any posted position for which they are qualified.



In the event a voluntary transfer is requested, the two (2) employees in the same category must agree to the transfer. This voluntary transfer becomes permanent with the approval of the Superintendent or his or her designee.

## **ARTICLE VI SENIORITY AND LAYOFFS**

### **SECTION 6.1      DEFINITION OF SENIORITY**

Seniority shall be defined as the length of service within the District as a member of the bargaining unit. Seniority is uninterrupted service and does not accrue when members are on unpaid leave as defined in Section 6.5 of this agreement. Accumulation of seniority shall begin from the employee's first working day. In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by a coin toss, which shall be held the next business day of employment. The toss shall be conducted by the President and Vice President of the Union. The affected employees shall be present.

The seniority list shall reflect length of service in the District and years of service at the current job category. Regularly employed part-time employees shall accrue seniority on a pro rata basis.

### **SECTION 6.2      MAINTAINING AND POSTING SENIORITY LISTS**

The Board shall prepare, maintain and post the seniority list by category annually by November 15th. Copies of the seniority lists and subsequent revisions shall be furnished to the Association President.

### **SECTION 6.3      JOB CATEGORIES**

There shall be twelve (12) job categories:

1. Skilled Maintenance
2. General Maintenance
3. Full Time (8-hour -12 month) Custodian
4. Part Time/Two (2) Floater Custodians (4/5 hour – 10 month).
5. Payroll/Nutrition Assistant
6. 12 Month Administrative Support
7. 11 Month Administrative Support
8. Office Assistant/One (1) Floater Office Assistant (5 hour – 11 month)

9. Paraprofessional
10. Healthcare Staff
11. Classified Nurse
12. Groundskeeper

#### **SECTION 6.4           JOB DESCRIPTIONS**

Job descriptions shall be attached to this Agreement. All work currently and historically performed by bargaining unit employees, defined according to Board approved job descriptions, will continue to be performed by bargaining unit employees. In the event a change in the job description(s) attached to this document, or creation of new position, a District and Association committee will be established to revise and update the job descriptions and evaluation forms for all existing bargaining unit positions and newly created bargaining unit positions as needed. The committee shall consist of six (6) members, three (3) from each of the parties of this Agreement. The Board committee members shall consist of the Superintendent and two (2) designees from the Administration selected by the Superintendent. The Association membership on said committee shall consist of the Association President and two (2) bargaining unit members selected by the President. The committee will complete the job description review in a timely manner.

The job descriptions established by the committee shall be submitted to the Association and Board with a recommendation. Upon approval of the committee's recommended job descriptions by the Association and the Board, the job descriptions shall become a part of this Agreement and shall be added as an addendum. Any changes in working conditions resulting from the recommended job descriptions will be bargained by the Association and the Board.

#### **SECTION 6.5           REDUCTION IN FORCE**

- A. If the Board determines that a reduction in the number of employees is necessary, then the Board shall lay off employees in accordance with the seniority list for the job category affected. A less senior employee shall be laid off prior to a more senior employee being laid off.
- B. An employee shall have a notice sent by certified mail, return receipt requested, sixty (60) calendar days before end of school prior to the effective date of layoff.
- C. Such layoff shall be an honorable dismissal.
- D. Any employee that is recalled before November 1<sup>st</sup> of the following school year, shall not lose seniority status.

## **SECTION 6.6 LAYOFF DETERMINATION**

Any employee laid off in accordance with this Section shall be entitled to a recall to any vacancy in a category in which they worked or for which they have bumping rights for a period of one (1) calendar year from the last compensated day of employment. Acceptance of recall to a part-time position shall not extinguish one's recall rights to a full-time position. Said recall shall be in the reverse order of layoff (e.g., the employee with the greater seniority recalled first, the employee with the next greater seniority recalled second, etc.). Notices of recall shall be sent by certified mail to last known address provided to the Board. The recall notice shall state the time and date on which the employee is to report back to work.

## **SECTION 6.7 EMPLOYEE RECALL**

A. In no case shall a new employee be hired while there are bargaining unit members who are qualified for a vacant or newly-created bargaining unit position. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be offered to the employees so removed or honorably dismissed from that category of position, so far as they are qualified to hold such positions. Such positions shall be offered by registered or certified mail to the last known address as shown in the employee's records. Employees on layoff shall maintain a current address and phone number on file with the District office.

B. A bargaining unit member who declines recall to full-time work for which he or she is qualified shall forfeit his or her seniority rights.

C. It shall be the responsibility of the employee to keep the Board informed of the employee's current address. It shall be the responsibility of the employee to respond within fifteen (15) calendar days of receipt of the Board's letter of recall in order to retain the rights of recall hereunder.

## **SECTION 6.8 BUMPING RIGHTS**

For purposes of this Section, a maintenance employee or a custodian may "bump" the least senior custodian (8 hour) if failure to "bump" would result in the lay off of a maintenance employee or custodian with greater seniority than the least senior custodian (8 hour).

For purposes of this Section, a custodian (8 hour) may "bump" the least senior part-time custodian (4 hour) if failure to "bump" would result in the lay off of a custodian (8 hour) with greater seniority than the least senior part-time custodian.

For purposes of this Section, the least senior twelve (12) month employee may “bump” the least senior eleven (11) month category employee only if the twelve (12) month employee has greater seniority.

## **SECTION 6.9 NOTIFICATION OF RIF**

Should the Board determine that the RIFing of a support category or categories is necessary, the Board shall first consult with the President or designee of the Association prior to implementing any RIF procedure.

## **ARTICLE VII EVALUATION AND DISCIPLINE**

### **SECTION 7.1 EMPLOYEE EVALUATION**

- A. Non-probationary employees shall be evaluated at least once every two (2) years.
- B. Within sixty (60) days after the beginning of each school term, employees will be informed as to whom will be responsible for each employee’s supervision and evaluation. Final responsibility for evaluating the employee shall rest with the Superintendent or his/her designee (as defined in Section 7.5) in conjunction with a District Administrator.
- C. Prior to November 1, each designee and administrator will hold a conference with employees under his/her direction. At this time, the evaluation procedure to be used for the school year will be reviewed. Employees will be evaluated by using a standardized evaluation form.
- D. Each formal written evaluation shall be preceded by at least one (1) informal observation.
- E. A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator(s) within fifteen (15) days of the formal evaluation. A copy of the evaluation signed by both parties shall be retained by the employee at the time of the conference.
- F. Should there be a disagreement on the evaluation, the employee may request, in writing, a conference with the evaluator(s) and /or designee and administrator. The employee shall sign the evaluation form, but signature shall not indicate agreement with the contents thereof, but merely shall indicate receipt thereof.

- G. Any employee may attach a statement to the evaluation for enclosure in the personnel file.
- H. If an employee is assigned to more than one (1) work place or more than one (1) designee and administrator, the employee shall be evaluated by at least one (1) of said designee and administrator.
- I. Probationary employees will be evaluated within the first three (3) months of hire.

## **SECTION 7.2 EMPLOYEE DISCIPLINE**

- A. No employee shall be disciplined – including reprimands, suspensions, reductions in rank, or other actions of a disciplinary nature – without just cause. Any such discipline shall be subject to the grievance procedure herein before set forth including binding arbitration. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Association in writing.
- B. The probationary period for all employees new to the District shall be three (3) months. With the joint approval of the DSA and Administration, this probationary period can be extended for one (1) additional three (3) month period. The Board need not have just cause to suspend or discharge a probationary employee new to the District. All employees whether probationary or long standing are to be governed by the contents of this Agreement and are expected to adhere to the rules and guidelines set forth for employment and discipline.
- C. At all times, supervisors and employees are encouraged to communicate with one another and to resolve any problems that may arise. However, the Board and the Association recognize that, from time to time, circumstances will arise which require the just dispensation of discipline. The parties agree that disciplinary action shall be for just cause. Where applicable, discipline will be performed in a progressive manner and shall consist of:
  - 1. *Oral Warning*  
The oral warning shall be delivered to the employee by the designee or administrator. The designee and/or administrator shall draft a memorandum or oral warning. A copy of such memorandum shall be served upon the employee who shall sign a copy to acknowledge receipt thereof and to further acknowledge the employee understands that the signed copy shall be retained by the designee/administrator, and the Association. Such memoranda may not be used for further disciplinary actions beyond a two year period.

2. *Written Warning and Conference*

Where the unsatisfactory performance or conduct giving rise to the oral warning has not been resolved, the employee and supervisor shall meet to discuss the problem. The Association shall be notified and shall have a right to be present at the meeting. At said meeting, acceptable performance shall also be discussed. A written memorandum shall be prepared and a copy shall include the following information:

- a. The item in need of improvement
- b. The expected step(s) necessary to improve performance
- c. The scheduled time frame to monitor improvement
- d. The date for a follow-up conference is given to the employee and all persons present shall sign said memoranda and a copy shall be permanently placed in the personnel file.

3. *Disciplinary Suspension*

If the unsatisfactory performance or conduct has not been corrected within the time frame established in the written warning and conference step, a second meeting shall be held with the employee, administrator and/or designee or wherein the reasons for suspension without pay for up to thirty (30) workdays.

Nothing herein shall be construed to limit the District's authority to affect a suspension with pay for an unlimited duration, for purposes of conducting an investigation into allegations received concerning an employee.

4. *Discharge*

If the unsatisfactory performance or conduct has not been corrected after the disciplinary suspension of the employee, the employee may be discharged. The employee shall be given written notice of the reasons for such discharge and be provided with an opportunity to respond to the Board of Education prior to a decision regarding the anticipated discharge. The Association shall be notified and shall have a right to be present at the Board meeting.

D. Discipline Sequence

Where appropriate disciplinary provisions shall consist of:

1. Oral Warning
2. Written Warning
3. Suspension with or without pay
4. Demotion or discharge

This section shall not be interpreted to prevent the School District from discharging immediately for cause, nor from changing the above sequence or from eliminating a step(s) depending upon the severity of the conduct for which the discipline is being administered. Further, this Section shall not be interpreted to require successive progressive steps for same or similar unsatisfactory conduct.

- E. Reasons for termination of employment shall be accompanied by reasonable notice and shall be in writing to the employees.

### **SECTION 7.3 EMPLOYER HEARINGS/EMPLOYEE RIGHTS**

When any employee is required to appear before an administrator, a Board committee, or Board of Education concerning any matter which is disciplinary in nature, or which could adversely affect the continuation of that employee in his/her position of employment, or his/her salary or any salary pertaining thereto, the employee shall be given reasonable prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

### **SECTION 7.4 EVALUATION DISTINGUISHED**

The evaluation process provided for in Section 7.1 above is not considered disciplinary in nature and, therefore, the Association and the Board agree that the procedural provisions of Section 7.3 are not applicable to said evaluation process.

### **SECTION 7.5 DESIGNEE DEFINED**

For the purpose of Article VII, the parties agree that Designee shall mean the Building Administrator or the Director of the department. Designee shall have the authority to direct, supervise, and train employees in the performance of their job responsibilities.

Designee shall have the right to initiate disciplinary action at the first two (2) steps: Oral Warning and Written Warning. The appropriate administrative co-signature is required. Designee may also co-sign the appropriate employee evaluation and provide input. Nothing herein shall be construed to prevent a District administrator from evaluating or initiating discipline without involvement of the Designee.

## **ARTICLE VIII LEAVES**

### **SECTION 8.1      SICK LEAVE**

- A. Each 11 month employee shall be granted by the Board fourteen (14) sick leave days during each school year. Each employee who has accumulated more than fifty (50) but less than one hundred twenty (120) sick leave days shall be granted by the Board fifteen (15) sick leave days during each school year following the year in which more than fifty (50) sick leave days are retained at the end of that year. Each employee who has accumulated more than one hundred twenty (120) sick leave days shall be granted by the Board sixteen (16) sick leave days during each school year following the year in which more than one hundred twenty (120) sick leave days were retained at the end of that year.

Each 12 month employee shall be granted by the Board fifteen (15) sick leave days during each school year. Each employee who has accumulated more than fifty (50) but less than one hundred twenty (120) sick leave days shall be granted by the Board sixteen (16) sick leave days during each school year following the year in which more than fifty (50) sick leave days are retained at the end of that year. Each employee who has accumulated more than one hundred twenty (120) sick leave days shall be granted by the Board seventeen (17) sick leave days during each school year following the year in which more than one hundred twenty (120) sick leave days were retained at the end of that year.

An employee who retires during the school year shall receive a pro rata amount of leave that year, rounded to the nearest half day.

1. Sick leave shall be granted to non-probationary employees on July 1 in an amount equal to the yearly allotment.
2. Probationary employees shall accrue sick leave on a prorated basis for a total of thirteen (13) sick days for a full calendar year, however said probationary employees shall not be eligible to use their sick time until they have completed their three (3) month probationary period.
3. Sick leave shall be defined as personal illness, quarantine at home or death or illness in the immediate family or household. Sick leave shall not



be used for elective or cosmetic surgery which can be postponed to a time when school is not in session as determined by the employee's physician. The Board reserves the right to send the employee, at the Board's expense, to a physician of its choice, for a second opinion regarding whether the elective surgery or cosmetic surgery needs to occur while school is in session.

4. Unused sick leave will accumulate, including the current year of employment, to a maximum of two hundred forty (240) days.
  5. A physician's statement may be requested by the Board, at Board expense, following the third (3<sup>rd</sup>) consecutive day of an employee's absence.
  6. The immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, aunts, uncles, nieces, nephews, and legal guardians.
  7. The Board of Education has the right to require a note from a doctor when absence occurs on a day preceding or following a school holiday.
- B. Sick leave shall be granted in units of no less than one half (1/2) day for full-time employees and in units of the length of the workday for part-time employees.
- C. Each employee is critical to the effective operation of our schools. Excessive absenteeism harms the district as a whole and places an inordinate burden on fellow employees. Appropriate and adequate leaves of absence for illness and personal business have been agreed to and provided for in this Agreement.

Employees who have used all of their sick leave and are being docked, shall be considered excessively absent unless good cause is shown for the absence. Good cause is defined as a health problem of sufficient severity which prevents the employee from attending work.

A physician's statement verifying the health problem which prevented the employee from attending work shall be required for any excessive absence by an employee beyond the employee's allotted sick leave. A second medical opinion may be required by the Board whenever there is a question of an employee's ability to continue performance of duties, or when absence becomes frequent or recurring, where said exam shall be at the Board's expense.

## SECTION 8.2 PERSONAL LEAVE

- A. The Board shall grant each twelve (12) month employee two (2) days of personal leave at full pay for personal business per fiscal year for matters which cannot be handled during non-work days or hours.

The Board shall grant each eleven (11) month employee two (2) days of personal leave at full pay for personal business per fiscal year for matters, which cannot be handled during non-work days or hours. One (1) day shall be granted upon completion of the first three (3) months of non-probationary employment, and one (1) the following three (3) months; if this time period should fall during the school term.

An employee who retires during the school year shall receive a pro rata amount of leave for that year, rounded to the nearest half day.

- B. Probationary twelve (12) month employees shall similarly receive two (2) days of personal leave for personal business, provided that one (1) day shall be granted upon completion of the first three (3) months of non-probationary employment and that the second day be granted upon completion of the next three (3) months thereafter.
- C. Such leave shall not be granted during the first five (5) or last five (5) student attendance days, nor immediately preceding or following a school vacation or holiday. This restriction shall not apply to religious holidays of the employee's faith, attendance at weddings or graduation of the employee's immediate family, attendance at the funerals of friends or relatives outside the immediate family, serious damage to the employee's property which occurs unexpectedly, or an emergency which shall be explained.
- D. Personal business leave shall not be available for the employee for purposes of recreational travel, to accompany a family member on a trip, a job interview, a work stoppage of any kind, or to accompany a family member on any of the aforementioned.
- E. Personal leave shall require the employee to notify forty-eight (48) hours in advance the Superintendent or a designee of the intention to use personal business day(s). No reason need be given for the use of said leave. If an emergency necessitates the use of personal leave days without forty-eight (48) hours notice, the employee shall inform the Superintendent or a designee as soon as possible, provided that in such an emergency such application shall include an explanation of the emergency as provided on the application.

- F. Unused personal business days shall be allowed to accumulate solely for the purpose of increasing each employee's accumulated and unused sick leave.
- G. Personal leave shall be granted in units of no less than one half (1/2) day for full-time employees and in units of the length of the workday for part-time employees.

### **SECTION 8.3 BEREAVEMENT LEAVE**

Up to five (5) consecutive work days shall be given within a seven (7) day calendar period at any one time in the event of death of a parent/guardian, spouse, brothers, sisters, children, grandparents, grandchildren, aunts, uncles, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law or daughters-in-law.

Sick days will be deducted until presentation of an absentee letter from the funeral director or obituary is provided by the DSA member as proof of attendance at the services of the aforementioned family member with documentation to be placed in the personnel file.

### **SECTION 8.4 FAMILY MEDICAL LEAVE**

In addition to the leaves provided elsewhere in this Agreement, employees are entitled to leave according to the terms of the Family Medical Leave Act subject to the following provisions:

#### **A. DEFINITIONS – As used in this Agreement**

**“Eligible employee”** means an employee who has been employed with the District for at least twelve (12) months and has at least 1,250 hours of service with the District during the twelve (12) months that preceded the period of the requested leave. For the purpose of determining hours of service for eligibility purposes, the number of hours worked as reported to the Illinois Municipal Retirement Fund shall be used.

**“Academic Term”** means that portion of the school year, July 1 to the following June 30, when school is in actual session.

**“Equivalent position”** shall mean that the position the eligible employee held immediately prior to the commencement of leave under this Agreement.

**Other terms** shall be defined as defined in the Family Medical Leave Act (P.L. 103-3) and rules and regulations as promulgated by the United States Department of Labor.

## **B. PURPOSES**

There are two types of leave available, the basic 12-week entitlement (Basic FMLA), as well as the military family leave entitlements (Military Family Leave) described herein.

### **1. Basic Leave Entitlement**

Eligible employees are allowed up to twelve (12) weeks within the twelve (12) month look-back period of unpaid, job-protected leave to eligible employees for the following reasons:

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

Married couples who both work for the District may be restricted to a combined total of twelve (12) weeks leave within the twelve (12) month look-back period for childbirth, adoption, or placement of a foster child; or to care for a child or parent with a serious health condition for the same qualifying event.

### **2. Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during the 12-month look-back period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list for a serious injury or illness, or a veteran who is undergoing medical treatment,

recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy. The District retains the right to place employees on conditional FMLA leave after three consecutive days of absence when it believes that an employee may qualify for said leave. If an employee is placed on conditional FMLA leave, the employee will be provided with the appropriate forms to be completed to secure that leave status.

### **C. DEFINITION OF SERIOUS HEALTH CONDITION**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

For a member of the Armed Forces (including a member of the National Guard or Reserves) an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the member's duties of the office, grade, rank or rating of the member; or for a veteran who was a covered service member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

### **D. BENEFITS AND PROTECTIONS**

Subject to the terms, conditions, and limitations of the applicable plans, the District will continue to provide health insurance benefits for the full period of the approved family leave, provided the employee pays the same employee portion they were responsible for when actively employed (for example, dependent coverage). Employees who do not make such payments within thirty (30) days of

the payment due date may be dropped from plan coverage until such time as the leave period terminates and the employee returns to work.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The employee's seniority shall accumulate during such leave, but the employee shall not otherwise accrue benefits (for example: vacation leave, sick leave, personal days, etc. ) if the leave extends beyond a full calendar month.

**E. USE OF LEAVE AND INTERMITTENT LEAVE**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. If leave is taken on an intermittent basis, the employee should be prepared to substantiate each absence with medical documentation.

**F. SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE**

Accrued but unused benefit time will be utilized concurrently with FMLA leave.

**G. REQUESTS FOR LEAVE AND UPDATING LEAVE**

Eligible employees should make requests for family leave to the Human Resources Director or designee at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. A "Request for Family or Medical Leave" form should be completed and returned to the Human Resource Director or designee.

Employees must provide sufficient information within fifteen (15) days of the request for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the District if the requested leave is for a reason for which FMLA was previously taken or certified. Employees may also be required to provide periodic recertification supporting the need for leave.

An employee who has been granted FMLA shall keep the District informed of the employee's medical status at least every thirty (30) days. Employees may also need to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required. If an employee fails to return to work on the agreed upon return date or the conclusion of maximum FMLA time, the District may conclude that the employee has abandoned the job and resigned.

#### **H. SECONDARY EMPLOYMENT**

During an employee's FMLA leave, the employee may not be employed or work in any other job or position.

#### **I. REPEAL**

In the event the Family Medical Leave Act is repealed, then this Section of the Agreement shall, as of the date of the repeal, no longer be in force and effect

*Note: All forms referred to can be obtained from Human Resources.*

### **SECTION 8.5 UNPAID LEAVES**

Upon written application, the Superintendent may grant additional unpaid leaves of absence subject to conditions and limitations as the Superintendent deems appropriate. That granting or failure to grant any such leave shall not serve as a precedent for any future leave.

### **SECTION 8.6 WORK RELATED INJURY**

If an employee is injured while working and the injury arises out of and in the course of employment, the employee may be entitled to receive temporary disability benefits paid by the insurance company that administers the District's program for workers' compensation provided that the acceptance or denial of any claim submitted shall be decided based upon the insurance policy and the Illinois Workers' Compensation Act. In lieu of salary paid by the District, the employee is entitled to payments which represent two-thirds (66 2/3%) of the employee's average weekly earnings during the year before the accident or last exposure, subject to certain limits under the Illinois Workers' Compensation Act.

No compensation is payable for the first three working days, unless the lost time continues for 14 or more calendar days from the date of the injury. Employees may use sick leave days (if they have them) for the first three days. There shall be no deduction of sick leave for the remainder of the work related injury days of absence.

**SECTION 8.7 ASSOCIATION LEAVE**

In the event that the Association desires to send representative(s) to local, state or national conferences or meetings, such representatives shall be excused from their duties. The cost of substitutes, if hired, shall be borne by the Association.

Total leave in each school year for all such Association purposes shall not exceed a total of fifteen (15) days. Written application for such leave must be submitted to the building administrator, who will then forward the form to the Superintendent or designee at least ten (10) working days in advance of such meeting, as long as the right of substitution due to illness or emergency is available.

**SECTION 8.8 WAIVER OF CLAIMS**

As a condition precedent to any unpaid leave of absence, employee(s) shall agree that they are unavailable for work and waive any claim for unemployment insurance compensation during the period such leave of absence or any recess or vacation period immediately preceding such leave.

**SECTION 8.9 INSURANCE BENEFITS**

With the consent of the carrier, the employee on an unpaid leave of absence may maintain insurance benefits by making timely payments of all premiums when they are due to the District Business Office or elsewhere at the Business Manager’s direction.

**SECTION 8.10 PRO RATE BENEFITS**

All benefits provided for in this Article shall be prorated for the benefit of non full-time bargaining unit employees on the basis of their hours of work.

**ARTICLE IX  
HOLIDAYS AND VACATIONS**

**SECTION 9.1 HOLIDAYS**

A. The following paid holidays shall be granted to all full-time non-probationary employees who work more than five (5) hours per day when such days fall on a regular work day and provided that school is not in session:

<u>Custodian/Maintenance</u>	<u>11 Month Secretary</u>	<u>12 Month Secretary</u>
New Year’s Eve Day (1/2 Day)	Martin Luther King’s Birthday	Martin Luther King’s Birthday
New Year’s Day	Presidents’ Day	Presidents’ Day
Martin Luther King’s Birthday	Casimir Pulaski Day	Casimir Pulaski Day



Presidents' Day  
 Casimir Pulaski Day  
 Pre-Spring Break Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans' Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Eve (1/2 Day)  
 Christmas Day

Pre-Spring Break Friday  
 Memorial Day  
 Labor Day  
 Columbus Day  
 Veterans' Day  
 Thanksgiving Day  
 Friday after Thanksgiving

Pre-Spring Break Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans' Day  
 Thanksgiving Day  
 Friday after Thanksgiving

- B. If any of the above listed legal holidays are nullified or approved by legislative action, said holiday shall be removed or added, respectively.
- C. Independence Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day are considered to be paid holidays even when they occur on a weekend.

**SECTION 9.2 VACATION**

- A. Twelve (12) month employees will receive the following paid vacation:

0 Month – 1 year	= Prorated
1 Earned Year	= 5 days
After 2 Years of service	= 10 days
After 5 Years of service	= 15 days
After 10 Years of service	= 17 days
After 15 Years of service	= 20 days
After 20 Years of service	= 20 days plus a \$500 annual bonus to be paid at the end of the school year

- B. Vacation may not be taken two (2) weeks before school begins in the Fall, or during the first and last one (1) week of the school year when school is in session and students are in attendance unless approved by the Superintendent or Business Manager.
- C. The vacation qualifying period will be between July 1 and June 30 of the upcoming year. On or before April 1 of the preceding year, each employee will

receive, in writing, an accounting of the number of vacation days available to him/her on the next July 1.

- D. Employees shall submit requests for vacation by April 30 to the Superintendent/Business Manager. Vacation requests shall be honored as submitted, unless in the opinion of the supervisor, too many employees desire the same vacation period, in which case seniority shall determine which employee receives the requested vacation period.
- E. Vacation time may be split by days.
- F. All vacation time for any given vacation qualifying period will be allotted on July 1 and available for use at any time during said period. Vacation leave credited to an employee effective July 1 will be the total vacation leave to which said employee is entitled based upon the anniversary date that falls in the vacation qualifying period during which said vacation may be used.
- G. Employees who wish to leave employment with the District shall give two (2) weeks written notice (10 working days). Those employees who have unused vacation time shall have opportunity to use up to five (5) days, following notice. Any earned but unused vacation days will be paid as part of the employee's final paycheck.
- H. All employees shall have the right to a percentage of earned vacation calculated by the amount of seniority accumulated by fiscal year determined by their date of hire. All vacations and salary increases will be calculated using the following table:

Fifty percent (50%) of 1 year = Two and one half (2 ½) days earned vacation

Seventy-five percent (75%) of 1 year = Three and one half (3 ½) days earned vacation

An employee must complete six (6) months from the effective date of hire of the fiscal calendar year of employment to be entitled to 50% or 2 ½ days earned vacation by July 1<sup>st</sup>. An employee must complete nine (9) months from the effective date of hire of the fiscal calendar year of employment to be entitled to 75% or 3 ½ days earned vacation by July 1<sup>st</sup>. This formula would also apply to any salary increases. (Substitute salary wherever the word vacation appears in the above formula).

## **ARTICLE X ECONOMIC BENEFITS**

### **SECTION 10.1      INSURANCE**

Each employee who regularly works more than five (5) hours per day, five (5) or more days per week, shall after three (3) months of employment receive:

- A.     Term Life Insurance
- B.     AD & D Benefit
- C.     Individual Hospital, Surgical and Major Medical Insurance furnished on a twelve (12) month basis. The District shall pay 90% of the cost of single coverage and 65% of the cost of family coverage for the PPO Plan. The District will pay full cost of single coverage for employees and 75% of the cost of family coverage for those who voluntarily elect to participate in an HMO Plan. Any premiums owed by the employee shall be deducted from their salary.
- D.     Employee Dental Insurance at no cost to the employee.
- E.     Vision Plan, at the employee's expense

### **SECTION 10.2      ANNUITY INSURANCE/CASH OPTION**

If an employee does not elect to utilize any of the aforementioned health insurance benefits, the employee shall receive, in lieu thereof, five thousand dollars (\$5,000.00) per year in cash.

### **SECTION 10.3      INSURANCE PARTICIPATION**

An employee who retires under IMRF from the District or is age sixty (60) or older may elect to, at the employee's own expense, continue to participate in the District's group health plan so long as the insurance company, writing such coverage, continues to approve such participation.

Probationary and part-time employees may participate in the medical and dental plans provided, either in the family or individual coverage's, at their own expense, subject to provider requirements and limitations.

### **SECTION 10.4      JURY DUTY**

Employees shall be granted paid leave when subpoenaed as a witness or summoned as juror upon documentation of attendance in court.

## **SECTION 10.5 RETIREMENT BENEFITS**

Upon approval of the Board of Education, IMRF retirement eligible employees with a minimum of ten (10) years of full-time employment in District 148 may participate in the Retirement Programs provided hereafter.

Eligible employees must notify the Superintendent, in writing, one hundred and fifty (150) calendar days prior to the anticipated date of retirement.

Said notice may be rescinded upon approval of the DSA and the Administration prior to the employee's last day of employment.

With the approval of the Board of Education and the DSA, and with a minimum of ten (10) years of full-time employment, the requirement for notification of retirement can be waived to meet situational, individual, health-related or District needs.

### **PLAN I**

Employees who retire at age 60 or older and have been employed in a full-time position by the District for at least ten (10) years, shall be eligible for a one time payment from the District amounting to Seventy Five Percent (75%) of the difference between their final year's annual salary and the salary of a first-year employee in their category. Said payment shall be made to the employee no later than September 1 following the employee's retirement.

### **PLAN II**

Employees, who choose not to take part in the Retirement Program as specified above, may, at age 62 or older, choose the following retirement benefit.

- A. Upon retirement at age 62 or older, the employee may enroll in a qualified Health Maintenance Organization (HMO) or in a hospital-surgical-major medical insurance group plan.
- B. Upon receipt of the proof of payment, the District shall promptly reimburse the retiree for the premium of the individual coverage under such plan, provided such premium reimbursement shall not exceed the then current cost of the single premium in the group plan provided by the District. This option shall cease to be operative upon the 65<sup>th</sup> birthday of the retiree.

The Board and the Association's Negotiation Team may limit the number of retirees choosing Plan II, above, beyond one (1) in any given year. Any such limitation shall be made on the basis of seniority.

## **SECTION 10.6 TUITION REIMBURSEMENT**

Upon presentation of an official grade report showing satisfactory completion, the District shall reimburse employees an amount not to exceed One Hundred Dollars (\$100.00) per credit hour for undergraduate courses and Two Hundred Dollars (\$200) per credit hour for graduate courses, provided such coursework shall have been approved in advance by the Superintendent.

Reimbursement will be made for any credit hour earned towards a degree or certification for any single employee. Such reimbursement shall be for tuition only at accredited institutions of higher learning.

In the event that grant funds are used to pay certified staff to attend an in-district workshop/meeting, the grant funds will also include the DSA bargaining unit members whose responsibilities are related to the workshop/meeting. Tuition funds will be applied for only in the event that the pre-approved workshop/meeting is not funded by grant funds. Reimbursement for coursework completed during June, July and August is contingent upon the employee returning to the District for the next school year.

## **SECTION 10.7 MILEAGE REIMBURSEMENT**

- A. Travel pay for all employees shall be reimbursed at the rate of one and 00/100 Dollars (\$1.00) per mile and not to exceed five and 00/100 dollars (\$5.00) per day as determined by the employee's schedule. Mileage reimbursement forms shall be completed by the employee and submitted for approval to the administrator authorizing the move.
- B. If other employees are required by the Board to travel (other than specified in the employee's job description) during the course of the work day, the employee shall receive reimbursement for mileage actually incurred at a mileage rate equal to the rate allowed by the Internal Revenue Service in effect at the beginning of each fiscal year. The current July 1<sup>st</sup> yearly rate shall be applied each year.

## **SECTION 10.8 MEETING ATTENDANCE**

Employees shall not be required to attend meetings outside the regular workday.

## **SECTION 10.9 TRANSPORTATION OF STUDENTS**

Employees shall not be required or requested to transport students in their personal vehicles.

## **SECTION 10.10 SUPPLY PURCHASES**

The responsibility for the purchase of District supplies shall be determined by job descriptions.

## **SECTION 10.11 ATTENDANCE INCENTIVES**

Educational Support staff that are 12 month employees with perfect attendance will receive an annual attendance incentive of five hundred dollars (\$500). Educational Support staff that are 12 month employees with up to two (2) days missed will receive an annual attendance incentive of two-hundred and fifty dollars (\$250). Days missed that shall count against an employee's attendance incentives shall include both sick and personal days, but not vacation days.

Educational Support staff that are 11 month employees with perfect attendance will receive an annual attendance incentive of three hundred seventy five dollars (\$375). Educational Support staff that are 11 month employees with up to two (2) days missed will receive an annual attendance incentive of one hundred eighty-seven dollars and fifty cents (\$187.50). Days missed that shall count against an employee's attendance incentives shall include both sick and personal days, but not vacation days.

Educational Support staff that are permanent part-time employees with perfect attendance will receive an annual attendance incentive of one hundred dollars (\$100). Education support staff that are permanent part-time employees with up to two (2) days missed will receive an annual attendance incentive of fifty dollars (\$50). Days missed that shall count against an employee's attendance incentives shall include both sick and personal days, but not vacation days.

## **SECTION 10.12 WORKSHOP PAY**

When the Superintendent or designee approves the recommendation of the principal that an educational support staff expand his or her knowledge or skills, the District will authorize attendance at the workshop, meeting or conference, beyond school hours at the rate of \$20/hour.

## **10.13 EXTRA DUTY COMPENSATION**

When an Educational Support staff member (DSA) is offered or applies for, is offered and accepts an Extra Duty Position as provided in Appendix B of the Agreement between the Board of Education and the Dolton Education Association of District 148 (the "DEA Agreement"), the Educational Support staff member shall be compensated in accordance with Appendix B of the DEA Agreement. This position shall be for one (1) school year.

# ARTICLE XI COMPENSATION

## SECTION 11.1 COMPENSATION SCHEDULE AND ADJUSTMENTS

- A. New members hired after July 1, 2020 will earn the starting salaries contained in the attached Appendix I. The salaries of all current employees shall be adjusted to reflect the starting salaries indicated under “Initial Placement Base Salary” in accordance with their respective years of service.
- B. Any employee who has completed sixteen (16) years of service or more with the District, and who currently earns less than the Tier III salary, shall receive a salary adjustment upward to the Tier III salary and shall also receive a one-time stipend of \$1,000.
- C. Any current employee who has completed eighteen years of service or more, as of the effective date of this Agreement, shall receive an annual stipend of \$1,000.
- D. The Administration has the right to hire an individual in any category with proper documentation of experience at a higher starting rate. Any individual that is hired and receives a salary adjustment, the DSA must be given notification. Wages shall be rounded up or down to the nearest penny.
- E. The substitute Special Education Paraprofessional will be paid at \$1.00 less than the beginning hourly rate for this position without benefits.
- F. Employees who are off schedule shall receive the annual percentage increase.
- G. Office Assistants and Floater Assistants shall be compensated at the same hourly rate as 10-month administrative support staff in accordance with the assistant’s hours worked and respective step as indicated below.

2020-2021								
Step	Hourly rate	Initial Placement	Step	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
1	\$ 15.00	Base Salary	1	\$ 15.38	\$ 15.76	\$ 16.15	\$ 16.56	\$ 16.97
2	\$ 15.50	1-4 Years	2	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.64	\$ 17.05
3	\$ 16.00		3	\$ 16.12	\$ 16.22	\$ 16.63	\$ 16.88	\$ 17.14
4	\$ 16.50		4	\$ 16.64	\$ 16.76	\$ 16.87	\$ 17.13	\$ 17.39
5	\$ 18.17	5-9 years	5	\$ 18.17	\$ 18.17	\$ 18.17	\$ 18.17	\$ 18.17
6	\$ 18.50		6	\$ 18.90	\$ 18.90	\$ 18.90	\$ 18.72	\$ 18.72
7	\$ 19.00		7	\$ 19.24	\$ 19.65	\$ 19.65	\$ 19.46	\$ 19.28
8	\$ 19.50		8	\$ 19.76	\$ 20.01	\$ 20.44	\$ 20.24	\$ 20.05
9	\$ 20.00		9	\$ 20.28	\$ 20.55	\$ 20.81	\$ 21.05	\$ 20.85
10	\$ 22.07	10-15 years	10	\$ 22.07	\$ 22.07	\$ 22.07	\$ 22.07	\$ 22.07

## **SECTION 11.2 WORKING IN A DIFFERENT CATEGORY**

When a full-time regular employee is temporarily assigned to the duties of a higher paid category for five (5) consecutive days; the employee will begin to earn a new rate for the new category on the sixth (6<sup>th</sup>) working day. This employee shall be compensated by receiving a temporary hourly rate increase equal to 0.50/hr.

## **SECTION 11.3 PAYROLL**

Employees shall exercise the right to choose the following options on salary payment:

- A. For eleven (11) month employees, payment is based on eleven (11) months, issued regularly every other Friday, the last check payable on the last day of school.
- B. For twelve (12) month employees only, payment is based on twelve (12) months issued regularly every other Friday.
- C. When payday falls on a day when employees are not required to work, employees will receive paychecks on the last day before a holiday or vacation. If an employee is absent on payday, the employee's check will be held until picked up by the employee or a properly identified designee.
- D. Employees who resign from the District will receive all monies due them by the first payday after their resignation becomes effective.
- E. Ten-month employees who have exhausted all sick and personal days shall receive the final check within two weeks of the last scheduled workday.

## **SECTION 11.4 PAYROLL DEDUCTIONS**

The Board shall continue to make payroll deductions for insurance, Association dues, voluntary contributions, Credit Union payments, court-ordered wage garnishments, legal and employee authorized deductions, tax sheltered annuities and insurance carriers now servicing employees provided the Board may prescribe reasonable regulations governing such deductions.

## **SECTION 11.5 REMITTANCE OF PAYMENTS**

Remittance of tax-sheltered annuities and Credit Union payments shall be made within five (5) days of the issuance of individual payroll checks to the appropriate treasurers of the above-mentioned companies.

## **SECTION 11.6 LONGEVITY BONUS AND SALARY ADJUSTMENTS**

- A. Each employee under this Agreement will receive a one-time salary increase of five thousand dollars (\$5,000) upon the employee's milestone anniversary date/s set forth below. Salary increases will be subject to appropriate tax withholdings and will be



applied the pay period following the anniversary date. The salary increase will be prorated to spread equally across the remaining pay periods in the fiscal year.

- 5 Year Milestone: 5 year anniversary date
- 10 Year Milestone: 10 year anniversary date
- 15 Year Milestone: 15 year anniversary date
- 20 Year Milestone: 20 year anniversary date

B. For each anniversary subsequent to twenty years of service to the District, the employee will receive an annual bonus of one thousand dollars (\$1,000). The bonus will be paid on the first payroll following the employee's twenty-first year anniversary and will be paid annually thereafter. All bonus payments will be subject to appropriate tax withholdings and will be prorated to spread equally across the remaining pay periods in the fiscal year.

### **SECTION 11.7      ADVANCED EDUCATION STIPEND**

Any employee under this Agreement who earns a bachelorette degree or graduate degree while employed with the District shall receive a one-time stipend of one thousand dollars (\$1,000) upon presentment of appropriate educational records.

Any employee under this Agreement who is hired after July 1, 2020 that holds a bachelorette or graduate degree shall receive a one-time stipend of one thousand dollars (\$1,000) payable the first payroll following the employee's one year anniversary.

## **ARTICLE XII PAST PRACTICE**

This Agreement shall supersede and negate any and all alleged conflicting past practices which may have existed or which may have been alleged to exist at the District as of the effective date of this Agreement, but only to the extent that there are provisions in this Agreement that specifically relate to that alleged past practice. The Parties agree that any practices, which may arise under the provisions and during the term of this Agreement, shall conform to the elements enumerated in this ARTICLE.

The Board agrees that, upon request of the Association, it will, through its administration, meet and consult with the Association relative to any past practices pertaining to wages, hours and conditions of employment.

The parties agree that the following four (4) requirements must exist for an alleged past practice to qualify as a *bona fide*, binding practice, whether under the provisions of this Agreement or at any time prior thereto:

A. The asserted past practice must be reasonably consistent;

- B. The asserted past practice must be clearly stated in writing or clearly articulated in an ascertainable manner;
- C. The asserted past practice shall have been acted upon;
- D. The asserted past practice must be readily ascertainable over a reasonable period of time as a reasonable fixed and established practice accepted by both parties to this Agreement.

### **ARTICLE XIII ENTIRE AGREEMENT**

Each of the parties acknowledge that they had the unlimited right and opportunity to make demands and proposals with respect to any matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties are the exercise of the right and opportunity as set forth in this Agreement.

This Agreement superseded and cancels all previous Agreements, between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed, in writing, by the parties hereto. During the term of this Agreement, the parties mutually agree that neither shall be obligated to bargain collectively with respect to any subject, matter, or agreement referred to or specifically covered in this Agreement, and, in furtherance thereof, the Board and the Association mutually and voluntarily waive their rights to such collective bargaining.

The Board and the Association mutually agree that with respect to those matters which require collective bargaining under the provisions of the Illinois Educational Labor Relations Act, and not encompassed in this Agreement, no action shall be taken with regard thereto by either party without collective bargaining and agreement thereto.

With respect to all other matters and laws which existed at the time of the execution of this Agreement, referred to and covered in this Agreement, and whether or not such matters were within the knowledge or contemplation of the Board or the Association at the time this Agreement was negotiated or signed by the parties hereto, and as further regards all other matters not covered by this Agreement and the Illinois Labor Relations Act, there shall be no requirement of collective bargaining incumbent upon the parties hereto. With respect to future enactments of law, the parties agree that they shall abide by such enactments.

The Board and the Association mutually agree that they shall not make unilateral changes in the Collective Bargaining Agreement. They further agree that they shall undertake no actions which have the effect of negating, abrogating, replacing, diminishing or limiting, in any way, employee rights, guarantees or privileges pertaining to wages, hours or other conditions of employment provided for in this Collective Bargaining Agreement and in any Illinois Statute or Statutes. Provided, however, the

parties mutually agree that Article XII, Site-Based Problem Solving, shall be excluded from the provisions of this Article to enable the parties to meet, bargain, discuss and resolve those matters arising relative to these articles.

## **ARTICLE XIV NEGOTIATIONS PROCEDURES AND EFFECTS OF THE AGREEMENT**

### **SECTION 14.1      NEGOTIATION REPRESENTATIVES**

Each party shall determine the makeup of its own negotiation representatives who shall be empowered to make proposals and counterproposals, and to reach tentative agreement.

### **SECTION 14.2      COMMENCEMENT DATE**

Unless otherwise mutually agreed, negotiations shall commence no later than November 1<sup>st</sup> prior to the end of the school term in which this Agreement expires.

### **SECTION 14.3      IMPASSE PROCEDURES**

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

### **SECTION 14.4      CONFIDENTIALITY OF MEDIATOR RECOMMENDATIONS**

The mediator shall not, except with the express written authorization of both parties, disclose or make public any recommendations which the mediator may have.

### **SECTION 14.5      APPLICATION OF IELRA**

Any challenge to the Association as sole and exclusive bargaining representative of the employees shall be in accordance with the IELRA.

### **SECTION 14.6      NEGOTIATION PROVISIONS**

The parties agree to negotiate under the provisions of the IELRA.

**SECTION 14.7 CONFLICT WITH AGREEMENT**

In the event any policy, rule or regulation of the Board conflicts with any provision of this Agreement, the provisions of this Agreement shall prevail.

**SECTION 14.8 SAVINGS CLAUSE**

Should any Article, Section or clause of the Agreement be declared illegal by a court of competent jurisdiction, or conflict with the laws, ordinances, rules or regulations of any state or local legislative or administrative body, said Article, Section or clause, as the case may be, shall automatically be deleted from this Agreement to the extent that it violates the law, ordinance, rule or regulation, but the remaining Articles, Sections and clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted Article, Section or clause.

**SECTION 14.9 DELIVERY OF AGREEMENT**

Within thirty (30) days of ratification of the Agreement, the Board shall deliver to all members of the bargaining unit a copy or provide an online availability of this Agreement plus additional twenty (20) copies to the Association. The cost of reproducing the Agreement shall be shared equally between the parties.

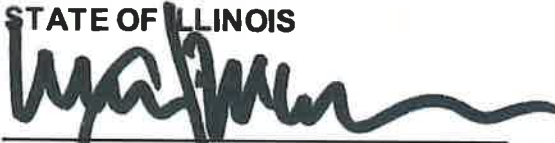
**ARTICLE XV  
MANAGEMENT RIGHTS**

The District retains its statutory rights to manage the School District. Implementation of those rights shall be consistent with this Agreement and with the Illinois Educational Labor Relations Act. The District agrees not to exercise these rights in an arbitrary and capricious manner.

This AGREEMENT is signed this 9<sup>th</sup> day of November, 2020.

IN WITNESS THEREOF:

**BOARD OF EDUCATION, SCHOOL  
DISTRICT #148, COUNTY OF COOK  
STATE OF ILLINOIS**



**DOLTON SUPPORT ASSOCIATION  
IEA-NEA**



**BOARD OF EDUCATION, SCHOOL DISTRICT  
#148, COUNTY OF COOK, STATE OF ILLINOIS  
BOARD PRESIDENT**



# **APPENDIX I**

Paraprofessional													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 18,810	Base Starting Salary	1	\$ 19,280	1	\$ 19,762	1	\$ 20,256	1	\$ 20,763	1	\$ 21,282	
2	\$ 19,380	1-4 years	2	\$ 19,562	2	\$ 20,051	2	\$ 20,553	2	\$ 20,864	2	\$ 21,386	
3	\$ 19,950		3	\$ 20,155	3	\$ 20,345	3	\$ 20,854	3	\$ 21,169	3	\$ 21,490	
4	\$ 20,520		4	\$ 20,748	4	\$ 20,961	4	\$ 21,159	4	\$ 21,479	4	\$ 21,804	
5	\$ 23,810	5-9 years	5	\$ 23,810	5	\$ 23,810	5	\$ 23,810	5	\$ 23,810	5	\$ 23,810	
6	\$ 23,940		6	\$ 24,762	6	\$ 24,762	6	\$ 24,762	6	\$ 24,524	6	\$ 25,080	
7	\$ 24,510		7	\$ 24,898	7	\$ 25,753	7	\$ 25,753	7	\$ 25,505	7	\$ 26,220	
8	\$ 25,080		8	\$ 25,490	8	\$ 25,894	8	\$ 26,783	8	\$ 26,525	8	\$ 27,360	
9	\$ 25,650		9	\$ 26,083	9	\$ 26,510	9	\$ 26,929	9	\$ 27,587	9	\$ 28,500	
10	\$ 28,810	10-15 years	10	\$ 28,810	10	\$ 28,810	10	\$ 28,810	10	\$ 28,810	10	\$ 28,810	
Administrative Support 11 month / 10 month office Assistant													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 24,600	Base Salary	1	\$ 25,215	1	\$ 25,845	1	\$ 26,492	1	\$ 27,154	1	\$ 27,833	
2	\$ 25,420	1-4 Years	2	\$ 25,584	2	\$ 26,224	2	\$ 26,879	2	\$ 27,286	2	\$ 27,968	
3	\$ 26,240		3	\$ 26,437	3	\$ 26,607	3	\$ 27,273	3	\$ 27,686	3	\$ 28,105	
4	\$ 27,060		4	\$ 27,290	4	\$ 27,494	4	\$ 27,672	4	\$ 28,091	4	\$ 28,516	
5	\$ 29,800	5-9 years	5	\$ 29,800	5	\$ 29,800	5	\$ 29,800	5	\$ 29,800	5	\$ 29,800	
6	\$ 30,340		6	\$ 30,992	6	\$ 30,992	6	\$ 30,992	6	\$ 30,694	6	\$ 30,694	
7	\$ 31,160		7	\$ 31,554	7	\$ 32,232	7	\$ 32,232	7	\$ 31,922	7	\$ 31,615	
8	\$ 31,980		8	\$ 32,406	8	\$ 32,816	8	\$ 33,521	8	\$ 33,199	8	\$ 32,880	
9	\$ 32,800		9	\$ 33,259	9	\$ 33,703	9	\$ 34,128	9	\$ 34,527	9	\$ 34,195	
10	\$ 36,192	10-15 years	10	\$ 36,192	10	\$ 36,192	10	\$ 36,192	10	\$ 36,192	10	\$ 36,192	
Classified Nurse													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 41,990	Base Salary	1	\$ 43,040	1	\$ 44,116	1	\$ 45,219	1	\$ 46,349	1	\$ 47,508	
2	\$ 42,608	1-4 Years	2	\$ 43,670	2	\$ 44,761	2	\$ 45,880	2	\$ 46,575	2	\$ 47,740	
3	\$ 44,460		3	\$ 44,312	3	\$ 45,416	3	\$ 46,552	3	\$ 47,257	3	\$ 47,972	
4	\$ 46,930		4	\$ 46,238	4	\$ 46,084	4	\$ 47,233	4	\$ 47,948	4	\$ 48,674	
5	\$ 47,190	5-9 years	5	\$ 48,807	5	\$ 48,088	5	\$ 47,928	5	\$ 48,650	5	\$ 49,387	
6	\$ 48,165		6	\$ 49,078	6	\$ 50,759	6	\$ 50,011	6	\$ 49,365	6	\$ 50,110	
7	\$ 48,783		7	\$ 50,092	7	\$ 51,041	7	\$ 52,790	7	\$ 51,512	7	\$ 50,846	
8	\$ 49,400		8	\$ 50,734	8	\$ 52,095	8	\$ 53,082	8	\$ 54,374	8	\$ 53,057	
9	\$ 50,635		9	\$ 51,376	9	\$ 52,763	9	\$ 54,179	9	\$ 54,675	9	\$ 56,005	
10	\$ 52,190	10-15 years	10	\$ 52,660	10	\$ 53,431	10	\$ 54,874	10	\$ 55,804	10	\$ 56,315	

Administrative Assistant 12-month													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 32,445	Base Salary	1	\$ 33,256	1	\$ 34,088	1	\$ 34,940	1	\$ 35,813	1	\$ 36,709	
2	\$ 33,346	1-4 Years	2	\$ 33,743	2	\$ 34,586	2	\$ 35,451	2	\$ 35,988	2	\$ 36,888	
3	\$ 34,248		3	\$ 34,680	3	\$ 35,093	3	\$ 35,970	3	\$ 36,515	3	\$ 37,068	
4	\$ 35,149		4	\$ 35,617	4	\$ 36,067	4	\$ 36,496	4	\$ 37,049	4	\$ 37,610	
5	\$ 37,445	5-9 Years	5	\$ 38,383	5	\$ 37,042	5	\$ 37,510	5	\$ 37,591	5	\$ 38,160	
6	\$ 37,853		6	\$ 38,943	6	\$ 39,918	6	\$ 38,524	6	\$ 38,635	6	\$ 38,719	
7	\$ 38,754		7	\$ 39,367	7	\$ 40,501	7	\$ 41,515	7	\$ 39,679	7	\$ 39,794	
8	\$ 39,655		8	\$ 40,304	8	\$ 40,941	8	\$ 42,121	8	\$ 42,760	8	\$ 40,870	
9	\$ 41,458		9	\$ 41,241	9	\$ 41,916	9	\$ 42,579	9	\$ 43,384	9	\$ 44,043	
10	\$ 42,445	10-15years	10	\$ 43,116	10	\$ 42,891	10	\$ 43,593	10	\$ 43,856	10	\$ 44,686	
Custodian													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 31,200	Base Salary	1	\$ 31,980	1	\$ 32,780	1	\$ 33,599	1	\$ 34,439	1	\$ 35,300	
2	\$ 33,280	1-4 years	2	\$ 32,448	2	\$ 33,259	2	\$ 34,091	2	\$ 34,607	2	\$ 35,472	
3	\$ 34,112		3	\$ 34,611	3	\$ 33,746	3	\$ 34,590	3	\$ 35,113	3	\$ 35,645	
4	\$ 34,340		4	\$ 35,476	4	\$ 35,996	4	\$ 35,096	4	\$ 35,627	4	\$ 36,167	
5	\$ 36,200	5-9 years	5	\$ 35,714	5	\$ 36,896	5	\$ 37,435	5	\$ 36,149	5	\$ 36,696	
6	\$ 37,440		6	\$ 37,648	6	\$ 37,142	6	\$ 38,371	6	\$ 38,559	6	\$ 37,233	
7	\$ 39,520		7	\$ 38,938	7	\$ 39,154	7	\$ 38,628	7	\$ 39,523	7	\$ 39,715	
8	\$ 40,560		8	\$ 41,101	8	\$ 40,495	8	\$ 40,720	8	\$ 39,787	8	\$ 40,708	
9	\$ 41,600		9	\$ 42,182	9	\$ 42,745	9	\$ 42,115	9	\$ 41,942	9	\$ 40,980	
10	\$ 42,648	10-15 years	10	\$ 43,264	10	\$ 43,870	10	\$ 44,455	10	\$ 43,378	10	\$ 43,200	
Payroll Assistant													
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026	
1	\$ 39,655	Base Salary	1	\$ 40,646	1	\$ 41,663	1	\$ 42,704	1	\$ 43,772	1	\$ 44,866	
2	\$ 40,556	1-4 years	2	\$ 41,241	2	\$ 42,272	2	\$ 43,329	2	\$ 43,985	2	\$ 45,085	
3	\$ 41,458		3	\$ 42,179	3	\$ 42,891	3	\$ 43,963	3	\$ 44,629	3	\$ 45,305	
4	\$ 43,260		4	\$ 43,116	4	\$ 43,866	4	\$ 44,606	4	\$ 45,282	4	\$ 45,968	
5	\$ 44,655	5-9 years	5	\$ 44,990	5	\$ 44,840	5	\$ 45,620	5	\$ 45,945	5	\$ 46,640	
6	\$ 45,063		6	\$ 46,441	6	\$ 46,790	6	\$ 46,634	6	\$ 46,989	6	\$ 47,323	
7	\$ 45,964		7	\$ 46,865	7	\$ 48,299	7	\$ 48,662	7	\$ 48,033	7	\$ 48,399	
8	\$ 46,865		8	\$ 47,802	8	\$ 48,740	8	\$ 50,231	8	\$ 50,121	8	\$ 49,474	
9	\$ 48,668		9	\$ 48,740	9	\$ 49,714	9	\$ 50,689	9	\$ 51,738	9	\$ 51,625	
10	\$ 49,655	10-15 years	10	\$ 50,614	10	\$ 51,609	10	\$ 51,703	10	\$ 52,210	10	\$ 53,290	

Skilled Maintenance												
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026
1	\$ 41,600	Base Salary	1	\$ 42,640	1	\$ 43,706	1	\$ 44,799	1	\$ 45,919	1	\$ 47,067
2	\$ 42,640	1-4 years	2	\$ 44,346	2	\$ 44,346	2	\$ 45,454	2	\$ 46,143	2	\$ 47,296
3	\$ 43,680		3	\$ 45,427	3	\$ 46,119	3	\$ 46,119	3	\$ 46,818	3	\$ 47,527
4	\$ 44,720		4	\$ 46,509	4	\$ 47,244	4	\$ 47,964	4	\$ 47,503	4	\$ 48,222
5	\$ 46,600	5-9 years	5	\$ 48,464	5	\$ 48,369	5	\$ 49,134	5	\$ 49,403	5	\$ 48,928
6	\$ 47,840		6	\$ 49,754	6	\$ 50,403	6	\$ 50,304	6	\$ 50,608	6	\$ 50,885
7	\$ 48,880		7	\$ 50,835	7	\$ 51,744	7	\$ 52,419	7	\$ 51,813	7	\$ 52,126
8	\$ 49,920		8	\$ 51,917	8	\$ 52,869	8	\$ 53,813	8	\$ 53,991	8	\$ 53,367
9	\$ 50,960		9	\$ 52,998	9	\$ 53,993	9	\$ 54,983	9	\$ 55,428	9	\$ 55,611
10	\$ 51,600	10-15 years	10	\$ 53,664	10	\$ 55,118	10	\$ 56,153	10	\$ 56,633	10	\$ 57,091
General Maintenance												
Step	2020-2021	Initial Placement	Step	2021-2022	Step	2022-2023	Step	2023-2024	Step	2024-2025	Step	2025-2026
1	\$ 35,360	Base Salary	1	\$ 36,244	1	\$ 37,150	1	\$ 38,079	1	\$ 39,031	1	\$ 40,007
2	\$ 37,440	1-4 years	2	\$ 36,774	2	\$ 37,694	2	\$ 38,636	2	\$ 39,221	2	\$ 40,202
3	\$ 38,480		3	\$ 38,938	3	\$ 38,245	3	\$ 39,202	3	\$ 39,795	3	\$ 40,398
4	\$ 39,520		4	\$ 40,019	4	\$ 40,495	4	\$ 39,775	4	\$ 40,378	4	\$ 40,989
5	\$ 40,360	5-9 years	5	\$ 41,101	5	\$ 41,620	5	\$ 42,115	5	\$ 40,968	5	\$ 41,589
6	\$ 41,184		6	\$ 41,974	6	\$ 42,745	6	\$ 43,285	6	\$ 43,378	6	\$ 42,198
7	\$ 41,600		7	\$ 42,831	7	\$ 43,653	7	\$ 44,455	7	\$ 44,583	7	\$ 44,680
8	\$ 43,264		8	\$ 43,264	8	\$ 44,545	8	\$ 45,400	8	\$ 45,788	8	\$ 45,921
9	\$ 44,720		9	\$ 44,995	9	\$ 44,995	9	\$ 46,326	9	\$ 46,761	9	\$ 47,162
10	\$ 45,360	10-15 years	10	\$ 46,509	10	\$ 46,794	10	\$ 46,794	10	\$ 47,716	10	\$ 48,164



# **APPENDIX II**

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

FULL/PART-TIME CUSTODIAN  
JOB DESCRIPTION

The District climate is directly influenced by the school personnel within each building and the cleanliness and proper maintenance of its school facilities. The District must ensure that each school site provides a healthy, clean, safe, and orderly environment for its students and staff. The maintenance and custodial staff of School District #148 are directly accountable for properly completing any task necessary to maintain the school sites in an appropriate educational environment.

Full-time and Part-time custodians have custodial and maintenance responsibilities as assigned by the Head Custodian and building Administrator at each school site.

Duties include but are not limited to the following:

1. Perform regularly scheduled daily, weekly, and monthly duties as assigned by the Head Custodian and/or building Administrator.
2. Complete custodial duties according to the school site schedule and District guidelines.
3. Comply with District safety policies and risk management procedures when handling maintenance supplies, cleaning materials, and equipment.
4. Perform non-school day tasks and summer work assignments as designated by the Head of Maintenance or District Administration.
5. At the Head Custodian, Head of Maintenance, or building Administrator's direction, the Full/Part-time Custodian completes any custodial related function that serves the School/District as a whole and is not listed above. The Full/Part-time Custodian is not responsible to teacher and other personnel unless directed.
6. The Full-time custodian is a forty (40) hour position.
7. Hours for Part-time positions are variable depending on the needs of the school site and the District.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

HEALTHCARE STAFF  
JOB DESCRIPTION

1. Assists the school nurse in providing health services to students and staff.
2. Provides basic first aid to students who do not require assistance from a school nurse.
3. Assists in reporting and review of student injuries.
4. Assists in monitoring a safe and healthy school environment.
5. Maintains open communication between school, parents, community, and health agencies.
6. Reviews medical records to insure that students meet state requirements for attending public schools.
7. Assists in clerical duties relating to District health records.
8. Assists the school nursing staff in providing health education programs to students.
9. Participates in vision and hearing screening programs for students.
10. At the request of Administrators or nursing staff, assists in any task related to providing school health services not listed above.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS  
MAINTENANCE POSITION  
JOB DESCRIPTION

The District climate is directly influenced by the school personnel within each building and the cleanliness and proper maintenance of its school facilities. The District must ensure that each school site provides a healthy, clean, safe, and orderly environment for its students and staff. The maintenance and custodial staff of School District #148 are directly accountable for properly completing any task necessary to maintain the school sites in an appropriate educational environment.

Maintenance personnel have the responsibility to complete maintenance duties as assigned by the Head of Maintenance, the Superintendent or his/her designee.

Duties include but are not limited to the following:

1. Perform pre-defined maintenance duties as assigned by the Head of Maintenance or District Administration, such as:
  - a) Repair equipment
  - b) Seasonal equipment maintenance
  - c) Minor electrical repair
  - d) Summer boiler service
  - e) Minor plumbing
  - f) Minor carpentry
2. Perform emergency general maintenance duties.
3. Perform maintenance duties at any school site as defined by Head of Maintenance or District Administrator.
4. Perform weekend building security checks within the District as designated.
5. Comply with the District's safety policies and risk management procedures when handling maintenance supplies, cleaning materials, and equipment.
6. Perform non-school day tasks and assignments as identified by the Head of Maintenance, Superintendent, or his/her designee.
7. At the Superintendent or his/her designee's direction, Maintenance Personnel complete any maintenance or temporary custodial or related Maintenance Personnel are not responsible to teachers and other personnel unless directed.
8. This is a forty (40) hour position.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS  
OFFICE ASSISTANT  
JOB DESCRIPTION

The district climate is influenced by the school personnel and the aptitude for promoting effective communications and favorable inter-personal relationships. Each office must work as a team.

The Office Assistant provides clerical support for and reports directly to the Administrator in charge. The job of Office Assistant is a five hour position.

Duties include but are not limited to the following:

1. Maintains a professional level of confidentiality in all matters pertaining to school.
2. Compiles data and operates typewriter or computer in performance of routine clerical duties to type and maintain school records, reports, and correspondence. Operates fax machine.
3. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and transfers calls/messages, and performs similar duties.
4. Computes amounts, using calculator.
5. Assists with all registration and transfer procedures as needed.
6. Assists Administrator with all communication needs.
7. At the Administrator's direction, administers absentee procedures including, but not limited to, telephone calls, recording, and entering data in computer.
8. At the Administrator's direction, supervises student lunch periods.
9. Performs at the direction of the Principal, all levels of data entry and word processing, including IGAP needs.
10. In the absence of the secretary, performs necessary duties to keep office operational.
11. Completes any clerical, correspondence, record keeping, filing, or other office related functions that serve the school/district as a whole and is not listed above.

NOTE: The Office Assistant is not responsible to teachers and other personnel unless directed by an Administrator.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

PARAPROFESSIONAL  
JOB DESCRIPTION

1. The paraprofessional will demonstrate an understanding of child development and learning theory.
2. The primary responsibility of the paraprofessional is to provide instruction to students based on lessons that have been planned by the supervising classroom teacher.
3. The paraprofessional will support the teacher in the implementation of appropriate classroom management techniques, which ensures a safe and orderly classroom.
4. The paraprofessional will assist the teacher with clerical tasks, such as record keeping, copying materials, and maintaining a classroom environment, which enhances learning.
5. The paraprofessional will assist the teacher in the supervision of students at all times during the school day. This includes, but is not limited to arrival and dismissal times, movement physical education, and escorting students to another class.
6. At the request of administrators or the classroom teacher, the paraprofessional will assist with other school-related tasks which will improve the learning environment.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

SCHOOL SECRETARY  
JOB DESCRIPTION

The school atmosphere is influenced by the school secretary and the aptitude for promoting effective communications and favorable inter-personal relationships with students, teachers, staff, administrators, parents, administrative support staff and maintenance personnel. The school secretary responds directly to the principal. Duties include but are not limited to the following:

1. Maintains a professional level of confidentiality in all matters pertaining to school.
2. Maintains up-to-date class lists on computer. Responsible for school office data entry/word processing and IGAP knowledge.
3. Keeps accurate attendance ledgers.
  - a. Makes monthly reports to send to District.
  - b. Tabulates attendance for each grade period.
4. Assists with telephone communications for offices, intra-district office, all teachers, nurse (parents, and students on an emergency basis).
5. Keeps accurate and proper placement for student cumulative records.
6. In the absence of the nurse:
  - a. Performs first aid and aids ill students; i.e. takes temperatures, administers ice packs, cleanses superficial wounds and bandages, if necessary.
  - b. Contacts parents when students need to be sent home.
7. Maintains current list of bus students and routes, if applicable.
8. Types all required reports – Federal, State, County, District, etc.
9. Assists Principal with registration.
10. Processes all registration throughout the school year.
  - a. Makes new files for each student.

- b. Keeps accurate account of book rental payments and milk money, graduation fees, etc.
- c. Notifies teachers and nurse with information of new students.
- d. Orders student records from previous school.



DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

SECRETARY TO ASSISTANT SUPERINTENDENT  
OF CURRICULUM AND PERSONNEL  
JOB DESCRIPTION

The school district is influenced by school personnel and their aptitude for promoting effective communications and favorable inter-personal relationships. The secretary to the Assistant Superintendent is a full-time, 12-month position. Computer use, typing skills, office organization and operation or needed qualifications. Duties include but are not limited to the following:

1. Maintains a professional level of confidentiality in all matters pertaining to the school district.
2. Maintains confidential files on all school district personnel.
3. Responsible for ingoing/outgoing in-house mail system.
4. Assists substitute teachers with employment process and forms.
5. Responsible for using computer and/or typewriter to create and complete federal, state and local forms and materials.
6. Operate and maintain copying machine.
7. At the direction of the Assistant Superintendent, assists in all matters pertaining to curriculum and personnel, correspondence, record keeping, clerical, filing or other office related functions.

DOLTON WEST SCHOOL DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

SUPPORT PROGRAMS ADMINISTRATIVE SUPPORT STAFF  
FULL-TIME AND PART-TIME  
JOB DESCRIPTION

The Support Programs administrative support staff assists the Director in tasks that maintain a smooth operation of programs and services within the Support Programs Department. The administrative support staff serves staff within the Support Programs Department, including the Director, Supervisor, and Psychologists. The duties of the full-time and part-time secretary vary according to the amount of time needed to complete a task. Both secretaries require the same level of competency and may be assigned, by the Director, to any duties listed below. These duties and responsibilities require competency in computer literacy, typing skills, office management, the ability to learn the vocabulary and procedures of Special Education and Health Education, and an understanding of how Support Programs relate to the entire school district operation. The duties would include, but not limited to the following:

1. Handle all incoming phone calls and messages.
2. Open and sort mail daily.
3. Complete forms for Support Programs and Section 504 MDC/IEP conferences.
4. Keep Support Programs student directory and class lists current.
5. Type annual conference schedules for Special Education programs and send notices to parents.
6. Type IDEA Preschool and Flow-Through grants and reimbursement requests.
7. Schedule transportation for students in District programs with transportation company and monitor all changes.
8. Handle mailing of ISBE update forms to ECHO Joint Agreement throughout the year.
9. Transcribe case study evaluation reports for Psychologists and Social Workers.
10. Assist Director with temporary records and permanent records of students changing class location or transferring out-of-district and update permanent record cards of out-of-district students at the end of the school year.
11. Update Support Programs and Health handbooks as needed.

APPENDIX III  
BOARD OF EDUCATION, DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS

**PRESIDENT/ASSOCIATION LEAVE**  
**SEND TO SUPERINTENDENT**  
(2 days prior to leave)

↑ President day \_\_\_\_\_ of 12 days  
‡ Association

- Check One            all day  
 1/2 day - a.m.  
 1/2 day - p.m.

Reason for request:

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DEA/DSA                      Initial: \_\_\_\_\_                      Date: \_\_\_\_\_  
Principal                      -                      Initial: \_\_\_\_\_                      Date: \_\_\_\_\_  
 Approved  
 Not Approved

Superintendent                      -                      Initial: \_\_\_\_\_  
 Approved  
 Not Approved

S-10  
12/04

The Mission of School District 148 is to  
challenge and support all students to reach their highest level of performance.