

CONTRACT

BETWEEN

THE SCHOOL BOARD OF
CONSOLIDATED HIGH SCHOOL DISTRICT 230

AND

THE EDUCATIONAL SUPPORT PROFESSIONALS' ASSOCIATION

2023-2027

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ARTICLE 1 – PREAMBLE

1.01 This Contract is entered into this **December 22, 2023** by and between the Board of Education of Consolidated High School District No. 230, County of Cook, State of Illinois, hereinafter referred to as the “Board,” “District,” or “Employer,” and the Educational Support Professionals’ Association, Illinois Education Association/National Education Association, hereinafter referred to as the “Association”, or “ESP.” The wage increase for 2023-2024 shall be retroactively effective as of July 1, 2023.

1.02 Purpose

- A. To set forth the guidelines of the District as they affect Educational Support personnel.
- B. To promote and maintain optimum working relationships and understandings between the Board and the Association.
- C. To promote and maintain healthful and safe working conditions to the extent the Board finds it is able to do so.
- D. To establish uniform hours of work, standards of pay, and other conditions of employment.

ARTICLE 2 – RECOGNITION AND TERMS

2.01 Recognition Clause

The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all Educational Support employees whose positions are set forth in the Appendix attached hereto, excluding administrators, supervisors, confidential employees, principals’ secretaries, and short-term employees as defined in the Illinois Educational Labor Relations Act, Secretary to Superintendent; Human Resources: Secretary to Assistant Superintendent for Human Resources, Human Resource Specialists; Business Services: Director of Finance, Payroll & Benefits Manager, EMS Coordinator, Transportation Coordinator, Secretary to the Assistant Superintendent for Business Services; Technology: Director of Technology, Network Administrators, and Applications Analysis.

2.02 Terms and Definitions

2.02.1 “Employees” as used in this Contract shall mean the employees for whom the Association is recognized as the bargaining representative. Whenever a gender reference is used in this Contract, it shall be construed to include male and female employees.

2.02.2 Full time employees are those who are scheduled to work 30 hours or more per week excluding any lunch break.

2.02.3 Part time employees are those who are regularly scheduled to work less than 30 hours per week excluding any lunch break. Part-time employees do not receive health insurance benefits, holiday pay, vacation or other fringe benefits.

All part-time employees are eligible for the leaves provided in Article 10 of this Agreement in accord with the provisions of Article 10. Part-time employees regularly scheduled to work 20 or more hours per week may elect to participate in the District's group medical plans provided that they pay the full premium cost of their participation.

ARTICLE 3 – MANAGEMENT RIGHTS

3.01 Board Authority

3.01.1 The Board is an elected body in which final authority for the determination of all policies and actions relating to the operation of School District 230, Cook County, Illinois, is vested. The word "Board" as used in this Agreement shall be interpreted to mean the School Board or its designee(s).

3.01.2 Subject to the specific provisions of this Contract, the management of the operations of the District, the determination of its policies, budget and operations, the manner of exercise of its statutory functions and the direction of its working forces, including, but not limited to, the right to hire, promote, demote, transfer, allocate, establish or change categories or duties, or assign and direct employees; to discipline, suspend and discharge for just cause; to relieve employees from duty because of lack of work or other legitimate reasons; to make and enforce reasonable rules of conduct and regulations; to determine the departments, divisions and sections and work to be performed therein; to determine quality; to determine the number of hours of work and shifts per work week, to establish and change work schedules and assignments, the right to introduce new methods of operations, to eliminate, sub-contract, relocate or transfer work and to maintain efficiency in the department are vested exclusively in the Board. The Board agrees when making decisions to change any wages, hours, terms and/or conditions of employment, as defined by the *Illinois Educational Relations Act*, that the Board shall notify the Association and agrees to bargain these changes.

3.02 Administrative Chain of Command

3.02.1 Under Illinois law, the Board delegates some of its authority and responsibility for the administration of the District to the Superintendent. As the Board's chief administrative officer, the Superintendent is also responsible for the implementation of rules, regulations, and policies adopted by the Board.

3.02.2 The Superintendent of Schools delegates to the Building Principals the overall responsibility of managing and operating all employees in the buildings of the School District.

3.02.3 The Building Principal is the supervisor of all employees at the building level and assigns duties to the employees personally or through someone so designated. Employees at the District level are supervised by their own immediate supervisor in the Central Office.

3.03 E-ARC Committee

3.03.1 The Educational Support Staff-Administrative Relations Committee (E-ARC) shall be established. The committee shall be composed of the ESP President and two members of the Association from each building, the Superintendent and approximately four other administrators designated by the Superintendent.

3.03.2 Meetings shall be held at a mutually agreeable time approximately once every school quarter or less often for the purpose of attempting to resolve any matter of mutual concern. The E-ARC shall not have any power to negotiate changes in this Agreement.

ARTICLE 4 – INDIVIDUAL RIGHTS

4.01 There shall be no discrimination or reprisals against any employee for exercising the rights guaranteed by this contract.

4.02 In the event that a meeting is held by an administrator or supervisor with an employee where a written reprimand, suspension, and/or discharge may be administered to the employee, reasonable prior notice as to the purpose of the meeting shall be given to the employee. In all such cases, the employee shall have the right to be accompanied by an Association representative of his/her choice from their building.

4.03 Personnel File

4.03.1 A personnel file will be maintained in the Human Resources Office for each employee.

4.03.2 The employee may review his/her personnel file upon request. The employee shall have the right to place a written response to materials in his/her personnel file.

4.03.3 All material relative to an employee will be placed in the employee's personnel file. Any material, which reflects adversely on any aspect of the employee's employment relationship with the District, will be placed in the employee's personnel file only after the employee has had prior opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely indicates that he/she has read the material to be filed and does not necessarily signify agreement with its content.

4.03.4 Neither an employee's personnel file nor any of its contents will be copied or otherwise made known to anyone without his permission, provided, however, such file will be available to the Board, an administrator or designees or as may be required under Federal or state law, or by any court or any agency having proper jurisdiction, or under subpoena.

4.03.5 It is the responsibility of the employee to supply the official file with up-to-date transcripts, where applicable.

ARTICLE 5 – ASSOCIATION RIGHTS

5.01 Board Packets

The administration will provide the Association President(s) with a packet prior to each Board meeting.

5.02 Notification of Association Officers

The Association President(s) will notify the Superintendent or his/her designee in writing in a timely manner regarding the Association officers and building representatives on both an annual basis and as often as changes occur.

5.03 Building Usage

Time will be granted to the Association on each Institute Day for Association meetings, before or after the administration's scheduled purpose of the institute is served, at the Association's option.

5.04 Association Leave

5.04.1 Local Association Officers

The President(s) of the Educational Support Professionals' Association shall be allowed ten (10) days per year for the purpose of release time to attend to Association business. The ESP President(s) may use these hours at his/her discretion subject to the prior approval of the immediate supervisor, which shall not be unreasonably denied. The Association shall pay half of the cost of any release hours; the District will pay the other half.

5.04.2 Local Delegates for the IEA Representative Assembly

The Board agrees to grant release time for two local delegates to attend two days of the Winter Representative Assembly of the IEA, each year. The Association shall pay half of the cost of any release hours; the District will pay the other half.

5.04.3 State and Regional Officers

The Board agrees that the Association may select one person to attend the Illinois Board of Directors meetings of the IEA. This Officer, at the beginning of each school year, will provide a calendar that includes all mandatory meetings of the Board of Directors including the Board of Directors training and IEA-RA Convention to the District as soon as possible, but no later than the beginning of each school year.

Said individual will receive release time for attendance at these mandatory meetings. The IEA shall reimburse the District for 50% of the individual's hourly rate. To help reduce the cost of hiring a temp and/or any expenses incurred, flex-time and/or trade –off time may be arranged with the Assistant Superintendent for Human Resources and his/her immediate supervisor.

5.05 Fair Share

5.05.1 Each Bargaining Unit Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

5.05.2 In the event that the Bargaining Unit Member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct a fair share fee from the wages of the non-member.

5.05.3 Annually the Board will require the ESP to certify the amount of this fair share fee, which may not include contributions related to the election or support of candidates for political office.

5.05.4 Such fee shall be paid to the Association by the Board no later than 30 days following deduction.

5.05.5 In the event of any legal action against the Employer 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:

5.05.51 The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires, and

5.05.52 The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

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

5.05.61 It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon by this Article.

5.05.7 The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such Employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

ARTICLE 6 – PROBATIONARY PERIOD, SENIORITY, LAY OFF AND RECALL

6.01 New Hire Probation Period

All new employees will be hired on a probationary basis for a period of ninety (90) work days, during which time the Board shall have the sole and absolute right to discipline, discharge, or retain the employee in its own discretion. This probationary period may be extended for up to an additional ninety (90) workdays.

6.02 Completion of Probationary Period

6.02.1 After the probationary period is completed there will be a job performance review in writing by the immediate supervisor, which shall be given to the employee and a signed copy shall be placed in his/her personnel file.

6.02.2 After completion of the probationary period, the employee shall be placed on the regular seniority list and his/her seniority shall date from the employee's date of hire. All employees become a part of the Federal Government's Social Security System and participate in the Illinois Municipal Retirement Fund beginning with the first day of employment.

6.03 Internal Transfer Probationary Period

Internal employees, who apply for and are selected for a position different from the position currently held, shall be subject to a probationary period of 15 workdays in the new position provided that this period may be extended for an additional 10 workdays. At any time during this probationary period the administration may return the employee to his/her prior position. Also, at any time during this probationary period, the employee shall have the right to return to his/her prior position upon request. The employee will receive the higher rate of pay immediately upon beginning the probationary period. The position vacated by the employee will be filled on a temporary basis until the immediate supervisor and principal verify successful completion of the probationary period.

6.04 Seniority Full-Time Definition

6.04.1 Seniority means the length of continuous service of an employee from the date of his/her last hire by the Board. No seniority shall accrue during any unpaid leave of absence from work if the duration of the unpaid leave exceeds 120 workdays.

6.04.2 Seniority rights shall be lost if the employment relationship is terminated by:

(a) resignation (b) discharge (c) layoff status for 18 months or more (d) absence without acceptable notice to the Board, or without cause, such as but not limited to a misrepresentation for absence, absence for unreasonable or unnecessary personal reasons (e) excessive absenteeism or tardiness (f) failure to report for work within ten (10) work days after notice by the Board to return to work following a layoff (certified mail, return receipt requested, addressed and sent to the employee's last known address known to the Board shall constitute sufficient notice by the Board) and (g) failure to return following the expiration of a leave of absence, or misrepresenting the reason for the leave of absence, or obtaining other employment during a leave of absence.

6.05 Seniority Part-time Definition

Seniority for permanent part-time employees shall be granted as follows: permanent part-time employees will be given one-half year of credit for each full year of continuous part-time work.

6.06 Seniority Lists

6.06.1 A current copy of the seniority list shall be provided to the President(s) of the Association by February 1st.

6.06.2 Seniority for employees hired on the same day after July 1, 1995, will be listed in alphabetical order by category. Alpha-order shall be determined by the last name at the date of hire.

6.07 Lay-Off – Reduction in Force (RIF)

In the event of a layoff, the employee with the shorter length of continuing service, within the respective category and category of position (as set forth in Appendix A), shall be dismissed first provided that skill and ability to perform the work is equal among the employees involved. An employee may bump a less senior employee in the same category of position in a lower category of position. In the event the Board recalls, employees after a layoff, the employees will be recalled in the reverse order of that in which they were laid off provided the employee is able to do the work.

ARTICLE 7 – TRANSFERS, PROMOTIONS AND LATERAL MOVES

7.01 Vacancy Definition

A vacancy shall be defined as a current position that has been vacated due to resignation, death, transfer, dismissal, retirement, or long-term leave of absence (i.e., more than twelve (12) weeks) and the Board determines the position needs to be filled or a newly created position by the Board. However, a position is not defined as vacant if it has been vacated due to a transfer or dismissal as a result of a reduction-in-force.

7.02 Posting the Vacancy

When a vacancy is determined, the Board shall post the vacancy notice as set forth in Section 7.03 of this Agreement. Such notices will contain a description and requirements of the job, starting salary, work year, daily schedule and other pertinent information. The Human Resources Office will post the position within the electronic employment posting system.

7.03 Length of the Posting

Vacancy postings shall be for a period of five (5) work days, and may be withdrawn at any time. Posted vacancies will be filled by the administration as soon as practicable following the posting deadline.

7.04 Applications

7.04.1 Requests for consideration for said vacancy shall be submitted via electronic submission to the Human Resources Office within five (5) workdays following the posting of the opening. Selection of an appointee will be after the five (5) workday response to posting deadline and when all applicants have been evaluated.

7.05 Interviews

When a qualified internal employee, as determined by the hiring supervisor, applies for an ESP bargaining unit position, they will be granted an interview. However, the administration is not required to hire or recommend any internal applicant for the vacancy. Interviews shall be conducted by the immediate supervisor, Building Principal, Superintendent or his/her designee, or their designee, where applicable. Internal employees who are not qualified, and therefore not chosen for an interview, will be notified in writing.

7.06 Notification

Written notification from the Assistant Superintendent for Human Resources or designee will be given to the successful candidate after the Board approves the employment of the candidate. Written notification of non-acceptance will be given to the internal employee/applicant by the Assistant Superintendent for Human Resources. This notification will state reasons for non-acceptance.

7.07 Summer School Positions

Summer school positions will be filled according to the following procedure: Available summer school positions will be posted between January 15th and May 1st. The following guidelines shall be used in selecting internal summer school ESP support staff in the District.

7.07.1 An ESP desiring to work in the summer school program shall file via electronic submission with the Assistant Superintendent of Human Resources a statement that he/she desires to work in the summer school session, the choice of sessions and specific assignments, in order of preference, and the school building where he/she desires to work, if applicable. Notifications of interest in summer school positions submitted after the due date will be considered in the order of filing.

7.07.2 The administration in its sole discretion may refuse to employ a particular applicant based on reason(s) contained in existing evaluations. In selecting summer ESP staff from the applicants, the first priority shall be granted to employees who file letters by the May deadline in the following order:

- a. District-wide seniority in the posted position during the regular school year;
- b. Previous experience in working the posted position in summer school;
- c. Possessing the necessary qualifications to work the posted position.

7.07.3 The school district will notify in writing the ESP staff who shall be employed for summer school within 5 calendar days of the closing of summer school registration or within 5 calendar days of the closing of the regular school year, whichever comes first.

7.07.4 Only after it has been determined that no remaining bargaining unit members exist who have had an opportunity to select summer school work opportunities will the District offer the work to non-bargaining unit employees.

7.08 Job Descriptions

When it is known in the Human Resources Office that an existing position is or is about to become vacant, then as soon as reasonably possible employees who hold the same or similar positions may be called upon to review their current job duties and responsibilities and prepare a recommended updated job description. This will be done during employee's regular workday. The updated job description will then be delivered to the exiting employee's supervisor and the president of the ESP, or his/her designee, for review and any recommended revision. After such review, the supervisor will submit the job description to the Assistant Superintendent for Human Resources for review and approval. Upon acceptance, the Assistant Superintendent for Human Resources shall post the position.

7.09 New Positions and Modified Positions

For the addition of new positions to the bargaining unit or modifications of existing positions, a copy of the proposed job description for the new or modified position shall be provided to the involved employees, if any, and the ESP President or designee for input. Such input shall be sought prior to implementation of the new job description. Such input shall be advisory only.

7.10 Newly Created Positions

When the Administration decides to create a new position, it shall recommend such position to the Board. Upon approval of the Board to create such a position, the Administration will notify the Association. Should there be an Association dispute regarding a category or level assignment of any new positions created by the Board, upon written request, the matter will be negotiated in a reasonable, timely fashion with representatives of the Association. The Association president(s) will receive a copy of these postings prior to their being posted.

ARTICLE 8 – WORK SCHEDULE

8.01 The Board shall not change work schedules described in 8.02 without notice to the Association and, upon request, the opportunity to negotiate such changes with the Association.

8.02 Work Year

Employees will work the following number of weeks according to the category into which they were hired.

- A. 52 week employees – 239 work days*

*Summer work calendars will contain eight (8) non-work day Fridays that will be reduced during calendar years containing insufficient work days to meet the 52-week employees’ full work year. During calendar years containing more work days than listed above for 52-week employees, the District will insert a non-work day(s) into the winter break schedule to maintain agreed upon work days.

- B. 49 week employees – 227 work days
(Less winter and spring recess based on the approved school district calendar)

- C. 10 months-188 work days
10 months – Regular school year plus an additional 5 days to be worked during the summer months. Additional five (5) days of work can be scheduled anytime during summer months as mutually agreed upon by both the employee and supervisor. Service learning assistants can use up to two days of the five total days during the school year with mutual agreement by the supervisor (maximum of 2 hours/day and 6 hours per regular work week). The use of vacation, sick, or personal leave for these five (5) days is prohibited.

9 ½ months – 181 work days

D. 10 month and Division Chair Secretaries

Will be allowed to exchange up to 1 work day, if necessary to perform essential duties of the position, during the school year to be used during the summer months. This day will be mutually agreed upon by the Supervisor and the 10 month secretary.

8.03 Work Day

An employee whose regularly scheduled work day is a minimum of 7 ½ hours, will receive a ½ hour unpaid lunch and a 20 minute paid break, or a 50 minute lunch without a 20 minute break (30 minutes unpaid). An employee may schedule his/her break at a time mutually agreeable to the employee and his/her immediate supervisor.

8.04 Any temporary change in employee's normal work schedule will be announced by his/her Supervisor at least 48 hours in advance unless it is an emergency situation.

8.05 Flexible Schedule

An individual's work schedule will be established by his/her immediate supervisor. When requested by an employee, a flexible work schedule may be used upon mutual agreement between the employee and his/her supervisor with the prior approval of the building principal and notice to the personnel administrator (flexible work schedule means earlier and/or later starting and ending times). The work schedule including any break time or lunch time for part-time employees shall be established by the administration. Individual work day schedule shall not be interpreted to mean adjustment of the work year, as described in 8.02.

In addition to the above, an employee's supervisor shall have the authority to require a flexible schedule for an employee on days of the District's student release program (currently known as "late start Wednesdays"). Such a change in work schedule shall occur only after consultation with the employee and subject to the prior approval of the building principal and notice to the Human Resources administrator. In an effort to assist employees with the ability to schedule for such a change, the District shall establish an advance schedule for such flexible work days, with a copy to be provided to each affected employee before the start of the regular school year. If any change in the flex schedule is required due to changes in the school year, the affected employees shall be notified as soon as possible.

8.06 Summer Hours

The Board, at its option, may, for the summer months, set an employee's work day to be 8 hours, including a ½ hour paid lunch.

8.07 Leaving Campus during the Work Day

An employee may leave the building during assigned work hours only after permission is obtained from the immediate supervisor, or in his absence, the Building Principal or designee. Employees who leave the building during their 30-minute lunch and/or 20-minute break do so at their own risk of injury while off school property.

8.08 Overtime

An employee may be required to work more than his scheduled work day on an overtime basis. Each employee shall be paid one and one-half (1 ½) times his/her regular straight time hourly rate of pay for all paid hours worked, except personal leave and compensatory time, in excess of 40 hours in one work week, or in excess of eight (8) hours in one day except during four (4) day summer weeks where over-time will be paid after 35 hours a week. An employee may be required to work on a Saturday or

Sunday. Any required Saturday or Sunday work will be paid at the overtime rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for actual hours worked, except for those employees for whom Saturday or Sunday is a regular work day regardless of whether that employee has worked more than 40 hours in the work week. An employee may also be required to work on a holiday. Any employee who is required to work on a holiday shall be paid that employee's regular rate of holiday pay plus the employee's regular rate of pay for actual hours worked regardless of whether that employee has worked more than 40 hours in the same week. A 9 ½ , 10 month or 49 week ESP shall be paid one and one-half (1 ½) times his/her regular position during Thanksgiving, Winter or Spring break, regardless of whether that employee has worked more than 40 hours in the work week. Overtime work must be approved in advance by the building principal or immediate supervisor.

8.09 Compensatory Time

8.09.1 Requests for electing to receive either overtime pay or up to 24 hours of compensatory time per year for approved overtime shall be at the choice of the employee.

8.09.2 Each employee shall be paid one and one half (1 ½) times his/her regular straight time hourly rate of pay for overtime worked for up to 24 hours, as set forth above, of compensatory time for all hours worked in excess of 40 hours in one work week, up to a maximum of eight (8) hours in a one day, or hours worked on a Saturday or Sunday except for those employees for whom Saturday or Sunday is a regular work day. Hours of work for overtime calculation include all paid hours except personal leave and compensatory time.

8.09.3 Employees must use approved compensatory time within the employee's work year. Compensatory time that is not used by the end of the work year shall be paid out at the rate of one and one-half (1 ½) times the employee's regular rate of pay. Use of compensatory time must be approved by the building principal or immediate supervisor.

8.10 Trade-Off Time

8.10.1 Trade-off time is defined as hours worked in a workweek outside of the regularly scheduled work shift in exchange for release hours during a regularly scheduled work shift.

8.10.2 The employee's supervisor must approve trade-off time and the trade must be completed during the same workweek.

8.11 Institutes

On Institute days, employees must participate in District-wide in-service activities. However, with the express prior approval of his/her supervisor, an employee may instead work his/her regular hours in his/her work area. A committee composed of employee representatives and administrators may be established at the building or district level to plan in-service activities.

8.12 Jury Duty

8.12.1 All employees are guaranteed no loss of pay while serving on jury duty and will receive their regular pay. Employees will be allowed to keep the check given for jury duty, but shall provide a copy of the check to the Human Resources Department.

8.12.2 Upon employee's receipt of the Summons, a copy will be forwarded to the Superintendent of his/her designee.

8.13 Inclement Weather

8.13.1 At the discretion of the Superintendent and on designated days involving inclement weather, the District will transition from an in-person to remote work day by following the communicated e-Learning plan. All ESP employees will fulfill assigned remote work responsibilities on designated e-Learning days.

8.13.2 9 ½ and 10 monthly employees

When schools are open but classes are canceled due to inclement weather, employees shall not report to work if they are 9 ½ or 10 month employees. However, all 9 ½ and 10 month employees are required to work the make-up day(s) designated by the Board.

8.13.23 A 12 month employee shall report to work on inclement weather days unless factors directly related to inclement weather prevent the employee from reporting to work as regularly scheduled. In this event, employee must be able to report to work prior to 12 noon. A 12 month employee who does not report to work by noon must use compensatory time, personal time, trade-off time or vacation time for all hours not worked on the inclement weather day. A 12 month employee who does not report to work due to inclement weather, but who has no compensatory time, personal time, trade-off time or vacation time available, may contact the Assistant Superintendent of Human Resources to request an accommodation such as allowing the use of a “dock day” or scheduling a time to make up any work hours missed.

8.13.4 An employee cannot use sick leave because of inclement weather.

8.14 Emergency Late Start Days

8.14.1 ESP staff will report to work (1) hour later than their normal assigned starting time on emergency late start days, and as usual, will be expected to swipe in. ESP staff will leave at their regular ending time; their day will not be extended. Supervisors of ESP staff will edit their ESP’s TruTime file to make them “whole” for the late start day.

8.14.2 ESP staff will not be docked or required to use personal or vacation time if they report to work no later than an hour after their regular starting time.

8.15 Student Supervision Ratios

From time to time an employee may be required to supervise students, and employees may, as part of their regular work duties, have an assignment that requires student supervision. At no point shall the number of students supervised by a support staff member exceed a student/Educational Support staff member ratio of 1 staff member per every 50 students.

8.16 Working at Home

Unless a specific assignment has been approved in advance in writing from the office of the Assistant Superintendent for Human Resources, no work shall be performed at home beyond e-Learning days designated by the Superintendent.

8.17 Time Clock Procedures

The Board shall establish reasonable rules and regulations regarding the use of time clocks which shall be communicated to both management and bargaining unit employees by means of joint management/employee meetings. Employees are required to swipe in and out through the use of either a time clock or internal computer log-in via a school or District desktop computer.

8.17.1 Employees shall not be required to punch in or out for lunch subject to the right of the District to monitor this issue and, if necessary, to revisit the issue during the term of the Agreement by means of providing a written notice to the Association of its intent to revisit the issue, and subject to the obligation of the District to honor the Association's right to negotiate any proposed change to this rule upon the Association's request to do so.

8.17.2 Receipt of notice of any manual overrides or edits of time clock data to the detriment of any employee shall be acknowledged by the signature of the involved employee, with a copy to be provided to the employee.

8.17.3 There shall be a "7" minute grace period before and after the time for punching in and out for the purposes of pay calculation, but said grace period shall not serve to condone employee tardiness or unapproved overtime.

8.17.4 Any decisions regarding whether a time edit will be made shall be reserved to the Administration, however the clerical function of editing may be delegated.

8.17.5 Employees shall be entitled to review their time records upon request.

ARTICLE 9 – EVALUATION PROCEDURES

9.01 Purpose

The purpose of an employee evaluation is to improve the quality and effectiveness of employee performance.

9.02 The immediate supervisor shall evaluate employees on the performance of the essential functions of their job duties, responsibilities, and effectiveness.

9.03 Evaluation Timelines

Probationary employees will be evaluated at least twice: once within their first forty-five (45) days of employment and once at their ninetieth (90th) day of employment. Once the employee passes the ninety (90) day full probationary period they will be evaluated at least once per year.

9.04 After the probationary period is completed there will be a job performance review in writing by the immediate supervisor, which shall be given to the employee and a signed copy shall be placed in his personnel file.

9.05 All employees are to be evaluated by the end of June of each year, and they shall receive a copy of the evaluation as soon after the evaluation as practicable.

9.06 Rebuttal to Evaluation

An employee may include a written statement which shall be permanently affixed to the evaluation provided such statement is submitted no later than thirty (30) calendar days following the employee's first receipt of a copy of the evaluation.

9.07 Unsatisfactory Evaluations

In the event the ESP receives an overall rating of "needs improvement", the Supervisor will immediately notify the Assistant Superintendent of Human Resources, who will notify the ESP President(s) to determine a plan of action.

ARTICLE 10 – LEAVES OF ABSENCE

10.01 Sick Leave

10.01.1 The Board will grant employees who are eligible to participate in the Illinois Municipal Retirement Fund under the 600 Hour Standard sick leave in the amount of twelve (12) days for twelve (12) month employees, and ten (10) days for 9 ½ and 10 month employees. For twelve (12) month employees hired after July 1 or for 9 ½ and 10 month employees hired after the commencement of the academic year, sick leave shall be awarded on a prorated basis equal to one (1) day per month. In computing sick leave, 15 or more calendar days of employment in any month is considered a full month. An employee's sick leave shall be allowed to accumulate without limit. Upon retirement, the employee shall have the option of applying his/her unused accumulated sick leave days toward his/her IMRF Pension Plan benefits.

10.01.2 Sick leave will be interpreted to mean illness, quarantine at home, serious illness in the immediate family or household, and death, birth, adoption, or placement for adoption, including travel time where necessary. For the purposes of this Section, "birth" shall include not only the actual birth but also any period of disability of the mother or child due to birth. Parental leaves shall be available in accordance with the terms of Sections 10.03 and 10.04 of this Agreement and/or provisions of the District's Family and Medical Leave Policy. For the purposes of this Section, "adoption" and "placement for adoption" shall include those activities reasonably related and appropriate to the process for adoption or placement for adoption, including travel time where necessary.

10.01.3 Immediate family will be interpreted to mean spouse, party to a civil union, domestic partner, mother, father, grandparents, brother, sister, children, step-children, grandchildren, step-parents, corresponding in-laws, or anyone living on a permanent basis in the immediate household. The employee shall provide the District with an executed Domestic Partner Affidavit in such instances where leave is taken for a domestic partner. Such an affidavit is available upon request to the Assistant Superintendent of Human Resources.

10.01.4 It is the responsibility of the employee to report his/her absence to the designated personnel of the building to which he/she is assigned no later than one hour before the start of his/her assigned clock-in time, except for circumstances that would constitute an emergency and are beyond the employee's control.

10.01.5 Any employee on leave of absence shall neither be eligible for, nor accumulated sick leave.

10.01.6 Physical Fitness

The Board may ask employees to furnish evidence of physical fitness, provided, however, the Board may select the physician or clinic and will pay for all medical expenses relating to the examination.

10.01.7 Required Doctor's Excuse

A physician's certificate may be required by an employee's supervisor as a basis for pay after an absence of three (3) consecutive work days, 30 days for birth, adoption or placement for adoption or as it may deem necessary in other cases. If a physician's certificate is required, it must include a written statement that in the medical opinion of the physician the employee was medically unable to work on the day or days in question.

10.02 Sick Bank

10.02.1 A contribution of one sick leave day per year shall be made by each new member of the bargaining unit to a sick leave bank. Should the number of days available in the sick bank fall below 45, an additional day will be deducted from each member's available sick leave. Any member of the unit who has contributed to the bank and has exhausted his/her sick leave may submit a written request to the Board for additional sick leave to be drawn from the sick leave bank upon the following conditions:

- A. Approval of the Board.
- B. A period of three (3) working days without benefits shall intervene between the time the member has exhausted his/her sick leave and the commencement of the withdrawal of sick leave from the sick leave bank.

10.02.2 The sick leave bank will provide the eligible member with a maximum of additional sick leave days per fiscal year as listed below regardless of the number eligible events per year. These additional days shall not be considered 'additional accumulated sick leave' for any purpose whatsoever.

Years in the District	Additional Days Available
1 - 4	3
5 - 10	5
11 - and higher	10

10.02.3 Withdrawals from the sick leave bank shall be available only for a member's prolonged and extended illness and shall not be available for elective surgery, illness of family or household members, and/or death of family or household members or any Covid-19 related incident. The

Association President shall receive notification of any sick leave days granted to an employee from the Bank by the Human Resources Office.

10.02.4 The member, in his/her application to the Board, shall set forth the nature of the illness, together with written verification of the illness and prognosis for recovery from a licensed physician. The Board reserves the right to require an independent physical examination by a licensed physician designated by the Board. The Board shall pay the cost for said examination and the member shall direct the examining physician to forward a written report to the Board.

10.02.5 Neither the Board, the Administration, the Association, nor their designees shall be liable to any member for any action taken or not taken or any decision made or not made hereunder.

10.02.6 An updated report of the sick leave bank will be given to the Association President no later than June 30 of each fiscal year.

10.03 Family and Medical Leave and Service Member Family Leave

10.03.1 Eligible employees may use family and medical leave, guaranteed by the federal Family and Medical Leave Act (the "Act"), for up to a combined total of 60 days each year, beginning July 1 and ending June 30 of the next year, and as otherwise taken in accordance with this Agreement and the District's FMLA policy.

To be eligible for family and medical leave, an employee must have been employed for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave.

10.03.2 Family and medical leave is available in one or more of the following instances:

1. the birth and first year care of son or daughter
2. the adoption or foster placement of a child
3. the serious health condition of an employee's spouse, parent, or child
4. the employee's own serious health condition
5. any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call of order to active duty) in the Armed Forces in support of a contingency operation. This leave entitlement shall be referred to as an 'Active Duty Leave'.

10.03.3 The definitions for the terms 'active duty' and 'contingency operation' shall be consistent with the definitions set forth in the Act.

10.03.4 In addition to the above purposes, any employee who has been employed by the Board of Education for at least 12 months, and has worked at least 1,000 hours during the preceding 12 months, and who is the spouse, son, daughter, or next of kin of a Covered Service member, shall be entitled to an unpaid leave of absence of up to 26 work weeks during a single 12-month period to care for the Service member. The Service Member Family Leave shall only be available during a single 12-month period.

10.03.5 During the single 12-month period referenced in this Section, an eligible employee shall be entitled to a combined total of 26 work weeks of leave for any other purpose set forth in Section 10.03.4 above. Nothing in this section shall be construed to limit the availability of leave under Section 10.03.4 during any other 12-month period.

10.03.6 The term 'Covered Service Member' means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term 'next of kin' means the nearest blood relative of the Covered Service Member.

10.03.7 Other accumulated available paid personal, or sick leave will be substituted for family and medical leave, provided however that an employee may choose to retain up to ten (10) days. Any substitution required by this policy will count against the employee's family and medical leave entitlement. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 60 days, or 26 work weeks where applicable, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

10.03.8 Employees may take intermittent or reduced-hour(s) family and medical leave when the reason for the leave is 3, 4 or 5, above, or to care for a Covered Service member as defined in Section 10.03.6, with certain limitations provided by law. Request for intermittent leave for reason 1 must be approved in writing by the Superintendent.

10.03.9 Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, or to take care of a Covered Service member, with a certificate completed by a health care provider, unless it is impracticable under the particular circumstance to do so, despite the employee's diligent good faith efforts. Failure to provide the certification may result in a denial of the leave request. An employee seeking family and medical leave for reason 5 in 10.03.2 shall be required to provide certification that an absence is for that reason unless it is impracticable under the particular circumstances to do so, despite the employee's diligent good faith efforts.

10.03.10 If both spouses are employed by the District, they may together take only 60 days of family and medical leave when the reason for the leave is 1, 2 or 5, in section 10.03.2 above, or to care for a sick parent.

If both spouses are employed by the District, they may together take only 26 work weeks of leave during the single 12-month period when the reason for the leave is set forth under Section 10.03.4.

10.03.11 If possible, employees must provide at least a 30 day notice to the District of the date when a leave is to begin. If a 30 day notice is not practicable, the notice must be given with 5 business of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical

leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

10.03.12 During a family and medical leave, employees are entitled to a continuation of health benefits that would have been provided if they were working.

10.03.13 An employee returning from a family and medical leave will be given the same or an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

10.03.14 Implementation Procedures:

1. In case of a request for intermittent/reduced schedule leave or leaves for planned medical treatment, the employee shall try to schedule such treatment so not to disrupt the District operations.
2. An employee on leave may, at the District's request, be required to report every 30 days on his/her status and intention to return to work and, in the case of a medical leave, provide periodic recertification by a health care provider.
3. When an employee requests an intermittent or reduced leave schedule that amounts to more than 20% of the total number of work days during the period over which the leave extends, the District may require the employee to temporarily transfer to an available non-certified alternative position, which better accommodates the recurring period of leave.

10.03.15 Employees have the right to exhaust all accumulated sick time, as specified in the District's Temporary Illness or Temporary Incapacity Policy (General Personnel 5:180) as it exists upon the execution of this Agreement.

10.04 Maternity/Parental Leave

10.04.1 A pregnant employee shall notify her Principal in writing when her pregnancy is confirmed in order to be eligible to receive a long-term leave of absence.

10.04.2 An employee shall not be required to resign or take a leave of absence because of pregnancy. An employee unable to work due to disability caused or contributed to by pregnancy, childbirth, or related medical conditions may utilize available sick leave for such absences. Said employee, however, may, in writing, request a long-term parental leave of absence without pay. A long-term parental leave of absence may begin when the pregnant employee desires, but not later than when she is unable to perform her duties satisfactorily.

10.04.3 Employees may request a long-term parental leave of absence without pay to rear their children, natural or adopted, up to 3 years of age. Parental/maternity leaves of absence may be granted by the Board for a period of time not to exceed 18 consecutive calendar months. The employee on long term parental leave must give the Human Resources Office written notice of intent to return to work not less than 45 days prior to the return date.

10.04.4 As an alternative to a long-term parental leave of absence as provided for above, an employee who is an “eligible employee” as defined in the Family and Medical Leave Act of 1993, is entitled to elect to take up to 12 work weeks of FMLA leave as set forth in Section 10.03 above.

10.04.5 Employees on maternity or parental leave shall not accept employment during the hours they otherwise would have been working at their position in the District. If an employee on maternity or parental leave accepts employment during the hours he/she otherwise would have been working in the District, he/she will have forfeited his/her position and any and all rights to employment in District 230. Employees on maternity/parental leaves are subject to dismissal due to a reduction in force or otherwise on the same terms as employees not on leave.

10.05 Personal Illness Leave

In order to receive a personal illness leave, an employee who is unable to perform his regular duties for an extended period of time because of personal illness must provide a written request for leave to the Building Principal and the Superintendent and a written certification of illness from a qualified physician. Any leave provided for in this Section shall constitute FMLA leave for eligible employees and shall be subject to all requirements of FMLA leave.

10.06 Personal Leave

10.06.1 Upon completion of the probationary period, an employee is eligible for one day of paid personal leave during the first year of employment and one day of paid personal leave during the second year of employment. After two full years of continuous service with the district, an employee is eligible for up to two days of paid personal leave. Personal leave is available for emergency or other urgent and compelling business, which cannot be transacted outside of work hours. Request for personal leave shall be submitted on the Request for Personal Leave form. The decision to grant personal leave is made by the immediate supervisor and the superintendent or his/her designee. Except as provided in 10.06.2 the Educational Support staff member shall not be required to provide an explanation for the need for the use of personal leave, however, this provision shall not be construed to relieve the Educational Support staff member from the obligation to comply with the requirements for the use of personal leave.

10.06.2 Personal leave may not be taken during the first five days or last five days of the student school year, immediately before or after a holiday or vacation, except that personal leave may be granted during such times by the written permission of the supervisor under extraordinary circumstances provided that the reason(s) for such extraordinary circumstances must be explained in writing by the Educational Support staff member, in advance if practicable. In matters of highly confidential nature, the Educational Support staff member may provide a general explanation (such as “emergency doctor’s appointment” or “mandatory court appearance”). The decision to approve the leave in such extraordinary circumstances shall be at the supervisor’s or administrator’s discretion, but shall not be unreasonably denied. An Educational Support staff member who does not use a day(s) of his/her personal leave days during a work year, shall have the unused day(s) accumulate to four personal days and then added to accumulated sick leave.

10.06.3 In order to obtain paid personal leave (except in emergency situations), an employee must submit a completed Request for Personal Form via electronic submission to his/her immediate supervisor at least two working days in advance of the day he/she will be absent.

10.06.4 Personal leave may only be taken in no less than quarter hour increments.

10.07 Bereavement Leave

10.07.1 Three work days will be allowed for the death of an immediate relative (mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparents, grandparent-in-laws, or persons for whom the employee has legal guardianship), and seven (7) work days for the death of a spouse, party to a civil union, domestic partner or child, beginning with the day of death or the day immediately following the day the death occurred, at the employee's option. In the event of the death of an aunt or uncle, niece or nephew, one day of paid bereavement leave will be allowed so that the employee may attend the funeral. If the date of the funeral is more than two (2) days from the date of death, however, bereavement leave may commence the day before the funeral, provided that in no event will said leave exceed three (3) work days from an immediate relative or seven (7) work days for the death of a spouse, domestic partner or child. If travel time is necessary following the funeral, proper arrangements must first be made with the employee's immediate supervisor and the Superintendent or his/her designee. The employee shall provide the District with an executed Domestic Partner Affidavit in such instances where leave is taken for a domestic partner. Such an affidavit is available upon request to the Assistant Superintendent of Human Resources.

10.07.2 Bereavement leave allowed per 10.07.1 will not be counted against an employee's sick leave accumulation. When additional bereavement leave is requested as sick leave and approved by the Superintendent or designee, it shall be counted against an employee's sick leave accumulation.

10.07.3 Per the Illinois Family Bereavement Leave Act (2023), up to ten (10) days of unpaid leave will be provided for an employee due to a pregnancy miscarriage, unsuccessful round of intrauterine insemination or other assisted reproductive procedure, a failed or non-finalized adoption, a failed surrogacy agreement, a diagnosis affecting fertility, or a stillbirth.

10.08 Worker's Compensation

10.08.1 In case an employee is injured while in the course of assigned duties, the Board will pay, if necessary, to the injured employee full salary for a maximum of thirty (30) consecutive calendar days less any benefits received from workers' compensation for the same period. Sick leave may be charged to the individual whose claim has been disallowed by the insurance carrier and who has been approved to return to work in District 230 by a Board-designated physician but who has failed to return to work. In no event shall the employee receive his/her salary without working if he/she is declared physically and mentally able to return to work by a Board-designated physician and if he/she has been directed to return to work by the Superintendent or his/her designee. It is understood, however, that a second opinion may be obtained by the employee and/or the Board and that sick leave days charged to an individual will be returned to him/her if it is determined, after all levels of appeal or review have been

exhausted, that his/her absence was in fact due to an industrial injury. Any falsification of information regarding an industrial injury claim or regarding absence for reasons of illness will be grounds for discipline up to and including the employee's discharge.

10.08.2 Upon completion of the thirty (30) day period, the employee may file for disability benefits under the Illinois Municipal Retirement Funds and retain any further compensation payments that he/she received from such fund, or use any accumulated sick leave he/she may otherwise be eligible to receive.

10.08.3 In addition to the disability protection provided by the IMRF, an employee is protected by Worker's Compensation Insurance if he/she is injured on the job within the scope of employment. All injuries, however slight, must be reported to the employee's supervisor immediately. An "Employee's Report of Injury" form will be completed if the employee is injured. Depending upon the nature and extent of the injury, the form will be filled in by either the immediate supervisor, the school nurse, or the Board-designated doctor who treats the employee.

10.08.4 When students are in attendance, a school nurse will be available to the employee if he/she needs minor first aid treatment. If further non-emergency medical treatment is needed for the employee's on-the-job injury, or the nurse is not available, such treatment shall be coordinated with the District's Human Resources department.

ARTICLE 11 – OTHER LEAVES

11.01 Other Leaves

11.01.1 The Board may grant an employee a leave of absence without pay for reasons not noted theretofore in this Agreement when it deems the leave to be of a personal and catastrophic nature or of a benefit to the professional and educational program of the District. The grant and duration of such leave shall be within the discretion of the Board.

11.01.2 Employees may be granted unpaid leaves of absence subject to the following provisions:

- 1.** The starting and ending dates of the leave shall be in accordance with a plan arranged between the employee and the Superintendent or his/her designee. If the employee fails to return to work upon termination of the leave, the employee shall be deemed to have voluntarily resigned from employment with the District.
- 2.** Upon an employee's return from leave, the employee shall be reinstated to the staff of the District, not necessarily to the same building or the same position.
- 3.** Upon the return to the District, the salary schedule in effect at that time will determine the employee's salary. The returning employee will not receive a salary increase if the unpaid leave of absence was in excess of six (6) months.
- 4.** No employee will be granted a leave of absence to seek employment elsewhere. No employee will accumulate sick leave, or other fringe benefits, during leave of absence.

11.02 Vacation Leave

11.02.1 Partial Year Vacation

Newly hired 49/52 week employees who were hired on an effective date other than July 1 and, therefore, will not have completed twelve months of continuous service within the district prior to June 30, are entitled to the following partial year vacation time which shall be considered earned and available for use upon completion of the monthly service requirements as specified:

Vacation

Less than 7 months service	0 Days
7 months service	5 Days
8 months service	6 Days
9 months service	7 Days
10 months service	8 Days
11 months service	9 Days

11.02.2 49/52 week employees, who have completed at least 7 months of service prior to June 30 will be granted vacations with pay upon approval of their immediate supervisors and Building Principal. If an employee requests the same vacation time as another employee, preference as to dates of vacations will be honored in order of request.

Full Year Vacation: Full year vacation shall be earned upon completion of the additional years of service (July 1 – June 30) as specified below, except that vacation shall be advanced for use as of July 1 of the year in which it is earned. The schedule of vacation benefits is as follows:

Years of Service Prior

To June 30 of Each Year

Weeks of Vacation

1 – 5	2 (10 working days)
6 – 11	3 (15 working days)
12 or More	4 (20 working days)

11.02.3 In the event the employee does not complete a full year of employment for the respective year of earned vacation, any vacation pay unearned shall be owed to the District and, if applicable, may be deducted from the employee’s paycheck(s) in accordance with the accrual formula of Section 11.02.1. Conversely, in the event an employee decides to leave his job within the District and has earned unused vacation, he/she will receive pro-rated earned vacation pay if he/she gives two (2) weeks’ notice of his/her departure to the Human Resources Office.²⁴

11.02.4 Saturdays, Sundays and legal school holidays which fall during an employee’s vacation period are not counted as days of vacation and do not decrease his/her total vacation days.

11.02.5 In computing vacation time, 15 calendar days of employment in any month is considered a full month. While an employee is on approved sick leave, personal leave, bereavement leave, injury on the job leave, and leave for jury duty, he/she shall accumulate days of service towards his/her vacation. However, days spent on leave of absence and requested days off without pay are not included in figuring vacation time.

11.02.6 Unused vacation pay is not cumulative from year to year. If an employee plans to take a vacation, he/she must do so no later than January 1 following the fiscal year (July 1 – June 30) in which he/she earned the vacation. An employee who requests to use vacation time and whose request is denied, shall be allowed to carry over the requested days for an additional calendar year. An employee who has a catastrophic illness shall be permitted to carry over accrued vacation time from one additional calendar year. In addition, from time to time an exception to this policy may be made with the prior approval of the immediate supervisor and the Superintendent or his/her designee. If an employee wishes to extend his/her vacation time, without pay, or wishes to take additional time off, without pay, he/she must secure the approval of his/her immediate supervisor.

11.02.7 In the event school is closed for some emergency while an employee is on vacation, additional vacation time will not be granted.

11.02.8 Transferees and Vacation

For the purpose of vacation accrual, all employees who transfer into a 52/49 week position (as defined in Section 8.02) and who has worked in 10 or 9 ½ month position at 1400 hours or more during a full school term will be credited for each year of service. In addition, any employee who has worked less than 1400 hours in a full school term will receive 6 months of vacation credit for each school term.

11.02.9 Mandatory Use of Vacation

For an employee whose employment is to be terminated for any reason, the District may elect to require such employee to use all unused vacation prior to the employee’s last day of employment.

ARTICLE 12 – HOLIDAYS

12.01 Employees whose work year is defined under Section 8.02 shall be eligible for up to thirteen (13) paid holidays provided such holidays fall within their regular work year. The thirteen (13) designated holidays are:

- | | |
|--|---------------------------|
| New Year’s Day | Labor Day |
| Lincoln’s Birthday/Presidents’ Day | Columbus Day* |
| Veterans’ Day/Martin Luther King | Spring Break Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Friday after Thanksgiving |
| Christmas Day | |
| Casimir Pulaski Day* | |
| Juneteenth* (when it falls on a workday) | |
- *Subject to change based upon Calendar Committee Recommendations

12.02 Should the Board decide to waive a holiday through the State Board of Education; the Board will guarantee the number of days an employee is entitled to be re-designating the day with the approval of the Association. If the Board is unable to re-designate the day for a particular employee, the Board shall provide that employee with a floating holiday, which can be taken by the employee on any day with the advanced approval of his/her immediate supervisor. If the Board is unable to re-designate the day for or

provide a floating holiday to a particular employee, that employee shall be paid his/her regular rate of pay for working the holiday plus double time for actual hours worked.

12.03 In order to be eligible to receive holiday pay, an employee must work his/her last scheduled work day preceding the holiday and his/her first scheduled work day following the holiday. If an employee is on a paid sick or bereavement leave, specially approved personal leave, vacation or jury duty when a holiday occurs, he/she still will receive holiday pay. Payment for Memorial Day and Labor Day will be provided for 9 ½ and 10 month employees if they are unable to work the day before or after the holiday due to the school calendar.

12.04 Should the Superintendent close school early on the day before a holiday, only employees who are then physically present at work will benefit. No other employee's schedule will be adjusted.

ARTICLE 13 – FRINGE BENEFITS

13.01 Group Health Insurance

13.01.1 The Board shall provide a group insurance program and negotiated contributions for the term of this Contract for full-time employees actively working for the Board.

13.01.2 The extent of the Board's obligations under this Article shall be limited to the payment of the cost of negotiated levels of premiums for the group insurance program, and covered employees shall be entitled to those benefits only in accordance with and governed by the conditions of the insurance agreements and policies issued hereunder. Neither the Board nor the Association shall be obligated to pay any insurance benefits directly to employees.

13.01.3 The District will pay its contribution toward the 9 ½ and 10 month employee's monthly Insurance premiums through the summer if the employee signs an "intent to return" form at the completion of the school year. If the employee does not return at the beginning of the following school year, he/she is required to refund to the District the amounts paid for summer premiums.

13.01.4 An Educational Support staff member who retires may retain his/her current insurance coverage under District programs, subject to relevant Board policies, at his/her complete expense toward the timely payment of premiums. It is understood that the coverage may change from time to time.

13.02 Disability Insurance

The Board will provide disability insurance coverage to members of the bargaining unit with the full cost to be paid by the Board. Any increases in the disability insurance rate from .30 cents per thousand will be shared on a 50/50 basis between the Board and the individual employee. Such employee contributions will be subject to payroll deduction. If the disability insurance rate drops below the .30 cents per thousand rate level, the Board will not reimburse the employee for the difference.

The Board will pay its portion of the monthly health insurance premium(s) for an ESP on temporary disability for 12 subsequent premium months, or the period he/she is on temporary disability. An ESP not eligible for temporary disability shall have his/her monthly health insurance premium(s) paid for by the Board for 3 months after the individual no longer receives salary or sick pay from the Board.

13.03 Flexible Spending Accounts

It is the intention of the Board of Education to have its health flexible spending arrangement qualify as an excepted benefit under the Internal Revenue Code and applicable Treasury regulation (26 CFR § 54.9831-1(c)(3)(v)). For full-time employees (i.e., those employees who work 35 hours or more per week) who elect not to participate in any district health insurance plan and who certify that they have health insurance from another source the Board shall contribute to the employee's health flexible spending account ("health FSA") an amount not to exceed one thousand dollars (\$1,000.00) in the FSA Plan Year. The amount contributed by the Board shall be calculated so that the maximum amount payable from the health FSA to the employee will not exceed the greater of: (a) two times the employee's salary reduction election for the health FSA for the FSA Plan Year; or (b) \$500 plus the amount of the employee's salary reduction election to the health FSA for the FSA Plan Year. In no event shall the Board's contribution exceed one thousand dollars (\$1,000.00) for any employee during any FSA Plan Year. Below are the examples demonstrating the Board's contribution levels under the above arrangement:

Employee Salary Reduction	Board Contribution
\$0	\$500
\$250	\$500
\$750	\$750
\$1,000	\$1,000
\$1,250	\$1,000

Employees who work at least twenty (20) hours per week but less than thirty (30) hours per week and who elect not to participate in any district health insurance plan and who certify that they have health insurance from another source shall receive a Board contribution of five hundred dollars (\$500.00) to their health FSA for the FSA Plan Year. Employees who work less than twenty (20) hours per week and who elect not to participate in any district health insurance source may participate in the health FSA, but shall not receive a Board contribution to their health FSA.

If the laws governing employer contributions to health flexible spending arrangements change in the future or are further clarified such that the employer contributions made by the Board pursuant to the section 13.03 of this contract can exceed current levels without causing the health flexible spending arrangement to cease to qualify as an excepted benefit as described above or otherwise cause the health flexible spending arrangement to be disqualified or subject to penalty, either party may reopen this provision of the contract by sending a written request to the other party. In no event, however, will the Board be required to contribute more than one thousand dollars (\$1,000) for any employee.

13.04 Medical Insurance Board Contribution

13.04.1 New Employee Coverage Options

Employees who are newly hired on or after November 1, 2016 or are being re-hired on or after November 1, 2016 after a break in service shall be limited to electing to participate in the

HMO or Health Savings Account ("HSA") insurance plans. Such employees who complete five (5) years of continuous service within the district following such hire or re-hire shall have the option to participate in any of the plans offered to Educational Support Staff members.

13.04.2 Effective July 1, 2002 or upon the effective date of Blue Cross PPO and HMO Plans, the premium costs will be paid as follows:

PPO: The Board shall pay 83% of the cost of single and family insurance plus 75% of any annual cost increase for each year after July 1, 2016 for all employees who complete a biometric health screening either at school or with their own doctor, within 4 months preceding the Districts Biometric Screening event as outlined in **13.04.3**. For employees who do not participate in the annual biometric screening, those employees shall contribute an additional 5% of the premium through payroll deduction starting on July 1st of each year following the offering.

HMO: The Board shall pay 90% toward the cost of single and family HMO insurance plus 75% of any annual cost increase for each year after July 1, 2016 for all employees who complete a biometric health screening either at school or with their own doctor, within 4 months preceding the Districts Biometric Screening event as outlined in **13.04.3**. For employees who do not participate in the annual biometric screening, those employees shall contribute an additional 5% of the premium through payroll deduction starting on July 1st of each year following the offering.

13.04.3 Annual Wellness Screening

The district shall provide an annual wellness event which includes bio-metric screening. Bio-metric screening completed by the employee's doctor or through a reputable lab, during the designated annual window, shall also qualify. The completion of an appropriate annual bio-metric screening which occurs between January 1 and April 30 shall qualify the employee for the insurance rates listed in the applicable section of **13.04.2**.

13.05 Dental Insurance Board Contribution

PLANS 1 AND II: The Board will pay 50% of the cost of the Single and Family Plans.

13.06 Vision Board Contribution

The Board will pay 100% of the cost of the monthly premium for vision service for the employee. The monthly premium for dependent coverage will be at the full cost to the employee.

13.07 Enrollment/Participation

Employees reserve the right to waive participation in any District insurance plan in accordance with the provisions of applicable federal and state laws regarding tax sheltered premium payments by employees. Should the employee elect to enroll in the District insurance plan at a later time he/she is subject to the provisions within the plan document, which may include evidence of insurability.

13.08 Insurance Committee

An Insurance Committee will be established for the purpose of maintaining quality insurance coverage. The Committee will be responsible for obtaining and reviewing all pertinent documents related to health plan operation, including claim experience, plan expenditures, and surveying plan participants on satisfaction levels with the current plan. The Committee will also be responsible for examining rate renewal projections from plan administrators, obtaining competitive bids on insurance and possible reinsurance programs, reviewing wellness programs as needed, and reviewing any and all other benefit related issues pertaining to insurance.

This Committee shall consist of members from the administration as well as a proportionate number of members from each bargaining unit within District 230 appointed by their respective bargaining units. The Committee will be trained in plan operations, including data interpretation, and emerging issues and future trends in the industry.

The Committee shall meet at the call of the Superintendent and/or Association President. The Committee shall make recommendation(s) to the Board and their respective unions on changes to the insurance program.

ARTICLE 14 – RETIREMENT INCENTIVES

14.01 District 230 Retirement Plan

14.01.1 To be eligible to participate in the District 230 Retirement Plan, the employee must meet the following criteria:

- 1.** Must be age 62 or above at the time of retirement
- 2.** Have worked for the District a minimum of 15 years
- 3.** Submit an irrevocable notice of intent to resign for the purpose of retirement at least 60 calendar days prior to their actual retirement date.
(For example, eligible participants retiring as of the end of the work day June 30, 2023 must submit an irrevocable letter of retirement no later than May 1, 2023.)

14.01.2 Employees selecting this option will have their unused vacation days paid out in a lump sum prior to their last day of active employment, subject to section 15.01 regarding IMRF Earnings Limitation, in which case any amount over the limitation shall be paid post retirement.

14.01.3 For retirees who have submitted their timely irrevocable notice of retirement and who meet the eligibility requirements listed above, the District shall provide a one-time, lump sum post-retirement payment of Three Thousand Dollars (\$3,000.00).

Annual cap on participants of 5 in 23/24, 5 in 24/25, 5 in 25/26, and 8 in 26/27. If the cap is not reached in the first three years (23/24, 24/25, 25/26), the unused spots will be rolled into year 4 (26/27).

Example: Only 4 retire in 23/24, 3 in 24/25, 3 in 25/26, then the cap in 26/27 is 13.

14.02 Unused Sick Days

Employees who have completed ten (10) full years of employment for the District will be paid upon retirement to IMRF from the District for all unused sick leave days at the rate of thirty dollars (\$30.00) per day for any days not used for service credit with IMRF, subject to section 15.01 regarding IMRF Earnings Limitation, in which case any amount over the limitation shall be paid post retirement.

14.03 Unused Vacation Days

For retirees who do not meet the eligibility requirements of section 14.01 or 14.02, unused vacation leave days will be paid post-retirement and will not be considered creditable earnings.

14.04 Request to Revoke Retirement

An employee's notice of intent to resign for the purposes of retirement shall be considered irrevocable. However, prior to the employee's effective date of retirement, the employee may submit to the Board a request to revoke his/her notice of intent to resign for the purposes of retirement based on a significant change in the employee's life circumstances. Upon receipt of such a request, the Board may, in its sole discretion, permit the employee to revoke his/her notice of intent to resign for the purposes of retirement. The Board's decision to either grant or deny the request shall be considered non-grievable, non-arbitrable, and non-precedential.

ARTICLE 15 – PAYROLL PROCEDURES

15.01 Wages

Effective July 1, 2023, employees shall be paid on an hourly basis in accordance with the Category Schedule (Appendices B-1 for returning employees and B-2 for new employees)-attached hereto and made a part hereof.

All wages are subject to withholding as required by law. No other deductions will be made unless the employee authorized them. All authorizations must be in writing, on electronic forms provided by the Business Office. The percentages of contributions to FICA and IMRF shall be given to each employee every January.

15.02 Payday

District employees are paid on the semi-monthly spread system. When a payday falls on a holiday, the employee will be paid on the last working day before the holiday.

15.03 Wage Adjustments

Payroll adjustments for overtime or any deductions will be made in compliance with law.

15.04 Payment of Final Wages

For any pay due at the time an employee leaves the employ of the District, the employee's final wages will be distributed via established direct deposit system or mailed to the employee's home address as listed in the employee database system.

15.05 The Board shall not change any payroll procedures hereunder without notice to the Association and, upon request, consultation with the Association.

15.06 Extra Pay

Extra-curricular activity pay will be in compliance with the "Additional Pay Form" and procedures currently in use by the District. Guidelines for extra pay assignments have been established in the Teachers' Association Contract.

15.07 Pay for Extra Work

15.07.1 (a) 9 ½ and 10 month employees who work additional days in their regular assignment beyond their contractual work year, shall be paid at the following contracts year's respective hourly rate for their position once established.

15.07.2 Extra work assignments such as registration, residency verification, and schedule pickup, shall be posted for five (5) days when they become available, except in cases of emergency. The Administration shall consider candidates for such assignments based on seniority, certification (if applicable), qualifications, merit, ability, and relevant experience, with no single factor being determinative.

If an ESP employee moves to a higher level within their category then they will receive the ESP employee's hourly rate or the rate of the employee for which they are substituting whichever is higher.

15.08 Aides as Substitute Teachers

An aide, whose position falls into the ESP bargaining unit, and who is also certificated as a teacher or as a substitute teacher, may be required to act as a substitute teacher in the absence of the teacher for whom he/she directly works. When the Aide is functioning as a substitute teacher, he/she will be compensated according to the provisions in the current Teachers' Association collective bargaining agreement for substitute teaching, in lieu of the substituting aide's regular hourly rate of pay.

ARTICLE 16 – HEALTH AND SAFETY

16.01 The employer shall provide a safe and secure work environment. Where working conditions are unsafe, the employer will make a concerted effort to reassign employees to available work. Where such a reassignment is not made, the employee may use any accumulated vacation or personal time or, at the employee's choosing, he/she may be relieved of duty without pay.

16.02 The Education Support Professionals' Association shall appoint a member to serve on each building level health and safety committee.

ARTICLE 17 – GRIEVANCE PROCEDURE

17.01 A grievance is any claim by the Association or any employee that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement. The parties acknowledge that it is desirable (first) for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications and (second) for further free and informal communications between involved parties, including the Principal and union leadership. Should the informal process fail to satisfy the employee or the Association, a grievance may be processed as follows (work days as used in this Article mean work days for 52 week employees):

STEP 1 The aggrieved employee must first present the grievance in writing to his/her immediate supervisor. The time limit for the filing of a grievance shall be fifteen (15) work days after the employee could reasonably have had knowledge of the event, which gave rise to the grievance. The immediate supervisor shall hold a meeting with the grievant within ten (10) work days of the receipt of the written grievance. Within five (5) days after the hearing, the supervisor's response including reasons shall be provided to the grievant and Association.

- STEP 2** If the matter is not settled at Step 1, the grievance may be appealed within five (5) work days of the date of receipt of the Step 1 response to the Principal, or his/her designee/representative. Within (10) work days of receipt of the appeal, the Principal shall hold a meeting with the grievant. Within five (5) days of the meeting the grievant and Association shall receive the Principal's written response including reasons.
- STEP 3** If the matter is not settled at Step 2, the grievance may be appealed within ten (10) work days to the Superintendent, or his designee/representative. Within ten (10) work days of receipt of the appeal, the Superintendent shall hold a meeting with the grievant. Within ten (10) days of the meeting the grievant and Association shall receive the Superintendent's written response including reasons.
- STEP 4** If the Association disagrees with the decision of the Superintendent, it shall notify the Superintendent within twenty (20) working days of the date of receipt of his written response of the Association's desire to have the grievance processed to binding arbitration. The impartial arbitrator shall be chosen from a list to be provided to the parties by the American Arbitration Association. The cost of the arbitration shall be shared equally by the Association and the Board.
- a. The arbitrator shall not add to, subtract from, or alter the provisions of the Agreement. His/her decision must be based solely upon his interpretation of the meaning of application of the express relevant language of the Agreement. This restriction is not to be interpreted as denying to the arbitrator the use of appropriate and recognized tools of contract interpretation, such as evidence of intent of parties or past practice.
 - b. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he/she judges to be proper.
 - c. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.

17.02 Timelines must be strictly observed by the aggrieved and/or union, and if not strictly met, the problem or grievance shall be considered waived. However, the parties may mutually agree to alter timelines. Any such agreement must be in writing.

17.03 All records related to a grievance shall be filed separately from the personnel files of the participants.

17.04 Upon agreement of the parties, a grievance may be withdrawn at any level without establishing precedent.

17.05 The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level and no employee shall be required to discuss any grievance if the Association's representative is not present.

17.06 When an employee is not represented by the Association, the Association shall have the right to have its representative present to state its views at all stages of the grievance procedure. The

Association President shall be notified of the final disposition of the grievance. Any grievance disposition shall not be in conflict with any of the terms or conditions of the Agreement.

ARTICLE 18 – NO STRIKES

18.01 During the term of this Contract, neither the Association, nor any of its members, officers, stewards, agents or representatives, nor any employee shall instigate, authorize, call, support, sanction, encourage, maintain, or in any way take part in any strike, sympathy strike, walkout, work stoppage, work slowdown, work curtailment, cessation or interruption of work, or picketing of the Board’s premises.

18.02 The Association agrees that it will use its best efforts to prevent any acts forbidden in the Article and that in the event any such acts take place by any employee or group of employees, the Association further agrees it will use its best efforts to cause an immediate cessation thereof. If the Association immediately takes steps in good faith to end any unauthorized stoppages, strikes, intentional slowdown or suspension of work, the Board agrees that it will not bring action against the Association to establish responsibility for such wildcat or unauthorized strikes.

18.03 The Board in its sole discretion may terminate the employment of or otherwise discipline any employees who engage in any act forbidden in this Article.

ARTICLE 19 – CONFORMITY TO LAW

19.01 Should any part hereof or any provisions herein contained be rendered or declared illegal or modified by reason of existing or subsequently enacted legislation or by a decree of a court of competent jurisdiction, then that part shall be deleted from this Agreement only to the extent that it violates or contradicts the law. Should any additional modification or change be made in the Agreement, it shall be necessary that the parties mutually agree to those terms, if any, in writing.

19.02 In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.


ARTICLE 20 – TERMINATION

This Agreement shall be effective July 1, 2023 through June 30, 2027. This Agreement constitutes a full and complete settlement of all outstanding issues between the Board and the Association. However, the process described below may be initiated by the Board by giving written notice to the Association Co-Presidents at least one hundred thirty-five (135) calendar days before the end of the 2026-2027 school year if any of the following changes to Illinois law take effect during the term of the Agreement and are not offset by revenue increases in the same year as the changes financially impact the School District:

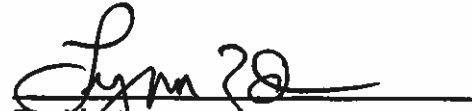
1. a pension cost shift, meaning any legislative mandated increase in the Board’s required contributions to IMRF or TRS, or
2. a property tax freeze, meaning any freeze or reduction in property tax revenue as a result of legislation, or
3. a successful voter-initiated referendum pursuant to S.B. 1947.


If initiated as provided above, the Association and the Board shall meet and consider options to address the legislative actions, including, discussing the contract provisions impacted by the legislation and modifying the agreement through a memorandum of understanding. If agreement is not reached within thirty-five (35) days (unless extended by agreement) after the Association's receipt of notice from the Board, the Board may terminate the Agreement by giving written notice to the Association Co-Presidents at least ninety (90) calendar days (unless extended by agreement) before the end of the applicable school year with respect to any of the legislative issues. If notice of termination is given for either of the above reasons, negotiations for a successor Agreement shall begin within thirty (30) calendar days.


**EDUCATIONAL SUPPORT
PROFESSIONALS'
ASSOCIATION**


Representative

**CONSOLIDATED HIGH SCHOOL
DISTRICT NO. 230**


President
Board of Education


Representative


Secretary
Board of Education

APPENDIX A

LEVELS		CATEGORIES			
	Clerical	Finance	Paraprofessional	Security	Technology
Entry	Associate	Associate	Associate	Associate	Associate
Specialized	Specialist	Specialist	Specialist	Specialist	Specialist
Specialized II	Administrative Assistant				Technician
Specialized III	Executive Assistant				

Category & Level Schedule

Job Title	LEVEL*	Months	Notes
CATEGORY: CLERICAL			
District Courier	E	12/52 wks	Associate
School Receptionist	E	12/52 wks	Associate
Attendance Assistant	S	10	Specialist
Main Office Assistant	S	10	Specialist
Media Clerk	S	10	Specialist
Science Lab Aide	S	9.5	Specialist
Service Learning Assistant	S	10	Specialist
District Office Receptionist	S2	12/52	Administrative Assistant
Division Chair Assistant	S2	10	Administrative Assistant
Division Chair Assistant	S2	12/49 wks	Administrative Assistant
Guidance Clerical Assistant	S2	12/49 wks	Administrative Assistant
Head Dean's Assistant	S2	10	Administrative Assistant

Extended School Year (ESY) Assistant	S2	Part-time	Administrative Assistant; Summer Only
Media Assistant	S2	10	Administrative Assistant
Nurse's Assistant	S2	10	Administrative Assistant
Pupil Personnel Services Assistant	S2	10	Administrative Assistant
Registrar	S2	12/49 wks	Administrative Assistant
Science Lab Technician	S2	9.5	Administrative Assistant; 30 credit hours
Substitute Coordinator	S2	10	Administrative Assistant
Summer School Assistant	S2	Part-time	Administrative Assistant; Summer Only
Associate Principal's Secretary	S3	12/52 wks	Executive Assistant
Athletic Director's Assistant	S3	10	Executive Assistant
Chief Technology Officer Assistant	S3	12/52 wks	Executive Assistant
Director of Facilities Assistant	S3	12/52 wks	Executive Assistant
Director of Special Services Assistant	S3	12/49 wks	Executive Assistant
Guidance Director's Secretary	S3	12/49 wks	Executive Assistant
Instructional Services Assistant	S3	12/52 wks	Executive Assistant
CATEGORY: FINANCIAL			
Assistant Cashier	E	9.5	Associate
Accounts Payable Bookkeeper	S	12/52 wks	Specialist
Business Services Bookkeeper	S	12/52 wks	Specialist
Cashier	S	12/49 wks	Specialist
Payroll Bookkeeper	S	12/52 wks	Specialist

CATEGORY: PARAPROFESSIONAL			
Special Service Program Aide	E	9.5	Entry; Non-Licensed
Academic and PPS Intervention Mentor	S	9.5	Specialist; ISBE Para License
ELL Program Aide	S	10	Specialist; ISBE Para License
Special Service Program Aide	S	9.5	Specialist; ISBE Para License
Title 1 Academic Mentor	S	9.5	Specialist; ISBE Para License
CATEGORY: SECURITY			
Alternative Education Afternoon Aide	E	9.5	Associate; 20 hrs. Maximum/Part-Time
Building Security	E	9.5	Associate (M - F)
Building Security	E	9.5	Associate - Part-Time
Deans' Aide	E	9.5	Associate
Deans' Assistant	S	9.5	Specialist
Deans' Assistant	S	12/52 wks	Specialist
CATEGORY: TECHNOLOGY			
Technology Support Assistant	E	10	Associate; Non-Certified
Technology Support Assistant	S	10	Specialist; Hired Prior to 7/1/99
Technology Support Assistant	S	10	Specialist; Certified
Technology Support Technician	S2	12/52 wks	Technician; Certified

It is understood that specific additional hours/days may be required upon the administration's request up to a maximum of the equivalent of 10 days.

**E = Entry; S = Specialized; S2 = Specialized II; S3 = Specialized III*

APPENDIX B-1

2023-2027 HOURLY RATE INCREASES FOR RETURNING EMPLOYEES

ESP's, regardless of Category, who are returning employees to the District shall receive the following annual increases over his/her hourly rate of pay for the previous year:

2023-2024	\$2.00/hour
2024-2025	\$1.00/hour
2025-2026	\$1.00/hour
2026-2027	.95/hour

However, if the employee accepts a different position within the District that changes his/her category, that employee's hourly rate will change, higher or lower, whichever is applicable, based on the starting salary differentials.

Longevity:

For the duration of this Agreement, longevity shall be as follows:

- (1) after 10 years of service in the District - \$1,300 stipend; and
- (2) after 15 years of service in the District - \$1,800 Stipend.

Mentors will be paid at the rate of \$350 per mentee.

Mentor chairs will be paid \$450 per year.

ESP's who work lunch duty will be paid \$10 per 30 min (teachers have priority for lunch duty)

Mid-Year Hires' Raises, and Longevity Eligibility:

Individuals must be hired before January 1 to receive an increase on the first July 1 following their date of hire. Individuals hired after January 1 will receive the first hourly wage pay increase the 2nd July 1st following their date of hire.

APPENDIX B-2

ESP 2023-2027 Starting Hourly Rates

2023-24 Starting Wage					
	Clerical	Finance	Paraprofessional	Security	Technology
Entry	\$18.60	\$20.86	\$19.74	\$18.60	\$21.54
Specialized	\$19.74	\$22.50	\$20.86	\$19.74	\$23.76
Specialized II	\$20.86				\$24.81
Specialized III	\$22.50				
2024-25 Starting Wage					
	Clerical	Finance	Paraprofessional	Security	Technology
Entry	\$19.20	\$21.46	\$20.34	\$19.20	\$22.14
Specialized	\$20.34	\$23.10	\$21.46	\$20.34	\$24.36
Specialized II	\$21.46				\$25.41
Specialized III	\$23.10				
2025-26 Starting Wage					
	Clerical	Finance	Paraprofessional	Security	Technology
Entry	\$19.80	\$22.06	\$20.94	\$19.80	\$22.74
Specialized	\$20.94	\$23.70	\$22.06	\$20.94	\$24.96
Specialized II	\$22.06				\$26.01
Specialized III	\$23.70				
2026-27 Starting Wage					
	Clerical	Finance	Paraprofessional	Security	Technology
Entry	\$20.35	\$22.61	\$21.49	\$20.35	\$23.29
Specialized	\$21.49	\$24.25	\$22.61	\$21.49	\$25.51
Specialized II	\$22.61				\$26.56
Specialized III	\$24.25				

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