PEORIA PUBLIC SCHOOLS
COORDINATING COUNCIL FOR
MAINTENANCE AND OPERATIONS EMPLOYEES
2018 – 2023

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COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE COORDINATING COUNCIL
FOR
MAINTENANCE AND OPERATIONS EMPLOYEES
AND
THE BOARD OF EDUCATION OF THE CITY OF PEORIA

This agreement is made and entered into between the Board of Education of the City of Peoria, hereafter referred to as "Board," and the Coordinating Council for Maintenance and Operations Employees, hereinafter referred to as "Council," "Bargaining Unit," or "Bargaining Representative."

1. **Coordinating Council**: This Council is the exclusive bargaining representative for full-time, non-certificated personnel who are actively employed in Peoria Public Schools as maintenance and operations employees. This agreement has been entered into pursuant to the provisions of the Illinois Educational Labor Relations Act.

2. **Membership**: The Bargaining Representatives of Council shall be selected by members of their own group. Each group shall be entitled to one representative, with the exception of the Custodial group. They will be allowed to have three at-large positions. These groups shall consist of the following:
   
   A. Custodians (three at large)
   B. Skilled Trades
   C. Special Maintenance
   D. General Maintenance
   E. Bus Technicians

   These representatives shall be selected and nominated from personnel from their own groups. Only Union members may vote for election of representatives. Voting that takes place shall be of secret ballot. These representatives shall be elected to a three-year term.

   The Council shall select a Chairman. All communications concerning collective bargaining shall be channeled through the Council Chairman and the Bargaining Agent.

   All grievances shall be turned over and taken up by the Council. Failing to reach an agreement, the grievance shall be turned over to the Business Representative.

   All Council Representatives shall have the responsibility of notifying members in his group of any special meetings or business concerning the Union body.
3. **Board Representative:** The Board shall designate its representative to be present at meetings between the Council and the Administration.

4. **Topics for Discussion and Negotiation:** The Council and the Board agree to bargain collectively with regard to all matters directly affecting wages, hours, and terms and conditions of employment. Matters of inherent managerial policy including such areas of discretion as standards of service, budget, organizational structure, selection of new employees, and direction of employees shall not be subject to collective bargaining.

   4.1 The Board agrees that, through June 30, 2023, it will not subcontract bargaining unit work within the jurisdiction of the Union, with the exception of that work which has been previously subcontracted based upon past practice.

   4.2 In the event that any layoffs are necessary within the bargaining unit, the Board agrees to bargain the impact of such decisions.

   4.3 The Board agrees that the bargaining unit positions under the new Collective Bargaining Agreement will remain within the jurisdiction of the Union through June 30, 2023.

5. **Meetings:** Collective bargaining meetings shall be held as necessary, at times and places agreed upon by representatives of the bargaining unit and the Administration. All collective bargaining meetings shall be closed to the public and the news media.

6. **Management/Labor Committee Meetings:** A "Management/Labor Committee" will meet on the first Thursday of February, April, August and November at 4:00 P.M., or such other times and places agreed to by the Labor Committee and Management. At these meetings, representatives from the Labor Committee may make recommendations to Management regarding any Administrative or Board policy affecting personal grievances. Up to seven (7) Labor Committee representatives may attend these scheduled meetings, and they shall be permitted time off from their duties if the meeting is scheduled during their working hours. It is understood that the purpose of these meetings is to establish and maintain communication with public employees and to consider any recommendations for improving employee conditions and relations.

Except for Management/Labor Committee, Grievance Committee meetings, and Resolution of Contract Complaints or Grievances to Committee Members, Council and Union business is to be conducted during non-working hours; provided, however, bargaining unit employees will be released from their duties, with pay, to testify at any arbitration proceeding held pursuant to paragraph 16.6 of this Agreement.
7. **SICK LEAVE**

Attendance is an essential requirement of any job covered by this Collective Bargaining Agreement.

7.1 Each full-time employee working twelve months shall be credited with a sick leave reserve of thirteen (13) days of full pay for each year of eligible service in the Peoria Public Schools. Such sick leave reserve may accumulate to a maximum of 225 days. If a full-time employee has accumulated more than 23 and less than 72 sick leave days prior to the commencement of any school year and during such year has exhausted all accumulated sick leave, then such employee may use up to three additional sick leave days in that school year. Each employee shall receive annually, on or before October 1, a report of that employee's current available sick leave. Additional days may be accumulated prospectively to a maximum of 340 days with the requirement that days in excess of 225 shall be used only in the year of retirement for purposes of (a) extended illnesses or (b) creditable service under Public Act 84-812.

7.2 Any employee who is appointed after the opening day of the normal working year shall be credited with one day of sick leave for each full month left in the normal working year.

7.3 Each year at the beginning of an employee's term of employment, he shall have immediately available for use, his entire sick leave reserve for that year as defined above, except that newly appointed staff members must report for duty before being eligible for sick leave.

7.4 Extended sick leave benefits are available after non-certificated employees have exhausted their regular sick leave reserves. They may apply for disability benefits provided by the District through the Illinois Municipal Retirement Fund and receive the portion of their regular rate of pay which they are receiving at the date of disability, per the regulations governing IMRF.

7.5 Sick leave shall be interpreted to mean personal illness or serious illness or death in the employee's family or household. The immediate family for purposes of this section shall include: parent, step-parent, spouse, brothers, sisters, children, step-children, grandparents, grandchildren, parent-in-law, brother-in-law, sister-in-law, and legal guardians.

7.6 Sick leave shall not be debited for legal holidays or vacations.

7.7 In cases of continuous illness where an employee received compensation because of accumulative sick leave, a physician's or practitioner's certificate shall be submitted to the Payroll Department, if the employee is absent for more than four (4) consecutive days. A physician's certificate may be required as deemed necessary in other cases with a reason provided by Administration.
7.8 No employee shall lose his accumulated allowance for unused days of sick leave by reason of having been on leave of absence or because of service in the Armed Forces of the United States.

7.9 All sick, vacation and personal leave shall be computed on an hourly basis. This also applies to Section 12 (Personal Business Leave) and Section 13 (Vacation for 12-month Personnel).

7.10 Absences due to duty connected injury shall not be deducted from the employee's accumulated sick leave provided he/she qualifies for benefits under Workers' Compensation.

7.11 Absence up to thirty (30) working days per year due to duty-connected injury shall not be deducted from the employee's accumulated sick leave providing he qualifies for loss of time benefits under Workers' Compensation. During this period, the Board shall pay the employee's full salary. If an employee receives Workers' Compensation for loss of time while receiving full salary from the District, such compensation shall be endorsed or remitted to the District. Absence up to ninety (90) working days due to injury from an assault and battery sustained while on duty as an employee of Peoria Public Schools shall not be deducted from the employee's sick leave. During this period, the Board shall pay the employee's full salary. If an employee received Workers' Compensation for loss of time while receiving full salary from the District, such compensation shall be endorsed or remitted to the District.

7.12 **Funeral Leave.** A Bargaining Unit Member may have up to three (3) days leave with pay to attend the funeral of a parent, step-parent, spouse, sibling, step-sibling, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, or partner in a civil union.

Sick Leave will not be charged for Funeral Leave and a staff member would be permitted up to fifteen (15) days sick leave (from available sick leave) if they were not able to return to work due to the death of a spouse, child, step-child, or parent.

If a Bargaining Unit Member has no personal business leave days remaining, such Bargaining Unit Member shall be allowed one (1) day of leave without pay to attend the funeral of a person, not covered by the first and second paragraphs above.

7.13 **Jury Duty.** The Board shall pay the regular salary of employees called to serve as jurists or subpoenaed to appear before the legal and quasi-legal review panels as witnesses. The employees shall remit to the District any per diem expenses received as part of such service.

8. **FAMILY AND MEDICAL LEAVE**
8.1 All terms used in this Section have the meaning as they are defined and used in the "Family and Medical Leave Act of 1993" [PL 103-3] or any regulations promulgated thereunder.

8.2 Eligible employees (as defined in the Act means those employed for at least twelve (12) months with the District for at least 1250 hours of service with the District during the previous twelve-month period) are entitled to a total of twelve (12) work weeks unpaid leave during any twelve-month period for one or more of the following reasons:

A. The birth of a child of the employee and to care for the child [expires twelve (12) months after birth];

B. The placement of a child with an employee for adoption or foster care [expires twelve (12) months after placement];

C. To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition;

D. An employee is unable to perform the function of the position because of the employee's own serious health condition.

8.3 Leave taken for the birth or placement of a child cannot be taken intermittently or on a reduced leave schedule. Employees seeking intermittent or reduced leave based on a planned medical treatment are required to provide to the Director of Human Resources or designee a medical certification outlining the dates on which treatment is expected and the duration of the treatment. The employee must also comply with the notice requirements of paragraph 8.4 below.

8.4 All requests for leave due to a serious health condition shall include a certification issued by a health care provider. The certification must include:

A. The date the condition began;

B. Its probable duration;

C. Appropriate medical facts;

D. A statement that the employee is unable to perform the job function or that the employee is needed to care for a family member with a serious medical condition for a specific time.

8.5 The District may require the employee to obtain the opinion of a second health care provider designated by the District, and to be paid for by the District. In the event of a conflict between the first and second opinions, the District may, again at its expense, obtain a third opinion from a health care provider approved jointly by the District and the employee, and this opinion will be final and binding.

The District may require that an eligible employee obtain subsequent recertifications.

8.6 An eligible employee returning from leave has the right to be returned to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
8.7 An eligible employee will retain all accrued benefits while on leave; however, no other benefits will accrue during the period of the leave. The District does maintain coverage under the group health plan during the duration of an eligible employee's leave so long as the employee is current in all payments or contributions required under the plan.

In addition to any remedies provided by law, if the employee fails to return from leave for a reason other than a serious health condition that would entitle the employee to a continuation of leave or other circumstances beyond the employee's control, the employee must reimburse the District for all premiums it has paid for maintaining the health plan coverage during the period of leave. This "serious health condition" must be evidenced by a timely certification from the appropriate health care provider provided to the Director of Human Resources, which must include the points of paragraph 8.4.C and 8.4.D above.

8.8 Should there be a miscarriage, or should the death of the child occur within the period of leave, the employee may, in writing, request early reinstatement. Should a position become available for which the employee is qualified, the employee shall be offered reinstatement to that position.

8.9 An employee who is pregnant may continue on active employment as late into her pregnancy as she desires, provided she is able to perform all of her essential functions.

8.10 An eligible employee must give notice to the District, in writing, to the Director of Human Resources at least thirty (30) days prior to the date on which the leave is to begin of their intent to take leave in cases of expected birth, placement of a son or daughter, or planned medical treatments. When circumstances require a leave to begin in less than thirty (30) days as with a premature birth, sudden changes in a serious health condition, or the availability of a child for placement, the eligible employee must give as much notice as is practicable.

9. PARENTAL LEAVE

9.1 A full-time employee who has completed two consecutive years of service from date of initial employment may elect to receive a leave of absence without pay for the purpose of childbearing or childrearing pursuant to the procedures outlined in Article 11.

9.2 Should there be a miscarriage, or should the death of the child occur within the period of parental leave, the employee may, in writing, request early reinstatement. Should a position become available, the employee shall be reinstated providing there is a position for which he or she is qualified.

9.3 An employee who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform all of her required functions.

9.4 A request to elect parental leave shall be made in writing to the Director of Human Resources at least thirty (30) days prior to the date on which the leave is to begin except in the case of emergency. Parental leave shall begin prior to either the birth or adoption of
a child. A physician's statement certifying pregnancy shall be submitted with such request.

10. **SICK LEAVE BANK**

10.1 Employees may enroll in the Sick Leave Bank at the time of hire or during the month of October, contributing two (2) sick leave days that year and two (2) sick leave days in the following year. A committee of six (6) shall be selected by the Superintendent and the Union with equal representation to establish rules and regulations concerning the use of the Sick Leave Bank by members of the bargaining unit. No employee shall be allowed to use Sick Leave Bank days unless their individual accumulated sick leave is exhausted. The decision of the committee shall be final and not subject to the grievance procedure.

10.2 In any one school year, no more than 45 Sick Leave Bank days may be used by any member of the bargaining unit, and not more than 180 sick leave days may be used by the bargaining unit as a whole. Any employee who uses the Sick Leave Bank shall repay the Sick Leave Bank for the days used in subsequent school years by reducing future sick leave days by 50% of the total earned until all sick leave days have been repaid.

11. **LEAVE OF ABSENCE WITHOUT PAY**

11.1 Leave of Absence for twenty days or less:

A. Request for leave of absence without pay shall be made in writing to the Director of Human Resources and routed through the building principal.

B. The Director of Human Resources may grant up to five days leave of absence without pay, and the Superintendent or designee may grant up to twenty days after taking into consideration the following factors:

   a) The nature of the request.
   b) The recommendation of the building principal.
   c) The availability of a qualified substitute.

11.2 Leave of absence for more than twenty days: employees may be granted a leave of absence for twenty (20) days or more only by action of the Board based on the following conditions:

A. Requests for leave shall be in writing and directed to the Director of Human Resources.

B. Eligibility shall be based on a minimum of two (2) years of continuous employment in the Peoria Public Schools.

C. All leaves of absence without pay shall be limited to one work year. Further extension shall be limited to one normal work year. Further extension shall be at the discretion of the Board. No leave shall be extended beyond two (2) years.
D. Except for parental leave, all leaves without pay should commence at the beginning of a work year and reinstatement during the work year shall be at the discretion of the Board.

E. Salary increments or steps on the salary schedule shall not accrue.

F. Sick leave days shall not accrue, but unused sick leave held at the start of the leave shall be available upon reinstatement.

G. Written notice of intention to either return or resign shall be given by the employee to the Director of Human Resources sixty (60) days prior to the beginning of the work year. Failure to furnish such written notice shall constitute a notice of resignation.

H. Employees returning to the District from a leave of absence without pay will be reassigned to the position they left, if available, or assigned to any available position for which they are qualified.

I. Leaves of absence without pay may be granted for study, travel to work in an educational program sponsored by an official governmental agency (Peace Corps, Job Corps, etc.), to serve in public office, or for other good and sufficient reason.

J. A leave of absence without pay shall be granted to any employee who is elected as business agent for the term of his/her office. There shall be no interruption in seniority during such leave. The employee shall be permitted to participate in the group insurance and other fringe benefits offered under this agreement at his/her expense, provided there is no legal prohibition against continued participation in any benefit program.

12. PERSONAL BUSINESS LEAVE

12.1 A maximum of two Personal Business Leave Days per year, non-cumulative shall be granted to fulfill pressing business or legal obligations which cannot, through the exercise of reasonable diligence, be scheduled outside the normal work hours.

12.2 An employee intending to use such leave will give notification to the building principal or immediate supervisor as soon as possible, but in any case at least two (2) working days prior to the start of the shift on which such leave is to be taken except under extenuating circumstances or in an emergency situation.

12.3 Except under extenuating circumstances, Personal Business Leave days shall not be granted the day before or after a holiday or vacation periods.

12.4 An absence involving a misuse of such leave will be deducted at the daily rate of pay of the employee for each day of absence. Misuse of Personal Business Leave and Sick Leave is subject to discipline.
12.5 Employees who return from leave, or employed after the opening day of school and on or before the last day of November shall be granted two days Personal Business Leave for that school year. Employees who return from leave, or employed between the first day of December and the last day of February shall be granted one day Personal Business Leave for the school year.

12.6 Unused Personal Business Leave days will be added to accumulated sick leave days for the following year. Such sick leave reserve may accumulate to a maximum of 225 days.

12.7 Personal Business Leave shall be computed on an hourly basis.

13. **VACATION SCHEDULE FOR 12-MONTH PERSONNEL OTHER THAN ADMINISTRATIVE STAFF**

13.1 Twelve-month, full-time personnel, not members of the administrative staff employed for twelve calendar months, July 1, through June 30, shall be entitled to an annual vacation with pay which shall be determined from the number of years each member has been employed as ascertained only from July 1 for each year of employment.

13.2 The approved weeks of vacation with pay shall be as follows:

   A. After one year of continuous employment 2 weeks
   B. After five years of continuous employment 3 weeks
   C. After twelve years of continuous employment 4 weeks

13.3 A new member employed after July 1, and at least six months prior to June 30, shall be entitled to a vacation of one week with pay.

13.4 Members whose employment is terminated prior to the end of the fiscal year shall receive a monetary vacation allowance equal to 2% of their base pay earned to the date of termination for each week to which they would have been entitled had the year been completed. To be eligible for vacation pay adjustment, an employee must have been continuously employed for at least six months prior to termination.

13.5 Members who retire at the end of the fiscal year shall do so prior to June 30 according to the number of weeks of entitled vacation, but the termination date shall be June 30.

13.6 Vacation is earned in the fiscal year (July 1-June 30) prior to which it is taken. In other words, vacation is earned in one fiscal year (July 1 through June 30) and taken during the following fiscal year (July 1 through June 30) in its entirety.

13.7 Vacation time is earned annually for recreation and relaxation; therefore, it is noncumulative. Members are encouraged to use their full vacation allowance each year. However, a member may be permitted to carry over a maximum of ten (10) days unused vacation to the following year provided that a written request to carry over vacation days is made not later than May 15 and approval obtained from the Director of Human Resources or designee not later than June 1. If a member is allowed to carry over up to
ten (10) days unused vacation days, they must be used not later than June 30 of the following fiscal year.

Members are to give four (4) working days’ notice prior to the start of the shift on which such leave is to be taken of their intent to take vacation days, unless approved by the Supervising Director or designee. Each labor area shall use best efforts to provide coverage when scheduling vacation days.

13.8 For the purpose of this policy, "full-time employees" shall be interpreted to be those who work a minimum of seven hours per day.

13.9 Vacation pay earned prior to the death of a Union member shall be paid to his or her surviving spouse, if living, or to the decedent's estate.

13.10 Holidays falling within vacation periods shall not be charged against vacation time.

13.11 Vacation time will be computed on an hourly basis.

13.12 For the periods of Fall Break, Spring Break, and the 2 weeks before the first day students start the new school year, no more than fifty (50) percent of any one building or department will be allowed to take vacation time unless approved by the Supervising Director or designee. Availability of time off will be determined on a first come/first served basis.

14. **SENIORITY FOR NON CERTIFIED EMPLOYEES**

14.1 Seniority with the District shall begin on the official date of full-time employment, as determined by Board action.

14.2 A full-time, non-certificated employee shall have seniority for a specific job dating from his date of employment in that job classification.

14.3 Bargaining Unit seniority is the only factor in determining layoffs and recalls rights (2 years). Seniority of employees shall be an important factor, but not necessarily the only factor, in establishing promotions and transfers. Other factors that will be considered are ability, qualifications and performance. Thus, if two current employees who are equal in ability, qualifications and performance are being considered for the same position, the employee with seniority would be given consideration for the position. If, however, the employee with seniority were not as well qualified as the other employee, then the other employee would be given consideration for the position. However, the District maintains the right to hire external candidates if, in management’s opinion, the external candidate has the best overall qualifications.

It shall be the responsibility of the supervisory staff and the Director of Human Resources to evaluate each person being considered for a change in position or classification and to make a decision. It is incumbent upon them to make such decisions fairly and without favoritism.
14.4 A probationary period of twelve (12) months shall be in effect for new hires and transfers from outside the bargaining unit. A probationary period of twelve (12) months shall be in effect for all bargaining unit promotions. Job seniority shall not become effective until the employee has completed the applicable probationary period, at which time seniority shall then be retroactive to the date of the transfer or promotion. If a person does not successfully complete the probationary period, he shall be returned to a position comparable to the one held prior to his transfer or promotion but not necessarily the same position.

14.5 All seniority shall be computed on the basis of continuous service, except that, when an employee has been granted an official leave of absence, he shall retain his seniority to that date. No seniority will accrue during a leave of absence, but will resume when an employee returns from leave.

14.6 The administration shall post positions on the District’s website when vacancies occur. No vacancy may be filled until after five (5) working days notice, unless a member of the bargaining unit is assigned to fill the vacancy pursuant to other provisions of this Agreement.

If any employee is interested in a particular transfer or promotion, he/she should make that interest known via the electronic application process on the District website during the posting period. All such requests shall be given consideration when job vacancies exist.

14.7 When filling vacancies, the District shall grant no less than three interviews to bargaining unit employees (if available) who possess the necessary licenses or certificates for the job vacancy.

14.8 Reduction in Force. In the event of a reduction in force and/or layoff, the person with the least amount of bargaining unit seniority within a classification that is being reduced shall be the displaced employee. When a reduction from the Skilled Trades classification is deemed necessary, the person with the least amount of bargaining unit seniority in each of the individual Trades shall be the displaced employee. The priority of positions shall be as follows:

1. Skilled Trades (Electrician, Painter, Carpenter)
2. Special Maintenance (including Building & Grounds, Technology, Transportation Mechanical Maintenance Technician/MMT, Plumbers and HVAC)
3. General Maintenance & General Maintenance Swing (includes Transportation Preventative Maintenance Personnel/PMP)
4. High School – Head Custodian
5. Engineer
6. Senior Custodian
7. Custodian
If the bargaining unit member with the least amount of bargaining unit seniority within the classification has greater seniority than another bargaining unit member in a lower classification, that individual will be entitled to that position. If a bargaining unit member refuses to take an assignment of a lower classification, they will not be considered for any other positions and deemed ineligible for employment with Peoria Public Schools District 150.

Employees that assume a new position as a result of a reduction in force and/or layoff will be given a twelve (12) month probationary period for training and evaluation purposes. If, after the twelve (12) month probationary period, the employee is unable to perform at a satisfactory level, he or she shall be placed in the lowest classification within the bargaining unit. Furthermore, the employees bumped as a result of the reduction in force shall return to their previous position prior to the reduction occurring, in the event the employee that bumped him is not performing satisfactorily.

Bargaining Unit members that assume new positions in lower classifications, due to a reduction in force and/or layoff shall be compensated at the rate of pay in their previous position for twelve (12) months. After the twelve-month period, the employee shall assume the rate of pay of their current position.

15. **OVERTIME FOR NON-CERTIFIED EMPLOYEES**

15.1 Under normal circumstances, overtime shall be on a voluntary basis. However, in emergency situations, all employees are expected to cooperate in every way possible to deal with the emergency.

15.2 The regular base salary rate will be paid for all hours worked up to 40 hours per week. The rate of compensation for hours worked in excess of 40 hours per week will be at one and one-half times the regular rate. Hours paid during any week for sick days, personal business leave, holidays, vacation days and jury duty, shall be considered to be hours worked for the purpose of computing overtime pay.

15.3 All overtime except for Special Maintenance and Trades, shall be divided as equally as possible among the full-time employees within a given classification, within a school, the Administration Building (or a department outside of a school building). However, in the event of an emergency, overtime may be assigned to persons as necessary without regard to equal distribution among employees. A standardized overtime roster will be maintained and posted for custodians in each building. Overtime rosters will be maintained for all job categories. Disparities will be corrected by assigning future overtime to employees who have not received an equal opportunity for overtime.

15.4 In a school building, overtime pay will be allowed when approved by the principal or such person designated by him. In the Administration Building and in other departments outside of a school building, overtime will be allowed when approved by the employee's immediate supervisor.

15.5 Principals and supervisors will be responsible for keeping overtime work to a minimum.
15.6 Overtime work shall be assigned to persons who are qualified to perform the work required.

15.7 The overtime call procedure for exceptional custodial needs as determined by the District, will be in the following order: First, Custodians working in the building where overtime is needed; secondly, General Maintenance from the Building and Grounds Shop or Custodians called from the list of custodial volunteers. Work may be assigned without regard to whether overtime hours are being equalized among the bargaining unit employees performing overtime work due to exceptional custodial needs.

15.8 In the event there is a call-out to a facility, there will be a minimum of two (2) hours pay to the employee responding to the call-out. No bargaining unit member shall be required to respond to a callout for security reasons to any facility.

15.9 Whenever an employee fills in for another employee with a higher classification on a temporary basis, that employee will be paid at a higher rate after the tenth (10th) working day of performing the duties of the higher classification. This provision will only apply if the work has been authorized in advance by the Director of Buildings and Grounds or designee or the Director of Transportation or designee.

15.10 Employees refusing or not responding to an overtime opportunity that is scheduled or called out shall be charged hour for hour the amount of hours charged to the employee that performed actual hours worked.

15.11 Employees shall be given the choice to receive either overtime pay or compensatory time for work they perform beyond the eight-hour workday. No employee shall accumulate more than two (2) days in compensatory time. The time will be calculated on a time for time basis.

Any compensatory time remaining at the close of the fiscal year shall be paid to the employee at the time and a half rate. Rollover of this time is not permitted.

Compensatory time must be designated as such before it is submitted to Payroll.

Rules and Regulations for the notice and use of this time will follow Article 13 (Vacation).

16. **GRIEVANCES**

16.1 Purpose:

The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions for established procedures, problems or complaints from individuals which may arise in matters related to their employment. It is important that employees follow chain of command to address concerns or complaints before any grievance procedure begins.

16.2 Definitions:
A. "Days" and "working days", means days [or parts thereof] actually worked.

B. The administrative organization of the school or the School District, as used in this Section, refers to the line of administrative responsibility as contrasted to professional responsibility in a staff relationship. For example, the school principal is responsible for the supervision of all persons in his building. While a principal is directly responsible to the Instructional Improvement Officer, he/she is expected to utilize the services of staff personnel, such as the Director of Buildings and Grounds, the Director of Human Resources, etc., when dealing with personnel problems and complaints.

C. The building principal and Director of Building and Grounds shall determine the working hours for the Custodians during the summer months.

16.3 Review of Problems:

The administrative organization of the School District provides a series of levels through which an individual problem may be handled. An individual is entitled to a review of his problems by each of these levels, or a combination thereof. This review should be completed by all levels, except for binding arbitration, within ninety (90) days.

At any level, before binding arbitration, in any case where the individual puts his complaint in writing, either voluntarily or on request of the supervisor, the decision of the supervisor shall also be in writing.

**Level One**
Complaints must first be discussed with an individual's immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance to discuss it. Within ten (10) days of the meeting, the grievant and the Union will be provided with the supervisor's written response.

**Subsequent Levels**
If an individual is not satisfied with the disposition of his/her complaint at Level One, he/she may file the complaint with the next level within ten (10) days after the decision was rendered at Level One. If he/she still is not satisfied with the decision, he/she has the right to continue his/her complaint through each level, except to binding arbitration. Complaints must be filed with the next highest level within ten (10) days of the decision rendered at the last level. The decision of the arbitrator will be final.

At all levels, the individual has the right to have a representative present.

These timelines may be extended by written mutual agreement.

**Alternates**
If for any reason the Administrator at any level is not available to act on a personnel problem or complaint within the prescribed time period, it will be processed by the person who is authorized to act on regular matters in his absence.

16.4 Levels Defined for Each Employee Group

A. School Custodians
   Level 1  Principal or Designee
   Level 2  Director of Building & Grounds or Designee
   Level 3  Director of Human Resources or Designee
   Level 4  Arbitration

The First Step requires that grievances be taken to the Principal.

B. All Other Maintenance including Skilled Trades, Special Maintenance, General Maintenance, & Transportation.
   Level 1  Supervising Director or Designee
   Level 2  Director of Human Resources or Designee
   Level 3  Comptroller/Treasurer or Designee
   Level 4  Arbitration

C. Other Employees: Any employees not included in the aforementioned groups will follow the levels outlined in the District's administrative organization.

In matters relating to Section 504 of the Rehabilitation Act of 1973, the complaint will be filed with the District's compliance officer.

16.5 Grievance Committee:

A Grievance Committee comprised of three (3) members of the bargaining unit and three (3) members of the Administration will meet as needed to discuss and mediate grievances which have not been resolved at lower levels. Appeals to the Grievance Committee shall be made to the Comptroller/Treasurer or designee who will then schedule a Grievance Committee meeting within ten (10) days at 3:00 P.M., or at such other time as the parties mutually agree. The Grievance Committee will meet in closed session, and the matter discussed at the meeting will be kept confidential. If the grievance cannot be resolved within fifteen (15) days of submission to the Grievance Committee, the Grievance Committee or the Board may request binding arbitration; provided, however, that such request is made within twenty (20) days after the grievance has been submitted to the Grievance Committee.

16.6 Binding Arbitration:

A. Any dispute involving any employee in the bargaining unit concerning the administration and interpretation of this Collective Bargaining Agreement which has not been resolved at the Grievance Committee level may be submitted to binding arbitration upon the written request of his unit representative or the
Superintendent. The Administration shall not be required to arbitrate matters of inherent Board of managerial policy which include such areas of discretion as the standards of educational services, budgeting procedures, organization structure, or selection of new employees. Administration participation in the earlier levels of the grievance procedure shall not constitute a waiver of the defense that the dispute involves management prerogatives outside of the scope of the bargaining agreement and therefore not subject to binding arbitration. The costs of binding arbitration shall be borne equally by the School District and the bargaining unit; provided, however, if the employee is not a dues paying member of the bargaining unit, then the bargaining unit may seek reimbursement of its share of the costs of arbitration from such employee.

B. The Illinois Educational Labor Relations Board maintains a Labor Mediation Roster. The arbitrator is to be selected from such roster in the following manner: A list of five (5) arbitrators shall be submitted to both the Administration and the bargaining representative. Each side shall alternately strike names from the list of arbitrators. The Administration shall then notify the arbitrator of his selection and make arrangements for a hearing date convenient to the parties. All proceedings before the arbitrator shall be closed to the public. The arbitrator will hear the dispute and decide the issues in accordance with the Arbitration Rules and Procedures of the Illinois Uniform Arbitration Act (710 ILCS 5/1, et seq.).

C. Notwithstanding any other provision contained herein to the contrary, the Grievances Committee's right to submit grievances to binding arbitration shall terminate upon the date and in the event any strike, work stoppage or withholding of services occurs during the term of the Collective Bargaining Agreement.

17. **DISCIPLINE**

17.1 If the Board has reason to discipline an employee, it shall normally be done outside the presence of other employees, students, or the public, except for the employee’s Union representative.

17.2 A bargaining unit employee shall be entitled to Union representation at disciplinary meetings. Disciplinary action taken by the Board shall remain confidential, except for Board resolutions regarding termination of employment.

17.3 In the event of any reprimand of record to an employee covered by this Agreement, the employee involved shall be given a copy of the reprimand as well as a copy of any documents which are placed in the file maintained by the employer for personnel purposes, and shall be given an opportunity to present a written statement of position to the employer and to have same placed in the employee’s personnel file.

17.4 An employee not performing his/her duties satisfactorily shall be notified by the District of the reason(s) for his/her deficiencies. Discipline shall be progressive and corrective in nature except upon the commission of serious misconduct. If an employee’s performance
conduct is not remediable, he/she may be dismissed. Progressive and corrective discipline shall include:

A. Documented verbal warning(s) or reprimand(s) with copies of the warning given to the employee and placed in the employee’s personnel file;

B. Written warning(s) or reprimand(s) with copies of the warning given to the employee and placed in the employee’s personnel file; and

C. Suspension with or without pay.

A higher level of discipline including termination may be imposed for serious misconduct. Serious misconduct includes but is not limited to: theft, insubordination, physical violence in the workplace, sexual misconduct in the workplace, possession of firearms, weapons, illegal drugs or alcohol in the workplace or being convicted of a felony.

Nothing herein shall prevent the Board from immediately dismissing an employee for reasons which it deems, in its sole discretion, not directly involving performance, including but not limited to such reasons as repeated unexcused absences and intentional failure to follow Board policies or directives.

17.5 An employee subject to discharge shall be given an opportunity to present a written statement of position to the Board and to have the same placed in the employee’s personnel file.

18. **GROUP HOSPITALIZATION AND MEDICAL INSURANCE**

18.1 Members of the bargaining unit and retirees who are eligible for health insurance coverage will participate in the District’s medical plan. Staff members meeting IMRF retirement qualification may opt to participate in the District’s group rate by buying in at the group rate until they become eligible for Medicare. Precertification requirements, penalties, co-payments, deductibles, etc. are covered within the Employee’s Selected Plan. Employees should refer to their individual plan requirements.

18.2 For the duration of this Agreement, the Board shall pay the cost of health insurance coverage regardless of the bargaining unit members’ election of single, employee/child, employee spouse or family coverage in accordance with the following schedule provided the employees will not be required to pay more than ten percent (10%) of the insurance premium and only if the premium exceeds the threshold amounts listed below.

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<tr>
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For calendar year 2020

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For calendar year 2022

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18.3 If allowed by law, if the Union so chooses, the Board will work with the Union to develop a Request for Proposal for health insurance with specifications determined by the Union in an effort to find a lower cost provider than any existing health insurance provider serving the District. This provision will be applicable for both current bargaining unit members and retirees participating under the plan.
18.4 For so long as Insurance is offered through the District, it will be managed by an Insurance Committee. The Union shall have no less than 1 (one) representative on said committee.

18.5 Spousal Carve Out:

A. Beginning with the commencement of the next insurance plan year on January 1, 2019, an employee’s spouse is ineligible for health insurance if such spouse is covered under the spouse’s employer’s health insurance plan for which the spouse’s employers pays 50% or more of the cost of the premium and does not make the spouse ineligible for coverage due the spouse’s pre-existing condition.

B. For so long as the spousal carve out is in effect, the Board agrees to pay 100% of the cost for Plan D (wrap around plan).

19. DENTAL INSURANCE

Eighty percent (80%) of the cost of group dental insurance coverage for regular, full-time staff members and their dependents, if requested, will be paid by the District. Such coverage shall require a $50 deductible per person to a maximum annual claim limit of $1,000 per person.

20. GROUP LIFE INSURANCE

All regular, full-time employees will be insured at Board of Education expense for $25,000 of group term life insurance. In addition, the Board of Education shall allow, subject to acceptance by the insurance company, each regular, full-time employee to purchase additional life insurance. The additional coverage shall be purchased at a group rate and may be purchased to a maximum additional coverage of $200,000.

21. FLEXIBLE BENEFIT COST

The District shall make available a Flexible Benefit Account to members of the bargaining unit.

22. PAID HOLIDAYS

22.1 All full-time personnel employed 12 calendar months, July 1, through June 30, will be entitled to the following paid holidays, so long as the state continues to recognize such holiday, except for the restrictions described herein:

A. New Year's Day
B. Martin Luther King's Birthday
C. Lincoln's Birthday*
D. Good Friday
E. Memorial Day
F. July 4
G. Labor Day
H. Columbus Day **
I. Easter Monday (Beginning 19-20 School Year) ***
J. Thanksgiving Day
K. Day after Thanksgiving
L. December 24
M. Christmas Day

*Lincoln’s Birthday will be alternated with President’s Day, whichever the District observes that year.

** Columbus Day will no longer be observed. In exchange all employees will receive one (1) extra vacation day.

***Veterans Day holiday only for 18-19 School Year.

22.2 If a holiday occurs during a weekend, Saturday holidays shall be observed on the preceding Friday, and Sunday holidays shall be observed on the following Monday; except in those instances where the change would affect the normal operation of the school system, in which instance a day would be added to the individual's regular vacation period.

22.3 A holiday occurring within a scheduled vacation period shall not count as a day of vacation nor shall a holiday occurring while an employee is on leave of absence for sickness or injury count against the employee's sick leave credits.

22.4 For the purpose of this Agreement, "full-time" employees shall be interpreted to be those who work a minimum of seven hours per day. Temporary and part-time personnel and personnel employed for less than 12 calendar months will not be granted paid holidays.

23. **INDIVIDUAL PERSONNEL RECORDS OF EMPLOYEES**

23.1 Before the Director of Human Resources shall sign a payroll authorization, a cumulative personnel folder shall be established and maintained in the central office for any newly employed personnel.

23.2 The personnel folder shall contain all documents required by law and administrative regulations and reports of evaluations. The folder may also contain other pertinent material concerning the individual.

23.3 Before any critical material is placed in the personnel folder of an employee, he or she will be given an opportunity to examine it. After examining the critical material, he or she may make a written statement in response, and his or her statement will be placed in his or her personnel folder along with the material.

23.4 Any employee requesting a review of his or her personnel file shall make such request 24 hours prior to said review. All reviews shall be observed by a witness designated by the Director of Human Resources.
23.5 Newly employed non-certificated employees are responsible for providing the Human Resources Office with the following materials:

A. A record of satisfactory physical examination signed by a physician designated by the Peoria Public Schools.

B. A vaccination certificate signed by a physician in good standing with the State Department of Registration and Education showing immunity to smallpox.

C. A birth certificate.

D. Written evidence that the candidate has successfully completed the program for the detection and control of tuberculosis as provided in the Illinois School Code.

E. Properly signed State and Federal Withholding Tax Forms.

F. A properly signed application indicating preference with regard to insurance programs.

G. Properly signed statements regarding Illinois Municipal Retirement Fund.

24. **TAX SHELTERED RETIREMENT**

In accordance with the Illinois Pension Code, the Illinois Municipal Retirement Fund member contributions are not to be considered as taxable wages when computing federal or state income tax withholding.

25. **RETIREMENT COMPENSATION**

25.1 A retiring employee may utilize all unused accumulated sick leave for creditable service in accordance with IMRF rules and regulations.

25.2 Cash Bonus: A retiring employee may accumulate up to 340 sick leave days. Peoria Public Schools will pay upon retirement a cash bonus for unused accumulated sick leave not available for creditable service in the amount not to exceed forty percent (40%) of up to 225 accumulated sick leave days for an employee who retires under IMRF. Such compensation shall also be available in case of death of an employee to the widow, widower, or dependent children. In the case of a single employee, such compensation is available to his/her dependent parents.

A portion of the bonus, not to exceed 6% of the employees previous years creditable earnings, shall be paid ratably:

A. Over the last twenty-four (24) months of employment, provided the employee signs an irrevocable Notice of Retirement not less than twenty-seven (27) months prior to the employee’s stated retirement date.
B. Over the last thirty-six (36) months of employment, provided the employee signs an irrevocable Notice of Retirement not less than thirty-nine (39) months prior to the employee’s stated retirement date.

C. Over the last forty-eight (48) months of employment, provided the employee signs an irrevocable Notice of Retirement not less than fifty-one (51) months prior to the employee’s stated retirement date.

25.3 Early Retirement Incentive: Provided no lapse in coverage has occurred, the Employee will pay 25% of the Health Care Premium, the Board will pay the equivalent up to 75% of the cost of the regular deductible Health Care Premium for the Employee for those meeting one of the following eligibilities:

A. 30 years of experience at the age of 55 through 57

B. 20 years of experience at the age of 58 through 62

C. 15 years of experience at the age of 63 to until Medicare eligible.

D. Upon the employee becoming Medicare eligible, the District will not cover the Health Care Premium for retirees. They will be covered by Medicare.

In addition, the District will pay $500 toward the incremental cost of family coverage.

26. **UNION DUES**

26.1 The District agrees to an irrevocable dues check-off for the duration of this Agreement, not to exceed one year.

27. **EFFECTS OF AGREEMENT**

27.1 **Full force and Effect:** If any section, paragraph, sentence or clause of this Agreement is or becomes in violation of law or is declared invalid, illegal, or unconstitutional by a court of competent jurisdiction, then such section, paragraph, sentence or clause shall be automatically deleted from this Agreement, but the remaining sections, paragraphs, sentences, and clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted section, paragraph, sentence or clause.

27.2 **Supplemental Negotiations:** The terms and conditions set forth in this Agreement represent the full and complete and only understanding between the parties hereto. The terms and conditions of this Agreement may be modified by alteration, change, additions to, or deletion only through the voluntary, mutual consent of the parties in a written amendment hereto. It is further understood that the provisions of this Agreement are binding on both parties.

27.3 **No-Strike Clause:** Employees in the bargaining unit shall not engage in a strike except under the following conditions:
A. Mediation has been used without success.

B. At least five days have elapsed after a notice of attempt to strike has been given by the bargaining representative to the administration.

C. This collective bargaining agreement has expired.

D. Neither the administration nor the bargaining representative has mutually agreed to submit the unresolved employment issues to arbitration. The Board shall have the right to discipline any employee for taking part in an illegal strike or work stoppage.

27.4 All prior Memorandum of Understandings (MOU), Memorandum of Agreements (MOA), side letters or similar documents entered into prior to the effective date of this agreement and which were not presented and reaccepted by the parties or included in this agreement are void and have no effect.

28. MISCELLANEOUS

28.1 Paychecks: The Employer shall either electronically deposit paychecks or provide 26 employees with a debit card with their bi-monthly amount.

28.2 Mileage: Employees will be reimbursed for travel at the current district travel rate

28.3 License Reimbursements: The Employer will reimburse employees the difference in cost between an operator's license and a commercial driver's license for renewals only. Additionally, the Employer will reimburse employees for the cost of any special licenses that are required in the performance of an employee's job duties.

28.4 CDL Training: The Employer will offer through Building & Grounds on-site CDL training for any employee who has completed the written CDL test and wishes to obtain their CDL.

29. CONTINUING EDUCATION

Personnel shall be encouraged to enroll in advanced training courses whenever such additional training will be beneficial to the operation of the school system. Such courses must be approved in advance by Human Resources.

Personnel enrolled in Peoria Public Schools adult education courses shall be eligible for a full tuition refund after satisfactorily completing such specialized courses.

Tuition Reimbursement – staff members shall be reimbursed the cost of tuition subject to the following conditions and limitations:

1. Prior written approval for tuition reimbursement from the Director of Employee Services is required.
2. Staff members must be in good standing with the District and not on leave from their jobs.

3. Requests shall be in writing and shall state the course name and number, summary of the course, name of college or institution offering the course, number of semester hours of credit, an explanation of how the course promotes professional development and will enhance job performance, together with such additional information as may be reasonably requested.

4. Staff members seeking course approval must indicate in writing their intent of remaining a full-time staff member in Peoria Public School District #150 for a minimum of one complete school year after earning tuition reimbursement.

5. Courses must be taken at a NCATE or North Central, the Higher Learning Commission accredited college or university.

6. The course must be successfully completed with a grade of “C” or better.

7. The course must lead to a degree in the field of education or in a subject matter area appropriate for non-certified positions in the District, or certification in an area of emphasis within the District. The Director of Employee Services in the exercise of his/her discretion must determine that the class will contribute in a meaningful way toward professional development and enhance job performance.

8. The Director of Employee Services may deny approval for compressed courses, online delivery, CD-ROM, video or correspondence courses if the Director is not convinced the course has sufficient rigor to warrant approval.

9. Participation in the course may not interfere with performance of the staff member’s work duties.

10. Staff members may not receive any reimbursement for more than twelve (12) semester hours of credit in any given year commencing with the summer semester course work as posted on the college transcript(s).

11. No more than six (6) hours will be approved per school semester and no more than nine (9) hours for the summer, but shall not in any case exceed a total of twelve (12) semester hours as stated in number ten.

12. No more than $5,000 in reimbursement will be allowed for the maintenance group as a whole per fiscal school year. Human Resources may override this limitation at their discretion.

Approval or disapproval of tuition reimbursement requests shall be in writing. Request forms shall be available from the Director of Employee Services. The form shall be designed to solicit all required information and the applicant’s declaration of intent to remain at the District for at least one year. Staff members and their UNION representative shall be afforded the opportunity
to present rationale for why any course denied should be approved to the Director of Employee Services.

All Employees must provide a receipt documenting payment of tuition and an official college transcript in order to receive tuition reimbursement for approved courses. Reimbursements to staff members for prior approved classes shall be paid within sixty (60) days after all required documentation has been received by the Director of Employee Services.

Approved in-service workshop/conference attendance will not be charged as vacation or sick days. If academy classes are offered, Employees will be allowed to enroll.

30. **DURATION OF AGREEMENT**

This Agreement shall be effective July 1, 2018 and shall continue in effect through June 30, 2023, and thereafter from year to year unless written notice is given prior to March 1, in the year in which this Agreement is to terminate or prior to March 1, of any subsequent year by either party, of its desire to terminate, modify, or amend this Agreement. Upon receipt of such notice, arrangements will be made to begin negotiations at a mutually convenient time.

This Agreement, and any supplemental agreement hereto, shall be binding upon the parties hereto, and their successors. In the event that the operation of the School District is transferred to or taken over by any other public school district or districts, the successor or successors shall assume and agree to be bound by all of the terms and provisions of this Agreement.

Dated this 25 day of Sept., 2018.

Michael Bowen
Chairman, Coordinating Council

Daniel P. Allen
President, Peoria Board of Education
Peoria Public Schools District 150

Carl Sommerville
Union Business Manager
Firemen and Oilers Local #8

Daphne Williams
Daphne Williams, Secretary
for Peoria Board of Education
APPENDIX A

SALARIES AND REGULATIONS
FOR CUSTODIANS
EFFECTIVE JULY 1, 2018

(Wages Stated Per Hour)

Individuals hired under the classification of Custodian shall be paid at the wage rate of $13.54 for three (3) consecutive years, meaning no step or increase shall be given. However, each member shall be granted credit for each year of service so when an employee completes their third year, they will be moved to the “Year 4” step of the Regular Custodian wage schedule.

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<tbody>
<tr>
<td></td>
<td>23.03</td>
<td>23.72</td>
<td>24.31</td>
<td>24.92</td>
<td>25.54</td>
</tr>
</tbody>
</table>

5. When it is necessary to change shifts, the Director of Building and Grounds will first ask for volunteers, and if there are no volunteers, the shift changes will be assigned based upon Seniority within the employee’s normal shift.

6. **Extra Compensation**

   A. Second & Third Shift $ .35 per hour
   B. Longevity* After 5 years $ .15 per hour
      After 10 years $ .20 per hour
      After 15 Years $ .25 per hour
      After 20 years $ .30 per hour

   * Longevity increments are given on two dates per year. Those dates are July 1st and January 1st. Eligibility for an annual increment on January 1st will include persons employed by Peoria Public Schools beginning the preceding July 1st through December 31st; those employed by the District beginning January 1st through June 30th will be eligible for annual increments on the following July 1st.
7. **Indefinite Employees:** The District will no longer follow the practice of hiring Indefinite Employees as noted in the 2008-2013 Agreement.

8. **Custodial Substitutes:**
   
   A. The District may hire Custodial substitutes to work on an as-needed basis or when custodians are absent for any reason.
   
   B. Custodial substitutes are excluded from the bargaining unit and are not eligible for the benefits and wages outlined in this Agreement.
   
   C. Custodial Substitutes may be used to open buildings. However, before a custodial substitute is used the option to cover the shift will be offered to the other current custodians within the building.
APPENDIX B

SALARIES AND REGULATIONS
FOR BUILDING & GROUNDS MAINTENANCE PERSONNEL
EFFECTIVE JULY 1, 2018

(Wages Stated Per Hour)

1. **Skilled Trades**

   18-19  19-20  20-21  21-22  22-23  
   A. Painter Foreman 30.71  31.63  32.42  33.23  34.06  
   B. Painter 29.18  30.06  30.81  31.58  32.37  
   C. Carpenter Foreman 32.31  33.28  34.11  34.96  35.83  
   D. Carpenter 30.75  31.67  32.46  33.27  34.10  
   E. Electrician 32.19  33.16  33.99  34.84  35.71  

2. **Extra Compensation** (Applies only to skilled trades)

   Spray Painter $ .55 per hour  

3. **Non-Skilled Maint.**

     Assistant 24.72  25.46  26.10  26.75  27.42  
     Beginning 26.07  26.85  27.52  28.21  28.92  
     Intermediate 26.69  27.49  28.18  28.88  29.60  
     Maximum** 32.19  33.16  33.99  34.84  35.71  
     Grounds. Foreman 32.19  33.16  33.99  34.84  35.71  

   ** State licensed Plumber, Locksmith, and Heating, Ventilation and Air Conditioning [HVAC] Technician.  

   B. General Maint. - Swing 18-19  19-20  20-21  21-22  22-23  
     Beginning 23.83  24.54  25.15  25.78  26.42  
     Maximum 24.23  24.96  25.58  26.22  26.88  

Whenever a General Maintenance or Special Maintenance Assistant is performing special maintenance work unassisted, that employee will be paid the Special Maintenance Beginning rate. When a General Maintenance employee assists Special Maintenance, that employee will be paid the Special Maintenance Assistant rate.

   C. General Maint. – Stadium 18-19  19-20  20-21  21-22  22-23  
     Beginning 23.83  24.54  25.15  25.78  26.42  
     Maximum 24.23  24.96  25.58  26.22  26.88
D. Anyone hired or promoted to general maintenance-swing is required to have a CDL license.

E. The duties of the general maintenance-swing shall include all previous duties of a swing custodian as well as those duties of a general maintenance employee.

4. Asbestos Related Work

<table>
<thead>
<tr>
<th></th>
<th>18-19</th>
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<th>20-21</th>
<th>21-22</th>
<th>22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Asbestos Work Foreman</td>
<td>29.39</td>
<td>30.27</td>
<td>31.03</td>
<td>31.81</td>
<td>32.61</td>
</tr>
<tr>
<td>B. Asbestos Worker</td>
<td>28.66</td>
<td>29.52</td>
<td>30.26</td>
<td>31.02</td>
<td>31.80</td>
</tr>
<tr>
<td>C. $1.00/hour over employee’s base pay, whichever is greater</td>
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5. Differentials/Extra Compensation (Applied only to non-skilled maintenance)

<p>| | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>A. Special Equipment Operator</td>
<td>$.20 per hour</td>
</tr>
<tr>
<td>B. Longevity*</td>
<td>After 5 years $.15 per hour</td>
</tr>
<tr>
<td></td>
<td>After 10 years $.20 per hour</td>
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<tr>
<td></td>
<td>After 15 years $.25 per hour</td>
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<td></td>
<td>After 20 years $.30 per hour</td>
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</table>

*Longevity increments are given on two dates per year. Those dates are July 1st and January 1st. Eligibility for an annual increment on January 1st will include persons employed by Peoria Public Schools beginning the preceding July 1st through December 31st; those employed by the District beginning January 1st through June 30th will be eligible for annual increments on the following July 1st.

6. Job Classification and Transfer of Personnel

A person may be transferred from the general to the special maintenance classification upon the recommendation of the Director of Buildings and Grounds with the approval of the Superintendent of Schools and the Board.

7. When Peoria Public Schools needs to replace a Skilled Trade Employee (painter, carpenter, electrician), the School District will ask the trade's local for members to be interviewed to fill the position. This recognizes an established policy.

8. After the successful completion of a one-year period, employees promoted to general maintenance positions will be advanced to the "maximum" pay scale for that job classification. After the successful completion of a one-year period, employees promoted to special maintenance will be advanced to the "intermediate" pay scale for that job classification.

9. If a Special Maintenance employee selected for a posted position does not complete an appropriate training program as determined by the employer (up to three (3) years), the employee may be reassigned to his/her previous position, if available, or to a similar position within the bargaining unit for which he/she is qualified, and shall receive the wage rate applicable to the new position.
10. Each Painter shall receive an annual uniform allowance in the amount of $100.00 payable anytime before the end of the current fiscal year, which is June 30th. In order to obtain the $100.00 uniform allowance reimbursement, the employee must submit proof of purchase of the uniform to the Director of Buildings & Grounds or designee.
APPENDIX C

SALARIES AND REGULATIONS
FOR TRANSPORTATION PERSONNEL
EFFECTIVE JULY 1, 2018

(Wages Stated Per Hour)

1. Maintenance Personnel

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<thead>
<tr>
<th></th>
<th>18-19</th>
<th>19-20</th>
<th>20-21</th>
<th>21-22</th>
<th>22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Head Technician</td>
<td>30.78</td>
<td>31.70</td>
<td>32.49</td>
<td>33.30</td>
<td>34.13</td>
</tr>
<tr>
<td>B. Mech. Maintenance Technician</td>
<td></td>
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<tr>
<td>Beginning</td>
<td>24.34</td>
<td>25.07</td>
<td>25.70</td>
<td>26.34</td>
<td>27.00</td>
</tr>
<tr>
<td>Maximum</td>
<td>26.69</td>
<td>27.49</td>
<td>28.18</td>
<td>28.88</td>
<td>29.60</td>
</tr>
<tr>
<td>C. Preventative Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning</td>
<td>22.41</td>
<td>23.08</td>
<td>23.66</td>
<td>24.25</td>
<td>24.86</td>
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<tr>
<td>Maximum</td>
<td>22.80</td>
<td>23.48</td>
<td>24.07</td>
<td>24.67</td>
<td>25.29</td>
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2. Extra Compensation

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<tbody>
<tr>
<td>A. Second Shift</td>
<td>$ .35 per hour</td>
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<td></td>
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<tr>
<td>B. Longevity*</td>
<td>After 5 years $ .15 per hour</td>
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<tr>
<td></td>
<td>After 10 years $ .20 per hour</td>
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<td>After 15 Years $ .25 per hour</td>
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<td>After 20 years $ .30 per hour</td>
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* Longevity increments are given on two dates per year. Those dates are July 1st and January 1st. Eligibility for an annual increment on January 1st will include persons employed by Peoria Public Schools beginning the preceding July 1st through December 31st; those employed by the District beginning January 1st through June 30th will be eligible for annual increments on the following July 1st.

3. After the successful completion of a one-year period, employees will be advanced to the "maximum" pay scale in that job classification.

4. Tools: Each technician shall provide a current inventory of his tools.

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<tbody>
<tr>
<td>A. Tools owned by Mechanical Maintenance Technicians and used at School District facilities shall be insured for casualty loss in an amount not to exceed $7,000.</td>
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<tr>
<td>B. Transportation personnel shall receive reimbursement for the cost of personal tool insurance not to exceed $175 annually.</td>
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</table>
C. Each Mechanical Maintenance Technician shall receive an annual tool allowance in the amount of $350.00 payable anytime before the end of the current fiscal year, which is June 30th. In order to obtain the $350.00 tool allowance reimbursement, the employee must submit proof of purchase of the tools to the Director of Transportation or designee. Replacement tools would be acquired through the School District Purchasing Department so as to obtain governmental discounts.

D. Each Preventative Maintenance Personnel shall receive an annual tool allowance in the amount of $125.00 payable anytime before the end of the current fiscal year, which is June 30th. In order to obtain the $125.00 tool allowance reimbursement, the employee must submit proof of purchase of the tools to the Director of Transportation or designee.

5. Uniforms - The District will provide uniforms for Transportation Technicians and Helpers.

Each Mechanical Maintenance Technician and Preventative Maintenance Personnel shall receive an annual boot allowance in the amount of $100.00 payable anytime before the end of the current fiscal year, which is June 30th. In order to obtain the $100.00 tool allowance reimbursement, the employee must submit proof of purchase of the boots to the Director of Transportation or designee.

6. Bus Driving
Driving time is identified as the time a Transportation bargaining unit member operates a school bus in order to transport students to and from school or an event.

A. Transportation Mechanic Maintenance Technicians (MMT) and Preventative Maintenance Personnel (PMP) must possess a valid CDL and School Bus Permit to be considered for bus driving time.

B. Distribution of driving time opportunities
   a. Driving totals will more than likely not be equal comparing second shift with first shift due to the nature of the different shifts and as some staff may not be qualified to perform such service. Driving opportunity should be distributed equitably between ALL qualified shop personnel, not just according to the shift worked or the job position held.
   b. Driving incentive rosters are separate from shop overtime rosters. Personnel eligible for driving time are also eligible for shop overtime for the services they are qualified to perform.

C. Callouts
   a. Shop personnel have callout rights over any other person or persons that are eligible to drive (i.e. – former drivers turned custodians, maintenance, etc.) with the exception of regular drivers, Transportation supervision or Transportation office staff.
b. In an immediate first shift emergency situation (i.e. – punctuality needed on a route, mid-day runs, etc.) callouts can occur without regard to shift equity. However, callouts should be offered to immediate available personnel with the least total hours of driving time or if totals are the same for available personnel, according to seniority.

c. Eligible second shift staff will not be called in to drive unless they have been off the clock for at least eight (8) consecutive hours.

d. There will be a minimum of two (2) hours pay for each callout of second shift staff to drive during first shift hours.

e. Driving total rosters will be posted and maintained stating:
   a.) Available driving
   b.) Who was offered (according to totals and seniority)
   c.) Who worked it or turned it down. Note: If a callout was turned down, it needs to be stated and charged to that person’s total as if they had worked it.

There are to be two separate driving roster sheets posted and maintained for
1.) First shift driving and 2.) Second shift driving. Driving total sheets must be maintained by whomever the Director of Transportation delegates; either designee or the union committeeman. It is that person’s responsibility to create a proper callout list from information recorded on the payroll sheet totals and given to the dispatcher. Evaluations would occur at each payroll period (currently every two weeks) to insure equity. At that time, callouts would be adjusted according to the totals in each shift roster, in which the person with the least amount of driving totals would be called out first.
Proper callouts, from information given to the dispatcher, and proper pay compensation are the responsibility of management

f. Driving offered that was turned down would be considered “chargeable” hours. “Chargeable” hours would be calculated at an average of total hours given to other same shift employees and charged toward their total.

g. No person shall be called in when there is no driving opportunity available. If called in for the purpose of driving and not needed, then that time will be converted to shop overtime (at the employee’s Primary Duty rate of pay) and that person will be expected to perform shop work for the time that they are there.

D. In the event that not all eligible drivers are driving and the person continuing to drive gets ahead of the other drivers on their shift, that person’s route(s) will be given to the person or persons with the least hours, after the next payroll sheet evaluation, until caught up.
E. It is agreed that when a driver is on a steady route for purposes of training or to establish a route, that person will stay on that route until training is complete or until a route has been established. Then, for equity purposes, Article E will be enacted when not all eligible drivers are driving. At the end of the school year, if no catch up was possible, then, a carryover of the difference of the hours would transfer at the beginning of the next school year. The driver with the least hours at the end of the school year would then start at “zero” at the beginning of the next school year. Article E would then prevail at the beginning of the new school year for drivers that are not equal.

7. **ASE Registration and Testing Reimbursement** – Staff members shall be reimbursed the cost of registration and the tests [currently six (6) per level] required to receive ASE (Automotive Service Excellence) certification for School Buses for both Technician and Master Technician levels subject to the following conditions and limitations:

A. Prior written approval for registration and testing reimbursement from the Director of Human Resources is required.

B. Staff members must be in good standing with the District and not on leave from their jobs.

C. Staff members seeking reimbursement must indicate in writing the intent of remaining a full-time staff member in Peoria Public Schools for a minimum of one complete year after receiving reimbursement. Failure to do so will require return of the registration and testing costs to the District.

D. Reimbursement will only be provided for registration and for tests that are successfully passed. The District will not pay for the re-registration of any failed tests.

E. All preparation and testing must be done outside of work hours and there will be no additional compensation for any employee time utilized toward completion of these certifications.

F. Staff members shall provide documentation of payment of registration and testing fees in addition to the submission of document(s) or certificate(s) confirming the successful (passing/completion) of each test in order to receive reimbursement of costs.

G. Reimbursement to staff members for registration and testing fees shall be paid within sixty (60) days after all required documentation has been received by the Director of Human Resources.

8. **MMT Apprentice Program**

A. The Board and the Council will work together to establish training for the purpose of training PMP’s interested in being employed as MMT’s.

B. Every Effort shall be made to train PMP’s who are interested in being employed as MMT’s.
APPENDIX D

SALARIES AND REGULATIONS
FOR SPECIAL MAINTENANCE - TECHNOLOGY PERSONNEL
EFFECTIVE JULY 1, 2018

(Wages Stated Per Hour)

1. Non-Skilled Maintenance

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</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>24.72</td>
<td>25.46</td>
<td>26.10</td>
<td>26.75</td>
<td>27.42</td>
</tr>
<tr>
<td>Beginning</td>
<td>26.07</td>
<td>26.85</td>
<td>27.52</td>
<td>28.21</td>
<td>28.92</td>
</tr>
<tr>
<td>Intermediate</td>
<td>26.69</td>
<td>27.49</td>
<td>28.18</td>
<td>28.88</td>
<td>29.60</td>
</tr>
<tr>
<td>Maximum</td>
<td>32.19</td>
<td>33.16</td>
<td>33.99</td>
<td>34.84</td>
<td>35.71</td>
</tr>
<tr>
<td>Technology Foreman</td>
<td>32.19</td>
<td>33.16</td>
<td>33.99</td>
<td>34.84</td>
<td>35.71</td>
</tr>
</tbody>
</table>

Whenever a General Maintenance or Special Maintenance Assistant is performing special maintenance work unassisted, that employee will be paid the Special Maintenance Beginning rate. When a General Maintenance employee assists Special Maintenance, that employee will be paid the Special Maintenance Assistant rate.

2. Longevity*

| After 5 years $ .15 per hour |
| After 10 years $ .20 per hour |
| After 15 Years $ .25 per hour |
| After 20 years $ .30 per hour |

* Longevity increments are given on two dates per year. Those dates are July 1st and January 1st. Eligibility for an annual increment on January 1st will include persons employed by Peoria Public Schools beginning the preceding July 1st through December 31st; those employed by the District beginning January 1st through June 30th will be eligible for annual increments on the following July 1st.

3. After the successful completion of a two year period, employees hired or promoted to Special Maintenance-Beginning will be advanced to the level of Special Maintenance - Intermediate.

4. After the successful completion of the initial two year period and completion of A+ and Net + certification, employees hired or promoted to Special Maintenance-Beginning or Special Maintenance-Intermediate will be advanced the level of Special Maintenance- Maximum.

5. A+ and Net+ certification would not be required for advancement to maximum for any employee with MCSE or CCNA certification.
6. Current technology employees may be moved to Special Maintenance-Maximum upon the recommendation of the Director of Technology based on demonstrated knowledge and experience after completion of the assessment test aligned to the A+ and Net+ standards.

7. If a Special Maintenance employee selected for a posted position does not complete an appropriate training program as determined by the employer (up to three (3) years), the employee may be reassigned to his/her previous position, if available, or to a similar position within the bargaining unit for which he/she is qualified, and shall receive the wage rate applicable to the new position.

8. A+ and Net+ Certification Reimbursement – Staff members shall be reimbursed the cost of books and all tests required to receive A+ and Net+ Certification subject to the following conditions and limitations:

   A. Prior written approval for testing reimbursement from the Director of Human Resources is required.

   B. Staff members must be in good standing with the District and not on leave from their jobs.

   C. Staff members seeking reimbursement must indicate in writing the intent of remaining a full-time staff member in Peoria Public Schools for a minimum of one complete year after receiving reimbursement. Failure to do so will require return of the testing and book costs to the District.

   D. Reimbursement will only be provided for tests that are successfully passed. The District will not pay for the re-taking of any failed tests.

   E. All preparation and testing must be done outside of work hours and there will be no additional compensation for any employee time utilized toward completion of these certifications.

   F. Staff members shall provide documentation of payment of testing fees and book costs in addition to the submission of document(s) or certificate(s) confirming the successful (passing/completion) of each test in order to receive reimbursement of costs.

   G. Reimbursement to staff members for testing and book fees shall be paid within sixty (60) days after all required documentation has been received by the Director of Human Resources.